

PROCEDURE TITLE: Animals in HCPS Buildings or Property		
ADOPTION/EFFECTIVE DATE: May 4, 2018	MOST RECENTLY AMENDED::	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY:		

I. Purpose

The purpose of this procedure is to establish criteria and standards regarding the presence or use of animals in or on Harford County Public Schools (HCPS) buildings or property.

II. Definitions

- A. **Animal** means a living organism other than human being.
- B. **Service Animals** means a dog or miniature horse which a person with a disability requires because of his or her disability and which will perform work or tasks for the person.
- C. **Curriculum Animals** means any animals that are required or specifically integrated aspect of the HCPS science or magnet program courses.
- D. **Pet** means any animal that lives in a tame home setting.
- E. **Vendor Animals** means any animal owned and maintained commercially by a business or organization that sells, buys, and keeps animals for display, public viewing, or interactive experiences.
- F. **Venomous Animals** means any animal which is capable of transmitting a poisonous substance by biting or stinging, including but not limited to: rattlesnakes, copperheads, water moccasins, coral snakes, gila monsters, black widow spiders, brown recluse spiders, bees, wasps, hornets, lionfish, stinging jellyfish, scorpions, and tarantulas.
- G. **Wild Animals** means any animal which is not a pet or is any of the following without regard to whether they are a pet, includes but not limited to bats, skunks, raccoons, foxes, minks, weasels, ferrets, opossums, stray or unvaccinated dogs or cats, ground squirrels, mice, rats, chipmunks, groundhogs, moles, and shrews.

- H. **PPE** is personal protective equipment such as protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection.

III. Animals in or on HCPS Buildings or Property

A. Prohibited Animals

1. Pets, venomous and wild animals are prohibited in HCPS buildings or on property under any circumstances, notwithstanding any other provision contained in this procedure.

B. Permitted Animals

1. Service Animals
 - a. Service animals are permitted in school buildings and school property in accordance with HCPS Procedure, "Reasonable Accommodations and Service Animals Under the Americans with Disabilities Act or Section 504."
2. Animals in Classrooms
 - a. Animals are permitted in school classrooms provided the following conditions are met.
 - i. The animal is in the classroom in accordance with the MSDE curriculum guidelines found in the "Science Safety Manual."
 - ii. The animal is in the classroom in accordance with the HCPS Science curriculum guide on "Use of Live Animal Specimens."
 - iii. The animal is in the classroom in accordance with the HCPS Business, Technology, and Magnet Programs, curriculum guidelines.
 - iv. The animal is an approved aspect of curriculum or approved by the Supervisor of Science, or the Supervisor of Business, Technology, and Magnet Programs.

- v. The teacher obtains documentation that the animal is
 - 1) Obtained from a qualified animal distributor, licensed animal shop, or breeder.
 - 2) Properly immunized including a current rabies vaccination, as appropriate.
- vi. The teacher ensures proper care of the animal including proper feeding, administration of water, and handling the animal.
- vii. The teacher maintains the animal in the classroom except for necessary transport in and out of the school. The animal shall not be permitted to roam or move about the school building or property.
- viii. The teacher provides a latched or locked cage for the animal, as appropriate. The teacher shall consider the type of material used in cage construction (*e.g.*, gauge of screening, size, shape, and fit of lids and doors, spacing of spindles, etc.) to minimize the chance of rodent or insect infestations.
- ix. The teacher monitors daytime and nighttime classroom temperatures as appropriate for animals in question.
- x. The teacher formulates the plan for care of the animal in question over weekends, holidays, and on those days when schools are not in session.
- xi. The teacher formulates a plan for care of the animals during emergency school closings or in the event that the regular caregiver is not available.
- xii. The teacher provides students clear rules of conduct regarding the observation of the animal.

3. Demonstration Animals

- a. Animals brought by vendors or owners for educational demonstration purposes may be allowed in or on HCPS buildings or property as approved by an administrator and the following requirements are met:

- i. Any contract presented by the vendor is approved by the Office of Risk Management.
- ii. Proof of General Liability insurance is provided from the vendor through a certificate of insurance.

- 1) HCPS should be listed as a named additional insured with this language:

“The Board of Education of Harford County and its elected and appointed officials, officers, agents, employees and authorized volunteers shall be named as additional insureds on this commercial general liability insurance policy as respects the [Vendor] activities on school property.”

- iii. Proof of animal vaccinations are provided where applicable.
- iv. Schools obtain permission from parents to participate.
- v. Animal bite demonstrations involving students, employees, or visitors are prohibited.

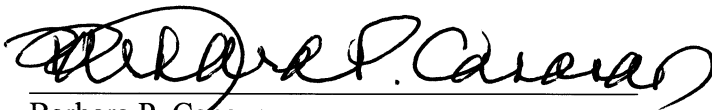
C. Health Precautions

1. Health precautions are required to be followed for all permitted animals, except service animals, as follows.
 - a. Prior to having an animal in the school building or school classroom, teachers must consult the school nurse for information on all students with pet allergies.
 - b. The teacher ensures that the location of the animal activity is well-ventilated and cleaned immediately after use.
 - c. The teacher ensures that students and others wash hands and exposed areas with hot water and soap immediately after handling or feeding animals, and after cleaning cages.
 - d. The teacher advises students and others to avoid hand-to-mouth contact when handling animals or cages.
 - e. The teacher ensures that the cages are clean and disinfected to ensure clean and odor-free cages.

PROCEDURE

- f. The teacher ensures that feces and bedding are disposed of in a sanitary manner by sealing in plastic bags and placing it in a dumpster for removal.
- g. The teacher ensures that animals, animal feed, or cages, are not placed in areas where food for human consumption is stored, prepared, or consumed.
- h. The teacher ensures that all animal food is kept in rodent resistant containers.
- i. The teacher ensures that any bite, scratch, or equipment-inflicted injury including allergies or illness is reported to the school nurse immediately.
- j. The teacher assesses PPE for the activity. Clean, thick gloves and appropriate clothing are recommended when handling animals to prevent bites or scratches.

Approved By:



Barbara P. Canavan
Superintendent of Schools



May 4, 2018
Date

PROCEDURE

Procedure Action Dates		
ACTION DATE	ACTION DATE	ACTION DATE
Adopted 05/04/18		

Responsibility for Procedure Maintenance & References	
LAST EDITOR/DRAFTER NAME: Ms. Katie Ridgway	JOB POSITION OF LAST EDITOR/DRAFTER: Assistant Supervisor - Risk Management
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LEGAL REFERENCES¹

References are set forth in the Procedure.

¹ All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a procedure.