

REED COLLEGE

Reed College provides reasonable accommodations to students living on campus with a documented disability. Reed's Animal Policy and the Housing Contract allow service or emotional support animals to live with students in their on-campus housing. Students should contact Disability and Accessibility Resources in order to provide documentation of a disability that supports the request for an assistance or support animal.

All animal handlers must be familiar with, and abide by, the following guidelines.

Definitions (per Animal Policy)

a. Handler: A handler is a person that assumes responsibility for an animal. This includes, but is not limited to, a pet-sitter or dog walker.

b. Owner: The person ultimately responsible for the licensing, behavior, actions, medical care, shelter, and general health of their animal.

c. Service Animal: A service animal is defined by the Americans with Disabilities Act to be limited to certain species, and individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. For the purposes of this policy, the definition of a service animal shall remain consistent with the ADA definition, as published on the ADA website (http://www.ada.gov/service_animals_2010.htm). In addition, "Service Animal" shall also mean trained animals used by government agencies in police and rescue work (Multnomah County Code, 13.002 Definitions).

Service Animals are permitted to accompany persons with disabilities in all areas of Reed's facilities, including in College Housing, where students, members of the public and other participants in services, programs and activities are allowed. Service Animals should be controlled with a leash, harness, voice, signals or other effective means.

d. Support Animal: Support Animals include emotional support animals or therapy animals that mitigate one or more identified symptoms or effects associated with a handler's or owner's disability by providing emotional support, well-being or comfort. Unlike Service Animals, a Support Animal does NOT need to be trained to perform disability-specific work or tasks, and

may include species other than dogs. Support Animals may be qualified by a letter from a licensed healthcare provider.

Support Animals are generally not permitted to accompany persons with disabilities in public areas, including Commons, but may reside in College housing when necessary to afford a student with a disability an equal opportunity to use and enjoy College housing.

e. Wildlife: Wildlife is any undomesticated, free-ranging vertebrate. This includes native and non-native animals, as well as any unlicensed feral domestic cats.

f. Pet: Any animal owned and/or handled by a person that is not specifically designated as a Service or Support Animal, and is not considered Wildlife. For purposes of this policy, the term "pet" is considered synonymous with Companion Animal.

Once the student has received an accommodation from DAR supporting the need for an emotional support animal or has notified the College that they have a service animal, they must meet with their Area Coordinator and/or Director of Residence Life to discuss guidelines for animals living on campus. If the resident requests, a representative from Disability and Accessibility Resources may be present for this discussion. If the student does not respond to staff requests to meet or has not made time to meet with staff within two weeks of the initial meeting request, staff may request that the animal be removed from campus housing until the meeting has occurred.

Animal Name: _____

Animal Species: _____

Animal Breed: _____

Animal weight (lbs): _____

General description of the animal: _____

Veterinarian name: _____

Veterinarian phone: _____

Guidelines for animal care

___ Animals must be housebroken. The owner and/or handler is responsible for properly containing and disposing of all animal waste. Indoor animal waste must be placed in a sturdy bag and tied securely before being disposed of in outside trash dumpsters. Outdoor animal waste, such as dog feces, must be immediately retrieved by the owner and/or handler, placed in a plastic bag and securely tied before being disposed of in outside trash dumpsters.

___ The owner and/or handler must effectively control the animal at all times (voice command, leash, or otherwise). If the animal cannot be effectively controlled, permission to keep that particular animal in Reed housing will be rescinded until such time that the problem is rectified.

___ Emotional Support Animals must remain in the owner's room when inside campus housing. The animal must be under the direct supervision of the resident owner or handler when moving through the building.

___ Animals are not permitted to be off-leash or otherwise unrestrained within any common use area of any Reed College facility. Examples include, but are not limited to, building lobbies, hallways, atriums, auditoriums, and similar areas used as common spaces or designed as transit paths through facilities.

___ All animals, except those designated as Service Animals and in some cases Support Animals, are prohibited in certain locations on campus:

A. Areas designated for food service (e.g., Commons, Cafes, conference rooms when food is served, tents and other defined outdoor areas when food is served, etc.)

B. IRCs

C. Library (excluding the Library Lobby)

D. Sports Center

E. Health & Counseling Center

F. Kaul Auditorium

G. Theaters, Dance Studios, and other interior performance spaces. Animals participating in performances may be permitted in these spaces at the discretion of the senior administrator overseeing the area.

H. Unless explicit permission is obtained from the presiding professor, Companion Animals are assumed not permitted in classrooms during class.

I. Any other area of campus where the senior administrator overseeing the area determines that the presence of animals should be prohibited. In those cases, the relevant senior administrator is responsible for communicating the prohibition of animals to the community.

___ Routine care for the animal is expected for health and safety reasons, and includes: flea and tick prevention, de-worming, rabies, other routine vaccinations and annual examinations. The College has the right to request documentation relevant to these health and safety concerns at any time during the animal's stay in residence.

____ The cost of care, arrangements and responsibilities for the well-being of an animal are the sole responsibility of the owner at all times. **The animal cannot be left in the care of other residents while the owner is gone unless the situation is unforeseen or deemed an emergency.** Students must identify three local people who could be contacted to care for their animal on short notice in case of an emergency; two Reed students and one non-student. The people Reed staff can contact to care for the animal in case of emergency are:

Reed Student 1 (name/phone number): _____

Reed Student 2 (name/phone number): _____

Non-Reed student (name/phone number): _____

____ Over break periods, animals must be removed if the resident will not be on campus. Residents are not permitted to give their key or swipe card to community or non-community members to care for their animal.

____ If any animal neglect is suspected, the owner is subject to the sanctioning guidelines detailed below and/or in the Animal Policy. Reed also reserves the right to contact Multnomah County Animal Control. The owner is solely responsible for the health and safety of the animal. The animal should not be left alone in the unit for unreasonably long periods of time. Based on the species and breed of animal, the owner and Reed Residence Life agree that a reasonable amount of time for the animal to be left alone in the unit is _____ hours.

____ The owner must notify Residence Life, in writing, if the animal is no longer needed or is no longer in residence so that Residence Life has up-to-date information.

____ All animals must have a tag with the animal's name and a contact phone number for you, the owner, in case of emergency unless there is a prior agreed upon exception. The tag should not have any information regarding the hall and room in which you reside.

____ Animals, when applicable, must be registered with Multnomah County and display the appropriate license tag while on campus. Multnomah County requires all dogs and cats to be vaccinated for Rabies in order to be licensed.

____ Emotional Support Animals only: The owner understands that when they are not present (i.e. in class) the animal must be crated or otherwise contained within the unit and remain in the assigned residential space. Based on the type of animal, the owner and Reed Residence Life agree that the animal will be contained in the room by these means while the resident is in class:

Guidelines for interaction with roommates and the community

____ The owner is responsible for any damage or injuries caused by their animal(s) and must take appropriate precautions to prevent property damage or personal injury.

_____ The owner is responsible for assuring that the animal does not interfere with the orderly operation of the community or cause difficulties for other residents (this includes, but is not limited to, issues of a sanitary nature, noise concerns, or concerns for the safety of persons and/or physical property). Noise concerns include, but are not limited to, barking, meowing, whining, and scratching. The owner must remain sensitive to residents with allergies and to those who fear animals to ensure a positive residential community.

_____ The owner is responsible for instructing others on appropriate interactions with the animal and setting clear expectations. The owner can do this either individually or in a group setting. The preferred method is in person, but an email would also suffice.

_____ Roommates may be notified about the presence of the animal, either by the owner or by Residence Life staff. The notification may include the type of animal and size. Roommates may request a room change from Residence Life if they have a desire to do so.

_____ If the owner requests maintenance for the room, they must coordinate with Reed Maintenance on a time that will work with their schedule to be present for the maintenance.

Grievance and Sanctioning Guidelines

_____ The grievance process is as follows:

- 1st observed or reported instance: The owner and Residence Life staff member (HA or AC) have informal discussion about the concerns that do not fit within the behavior parameters outlined in this checklist.
- 2nd observed or reported instance: The owner and Area Coordinator have a meeting and create a written action plan to address the concerns that do not fit within the behavior parameters outlined in this checklist.
- 3rd observed or reported instance: The owner is informed the animal must be removed from housing within a specific timeline.

_____ The appeals process is as follows:

- The owner may appeal the animal's removal within 24 hours of being notified
- To submit an appeal, students must email a statement to the Student Life office explaining the circumstances of the appeal and their request
- The Dean or their designee will review the statement and make a decision in consultation with relevant colleagues. They may also ask the owner to meet in person. Appeal decisions are considered final.

_____ In accordance with the Animal Policy, any animal that poses an immediate threat to the safety of community members or other animals may be removed immediately from Reed College campus without prior notification of the owner. Residence Life and the Office of Community Safety may enforce any such exclusion until the Vice President and/or an

appropriate judicial body review the exclusion, or until the animal no longer poses a threat to members of the community.

Additional Agreement

_____ The owner will be responsible for covering all costs of returning the unit to the same condition of move-in that are not due to normal wear and tear as reported via the Room Inventory completed by the resident upon moving into the room. This may include the cost of repairing or replacing damaged furniture, cleaning all carpets and furniture to remove pet odors, dander, hair, etc.

_____ Residence Life will inspect the residential unit on a regular basis as part of routine health and safety checks of all residential space (see housing contract). If fleas, ticks, or other pests are detected through inspection, the unit will be treated using fumigation methods by college-approved pest control services. Those costs will be billed to the owner's student account.

_____ Reed Residence Life has the right to reassign the owner to another room if care of the animal or interactions with others become a concern.

_____ The owner is responsible for meeting with Residence Life staff if they move from one location to another, including over summer or winter break, to arrange for staff notifications and assisting with re- introduction of the animal to a new community.

I have read and agree to all of the terms of the Reed College's Emotional Support Animal Checklist. I understand that if I have questions, concerns, or need assistance that I will contact Residence Life.

Student Signature

Date

Area Coordinator Signature

Date