Service Animals in Schools Procedure

A. Service Animal Uses
Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure or performing other special tasks. Service animals are working animals, not pets.

Use of a service animal by a student with a disability will be allowed in school when it is determined that the student’s disability requires such use in order to assist or accommodate access to the instructional program, school services and/or school activities. The Section 504 Coordinator or director of special education in consultation with a designated building team, will determine if an evaluation of a student is necessary. If so, the district will obtain written consent from the parents to perform an evaluation and include a written statement of their rights under the law. An evaluation may include a review by a Health Care Professional or other evaluative measures as deemed appropriate. If it is determined that an evaluation is not necessary, written notice will be provided to the parents.

Use of a service animal by an employee with a disability will be allowed when such use is necessary as a reasonable accommodation to enable the employee to perform the essential functions of their job or to access benefits of employment provided to all employees in the same job classification.

The use of a service animal by an individual with a disability will not be conditioned on the payment of a fee, security deposit or surcharge.

B. Requirements for Service Animal Access
Before a service animal will be permitted in school, on school property or at school sponsored events, the student’s parent or the employee must provide a description of the task(s) the service animal is expected to perform in assisting the person with a disability.

C. The district will provide access to a person with a disability who needs a service animal provided that the tasks performed by the service animal are directly related to the disability; and the animal has been individually trained to perform a task, is housebroken; is free of disease and parasites, has a harness, leash or tether so it cannot run free and is under the control of the person with a disability.

A service animal must also be licensed and immunized in accordance with the laws, regulations and ordinances of the city of University Place, Pierce County, and the state of Washington.

D. Parents or Animal Handlers
Parents or animal handlers who will be present in school for the purpose of assisting a student with his/her service animal are required to submit to a registry and criminal background check. In addition, parents and handlers must comply with all standards of conduct that apply to school employees and volunteers.

E. Removal or Exclusion of a Service Animal from School or School Property
The building principal or district administrator may request an individual with a disability to remove a service animal from school, a school sponsored activity or school property if the animal is out of control and the animal’s handler does not take effective action to control the
animal. Examples of the animal being out of control include, but are not limited to the following:

1. The presence of the animal poses a direct threat to the health and/or safety of others;

2. The animal significantly disrupts or interferes with the instruction program, school activities or student learning. However, annoyance on the part of the others is not an unreasonable risk to property or others to justify the removal of the service animal;

3. The presence of the animal would result in a fundamental alteration of any school program;

4. The individual in control of the animal fails to appropriately care for the animal, including feeding, exercising, taking outside for performance of excretory functions and cleaning up after the animal;

5. The animal fails to consistently perform the function(s)/service(s) to assist or accommodate the individual with the disability;

6. The animal is ill;

7. The animal is not housebroken;

8. The animal is not properly immunized; or

9. The animal is not properly trained as a service animal.

If the district excludes a service animal, it will provide the individual with a disability the opportunity to participate in the service, program or activity without having the service animal on the premises.

F. Service Animals at School-Sponsored Events
Individuals with disabilities may be accompanied by their service animals to events or activities open to the public that are held in schools or on school property.

The building administrator may revoke or exclude the service animals for the reasons set forth in paragraph “E” above.

G. Responsibility/Liability
1. Neither the district, nor its employees, are responsible for the cost, care or supervision of the service animal. (See Policies 2161, Education of Students with Disabilities, and 2162, Education of Students with Disabilities Under Section 504, for responsibility for related services);

2. A service animal must be under the control of its handler. A service animal must also have a harness, leash or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of the harness, leash or other tether would interfere with the service animal’s safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler’s control (e.g., voice control, signals or other effective means); and

3. The owner/handler of the service animal is responsible for any and all damage caused by the service animal at school, on school premises or at school activities.

H. Appeals
A parent or employee whose service animal has been excluded or removed may appeal the decision to the superintendent. If dissatisfied with the superintendent’s decision, the parent or
employee may appeal to the board.

I. **Resources**

1. **District Contact**  
   Maria Hetland, Director of Special Services  
   3717 Grandview Drive W  
   University Place, WA 98466-2138  
   253-566-5600

2. **Superintendent of Public Instruction**  
   Equity and Civil Rights Office  
   P.O. Box 47200  
   Olympia, WA 98504-7200  
   360.725.6162

3. **Washington State Human Rights Commission**  
   711 South Capitol Way, Suite 402  
   P.O. Box 42490  
   Olympia, WA 98504-2490  
   360.753.6770

4. **Office of Civil Rights**  
   U.S. Department of Education  
   915 Second Avenue, Room 3310  
   Seattle, WA 98174  
   206.607.1600

Revised Dates: **06.11; 11.15**