

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY  
POLICY AND PROCEDURE ON  
USE OF SERVICE ANIMALS IN SCHOOL

**Policy:** It is the policy of Children's Developmental Services of Campbell County to acknowledge its responsibility to permit students and/or adults with disabilities to be accompanied by a "service animal" in its school building, in classrooms, on the playground and at school functions, **as a part of a Free Appropriate Public Education (FAPE) and as may be required by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, 28 CFR Part 35.**

**Purpose:** To ensure that every child is provided a Free Appropriate Public Education (FAPE) and that their rights are protected under the law.

**Procedure:**

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Director of Children's Developmental Services of Campbell County (CDS-CC) and must contain required documentation of vaccinations. This written request must be delivered to the Director at least 10 business days prior to bringing the service animal to school or a school function. (An application for request is attached)
2. CDS-CC Director will consider granting temporary approval for a trial period for up to two weeks. After the trial period, final approval can be given as long as procedures continue to be met.
3. Owners of a service dog must provide annual proof of the following vaccinations from a veterinarian: DHPP (Distemper, Hepatitis, Parainfluenza, and Parvovirus), Bordetella and Rabies.
4. Owners of a service miniature horse must provide annual proof of the following vaccinations by a veterinarian: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephelomyelitis, Rhinoneumonitis, Influenza, Strangles and West Nile.
5. All service dogs must be spayed or neutered.
6. All service animals must be treated for, and kept free of fleas and ticks.

7. All service animals must be kept clean and groomed to avoid shedding and dander.
8. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors and /or property.
9. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether wild or domestic, will be permitted in schools as a “service animal”.
10. The animal must be “required” for the individual with a disability.
11. The animal must be “individually trained” to do work or a task for the individual with a disability.
12. Special Provision/Miniature Horses: Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classroom, on the playground or at school functions, will be handled on a case-by-case basis, considering:
  - a. The type, size, weight of the miniature horse and whether the facility can accommodate these features.
  - b. Whether the handler has sufficient control of the miniature horse.
  - c. Whether the miniature horse is housebroken.
  - d. Whether the miniature horse’s presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.
13. Removal of a Service Animal: A CDS-CC administrator may ask an individual with a disability or his/her parents to remove a service animal from a school building, a classroom, a playground or from a school function if any one of the following circumstances occur:
  - a. The animal is out of control and the animal’s handler does not take effective action to control it.
  - b. The animal is not housebroken.
  - c. The animal’s presence would “fundamentally alter” the nature of the service, program or activity.
14. A service animal must 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 a 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.
15. CDS-CC is not responsible for the care or supervision of a service animal including walking the animal or responding to the animal’s need to relieve itself.
  - a. CDS-CC is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
  - b. Students with service animals are expected to care and supervise their animals. In the case of a young child or a student with disabilities who is unable to care for or supervise his service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis at the discretion of the building administrator.

**APPLICATION**

For the Use of a Service Animal at Children’s Developmental Services of Campbell County

Date of Request: \_\_\_\_\_

Child’s Name: \_\_\_\_\_

Parent Name/s: \_\_\_\_\_

Name of Responsible Adult who will take care of animal during time at School:  
\_\_\_\_\_

Service Animal (Circle One):            Dog            Miniature Horse

Date of Vaccinations by Veterinarian: \_\_\_\_\_  
Proof of Vaccinations – Copy must be attached

List the required work or task/s that the animal is trained to perform for the individual:  
(Please be specific)

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Date Application Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Date Denied: \_\_\_\_\_