

**CALEDONIA PUBLIC SCHOOLS  
REQUEST FOR PLANTS OR ANIMALS IN THE  
CLASSROOM**



SCHOOL: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

REQUESTOR: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

Date animal/plant will be brought into the building: \_\_\_\_\_

Date animal/plant will be removed from the building: \_\_\_\_\_

(For Animals) What is the educational purpose of the animal in the classroom and what type of animal?

\_\_\_\_\_  
\_\_\_\_\_

APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

SITE ADMINISTRATORS SIGNATURE: \_\_\_\_\_

SECONDARY SIGNATURE: \_\_\_\_\_

**AS DISTRICT POLICY STATES:**

Use alternatives to animal if possible. Request in written permission from the site building administrator. Agree to clean cages daily (including vacation and holidays) dispose of waste properly (double bagged and removed to outside dumpster immediately). Locate animals away from ventilation systems to avoid circulating allergens. Students sensitive to animals will be located away from animals and habitats. If the site administrator feels that the plant(s) or animal(s) in the classroom is (are) not being taken care of properly, then the plant(s) or animal(s) must be removed from the school.

**\*\*Please send a copy of the signed document to the Director of Buildings and Grounds.**

Signature of Requestor: \_\_\_\_\_

Date: \_\_\_\_\_