

ADMINISTRATIVE REGULATIONS

TITLE: ANIMALS IN SCHOOL DISTRICT FACILITIES

CATEGORY: EDUCATION

NUMBER: 1010

I. Rationale:

Research supports that having animals in the classroom can have strong benefits for children. Animals can reduce stress and anxiety, improve social interaction, and increase motivation and learning. The School District recognizes the important role that animals play in the lives of many staff and students. Bringing an animal/pet to work is a privilege and a responsibility. In order to protect the health and safety of staff and students, the guidelines below shall apply when an animal/pet is brought into a school district place of work.

The School District is a workplace where:

- Bringing an animal/pet to the workplace is a privilege, not a right.
- Therapy animals are not exempt from the process of this regulation.
- Decisions on allowing personal animals/pets in the workplace will be made in a transparent and collaborative manner.
- Staff are consulted with and have an opportunity to share any concerns freely and in a respectful manner prior to the animal/pet being introduced into the area.
- Rules will be reviewed on a regular basis and revised as needed.

II. Guidelines:

- a. Employees shall ensure that they have completed an “Application for Animals in the Workplace” and has been submitted to their manager or principal and that the application has been approved prior to bringing any animal into school district places of work. It is the responsibility of the appropriate manager or principal to complete the application form for all animals being considered for entry into work sites.
- b. Staff must be sensitive to the fact that students and staff may have fears or allergies associated with certain animals. We need to ensure that the introduction of animals is done carefully and with thoughtful collaborative preparation in consultation with the school principal or site manager.
- c. Animals shall not disrupt the usual work of staff and students. Staff must not be distracted by the presence of an animal in the worksite and must prioritize their duty of care for students or other staff.
- d. Animals are allowed only in places agreed upon in the application form for a set period of time.
- e. For the health and safety of all individuals, animals/pets are prohibited from shared spaces including, but not limited to: kitchens/lunch rooms, restrooms, and areas housing hazardous materials or machinery.
- f. Animals for instructional purposes shall be housed in suitable, sanitary self-contained enclosures appropriate to the size of the animals (as per S.P.C.A. guidelines).

ADMINISTRATIVE REGULATIONS

TITLE: ANIMALS IN SCHOOL DISTRICT FACILITIES
CATEGORY: EDUCATION
NUMBER: 1010

Teachers who bring animals into their classrooms will be responsible for ensuring enclosures are kept in a sanitary condition.

- g. Animals shall not be allowed to roam freely in the school, inside district facilities, or outside on district grounds. Dogs must be completely housebroken and up to date on vaccinations before being brought to school into district facilities.
- h. Due to the nature of their work, therapy dogs may be unleashed while in certain settings, but will be kept under control at all times. Dogs used for therapeutic purposes will require proper certification indicating a training program has been successfully completed.
- i. Animals shall not be left in district sites during holiday periods. The staff member who brought the animal(s) will be responsible for their proper care.
- j. Prior to introducing any animals into the classroom for instructional purposes, teachers shall ensure that:
 - i. Students and school personnel are not allergic to their presence. If a student or staff member suffers from an allergy that is aggravated by the presence of animals, the animal must be removed;
 - ii. The animal is free from any disease or parasites;
 - iii. The animal will present no physical danger to students or staff;
 - iv. Students will be instructed in the proper care and handling of the animal.
- k. Staff shall not bring their own household pets into district schools, except for instructional purposes and/or student support and by prior application.
- l. Managers and site principals will take appropriate steps to make alterations to the application, including canceling the application, if concerns are brought forward. Staff understand that the animal in question is present at the worksite under the expectation that it does not negatively impact any worker or student.

Received: May 2023

References:

ADMINISTRATIVE REGULATIONS

TITLE: ANIMALS IN SCHOOL DISTRICT FACILITIES
CATEGORY: EDUCATION
NUMBER: 1010

Application for Animals in the Workplace

Note: This agreement is specific to this workplace and not transferable

Title of owner: _____
Name of animal: _____
Name of animal: _____
Type of animal (e.g. dog, cat, etc.) _____
Effective Date Range: From: _____
To: _____

Detail any building/department/area specific considerations or restrictions that have been agreed to (e.g. designated days of the week, entry/exit points etc.)

Documentation of consultation (including staff rep/ Shop Steward/ custodian/ health and safety committee, etc.)

*I have reviewed the Animals in School District Facilities regulation and agree to abide by the rules and guiding principles. All staff in the workplace have been included in this consultative and collaborative process to ensure the continuation of a safe and respectful environment. **

Employee's Signature Date

Manager/ Principal Signature Date

*Completed form to be held on site