

Animals in District Facilities

Service Animal Request Procedures

The district will comply with the provisions of Title II of the Americans with Disabilities Act (ADA) and any other federal and state statutory requirements.

1. The decision to allow a service animal to accompany a student at school shall be made by the 504 or IEP team, including, but not limited to, the school principal, the student's parent(s) and/or the eligible student (if 18 years of age or older), the student's teacher, and any other persons with specialized knowledge regarding the student's disability and/or the training and capabilities of the service animal. The team should consider the following:
 - a. The academic and behavioral functions the animal is trained to provide the student and the extent to which these functions can be fulfilled by other accommodations; and
 - b. The animal's impact upon the student's ability to function successfully and independently; and
 - c. The animal's impact on the student's behavior, including the student's ability to meet behavior expectations and develop and maintain constructive social relationships; and
 - d. The degree to which separation from the animal during the school day would impair the student's transition to independent living skills.
2. Requests by employees for the use of a service animal shall be made to the building supervisor in writing. The decision to allow the use of a service animal shall be made by superintendent (or designee) after meeting with the employee and reviewing the relevant information regarding the employee's disability and limitations and the purpose of the service animal.
3. The employee, eligible student or the student's parents shall provide the following information and documentation in support of the request.
 - a. Documentation of adequate liability insurance with the Medford School District 549C named as a third party beneficiary of said policy;
 - b. Copy of animal's current license;
 - c. Certificate of current rabies and other vaccinations and certification of good health from a license veterinarian, as appropriate for the animal;
 - d. Documentation of a service animal's training, including the nature, duration and results of said training;
 - e. Evidence that the employee, student or handler can maintain appropriate care and control of the service animal while it is on school property.
4. Should the request for a service animal be approved, the school district retains the right to require that updated or additional information be provided. The requirements regarding animal licensure, certification of current rabies and other vaccinations, and certificate of good health from a license veterinarian shall be considered as ongoing requirements and it shall be the employee's or the student's parents' obligation to provide proof of said documentation in a timely manner.

5. A handler for the service animal is required at all times the animal is on campus, unless the student is able to independently provide all care and management for the animal. The handler must be provided by the student's family. The district must approve any person who is authorized to assist in the care and supervision of the service animal while on school property. The district shall conduct a background check on any person filling this role.

Service Animal Requirements

1. An individual will be allowed to have their approved service animal accompany them on a leash or harness everywhere in district facilities, except in cafeterias, food preparation areas, mechanical rooms, custodial closets, areas with moving machinery or other area deemed unsafe for animals.
2. Service animals are considered to be "on the job" at all times while on district property; therefore, they should not be petted or distracted from their responsibilities by students or adults. Only the service animal's owner/handler should feed, groom or care for the animal.
3. If a service animal becomes unruly, disruptive, or threatening, the behavior is to be immediately reported to the animal's owner and to the building supervisor.

Excluding, Limiting, or Removing a Service Animal

1. If the building principal recommends excluding, limiting, or removing a student's service animal for any of the reasons noted in this policy, the principal shall convene a meeting of the 504 or IEP team to discuss the reason(s) that may require the exclusion, placing of limitations or removal of the service animal and what alternative methods or actions may resolve the problem(s) presented by the service animal.
2. If the building principal is recommending excluding, limiting or removing a service animal of an employee for any of the reasons noted in this policy, the principal shall meet with the employee to discuss the reason(s) that may require the exclusion, placing of limitations or removal of the service animal and what alternative methods or actions may resolve the problem(s) presented by the service animal. Prior to taking action, the principal will consult with the Director of Human Resources.
3. A building supervisor shall have the right to require the immediate removal from district property of a service animal that poses a direct or immediate threat to the health of safety of persons at the school.
4. Any employee or student with a service animal who is aggrieved by a decision to exclude, limit or remove a service animal may appeal that decision to the superintendent. The appeal must be in writing and provide detailed information regarding the basis of the appeal.

Medford School District 549C
SERVICE ANIMAL REQUEST FORM

1. Name of person with disability: _____ Student Employee
2. If student, name of parent(s)/guardian(s) _____
3. Address: _____
4. Phone numbers: Home _____ Work _____ Cell _____
5. Service animal breed, name, age, and history: _____

6. Company insuring the animal: _____ Phone: _____
Agent Name: _____ Address: _____
Coverage amount: _____ Policy #: _____ Exp Date: _____
7. Name of trainer/organization who administered Public Access Test (PAT): _____
Address: _____ Phone: _____
8. Has the student/employee requesting use of the service animal been trained as the animal's handler?
 Yes No
If no, who will act as the trained handler for the animal during the school/work day? What are the qualifications of the handler?

9. Is the student/employee able to independently care for the service animal's needs, i.e. bathroom, feeding, cleaning up after, hygiene, etc. Yes No
10. What tasks related to the student's/employee's disability does the service animal perform:

11. Please attach the following items to this request:
 - a. Proof of insurance: Received Not Received
 - b. Proof of current/proper vaccinations: Received Not Received
 - c. Documentation of Public Access Test (PAT): Received Not Received
 - d. Copy of current license: Received Not Received
 - e. Certification of good health from veterinarian: Received Not Received
 - f. Letter(s)/documentation from medical providers or other service providers regarding the student's/employee's need for the service animal: Received Not Received

Medford School District 549C
Animals in District Facilities Request

Animals in district facilities are only allowed when they meet the criteria outlined in School Board Policy ING - Animals in District Facilities. Employees must confirm that they are following the criteria by initialing each criteria below and signing this form. Once completed, it should be given to the building supervisor for final authorization.

Employee Name _____ Grade _____ Type of Animal _____

Employees please acknowledge by initialing each item below.

_____ Animal selected is appropriate for age and maturity level of class.

_____ Students have been appropriately educated on the habits and care of this specific animal, and precautions have been taken with regard to student allergies and safety.

_____ Animal is not an exotic animal, bird, fish, or insect.

_____ Animal is not a cat or dog.

_____ Animal will be housed in an appropriate cage/container and not allowed to roam freely.

_____ Any/all care, feeding costs incurred due to, and maintenance of animals are the sole responsibility of the owner. This includes proper containment, cleaning and ventilation needs.

_____ Animal must remain within the designated classroom at all times.

_____ Animal must be removed during vacation/holiday breaks so that is not left unattended (except for large aquariums).

_____ All other responsibilities, precautions and guidelines as listed in Policy ING have been reviewed and will be considered during the duration of the animal being on site. If responsibilities are not upheld, it will be necessary to remove the animal from the school or district facility.

Staff member requesting

Date

Building supervisor approval

Date

Additional Information (optional):
