

PROCEDURE

Harford County Public Schools

PROCEDURE TITLE: REASONABLE ACCOMMODATIONS AND SERVICE ANIMALS UNDER THE AMERICANS WITH DISABILITIES ACT (“ADA”) OR SECTION 504		
ADOPTION/EFFECTIVE DATE: October 12, 2015	MOST RECENTLY AMENDED::	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY:		

I. Purpose

The purposes of this procedure are as follows.

- A. Provision of information regarding reasonable accommodations and service animals in employment or in the provision of access to Harford County Public School (“HCPS) services, programs and activities.
- B. Adoption of procedures for obtaining a reasonable accommodation or authorization for a service animal.
- C. Designation of a person to contact regarding or obtaining a reasonable accommodation or authorization for a service animal.

II. Definitions

- A. **ADA** means the Americans With Disabilities Act codified at 20 United States Code (U.S.C.) Section 12101 to 12103 and 12111 to 12117, *et seq.*; and its implementing regulations codified at 29 Code of Federal Regulations (“CFR”) 1630.1 to 1630.16 and 28 CFR Section 35.101 to 35.140.
- B. **Section 504** means Section 504 of the Rehabilitation Act of 1973 codified at 29 U.S.C. Section 794 and its implementing regulations codified at 34 CFR Section 104.1 to 104.39.
- C. **HCPS** means Harford County Public Schools.
- D. **Member Of School Community** means:
 1. A Board of Education member.

2. An employee of Harford County Public Schools (“HCPS”)
3. An HCPS volunteer.
4. A student.
5. A person who participates in activities of HCPS or is present on HCPS grounds or premises and is under the authority or control of HCPS.

E. **Reasonable Accommodations** means a change or alteration in a work condition such as, for example, scheduling changes or physical modifications or changes or alterations to policies, practices or procedures which HCPS is legally required to provide.

F. **Service Animals** means a dog or miniature horse which a person with a disability requires because of his or her disability and which will perform work or tasks for the person.

G. **Disability** means with respect to a person, having a physical or mental impairment that substantially limits a major life activity; having a record of such impairment; or being regarded as having such an impairment.

III. Procedures

- A. Any person with a disability requesting a reasonable accommodation in employment may contact either his or her supervisor or the HCPS Risk Manager, 102 South Hickory Avenue, Bel Air, Maryland, 21014, at 410-588-5286. If a request is made to a supervisor, he or she shall refer it to the Risk Manager. The request may either be in writing or verbal.
- B. The Risk Manager shall engage in an interactive process with the person seeking the accommodation to obtain such information regarding the request as is necessary and legally available to make a determination regarding the request and shall issue a decision granting or denying the request.
- C. Should the person requesting a reasonable accommodation be dissatisfied with the Risk Manager’s decision, the person may file a complaint pursuant to the Procedure entitled, “Complaint Under the ADA or Section 504,” or pursue any other legal action or both available to him or her.

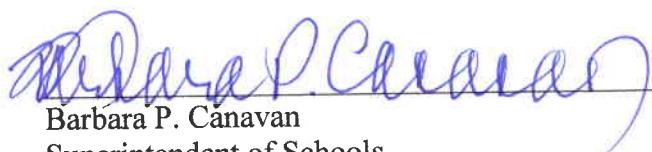
D. Service Animals

1. Any person with a disability requesting that he or she be permitted to bring and maintain a service animal in or about HCPS property or buildings may contact his or her supervisor or the HCPS Risk Manager, at 102 South Hickory Avenue, Bel Air, Maryland, 21014, or 401-588-5286. If request is made to a supervisor, the supervisor shall refer the request to the Risk Manager. The request may be either verbal or in writing.

E. Access to HCPS Programs, Services and Activities

1. Any individual with a disability requesting a reasonable accommodation with respect to access to programs, services and activities shall contact his or her supervisor or the Risk Manager, at 102 South Hickory Avenue, Bel Air, Maryland, 21014, or 401-588-5286, or the Director of Student Services at 102 South Hickory Avenue, Bel Air, Maryland, 21014, or 410-588-5334. If request is made to a supervisor, he or she shall refer the request to either the Risk Manager or the Director of Student Services. The request may be made either in writing or verbally.

Approved By:



Barbara P. Canavan
Superintendent of Schools



Date

Procedure Action Dates					
ACTION DATE		ACTION DATE		ACTION DATE	
Adopted	10/12/2015				

Responsibility for Procedure Maintenance & References	
LAST EDITOR/DRAFTER NAME:	JOB POSITION OF LAST EDITOR/DRAFTER:
Patrick P. Spicer, Esquire	General Counsel
PERSON RESPONSIBLE:	JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME:	DESIGNEE POSITION:
PROCEDURE NUMBER PRIOR TO NOVEMBER 1, 2005:	

REFERENCES¹

References are set forth in the procedure.

¹ All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a policy.