

EQUAL EDUCATIONAL OPPORTUNITY:
SERVICE ANIMALS

FBA
(REGULATION)

PURPOSE The purpose of this regulation is to establish guidelines for the use of service animals by students in Coppell Independent School District (CISD), and assist CISD staff in being responsive to requests for service animals at CISD facilities.

SERVICE/ASSISTANCE ANIMALS AND MINIATURE HORSES A student with a qualifying disability may have the right to have a service/assistance animal, or in some circumstances a miniature horse accompany him or her on campus and other District facilities, including on District transportation. [See FB(LEGAL), REASONABLE MODIFICATION]

SERVICE ANIMALS Service animals are defined by Americans with Disabilities Act (ADA) as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. [See FBA(LEGAL)]

The terms “assistance” and “service animal” are used interchangeably in this regulation.

Examples of “service animals” include:

1. Hearing dogs;
2. Guide or signal dogs;
3. Seizure alert dogs;
4. Allergen alert dogs;
5. Mobility or physical support dogs; and
6. Psychiatric service dogs.

MINIATURE HORSES A parent of a student with a qualifying disability may request that a miniature horse that has been individually trained to work or to perform tasks for the benefit of the student be permitted to accompany the student on campus or other District facilities. Consideration and approval for use of a miniature horse will be on a case-by-case basis and will be in accordance with the assessment factors prescribed in law. [See FBA(LEGAL)]

ASSESSMENT FACTORS CISD permits service animals, as defined by the ADA on campus and in its public facilities, subject to the following conditions:

1. The service animal must be under the control of the individual with a disability at all times. The school district may ask the individual to remove a service animal from the premises if the animal is out of control and the individual does not take effective action toward it. 28 C.F.R. §35.136(b).
2. The individual, not the school district, is responsible for the care, supervision and handling of the service animal. 28 C.F.R. §35.136(e.).

3. The service animal shall have a harness, leash, or other tether unless either; (a) the individual is unable because of a disability to use a harness, leash, or other tether; or (b) the use of the device would interfere with the service animal's safe, effective performance of work or tasks. In such circumstances, the service animal must be under the individual's control through another effective means such as voice control or signals. 28 C.F.R. §35.136(d).
4. The service animal must be housebroken. The school district may ask the individual to remove a service animal from the premises if it is not housebroken. 28 C.F.R. §35.136(b)(2). Students with service animals are expected to care for and supervise their animal. The service animal must be walked, exercised, and allowed to eliminate waste only in designated areas. The student is responsible for cleaning up after the animal. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
5. The owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors and/or property, including upkeep and cleanliness of any area traversed or occupied by the animal. Texas Human Resources Code Section 121.005.
6. If not readily apparent, the school district may ask if the animal is required because of disability and what work or task the animal has been trained to perform. 28 C.F.R. §35.136(f). If the animal has not been trained to perform work or tasks directly related to the individual's disability, the school district may instruct the individual to remove the animal from the premises, unless the presence of the animal is an accommodation pursuant to the student's IEP or Section 504 plan (See IEPs and 504 Plans below). 28 C.F.R. §35.104.
7. The campus principal may ask the individual to remove the animal if the animal poses a direct threat to the health or safety of others. 28 C.F.R. §35.139.
8. The campus principal may ask the individual to remove the animal if the animal's presence or behavior fundamentally alters the nature of the school district's service, program, or activity. 28 C.F.R. §35.130(b)(7).
9. The owner of the service animal must provide documentation of the animal's vaccinations from the animal's veterinarian annually, in accordance with applicable law. Required vaccinations for dogs may include, but are not limited to: DHLPPC (distemper, hepatitis, leptospirosis, parainfluenza, parvovirus, coronavirus), bordetella, rabies, and any other vaccinations required by the law in the State of Texas. Required vaccinations for miniature horses may include, but are not limited to: Equine Infectious Anemia (Coggins Test), rabies, tetanus, encephalomyelitis, rhinoneumonitis, influenza, strangles, and any other vaccinations required by the law in the State of Texas. The owner of the service animal will be liable for all costs incurred if removal or boarding is necessary. The service animal will not be permitted to return to school property or any school activity until all costs incurred with its removal have been paid.

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10. All service animals must be treated by the owner for, and kept free of, fleas and ticks, and must be kept clean and groomed to avoid shedding and dander in order to protect the health and safety of others.

OTHER
REQUIREMENTS

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the District's facilities where the individuals are ordinarily allowed to go. 28 C.F.R. §35.136(g)

REMOVAL OF
SERVICE ANIMAL OR
MINIATURE HORSE

If a service animal or miniature horse is not housebroken, displays signs of being out of control at any time and the animal's handler does not take effective action to control it, or is a direct threat to the health or safety of others, the animal will be removed from the building, and the student's parent will be contacted. [See FB(LEGAL), DIRECT THREAT]

PARENT REQUEST

Parents/Adult students should submit a request for the use of a service animal (see Exhibit A) to the Principal at least 15 school days prior to bringing the service animal to school or to a school function. Such a request must identify and describe the work or task the animal is trained to perform as it relates to the student's disability. The required documentation of current vaccinations must accompany the request.

ADULT HANDLER

The service animal or miniature horse handler is presumed to be the student. However, the District may permit an adult handler to accompany the student and the animal on a case-by-case basis. An adult handler is a designated adult who has agreed to handle the service animal in the educational setting. (See Exhibit B)

APPROVAL FOR
AN ADULT
HANDLER WHO IS
NOT AN
EMPLOYEE

If an adult handler is needed to accompany the student and the service animal, the District will conduct a criminal history check of the handler, in accordance with CJA(LEGAL) or GKG(LEGAL). Any fees associated with a criminal history check will be paid by the District. In addition, the District will verify whether the adult handler is a registered sex offender. [See GKC(LEGAL)]

An adult handler will not be permitted to accompany the student and the service animal or miniature horse on any school campus or to any District facility prior to the completion of a criminal history check and final approval of the Superintendent or designee.

Upon final approval, an adult handler will be required to comply with all campus visitor procedures.

INTEGRATION

IEPS AND 504
PLANS

A student's admission, review, and dismissal (ARD) committee or 504 committee, as appropriate, will convene to determine whether an animal is necessary for the student to receive a free and appropriate education (FAPE) under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act. If the animal is necessary for the student to receive a FAPE, the animal will be provided for in the student's individualized education program (IEP) or 504 plan, as appropriate. (See EHBAB, FB)

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INTEGRATION PLAN

The campus principal, the school nurse, and the student's teachers will create a plan with the student, the student's parent, and the adult handler, if applicable, to integrate the service animal, into the classroom and school environment and to meet the animal's basic needs (i.e., rest, food, water and toileting and care schedule) during the school day.

The plan will consider:

1. A District- or schoolwide educational program to educate students and staff, including bus and cafeteria staff, on how to behave appropriately around the animal;
2. Rest times and a rest place for the animal, if needed;
3. An area for the animal to relieve itself;
4. Emergency evacuation and disaster response;
5. Alternate accommodations/plans in the event the primary adult handler or the animal is unable to accompany the student to school due to illness, injury, or death; and
6. Impact on other students in the learning environment, including students and staff with known allergies among the school population.

To the extent the use of a service animal is not specifically included as a related service addressed in an IEP or 504 plan, an integration plan does not constitute a service or accommodation under the IDEA or Section 504.

NOTIFICATION

The campus principal will notify campus parents/guardians that a service animal will be assisting a student at the school. (See Exhibit C)

PARENT, STUDENT,
AND/OR HANDLER
RESPONSIBILITIES

It is the responsibility of the student who uses a service animal to provide proper handling of the service animal. The service animal must be under control of the handler at all times. In the case of a young child or a student with disabilities who is unable to care for or supervise his/her service animal, the parent or approved handler is responsible for providing care and supervision of the animal. The school district is not responsible for the care or supervision of the animal. Any cost incurred to handle the service animal will be the responsibility of the owner of the service 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.

The service animal shall have a harness, leash, or other tether unless either: (a) the handler is unable because of a disability to use a harness, leash, or other tether; or (b) the use of such a device would interfere with the service animal's safe, effective performance of work or tasks. In such circumstances, the service animal must be under the handler's control through another effective means such as voice control or signals.

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The handler will be responsible for ensuring the service animal is provided any food and water needed by the animal and regular outside time to relieve itself in a designated place, including proper disposal of waste. It is the handler's responsibility to inform others that the animal is a service animal and should not be petted, bothered, harassed or fed.

APPEAL

Complaints alleging discrimination or harassment based on disability may be filed in accordance with FFH(LOCAL).

All other decisions regarding service animals or miniature horses may be filed or appealed in accordance with FNG(LOCAL).

See the following forms related to service/assistance animals and miniature horses:

- Exhibit A: Request for Service/Assistance Animal or Miniature Horse to Accompany Student on Campus and in District Facilities – 2 pages
- Exhibit B: Request for Adult Handler to Accompany Student and Service/Assistance Animal or Miniature Horse on Campus and in District Facilities – 2 pages
- Exhibit C: Parent Notification of Service Animal on Campus – 1 page

Coppell Independent School District

**REQUEST FOR SERVICE/ASSISTANCE ANIMAL OR MINIATURE HORSE
TO ACCOMPANY STUDENT ON CAMPUS AND IN DISTRICT FACILITIES**

The District requests that the completed form be returned to the campus principal at least fifteen (15) District business days prior to bringing the animal on campus.

<i>Student's Name:</i>		<i>Date:</i>	
<i>Campus:</i>		<i>Current Grade Level:</i>	
<i>Home Address:</i>	<i>City:</i>	<i>State:</i>	<i>Zip:</i>
<i>Parent's Name:</i>		<i>Phone Number:</i>	

Student is requesting the use of a: Service/Assistance Animal (dog) Miniature Horse

Name of Animal: _____

Has the animal received vaccinations, that are current, as described at FBA(REGULATION)?

Yes No

Please attach copy of current vaccination record.

Work or task the animal has been trained to perform for the student:

Does the student require an adult handler to accompany him or her to handle the animal?

Yes No

If 'yes', then the parent must also complete and submit the Request for Adult Handler to Accompany Student and Service/Assistance Animal or Miniature Horse on Campus and in District Facilities. [See FBA(REGULATION) EXHIBIT B]

ACKNOWLEDGMENT:	
<ul style="list-style-type: none">• I have read and understand Coppell Independent School District's requirements for the presence of a service/assistance dog or miniature horse on campus or in any District facility. [See FBA(LEGAL) and FBA(REGULATION)]• I understand that to ensure the safety and protection of students and staff, the administration may remove the service/assistance dog or miniature horse from the campus or District facility if the animal: 1) is not housebroken; 2) displays signs of being out of control and the animal's handler does not take effective action to control it; or 3) is a direct threat to the health or safety of others. [See FB(LEGAL), DIRECT THREAT]• I understand that the District is not responsible for the care or supervision of the animal.• I understand that I am liable for any harm, injury, or damage caused by the animal to other students, District employees, visitors, and/or property.	
<i>Signature of Parent/Guardian/Adult Student:</i>	<i>Date:</i>

NOTE: If approved, this service animal request is valid until the end of the current school year. The request must be resubmitted prior to the start of each subsequent school year, whenever the student changes schools, or whenever a different service animal will be used.

For Office Use Only:	
Current vaccination record: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
<i>Principal Signature:</i>	<i>Date:</i>
<i>Executive Director of Intervention Services Signature:</i>	<i>Date:</i>

Original: Executive Director of Intervention Services
Copy: Parent/Guardian/Adult Student
Campus Principal

Coppell Independent School District

REQUEST FOR ADULT HANDLER TO ACCOMPANY STUDENT AND SERVICE/ASSISTANCE ANIMAL OR MINIATURE HORSE ON CAMPUS AND IN DISTRICT FACILITIES

The District requests that the completed form be returned to the campus principal at least fifteen (15) District business days prior to bringing the animal on campus.

<i>Student's Name:</i>		<i>Date:</i>	
<i>Campus:</i>		<i>Current Grade Level:</i>	
<i>Home Address:</i>	<i>City:</i>	<i>State:</i>	<i>Zip:</i>
<i>Parent's Name:</i>		<i>Phone Number:</i>	

Complete the following portion ONLY if the adult handler is someone other than the student's parent.

<i>Name:</i>		<i>Phone Number:</i>	
<i>Home Address:</i>	<i>City:</i>	<i>State:</i>	<i>Zip:</i>

ADULT HANDLER'S ACKNOWLEDGMENT:

- I understand that before I may accompany _____ (*student's name*) on campus or in a facility to handle the animal, the District will pay to conduct a criminal history check on me.
- I understand that upon approval of this request, I will be required to comply with all campus visitor procedures.
- I understand that as the handler for _____'s (*student's name*) animal, I play a central role in the integration of the animal into the school setting.
- I understand that I am to adhere to all applicable District policies and regulations.

<i>Signature of Adult Handler:</i>	<i>Date:</i>
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PARENT/GUARDIAN/ADULT STUDENT ACKNOWLEDGMENT:

- I understand that _____ (*adult handler's name*) will not be permitted to accompany my child on any school campus or District facility prior to the completion of a criminal history check and final approval from the Superintendent.

<i>Signature of Parent/Guardian/Adult Student:</i>	<i>Date:</i>
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(EXHIBIT)

NOTE: If approved, this Request for Adult Handler to Accompany Student and Service/Assistance Animal or Miniature Horse on Campus and in District Facilities is valid until the end of the current school year. The request must be resubmitted prior to the start of each subsequent school year, whenever the student changes schools, or whenever a different service animal is used or if there is a change in the person serving as the handler.

For Office Use Only:	
Criminal History Check Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
<i>Principal Signature:</i>	<i>Date:</i>
<i>Executive Director of Intervention Services Signature:</i>	<i>Date:</i>

Original: Executive Director of Intervention Services
Copy: Parent/Guardian/Adult Student
Campus Principal

Coppell ISD
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FBA (REGULATION)
(EXHIBIT)

EXHIBIT C

Coppell Independent School District

Parent Notification of Service Animal on Campus

<i>Campus Name:</i>	<i>Date:</i>
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Dear Parent/Guardian:

This letter is to inform you that there will be a service animal in our school assisting one of our students.

The service animal will be a: dog miniature horse

This service animal is a trained companion for our student and is able to assist in many of the routine activities that may pose some challenges for this student. The child's right to have a service animal is protected under federal and state law.

Please take this opportunity to talk to your child about service animals and remind them that when service animals are at school, they are working and should not be disturbed. If your child is afraid of dogs or horses, be sure to explain to them that service animals are specially selected and trained to be calm, friendly and safe around people.

If you have any question, please call the campus at the number below.

Sincerely,

<i>Principal's Signature:</i>	<i>Campus Phone Number:</i>
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Copy to: Campus Counselor

APPROVED: //