

NONINSTRUCTIONAL OPERATIONS

1 Service Animal Allowance Procedure

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3 The School District will honor requests for service animals by students or staff in accordance
4 with the applicable Section 504 or Special Education policy adopted by the Board of Trustees.
5 The following procedures have been developed which will help guide the administration when a
6 request for the use of a service animal has been presented by an individual with a disability.

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8 *Inquiries:* The administration shall not ask about the nature or extent of a person's disability, but
9 may make two inquiries to determine whether an animal qualifies as a service animal. The
10 administration may ask if the animal is required because of a disability and what work or task the
11 animal has been trained to perform. The administration shall not require documentation, such as
12 proof that the animal has been certified, trained, or licensed as a service animal. Generally, the
13 administration may not make these inquiries about a service animal when it is readily apparent
14 that an animal is trained to do work or perform tasks for an individual with a disability (*e.g.*, the
15 dog is observed guiding an individual who is blind or has low vision, pulling a person's
16 wheelchair, or providing assistance with stability or balance to an individual with an observable
17 mobility disability).

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19 *Exclusions:* The administration may ask the individual to remove the service animal from the
20 premises if the animal is out of control and the handler does not take effective action to control
21 it, or if the animal is not housebroken. If the administration properly excludes the service animal,
22 it shall give the individual the opportunity to participate in the service, program, or activity
23 without having the service animal on the premises.

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25 *Surcharges:* The administration shall not ask or require the individual to pay a surcharge, even if
26 people who are accompanied by pets are required to pay fees, or to comply with other
27 requirements generally not applicable to people without pets. If the District normally charges
28 individuals for the damage they cause, the individual may be charged for damage caused by his
29 or her service animal.

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31 *Miniature horses assessment factors:* In determining whether reasonable modifications can be
32 made to allow a miniature horse into a specific facility, the District shall consider:

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34 • The type, size, and weight of the miniature horse
35 • Whether the miniature horse is housebroken, and
36 • Whether the miniature horse's presence in a specific facility compromises legitimate
37 safety requirements that are necessary for safe operation.

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39 Legal Reference:

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41 Policy History:

42 Adopted on: October 2011

43 Revised on: May 2019

44 *Revision Note:*