

Screening Committee Guidelines

Request Type: Requests to use animals in educational lessons, presentations or assemblies.

From time to time, an organization that uses animals as part of its ongoing operations, such as K-9 units of local police departments, will be asked to visit classrooms. These presentations are possible as long as the presenter and the school follow some basic health and safety procedures.

1. Liability Coverage:

We ask private companies to provide a Certificate of Insurance for \$1 million, naming the School Board of Broward County as an additional insured party. The certificate should either state the specific date for the presentation, or if the organization intends to visit several schools, a description of the period of time; such as “various Broward County Public Schools during the 2006-2007 School Year.”

2. A Veterinary Certificate of Health:

We ask that the owner/handler of the animal provide a copy of a current *Vet's Certificate* to the school. The certificate should indicate that current shots and license have been secured.

3. Controlled Environment:

This is perhaps the most important element in the presence of animals in a classroom. For many animals, being in a large group setting can be rather intimidating. Many animals will become passive and can easily be handled. However, some animals may feel threatened and try to strike out to protect themselves, or their owners.

For both the safety of the animals and the students, it is best to keep a physical distance between the animal/handler and the students/staff. Students should not have any direct contact with the animals other than in therapy or training settings.

4. Parent Permission: Parents should be aware of the type of animal(s) in the classroom and permission must be obtained from for the students present or participating.

5. Security Clearance: All persons entering schools or those who will be in contact with students must follow security background procedures.

Please send your request to:

**Superintendent's Screening Committee
Community Involvement Department 7th Floor
600 Southeast Third Avenue
Ft. Lauderdale, FL 33301**