

Service Animal Procedures

The purpose of these procedures is to ensure that students with disabilities who have service animals can participate in and benefit from district services, programs and activities, and to ensure that the district does not discriminate on the basis of disability as identified in Titles I and III of the Americans with Disabilities Act (ADA).

Service Animal Definition

The Americans with Disabilities Act (ADA) defines a service animal as a dog (or miniature horse) that is individually trained to do work or perform tasks for people with disabilities. An animal that is used to provide only an emotionally supportive therapeutic service for a student does not meet the definition of a Service Animal and may only be allowed in the residence hall after an accommodation request has been approved.

Responsibilities of Individuals Using Service Animal

- The owner must be able to provide proof of current rabies vaccinations.
- The service animal is in a harness or on a leash at all times.
- The service animal is under control at all times.
- The supervision of the service animal is the responsibility of its owner.
- Regular bathing of the service animal is expected to avoid odor and shedding.
- The service animal must be toilet trained; the owner is responsible for the cleanup of animal waste.
- The owner must use appropriate toilet areas for the service animal.

Financial Responsibility ??

A person who has a service animal on campus (including residence facilities) is financially responsible for property damage caused by his or her service animal including but not limited to cost of repairs, replacement or cleaning of facilities or furnishings, and any bodily injury or personal injury caused to other persons by the service animal

Students

We encourage, but do not require, students to make themselves known to the college through Disability Services should they desire to have a service animal accompany them in academic classes, activities, or services on campus.

If a student plans to have their service animal live with them in the residence hall, you must provide notice to Disability Services and complete the required accommodation request for housing.

Employees

Employee questions on service animals or requests to have a service animal at work, shall be coordinated through the Director of Human Relations.

Visitors/Temporary Residents

Service animals accompanying individuals with disabilities are welcome in all areas of campus that are open to the public. Specific questions related to the use of service animals on the campus by visitors can be directed to Disability Services.

Restrictions

There are certain areas that may be considered unsafe for the service dog and its partner, or where the presence of an animal might interfere with the safety of others. Exceptions will be made on a case-by-case basis. If it is determined that an area is unsafe, reasonable accommodations will be provided to assure equal access to the student.

Etiquette Concerning Service Animals on Campus

A service animal is not a pet; it is as necessary as a wheelchair to someone with a mobility impairment or a guide cane to someone with a visual impairment.

- Speak to the person first. Do not distract the service animal without permission.
- Do not touch the service animal without permission.
- Do not offer food or treats to the service animal without permission.
- Do not ask personal questions about the handler's disability.

Questions for a Handler of a Service Animal

In order to protect both the privacy and dignity of the individual with a disability, the ADA restricts what staff and/or the institution can ask of an individual who wishes to access an area with a service animal.

Employees may ask only two questions (These are the only two questions that may legally be asked; other questions infringe on the individual's right to privacy):

1. Is the service animal required because of a disability?
2. What work or task has the animal been trained to perform?

What should you NOT ask a handler?

- Don't ask about the person's disability.
- Don't require medical documentation to support the need for the animal.
- Don't require documentation that the animal has been certified, trained, or licensed.
- Don't ask that the animal demonstrate its ability to perform its work and/or task.

Other Guidance:

- Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.
- The Department of Justice explicitly rejects the idea that service dogs can be restricted by state and local governments based on breed. No county or city ordinance on breed restrictions supersedes the ADA.
- Establishments that sell or prepare food must allow service animals in public areas even if state or local health codes prohibit animals on the premises.
- It is allowable for a person with a disability to train his/her own dog, but this does not extend to professionals who are training dogs with respect to gaining access to public places.
- Under what circumstances can a service animal be asked to leave or not allowed participation on campus?
 - 1. If a service animal is found to be disruptive in the classroom;
 - 2. If a service animal shows aggression towards their handler or other members of campus or the community;
 - 3. If a service animal is physically ill;
 - 4. If the service animal is unreasonably dirty;
 - 5. Any place on campus where the presence of a service animal causes danger to the safety of the handler or other students/member of campus; or
 - 6. Any place on campus where a service animal's safety is compromised.

Appeals and Grievances ??

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