



Code: **ING-AR**
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Animals in District Facilities

The Board recognizes that under proper conditions, animals can be an effective teaching aid. Additionally, there are situations when federal and state statutes allow people with disabilities to bring their service animals onto school property.

Furthermore, the Board recognizes that there are medical and physical dangers associated with animals, both wild and domesticated.

The following guidelines apply to all animals in the classroom, on school property, and/or when using district authorized transportation services.

1. Definitions

- a. Animal – Live vertebrates such as mammals, birds, reptiles, fish and amphibians.
- b. Animal visitors – Any animal that is not a service animal.
- c. Poisonous animal – An animal which delivers its poison through bite or scratch in amounts sufficient to cause humans sickness, extreme pain, or death.
- d. Wild animal – An animal not commonly domesticated and includes birds, reptiles and amphibians.
- e. Service animal – Any dog that is individually trained to work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability.
 - (1) The definition of service animal does not include other species of animals, whether wild or domestic, trained or untrained.
 - (2) The "work" or "tasks" performed by a service animal must be directly related to the person's disability. Examples of work tasks include, but are not limited to:
 - (a) Assisting an individual who is visually impaired with navigation;
 - (b) Alerting an individual who is deaf or hard of hearing to the presence of people or sounds;
 - (c) Pulling a wheelchair;
 - (d) Assisting an individual during a seizure;
 - (e) Retrieving items such as medicine or telephone; and
 - (f) Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
 - (3) Although miniature horses are not considered "service animals", requests for use of miniature horses will be handled in the same way as for service animals and the same requirements apply. The district may also consider: the type, size and weight of the animal and whether the school can accommodate these features; whether the handler has

sufficient control of the animal; and whether the animal's presence in a specific school or school location compromises legitimate safety interests that are necessary for safe operation."

- (4) The provision of emotional support does not constitute work or tasks of a service animal.

2. Animal Visitors

a. Requests

- (1) All requests to have animals in the classroom or on the school property must be submitted to the principal.
- (2) Included in the request should be a description of the activity, type of animal, educational purpose/benefit, length of activity, and a plan for the care of the animal. Additionally, if applicable, the request should include verification that the animal is properly and currently licensed with the appropriate inoculations. The principal or designee has the discretion to permit or deny the presence of any animal visitor in the school.
- (3) Prior to approving the request, the principal or designee shall determine whether any child has a health condition (such as allergies) that could be exacerbated by exposure to animals. Parents must be notified of the plans to have an animal in the classroom so that accommodations may be made for their student.

b. Teacher responsibilities for animal visitors in classrooms:

- (1) Teachers must assume primary responsibility for the humane and proper treatment of any animals in the classroom. If animals are kept in the classroom on days when classes are not in session, the teacher must make arrangements for their care and safety.
- (2) Each teacher is responsible for the proper supervision and control of students under his/her direction whenever there is an exhibit or activity involving animals in the school.
- (3) All animal food will be stored in metal containers with tight fitting lids for pest prevention.
- (4) Teachers are responsible for maintaining the living space for animals. Spilled food, bedding materials and animal waste must be cleaned up daily.

c. Owner responsibility for animal visitors in the classroom:

- (1) Owners shall be solely responsible for the care/safety for their animals and for injuries sustained to the animal or to people due to the presence of the animals at the school.
- (2) All animals brought for exhibit must be restrained by their owner/handler.

d. Owner responsibility for animals on school grounds:

- (1) Owners bringing animals on school grounds must follow city or county ordinances regarding leashing and sanitation.
- (2) Principals have the authority to exclude persons and their animals from school grounds.

e. Limitations

- (1) No domesticated mammals, including dogs, cats, primates, birds or livestock shall be allowed in school buildings or grounds unless permitted by principal and proof of appropriate and/or current rabies vaccination is provided.

- (2) No wild animals including skunks, raccoons, bats, squirrels, monkeys, amphibians or birds shall be allowed unless under the control of an individual trained in the care and management of the animals (i.e., zookeepers, veterinarians, etc.)
- (3) No poisonous animals are allowed.
- (4) No animals will be allowed free range in the facilities or grounds.
- (5) No horseback riding, pony rides and donkey basketball on school property.

f. Injuries

The principal and parent/guardian must be notified as soon as possible if any individual is bitten by an animal or any incident occurs which could have an adverse effect on physical or emotional health. The person most knowledgeable about the incident will complete an incident report and submit to the principal. The report should be signed by the principal and a copy sent to the Director of Business and Operations.

3. Access for Service Animals

- a. Parents may request the use of a service animal by a student to the building principal or designee. The district will respond to requests for student use of service animals at school on a case-by-case basis using the following procedures:
 - (1) Principal or designee will forward request to the district administrator responsible for special education or Section 504 compliance, as applicable.
 - (2) The district will hold a meeting with the family to consider the request. The meeting will be held within a reasonable time following the request.
 - (a) For students who are eligible under IDEA, the team will consist of the student's IEP team along with any other individuals with specialized knowledge regarding the student's disability and/or the training and capabilities of the service animal.
 - (b) For students who are eligible under Section 504, the team will consist of the student's Section 504 team along with any other individuals with specialized knowledge regarding the student's disability and/or the training and capabilities of the service animal.
 - (3) The district will ask for the following information:
 - (a) Is the dog is required because of an individual's disability?
 - (b) What work or task has the dog been trained to perform for the individual with a disability?
 - (4) If the district determines that the animal is a service animal, the meeting participants will then consider whether allowing the student's use of a service animal is required because:
 - (a) The use is a required or necessary accommodation under the ADA;
 - (b) The student's use of a service animal at school is a necessary accommodation to provide a free appropriate public education (FAPE) to the student under IDEA or Section 504, as applicable.
 - (5) The district will provide parents with the results of the determination under the ADA, the IDEA and Section 504, as applicable, and notice of rights as applicable.

- b. Employees: The district will consider allowing employees with disabilities to use a service animal at work as a reasonable accommodation, unless doing so would result in an undue business hardship.
 - (1) The district will follow procedures determined by the Human Resources Department to evaluate the request for accommodation. The district may request documentation or demonstration of the need for a service animal, that the service animal is trained and that the service animal will not disrupt the workplace.
 - (2) If the accommodation request is granted, the employee is responsible for taking care of the service animal; including making sure the animal is not disruptive, providing veterinary care and taking the animal outside when necessary to relieve itself.

- 4. Rules and Responsibilities for Use of Service Animals at School, on School Property, At School Functions and When Using District Authorized Transportation:
 - a. Centennial School District is not responsible for the care or supervision of the service animal.
 - b. The service animal must be under control of a handler at all times by means of a harness, leash or tether, unless either the handler is unable, because of a disability, to use a harness, leash or tether or the use of harness, leash or tether would interfere with the service animal's safe, effective performance of work tasks. If the latter, the service animal must be otherwise under the handler's control (e.g. voice control, signals, or other effective means).
 - c. Centennial School District is not responsible for providing a handler for the service animal.
 - d. The service animal may be excluded or removed if the animal is not housebroken or if the animal is out of control and the animal's handler does not take effective action to control it. If the service animal is excluded, the district will give the person with a disability the opportunity to participate in the service, program or activity without the service animal.
 - e. The district will not require a surcharge or other fee for use of the service animal. However, district administrative rule KG-AR allows for charging for destruction of school property in other situations and may charge the service animal's owner for any damage or harm caused by the service animal.
 - f. If a service animal will be providing support in a classroom or building, students and families who share the environment will be notified by the school principal.

- 5. Handling conflicts:
 - a. If the district is or becomes aware of another individual who is adversely affected by the service animal (e.g. an allergy or anxiety disorder), the district will collect necessary information from the parties and determine how best to address the needs of both individuals.
 - b. The district will provide notice to all parties of the resolution of this situation, along with a copy of the district's ADA-504 grievance procedure and any other applicable notices.
 - c. The district's complaint procedure (district policy KL and administrative rule KL-AR) may be used to resolve disputes regarding this guidance.