
The use of service animals is subject to the following:

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Superintendent of Schools, 108 Washington Street, Cumberland, MD 21502, and must contain required documentation of annual vaccinations. This written request must be delivered to the Superintendent of Schools' office at least 10 business days prior to bringing the service animal to school or a school function.
2. Owners of a service dog must provide annual proof from a licensed veterinarian of the following vaccinations: DHLPPC (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus, and Coronavirus), Bordetella and Rabies.
3. Owners of service miniature horses must provide annual proof from a licensed veterinarian of the following vaccinations: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephelomyelitis, Rhinoneumonitis, Influenza, and Strangles.
4. All service animals must be spayed or neutered.
5. All service animals must be treated for, and kept free of fleas, ticks and other parasites.
6. All service animals must be kept clean and groomed to avoid shedding and dander.
7. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property, and must provide proof of current liability insurance coverage as required by the Board of Education.
8. 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.
9. The service animal must be trained to meet the identified need of the individual with a disability, and comply with the requirements of IMG-E1. The Superintendent's designee will review and complete IMG-E1.
10. A "therapy animal" is not a service animal for the purposes of these policies and procedures. "Therapy animals" are not permitted in the Allegany County Public Schools.
11. Special provisions for miniature horses require a request to permit a miniature horse as describe above in item 1. Such requests will be handled on a case-by-case basis considering the following:
 - a. The type, size, and 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.
- 12. A school administrator may ask an individual with a disability or his/her parents to remove a service animal from a building, school, classroom or Board of Education function if any one of the following circumstances occurs:
 - 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 house broken.
 - c. The animal's presence would "fundamentally alter" the nature of the service, program or activity.
 - d. The animal's presence would disrupt or interfere with the nature of the service, program, or activity for the individual or other students.
- 13. 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.
- 14. The school system 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. The school system 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 animal. In the case of a young child or student with disabilities who is unable to care for or supervise his/her 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.
- 15. Service animals are permitted to accompany its owner on school buses. Service animals may not block aisles or exits or otherwise interfere with other passengers reaching them.

16. Service animal trainers may accompany a service animal in training into any facility where a person with a disability would be permitted to bring a service animal. Service animals in training may only be excluded if there would be a clear danger of a disturbance or physical harm to those in the facility [Md. Code. Ann., Human Services, §7-705 (c)]
17. The Board of Education neither provides nor trains service animals.

Board Reviewed 05/08/12	Superintendent Approved 05/08/12
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