



---

## **Use of Service Dogs by Students AP 200.40**

**Procedure for:** Principals/Vice Principals

**Adopted:** June 7, 2011

**Submitted by:** Superintendent of Education responsible for Special Education

**Revised:** January 16, 2017

**Category:** Students

---

### **Purpose**

The Brant Haldimand Norfolk Catholic District School Board believes that as a Catholic learning community, we need to provide a safe and nurturing environment for learning and working. The use of specially trained service dogs is one strategy used to accommodate the special needs of some students with disabilities. This procedure provides direction to school administrators regarding the admittance and implementation of service dogs into the school environment.

### **Responsibilities**

#### **Principals**

Principals are to ensure that the procedures are followed and appropriate forms are completed and on file.

#### **Superintendent of Education**

The Superintendent of Education will implement the administrative procedure Board wide.

### **Procedures** (see Appendix E for Administrative Checklist)

- 1.0** The Principal, upon receiving a request for a student to have a service dog, will inform the parent/guardian and the student (if 18 yrs. or older) of this administrative procedure (Appendix B).
- 2.0** The Principal will request the following:
  - A request in writing for a Service Dog to be involved with their child at school.
  - The following documentation:
    - ✓ letter from a physician confirming that the student requires the dog for reasons relating to a disability;
    - ✓ copy of dog's registration and training certification with a recognized training centre;
    - ✓ copy of current, official vaccination certificate for the dog;
    - ✓ proof of municipal dog license;
    - ✓ copy of training certification of individual responsible for the dog;
    - ✓ completed 'Request for Service Dog Involvement' form (Appendix A); and
    - ✓ completed 'Management Plan for Care of the Service Dog' form (Appendix C).
- 3.0** The Principal will:
  - inform the Superintendent of Education responsible for Special Education of the request;
  - convene a case conference inviting the following individuals:
    - ✓ parent/guardian(s) and/or student if appropriate
    - ✓ classroom teacher(s)
    - ✓ Special Education Resource Teacher
    - ✓ System Special Education Resource Teacher
    - ✓ Educational Assistant(s)
    - ✓ Superintendent of Education responsible for Special Education
    - ✓ Student Achievement Lead: Special Education
    - ✓ representative from dog training centre
  - inform school staff that a request has been made and receive their input;
  - inform appropriate bus contact that a request has been made (if applicable);



- inform the School Advisory Council that a request has been made; and
- submit all documentation and consult with the Superintendent of Education and Student Achievement Lead: Special Education.
- meet with the parent/guardian(s) and/or student to:
  - ✓ inform them of the decision based on the information provided
  - ✓ develop/review the implementation plan
  - ✓ review fire and emergency exit plans
  - ✓ review the Management Plan for Care of the Service Dog (Appendix C)
  - ✓ review/develop the IEP in relation to the Service Dog
- develop a communication strategy to inform students, staff, community and relevant employee representatives (Appendix D)
- ensure signs are posted on the entrance doors, and at any other appropriate places, to advise visitors of the dog's presence
- monitor and review the implementation on a regular basis
- file relevant documentation and correspondence in the documentation file of the student's OSR
- in the event of a staff or student in the school with an anaphylaxis allergy to dogs, a meeting will be held to discuss accommodations needed.

### **List of Appendices**

- Appendix A - Request for Service Dog Involvement with a Student
- Appendix B - Information for Parent(s)/Guardian(s) Requesting a Service Dog in the School
- Appendix C - Management Plan for the Care of the Service Dog
- Appendix D - Sample Letter to School Community
- Appendix E - Administrative Checklist for Implementation of Service Dog into School Environment

### **Definitions**

#### **Service Dog**

Service Dogs are working animals, trained by a recognized dog training centre, and must be certified and registered in Canada. These animals provide a number of services to people who are diagnosed with disabilities such as physical disabilities, blindness or low vision, deaf/hard of hearing, Autism Spectrum Disorder or a seizure disorder. The dog will have a certificate or identification card from a service animal training school, will have a distinctive harness/saddlebag or vest, and will always be on a leash. There are for the access, handling and interaction with these recognized working dogs.

The Service Dog is considered to be an accommodation that is required to allow a student to access the Ontario Curriculum, enabling the student to learn and demonstrate learning.

### **References**

- Human Rights Code (Ontario)
- Integrated Accessibility Standards - Customer Service Administrative Procedure 200.34
- Education Act
- Ontarians with Disabilities Act, 2001
- Blind Person's Rights Act
- Individual Education Plan: A Resource Guide 2004
- STSBHN Transportation Services Policy 039 – Transporting Students with Service Dogs



**REQUEST FOR SERVICE DOG INVOLVEMENT WITH A STUDENT**

Name of student: \_\_\_\_\_ DOB: \_\_\_\_\_  
School: \_\_\_\_\_  
Name(s) of Parent/Guardian(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number(s): \_\_\_\_\_

a) I/We request that \_\_\_\_\_ be allowed to use a service dog at school and at school-related activities.  
(student name)

b) The service dog will provide the student with the following assistance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) Length of time the student and dog have worked together? \_\_\_\_\_

d) Duration of this requested intervention? \_\_\_\_\_

e) I/We understand that it is our responsibility to:

- provide the principal with all required documentation, reports, certificates in a timely fashion;
- assume financial responsibility of the dog’s training, veterinary care, city/county license and all other related costs;
- participate in a school case conference meeting to inform the principal of relevant information that may affect our child, other students, staff, and/or visitors to the school;
- transport or walk the dog to and from school, or facilitate the use of bus transportation;
- provide the required equipment and dog care items;
- assist the principal to communicate relevant information to the school community;
- attend to the daily care needs of the dog; and
- work co-operatively with the school staff to make this accommodation a success.

f) I/We give permission for this information to be shared with the school community.

\_\_\_\_\_  
Signature of parent/guardian(s)

\_\_\_\_\_  
Date

*Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)*



**INFORMATION FOR PARENT(S)/GUARDIAN(S) REQUESTING A SERVICE DOG IN THE SCHOOL**

- 1) The success of the implementation of a service dog into a school setting depends on clear communication, a well-informed school community and careful planning. The information you provide will assist the principal to make the best possible decisions for your child and other students, as well as for the staff, volunteers and visitors in the school. The information will be filed in your child's Ontario Student Record (OSR).
- 2) The use of a service dog is considered to be an accommodation to help your child learn and to develop the necessary skills to achieve success at school. If your child already has an Individualized Education Plan, it will be reviewed at a case conference. If not, one will be developed in consultation with you. The principal will invite you, your child's teacher, a representative from the training centre, the Special Education Resource Teacher (SERT) in the school, and System Special Education Resource Teacher, the Student Achievement Lead: Special Education, and the Superintendent of Education responsible for Special Education to the case conference to discuss your child's needs, the accommodations that are already in place for your child, as well as the additional assistance provided by a service dog.
- 3) The information you provide will help the principal to implement your request. It is important that you provide the information that addresses the safety of the students and staff. For example, the principal needs to know that the dog has no history of nipping, biting or growling at children or adults, nor exhibits aggressive protective behaviours.
- 4) The principal will investigate if any student or member of staff has severe medical or psychological reactions to dogs that may impact the involvement of the dog at school.
- 5) The well-being of the dog is also very important. Its care, handling and training needs will be addressed, and your input as a trained handler is valuable. The principal also needs to know what other resources are available to facilitate the transition to school and the implementation of the plan. Strategies for becoming familiar with the building and school grounds, introduction to assemblies/concerts, recess and informing the staff about interacting with the dog will need to be included in the planning to be as consistent and fair to the dog as possible.
- 6) The principal, with your assistance, will develop a communication plan to inform students, staff and community members as appropriate.
- 7) Your responsibilities include:
  - providing the principal with all required documentation, reports, and certificates in a timely fashion;
  - assuming financial responsibility of the dog's training, veterinary care, city/county license and all other related costs;
  - participating in a school case conference meeting to inform the principal of relevant information that may affect your child, other students, staff, and/or visitors to the school;
  - transporting or walking the dog to and from school, or facilitate the use of bus transportation;
  - providing the required equipment and dog care items;
  - assisting the principal to communicate relevant information to the school community;
  - attending to the daily care needs of the dog; and
  - working co-operatively with the school staff to make this accommodation a success.
- 8) Once the necessary information has been received, the principal will consult with the Superintendent of Education responsible for Special Education and the Student Achievement Lead: Special Education, prior to the admittance and implementation of the service dog at the school.
- 9) If the request is approved, a series of planning steps must take place to ensure a smooth transition for the entry of the service dog.
- 10) After all the discussion and planning is in place, the goal will be to implement the plan as soon as possible.



**MANAGEMENT PLAN FOR THE CARE OF THE SERVICE DOG**

Name of Student: \_\_\_\_\_ DOB: \_\_\_\_\_

School/Site: \_\_\_\_\_ Name of Dog: \_\_\_\_\_

Parent/Guardian(s) and the student (where applicable) are responsible for the care and treatment plan of the Service Dog, not the staff from Brant Haldimand Norfolk Catholic District School Board.

**Water needs:** (E.g. provisions of a water bowl, procedures for use, clean-up etc.)

**Dietary Needs:**

**Bladder/Bowel Needs of Dog:** (e.g. frequency, location, disposal, etc)

**Other considerations:**

1) Rest periods away from work: \_\_\_\_\_

2) Hot weather: \_\_\_\_\_

3) Winter weather: \_\_\_\_\_

4) Other considerations: \_\_\_\_\_

Signature of parent/guardian(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent/guardian(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_



**SAMPLE LETTER TO SCHOOL COMMUNITY**

(Insert School Letterhead)

Date:

Dear Parent/Guardian:

This letter is to inform you that there will be a Certified Service Dog in our school helping one of our students to access the Ontario Curriculum and assist with their learning.

This Certified Service Dog is highly trained and recognized by an accredited Canadian training facility and is able to assist with many of the routine activities which pose challenges for the student. The student's right to have a Certified Service Dog is protected under the Ontario Human Rights legislation.

There will be information sessions planned here at school for all students and staff to help integrate the dog into our school routines. They will be instructed as to the proper procedure regarding the dog and that the dog is a 'working' Certified Service Dog and not a pet while at school.

We anticipate the Certified Service Dog being of benefit to the student's learning and we look forward to this new addition to our school and school community.

Thank you for your understanding and support. Should you have any questions or concerns, please contact the office.

Sincerely,

Principal



**ADMINISTRATIVE CHECKLIST FOR IMPLEMENTATION OF SERVICE DOG INTO SCHOOL ENVIRONMENT**

Task	Date Completed
Advise parent/guardian and student (18 years and older), making the request that the Brant Haldimand Norfolk Catholic District School Board has a procedure to follow before a decision is made.	
Inform Superintendent of Education responsible for Special Education/Student Achievement Lead: Special Education of the request.	
Give the parent/guardian(s): <ul style="list-style-type: none"> <li>• Request for Service Dog Involvement with a Student (Appendix A),</li> <li>• Information for Parent(s)/Guardian(s) Requesting a Service Dog in the School (Appendix B); and</li> <li>• Management Plan for the Care of the Service Dog (Appendix C).</li> </ul>	
Receive copies of the required documentation: <ul style="list-style-type: none"> <li>• a letter from a physician confirming that the person requires the dog for reasons relating to a disability;</li> <li>• copy of dog's registration and training certification with a recognized training centre;</li> <li>• copy of current, official vaccination certificate for the dog;</li> <li>• proof of municipal dog licence;</li> <li>• copy of training certification of individual responsible for the dog;</li> <li>• completed 'Request for Service Dog Involvement' form; and</li> <li>• completed 'Management Plan for Care of the Service Dog' form.</li> </ul>	
Convene a case conference and invite the following to attend (if applicable): <ul style="list-style-type: none"> <li>• Parent/guardian(s) and/or student if appropriate</li> <li>• Classroom teacher(s)</li> <li>• Special Education Resource Teacher</li> <li>• System Special Education Resource Teacher</li> <li>• Educational Assistant(s)</li> <li>• Student Achievement Lead: Special Education</li> <li>• Superintendent of Education responsible for Special Education</li> <li>• Representative from dog training centre</li> </ul>	
Inform school staff that a request has been made and receive their input.	
Inform appropriate bus contact that a request has been made (if applicable).	
Inform the School Advisory Council That a request has been made.	
Submit all documentation and input to the Superintendent of Education responsible for Special Education and Student Achievement Lead: Special Education for their consideration.	
Meet with the parent/guardian(s) and/or student to: <ul style="list-style-type: none"> <li>• inform them of the decision;</li> <li>• develop/review the implementation plan;</li> <li>• review fire and emergency exit plans;</li> <li>• review the Management Plan for Care of the Service Dog; and</li> <li>• review/develop the IEP in relation to the Service Dog.</li> </ul>	
Develop a communication strategy to inform students, staff, community and relevant employee representatives.	
Post signs on the entrance doors, and other appropriate places, to advise visitors of the dog's presence.	
Monitor and review the implementation on a regular basis.	
File relevant documentation and correspondence in the documentation file of the student's OSR.	