

Sample Policies and Procedures on *Service Animals in Schools

Parent/Guardian initials	Policies and Procedures
	1. All requests for student with disabilities to be accompanied by a service animal must be address <u>in writing</u> to the (Superintendent, Principal, or 504 Monitoring Officer) of (school/district office) at (address). It must include documentation of annual vaccinations. The written request must be delivered to the (school/district office) at least <u>10 business days</u> prior to the student bringing the animal to school or at school functions.
	2. The owners of a service dog must provide annual proof of a county license and vaccinations. (Follow license and vaccination laws for each individual county where school is located)
	3. All Service animals must be spayed or neutered. *1(see explanation on next page)
	4. Service animals must be treated for fleas and ticks and be kept free of fleas and ticks. *2 (see explanation on next page)
	5. Service animals must be kept clean to prevent shedding and dander *2 (see explanation on next page)
	6. The owners of the service animals are liable for any harm or injury caused by the animals to other students, school staff, visitors, and/or property. The owner must provide proof of current liability insurance coverage as required by the Board of Education.
	7. Only a dog, or in certain circumstances, a miniature horse can be a service animal.
	8. The service animal must be <u>required</u> for the student with a disability.
	9. The dog/minature horse must be "individually trained" to do work or task for the student with disability. NOTE: A "therapy animal" is not a "service animal" for the purpose of these policies and procedures.
	10. Special Provisions/Miniature Horses: The requests to permit a miniature horse to accompany a student or an adult with a disability, in school buildings, classrooms or at school functions, will be addressed on an individual basis taking into consideration: <ul style="list-style-type: none"> • If the facility can accommodate the type, size, and weight of the miniature horse. • Whether the handler can sufficiently control the miniature horse. • Whether the animal is housebroken. • If the animals presence in a specific facility compromises legitimate safety requirements that are necessary for safe operations.

❖ A Service Animal is, any dog that has been individually trained to do work or perform taks for the benefit of an individual with a disability. 2010 ADA, Title II regulations at 28 CFR 35. 104

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	<p>11. Owners of service miniature horses must provide annual proof of the vaccinations required by county. (Follow license and vaccination laws for each individual county where school is located)</p>
	<p>12. A school administrator may ask a student with a disability or his/her parents to remove a service animal from a school building, a classroom, or from a school function if any one of the following circumstances occurs:</p> <ul style="list-style-type: none"> • The animal is out of control and the animal’s handler does not take effective action to control it. • The animal is not house broken. • The animal’s presence would “fundamentally alter” the nature of the service, program, or activity.
	<p>13. A service animal must have the following:</p> <ul style="list-style-type: none"> • Harness, leash or other tether unless the student because of their disability is unable to use the harness, leash, or tether or the harness, leash or tether interferes with the service animals safe, effective performance of the task or work they are trained to do. However, the animal must be in the handler’s control.
	<p>14. The school system is not responsible for the care or supervision of the service animal. Which includes, walking the animal or responding to the animals need to relieve itself.</p> <ul style="list-style-type: none"> • As well, the school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal. • A student with a service animal is expected to care and supervise their animal. If a young child or student with disability is unable to care for or supervise their service animal, the parent is responsible for providing the care and supervision of the animal. Issues that are related to the care and supervision will be addressed on an individual case basis is the discretion of the building administrator. The school does reserve the right, but is not required , to provide care and supervision of a service animal. Such a decision will be made on a case-by-case basis by the building administrator.

*1. Schools must take steps to ensure that school environments are made a s safe for students with disabilities as they are for nondisabled students Virginia Beach (VA) City pub. Schs., 59 IDELR 54 (OCR 2012)

*2. Spayed or neutered service animals are not distracted from the services they are trained to provide. (Such as running off when in heat)