SERVICE ANIMAL POLICY

Guidelines Regarding Animals on School Property

I. Policy Overview

The SEED School of Maryland ("SEED") complies with federal and state laws in allowing the use of Service Animals on campus by students, employees and visitors with disabilities, subject to certain restrictions.

II. Definitions

Service Animal. A Service Animal is a dog (or in limited instances allowed by law, a miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or task an animal has been trained to provide must be directly related to the Handler's disability. A Service Animal does not need to be licensed, permitted or certified by a state or local government.

Support Animal. A Support Animal is an animal that is used to provide emotional support, stability and comfort. Support Animals are not required to be trained to perform a specific job or task that mitigates the effects of a disability, and therefore differ from Service Animals.

Handler. A Handler is a disabled individual who requires the assistance of a Service Animal or a Support Animal and whom the animal has been trained to help, or his or her parent or guardian who has been trained to instruct the animal and use it to help mitigate aspects of the individual's disability.

Disability or Disabilities. A Disability is an impairment defined as a disability by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and/or Article 49B, which is Maryland's anti-discrimination law.

III. Use of Service Animals

SEED recognizes the importance of Service Animals. It is the policy of SEED that Service Animals assisting individuals with Disabilities are generally permitted in all campus facilities and programs, except as described below.

A permitted Service Animal may be removed from a SEED facility or program if its behavior or presence poses a direct threat to the health or safety of others. For example, a Service Animal that displays vicious or threatening behavior towards people, such as biting, may be excluded.

A permitted Service Animal can be removed if it is disruptive. Excessive barking, a continuous refusal to remain in place (running away from the Handler), uncontrolled jumping on other people, or not being housebroken are examples of disruption.

A permitted Service Animal can be removed if it causes physical damage to SEED property or the property of its employees, students and visitors.

Permitted Service Animals may also be excluded from areas where the presence of a Service Animal fundamentally alters the nature of the program or activity. Examples may include, but are not limited to: research labs, areas requiring protective clothing, food preparation areas, and swimming pools.

Support Animals are not allowed on campus, but may be allowed in a SEED residence hall in which the student Handler resides, and immediately contiguous areas, provided the use of the Support Animal is determined to be a reasonable accommodation to the Handler's disability. Requests by employees for use of a Support Animal will be handled on a case-by-case basis consistent with applicable law. A permitted Support Animal can be removed for any of the reasons a Service Animal can be removed.

IV. Responsibilities of the Handler

Permitted Service Animals and Support Animals must comply with all applicable Maryland dog laws (both state and local laws), including laws related to licensing, ID tags, health and safety, vaccinations, rabies, noise, restraints, waste removal and disposal, and other requirements. A veterinary health certificate is not required. The cost of compliance is the Handler's responsibility.

Permitted Service Animals and Support Animals must be on a leash, harness or tether at all times, unless impracticable or unfeasible due to the Handler's Disability (in which case the Handler must maintain control of the Service Animal or Support Animal through voice, signal or other effective controls).

The Handler must be in full control of permitted Service Animals and Support Animals at all times. The care and supervision of a Service Animal or a Support Animal is solely the responsibility of the Handler.

The permitted Service Animal or Support Animal must be maintained by the Handler and must be clean and free of fleas, ticks and other pests. The Handler is required to provide appropriate food and care for the Service Animal or Support Animal.

The Handler is required to clean up after and properly dispose of the permitted Service Animal or Support Animal's waste in a safe and sanitary manner and, when provided, must use animal relief areas designated by SEED. Waste disposal via SEED plumbing is prohibited. The Handler should always carry equipment sufficient to clean up and properly dispose of the animal's wage, or to make appropriate arrangements to clean up and dispose of the animal's waste. SEED is not responsible for these services.

As a courtesy to others, as much as possible, the Handler should ensure that a permitted Support Animal does not approach and sniff other individuals, desks, dining tables or personal belongings of others.

The Handler must assure that the permitted Service Animal or Support Animal does not block emergency exits.

Failure by the Handler to fulfill these responsibilities may result in the permitted Service Animal or Support Animal being removed from a SEED facility or program. If SEED properly excludes a Service

Animal or Support Animal, the Handler retains the opportunity to participate without having the Service Animal or Support Animal on the premises.

At all times, the Handler is responsible for the actions of the permitted Service Animal or Support Animal, including bodily injury or property damage. The Handler may be charged for additional cleaning or damage that occurs as a result of having the Service Animal or Support Animal on campus.

V. Inquiries Regarding Service Animals

Individuals cannot be asked about the nature or extent of their Disability, but two inquiries can be made by SEED personnel to determine whether an animal qualifies as a Service Animal:

1. If the animal is required because of a Disability; and

2. What work or task the animal has been trained to perform.

SEED will not require documentation, such as proof that the animal has been certified, trained, or licensed as a Service Animal. Also, individuals are prohibited from making inquiries about a Service Animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a Disability (for example, the Service Animal is observed guiding a Handler who is blind or has low vision, pulling a Handler's wheelchair, or providing assistance with stability or balance to a Handler with an observable mobility Disability).

VI. Notifications

Student, employee, or visitor Handlers are requested to self-identify as a person with a Disability to Human Resources as soon as the need for a Service Animal or Support Animal becomes apparent. In order to provide an orderly accommodation of a Service Animal or Support Animal, student, employee, or visitor Handlers are requested to provide seven (7) days advance notice of the need to bring a Service Animal or Support Animal, unless providing such notice is not practicable, in which case notice should be provided as soon as is practicable. Students living in a SEED residence hall with a Service Animal or Support Animal should provide as much advance notice as possible prior to moving into the residence hall so that SEED can determine how best to facilitate the student and the Service or Support Animal. For Support Animals, SEED will also determine whether such an accommodation is possible.

VII. Community Considerations

The SEED community should be cognizant of and attempt to adhere to the following guidelines with respect to Service Animals and Support Animals:

- Remember that the Service Animal or Support Animal is not a pet;
- Avoid petting or touching a Service Animal or Support Animal when the animal is working;
- Even if the Service Animal or Support Animal is not working, it is polite to talk to the Handler first before interacting with the Handler;
- Do not distract a Service Animal or Support Animal in any way;

- Do not separate the Handler from their Service Animal;
- If a member of the SEED community has a Disability or an allergy and is concerned about interaction with a Service Animal, he or she should contact Human Resources or the Chief of Staff to discuss whether an accommodation for the person with the allergy or Disability can be identified and implemented to mitigate any issues. If a member of the SEED community does express a concern regarding a Service Animal, it is important to remember that SEED continues to have a legal obligation to accommodate the Handler, which obligation does not change.