



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Live Animals In Classroom , Service Animals, and School Sponsored and Non-School Sponsored Activities Involving Animals

ROUTING
All Administrators
All Locations

NUMBER: BUL-3845

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DATE: July 31, 2007

POLICY: In a continued effort of the Los Angeles Unified School District to provide a safe working and learning environment, this bulletin provides District policy regarding animal(s), insect(s), and reptile(s) on District property and/or facilities. The District will not permit animal(s), insect(s) or reptile(s) on District property and/or facilities by students, employees, faculty or visitors unless the guidelines noted below are met.

MAJOR CHANGES: This bulletin replaces Bulletin – 797, “Care, Study and Treatment of Live Animals in the Classroom” which is dated February 23, 2004. It updates District policy and procedures regarding live animals in classrooms, service animals, and school sponsored and non-school sponsored activities involving animals.

GUIDELINES: The following guidelines apply.

I. DISTRICT POLICY

Animals, insects and/or reptiles are not permitted on District property and/or facilities, unless the owner, sponsor or responsible parties have followed the guidelines set forth herein and have followed the proper procedure to obtain authorization.

II. LIVE ANIMALS IN THE CLASSROOM

A. CRITERIA

1. Principal must establish procedures for approving requests from teachers for the use of live animals prior to their display in the



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classroom.

2. Animals whose bite may be poisonous or may cause severe physiological reactions are not permitted in schools. Questions concerning safety factors in the use of an animal should be directed to staff of San Pedro and Van Nuys Math, Science, and Technology Centers.
3. Animals should be kept in an appropriate cage or enclosure that provides maximum containment of the animals, clean and sanitary conditions, shelter and protection from the weather, and appropriate temperatures and assures safety for the students. Questions regarding enclosures to be used in schools for specific kinds of animals should be referred to the resource teacher at the San Pedro and Van Nuys Math, Science, and Technology Centers.
4. Warning signs such as *Keep Hands Away from Cage* should be posted conspicuously on cages housing animals that may bite. Students and visitors should be cautioned about inserting fingers in an occupied animal cage.
5. All animals should be supplied with suitable and sufficient food and water as often as the feeding habits of such animals require. Students should feed and handle animals under the supervision of the teacher. Feed for use in schools may be ordered from the regional science centers.
6. Living materials are distributed through the San Pedro and Van Nuys Math, Science and Technology (MST) Center. Please contact the Life Science Laboratory Technician at (818) 997-2574 for questions related to the availability of living materials.
7. Live vertebrate animals shall not, as part of a scientific experiment or any purpose whatever, be experimentally medicated or drugged in a manner to cause painful reactions or induce painful or lethal pathological conditions or injured through any other treatments, including but not limited to, anesthetization or electric shock.
8. Teachers should train students in the handling and care of animals, such as mice and guinea pigs. Students should not excite animals or engage in activities such as poking pencils at animals because such activity encourages biting. Students need to know that many animals are nocturnal and are likely to bite if disturbed during the day.



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Hamsters are not recommended for classroom use for this reason.

9. Every reasonable precaution shall be taken to ensure that animals are not teased, abused, mistreated, annoyed, tormented, or in any manner made to suffer by any person or by any means.
10. Students should thoroughly wash their hands after they finish touching or handling an animal in the classroom to ensure proper hygiene. Students should not eat or drink anything while touching or handling an animal. Students shall wash their hands thoroughly after touching or handling an animal before eating or drinking anything.
11. All sick animals shall be isolated from healthy animals in such a manner that the illness or disease will not be transmitted to other animals. Students should not be allowed to touch or handle sick animals.

III. SERVICE ANIMALS

A. AMERICANS WITH DISABILITIES ACT

Guide dogs/service animals are permitted on District property and/or at District-sponsored activities for persons with disabilities. Service animals whose behavior poses a direct threat to the health or safety of others or is disruptive to the campus community may be excluded at the time of the threat/disruption, regardless of training or certification.

A service animal is any guide dog, signal dog or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing, providing minimal rescue or protection work, pulling a wheelchair or fetching dropped items. The service the animal is providing must be directly related to the functional limitation of the person's disability. Service animals are working animals, not pets.

Therapy or companion animals, including pets, are not service animals, are not covered under the Americans with Disabilities Act, therefore, are not permitted on District facilities or at District-sponsored activities.

B. EMPLOYEE REQUESTS FOR SERVICE ANIMAL AND REASONABLE ACCOMMODATION



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1. **EMPLOYEE REQUESTS** - An employee who requests a service animal as an accommodation is required to obtain authorization through Integrated Disability Management, Division of Risk Management and Insurance Services.
2. **REASONABLE ACCOMMODATION** - Service animals for reasonable accommodation will be permitted based upon documentation supporting the assistance of the service animal. Authorization for reasonable accommodation to return to work with the assistance of a service animal is required by the Integrated Disability Management, Division of Risk Management and Insurance Services prior to returning to work with the service animal. If authorization is not received by Integrated Disability Management, the service animal will not be allowed on any District property and/or facilities.
3. All questions regarding a service animal on a school site should be directed to Integrated Disability Management at (213) 241-3139.

C. REQUIREMENTS OF SERVICE ANIMALS AND THEIR PARTNERS/HANDLERS

1. **TRAINING** – A service animal must be specifically trained to perform a service function.
2. **IDENTIFICATION** – The service animal should wear a harness, cape, identification tag or other gear that readily identifies its working status.
3. **CONTROL** – The partner/handler must be in full control of the service animal at all times. The care and supervision of a service animal is solely the responsibility of its partner/handler.
4. **LEASH** – The service animal must be on a leash at all times.
5. **LICENSE AND TAGS** – All service animals should have an owner identification tag
6. **CLEAN UP RULE** – The partner/handler must always carry equipment sufficient to clean up the animal's waste, immediately remove the waste, and be responsible for the proper disposal of the animal's waste.



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D. CONDITIONS FOR KEEPING A SERVICE ANIMAL

The partner/handler of a service animal may be asked to remove any animal that is unruly or disruptive (e.g. barking, running around and causing disruption) from District property and/or facilities at the time of the disruption. If the improper behavior happens repeatedly, the handler may be required to take significant steps to mitigate the behavior before bringing the animal onto District property and/or facilities. Mitigation may include muzzling a barking animal, obtaining a refresher training course for both the animal and the handler, or other appropriate measures.

E. ADMINISTRATIVE RESPONSIBILITIES

1. If an animal is on school site, inquire if the animal is a service animal.
2. Verify that an employee who requests a service animal as an accommodation obtains appropriate authorization through Integrated Disability Management, Division of Risk Management and Insurance.
3. Direct any questions regarding service animals to Integrated Disability Management at (213) 241-3139.
4. Allow a service animal to accompany the partner/handler at all times and everywhere on campus, within District property, except where service animals are specifically prohibited due to health, environmental, or safety hazards.
5. Direct staff, students, and other persons to refrain from petting, feeding, or deliberately startling a service animal.
6. Immediately report any disruptive behavior of a service animal to School Police or School Safety Officer. No attempt should be made to separate a partner/handler from his or her service animal.

F. SERVICE ANIMALS IN TRAINING

To ensure the safety and security of the school community, students, staff, and community members who are training service animals, voluntarily or



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for compensation, are not allowed to bring the service animal in training to District facilities or to participate in District-sponsored activities.

IV. SPECIAL EVENTS INVOLVING ANIMALS

A. DISTRICT SPONSORED EVENT

Events involving live animal(s), insects(s) or reptile(s) are allowed on District property and/or facilities during school hours as long as the guidelines set herein are met and approval is obtained prior to the event. Approval must first be obtained from the principal. The principal should notify their Local District Operations Coordinator and contact the Division of Risk Management and Insurance Services at (213) 241-3987 at least 30 days prior to the event.

1. **PARENT NOTIFICATION/CONSENT** - Parents should be notified and consent obtained for the students to participate in the planned event, if it is a District sponsored event. The parent notification must disclose the date, time, type of animal, and nature of interaction with student. Parent consent must be obtained for students to participate in any District sponsored event which will involve live animals. The parent should disclose any known allergies or risks posed to the student (e.g. allergies, asthma or student afraid of dogs).
2. **EMERGENCY SERVICES PLAN** - The principal should notify the school nurse of the event involving animals in case of an emergency. In the event of an emergency, contact 911 immediately for treatment and Animal Control for immediate removal of the animal, insect or reptile.
3. **ANIMAL OWNER/TRAINER** - The contact name, business name, address, and telephone number of the owner or organization providing the animal(s), insect(s) or reptile(s) must be provided to the Division of Risk Management and Insurance Services at (213) 241-3987.
 - i. **CONTROL** - The owner or organization providing the animal(s), insect(s) or reptile(s) must be in full control at all times. The owner or organization must provide care, supervision and will be solely responsible for handling the animal(s), insect(s) or reptile(s).



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- ii. **HEALTH** - The animal(s), insect(s) or reptile(s) must be in good health. The animal(s), insect(s) or reptile(s) must have current vaccinations and immunizations common and appropriate to that species. Certificate of Vaccination, USDA Certificate of Licensed Class Exhibitor, USDA Inspection Report, Permit from Department of Fish and Game and/or Public Health License must be provided to Division of Risk Management and Insurance Services at (213) 241-3987.
- iii. **CLEAN UP RULE** - The owner must always carry equipment sufficient to clean up the animal's waste, immediately remove the waste and be responsible for the proper disposal of the animal's waste.
- iv. **INSURANCE** - The owner or organization, at its sole cost and expense, shall provide and keep in force during the live animal event, insurance coverage. Adequate proof of said insurance must be provided to the Division of Risk Management and Insurance Services prior to the event taking place. The policy shall name the Los Angeles Unified School District and its Board Members as additional insureds. Insurance limits required may vary depending on the type of contact and specie of animal(s), insect(s) and reptile(s). Please contact the Division of Risk Management and Insurance Services at least thirty (30) days prior to your event for assistance in processing your request to have live animal(s), insect(s), and/or reptile(s) on District property/facilities.

B. NON-DISTRICT SPONSORED EVENT

Events with live animal(s), insects(s) or reptile(s) are allowed on District property and/or facilities after school hours as long as the guidelines set herein are met and approval is obtained prior to the event.

1. **ASSET MANAGEMENT & LEASING** - The organization seeking to utilize District property/facilities must first coordinate with the school site, prior to obtaining a lease agreement through Asset Management and Leasing and approval from the Division of Risk Management and Insurance Services.



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2. ANIMAL OWNER/TRAINER - The same requirements apply as stated above under section IV.C Animal Owner/Trainer regarding (1) control, (2) health, (3) clean up rule, and (4) insurance.

V. LAW ENFORCEMENT

This bulletin does not address the use of animals for law enforcement. Therefore, law enforcement agencies will not be restricted by this bulletin.

AUTHORITY: This is a policy of the Superintendent of Schools. The following legal authorities are applicable:

- Americans with Disabilities Act
- Animal Welfare Act 7 U.S.C 2131
- California Civil Code sections 54.1, 54.2
- California Education Code sections 32262, 44806, 49350(a)(5), 51540
- California Government Code sections 12926, 12940, 12955.3, 19231, 12926.1 and 12940
- The Animal Welfare Regulation, Title 9, Subchapter A. Part II, Subpart C, Section 2.33 and Subpart D, Section 2.40

**RELATED
RESOURCES:**

- Los Angeles Unified School District *School Laboratory Chemical Hygiene and Safety Plan*, section M, Handling of Laboratory Animals
- BUL Z-51 Risk of Salmonella Infection from Reptiles dated August 4, 1998
- BUL S-6 Reasonable Accommodation for Individuals with Disabilities (rev.), dated August 15, 2001
- *Science Safety Handbook for California Public Schools, Science and Environmental Education Unit, California Department of Education, 1999 Edition*

ASSISTANCE: Division of Risk Management and Insurance Services:

- Risk Finance and Insurance (213) 241-3987
- Integrated Disability Management (213) 241-3974

Nursing Services (213) 763-8374

Asset Management and Leasing (213) 633-7757

Local District Operations Coordinator

Elementary and Secondary Science (213) 241-6420