



**Official Policy
of
Ogden Preparatory Academy**

6. Human Resources

6.24.POL Animals Inside the School

Effective/Revision Date: 6/08/2023

Page 1 of 4

PURPOSE

Ogden Preparatory Academy is committed to providing a healthy and safe environment for all students and staff. It is the purpose of this policy to define the parameters under which employees of Ogden Preparatory Academy may bring and/or allow animals inside the School. No animals shall be permitted which do not comply with this policy.

POLICY FOR ANIMALS INSIDE THE SCHOOL

- All animals require written administrative approval. Administrative approval may be revoked at any time.
- Any animal may be restricted from school property should the animal become aggressive or a nuisance, including service and/or therapy dogs.
- Due to safety and allergen concerns, all animals may be restricted from some areas of the school.
- Animals must be well behaved and under the control of the employee/handler at all times.
- The animal may not interfere with the learning environment or the ability of the employee to perform job responsibilities.
- Any animal which causes injury or poses a direct threat to students or staff shall be removed from the school immediately. In case of injury, the injury reporting paperwork shall be completed.
- Any animal must be current with required vaccinations. Vaccination records shall be available to administration upon request.

POLICY AND PROCEDURES FOR SPECIFIC ANIMALS

Service and Therapy Animals	2
Classroom Animals	2
Multi-day Classroom “Pets”	2
Family Pets	3
Service Animals in Training	3

Service and Therapy Animals

Service animals and therapy animals are defined as necessary to support a disability. The use of service animals must comply with OPA Service and Emotional Support Animal Policy. Administration may work with employees to determine an alternate accommodation.

Classroom Animals

Classroom animals shall only be permitted which support a School program or curriculum.

1. Parent Notification
 - a. A written notice will be sent to each student's parent/guardian regarding animals in the classroom. At the parent's request, administration may review a petition for excluding a student from the class for health reasons; in extreme cases, permission for the animal may be refused.
 - b. Notice may be given in annual disclosure statements.
 - c. Notice shall include permission to handle the animal and/or items related to the animal.
2. All student contact with animals must be organized and supervised.
3. Students shall wash their hands after contact with an animal.
4. Accommodations shall be made for students with animal fears and/or allergies.
5. **Multi-day Classroom "Pets"**
 - a. Before a classroom "adopts" a pet, the teacher should evaluate the appropriateness of the animal of interest and the long-term utility of the educational objective for having the animal in the classroom.
 - b. To obtain administrative approval, the teacher must present administration with the following:
 - i. Curricular connection and learning objective.
 - ii. Daily care plan (including weekends, holiday breaks, and at the end of the school year).
 1. Requesting students or their families to assume this responsibility will not be permitted; however, adult family members may volunteer their services if they so wish.
 - iii. Veterinary care plan.
 - iv. An exit plan for the animal if it has to be removed from the school.
 - v. Instructions for the custodian/administration/substitute should an emergency arise.
 - vi. Vaccination records, if applicable.

- c. The teacher assumes responsibility for all care and expenses related to the classroom pet, including regular and emergency veterinarian care. The School shall not be responsible for any expenses with regard to the classroom pet.
 - d. Location of the pet, cleanliness, and indoor air quality concerns must be addressed. If adequate accommodations cannot be made, the pet must be removed or the “adoption” denied.
 - e. The teacher must keep cages clean and in well ventilated areas. The cage and associated materials must be kept contained and away from vents and heat sources.
 - f. The animal must be treated ethically; properly fed and watered; provided with an appropriate living habitat.
 - g. Animals which may be approved include:
 - i. Fish: Fish aquariums must be cleaned and cared for regularly. Used tank water must be disposed of in sinks that are not used for food preparation or drinking water.
 - ii. Small animals such as guinea pigs, hamsters, mice and rats. Proper care must be taken to avoid incidents.
6. Reporting Problems
- a. If an incident occurs with the classroom animal, or if there are allergic symptoms present, administration must be notified. If the incident involved student exposure to the animal or animal products where the skin has been broken or other cause for concern is present, the parent or guardian must be contacted.

Family Pets

In the interests of safety and health, family pets of any kind are not allowed in school buildings during school hours. This restriction extends to “show and tell” animal visits. If the visit of an animal to a classroom is tied to the curriculum, the visit should follow the classroom animal guidelines herein.

School hours are meant to include classroom periods, the period of time before and after school when students are entering and exiting the school, and during after-school activities when students are present.

Pets are not allowed on field trips.

The employee is responsible for any damage to School facilities or property caused by their pet.

The employee is responsible for all cleaning, maintenance, and care of their pet.

Service Animals in Training

Employees shall not be permitted to train service animals during contract hours.

Document History

Approved: 10/24/2019

Origination

Updated: 06/08/2023

Heading updates and Board Review

Legal References