



SERVICE ANIMALS PROCEDURE (INS-P034)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure addresses the use of service animals by individuals with disabilities on Clarksville Montgomery County School System property.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Schools
2.2 Chief Academic Officer
2.3 Chief Human Resource Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Schools
3.2 Chief Academic Officer

4.0 DEFINITIONS:

- 4.1 Service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. In accordance with the Americans with Disabilities Act, trained miniature horses are service animals. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.
- 4.2 The work or task performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, providing physical support and assistance with balance and stability to individuals with mobility disabilities. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

5.0 PROCEDURE:

- 5.1 All requests for a student with a disability to be accompanied by a service animal must be addressed by submitting the Service Animal Request Form (INS-F129) and required documentation to the Director of Schools or designee. The request must be delivered to the Director of Schools or designee at least ten business days prior to bringing the service animal to school or a school function. If the request is approved, the Director of Schools will maintain a copy of the request form and forward the original to the location where the service animal will be working. If the request is denied, the student requestor will be notified and given further instructions.

- 5.1.1. Special Provisions for Miniature Horses

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The following factors will be considered when there is a request to permit a miniature horse to accompany a student with a disability:

- (i) the type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- (ii) whether the handler has sufficient control of the miniature horse;
- (iii) whether the miniature horse is housebroken; and
- (iv) whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

Students making use of a service miniature horse must provide a health statement indicating the service animal is free of disease and annual proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephelomyelitis, Rhinoneumonitis, Influenza, and Strangles.

5.1.2. Student -owners of a service animal which are dogs must provide a health statement indicating the service animal is free of disease and annual proof of vaccinations from a licensed veterinarian, dated within the past year. Student owners must provide annual proof of the following vaccinations: DHLPPC (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvo, Coronavirus); Bordetella; and Rabies (Required by law, T.C.A. §68-8-101, et seq.).

5.2 If a request for use of a service animal for a student is approved and it involves bus transportation, the Transportation Manager will be notified within 24 hours of the request being approved.

5.3. Preventive measures must be taken for fleas, ticks and other parasites, as well as odor control.

5.4 All service animals must be spayed or neutered.

5.5 All service animals must be kept clean and groomed to reduce shedding and dander.

5.6 Owners of service animals, and not CMCSS, are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property.

5.7 The service animal must be required in order for the individual with a disability to perform major life activities as defined at 34 CFR 104.3(j)(2)(ii) as: "functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working".

5.8 The service animal must be individually trained to do specific work or a task for the individual with a disability. As appropriate, the animal must meet city and/or county licensing requirements and wear license tags.

5.9 A service animal that meets the above definition will be under the control of the individual with a disability or a designated third-party handler. The third-party handler shall comply with the district's established policies and rules. In addition, the third-party handler will submit to a



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criminal background check as required by State law of all persons in school settings who regularly interact with students in district schools.

- 5.10 Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- 5.11 The school system is not responsible for the care or supervision of a service animal, including but not limited to, responding to the animal's need to relieve itself. Persons with disabilities who are physically unable to clean up after their own service animal will not be required to do so. However, these individuals are to notify a member of the faculty or staff if the animal relieves itself.

Removal of a Service Animal:

- 5.12 A school administrator may ask an individual with a disability and/or his/her parents to remove a service animal from a school building, a classroom, or from a school function if any of the following circumstances occur:
 - 5.12.1 the animal is out of control and the animal's handler does not take effective action to control it;
 - 5.12.2 the animal is not housebroken;
 - 5.12.3 the animal's presence would fundamentally alter the nature of the service, program, or activity.
- 5.13 If a service animal is properly excluded from a setting or activity, the district will give the individual with a disability the opportunity to participate in the setting or activity without the service animal.

Visitors to District Facilities

- 5.14 Individuals with disabilities such as parents, vendors and visitors who are accompanied by their service animal are permitted access to district facilities as required by law. If at a school facility, such individuals should notify the principal that their service animal will accompany them during their visit. (See Americans with Disabilities Act; 28 C.F.R. §§ 35.104, 35.136)

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Health, Safety, and Environmental Protection, Rabies T.C.A. §68-8-101, et seq.
- 6.2 [INS-A050](#) Service Animal Policy
- 6.3 [INS-F129](#) Service Animal Registration Form
- 6.4 [TRN-A018](#) Securing Carry-on Items on School Buses



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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
			Shred	Secure building
Request Form	Filing cabinet	2 years		

REVISION HISTORY:

Date:	Rev.	Description of Revision
10/13/16		
1/25/17	A	Removed statement pertaining to IDEA and Section 504.
2/22/24	B	Added several additional points in definitions 4.1 and 4.2. Added special provisions for miniature horses. Added provisions for Transportation to process requests.