

**Appendix A to Policy 820  
New Prague Community Schools  
Request for Animals in the Classroom**

School \_\_\_\_\_ Date \_\_\_\_\_

Staff Person \_\_\_\_\_ Room # \_\_\_\_\_

Type of animal(s) to be used in classroom \_\_\_\_\_

Number of animals \_\_\_\_\_

Date animal is to be brought into classroom \_\_\_\_\_

Date animal is to be removed from classroom \_\_\_\_\_

Are animal's vaccinations up to date? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ *If no, animal will not be allowed into the building.*

Who will be responsible for cleaning cages? \_\_\_\_\_

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

Request Approved \_\_\_\_\_ Denied \_\_\_\_\_

Site Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**AS DISTRICT POLICY STATES:**

Use alternatives to animals if possible for purpose of instruction. Request in writing permission from the building administrator using form labeled Appendix A. Cages must be cleaned daily (including vacations and holidays) dispose of waste properly (double bagged and removed immediately to outside dumpster). Locate animals away from ventilation systems to avoid circulating allergens. Students sensitive to animals will be located away from animals and habitats. If an administrator feels that the animals in the classroom are not in the best interest of the district, the animal must be removed from the classroom. Students are not allowed to bring animals to school without the permission of the building principal. Animals are not allowed on busses. Animals used for the purpose of assisting individuals must be registered in the building office upon arrival. Animals may be used for administrative purposes.

Staff Person Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS REQUEST FORM MUST BE POSTED NEXT TO ANIMAL CAGE**