

Appendix A

Information for Parents/Guardians/Employees Requesting a Service Dog in the School

1. The success of the entry 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.
2. The use of a service dog is an accommodation to help your child learn and to develop the necessary skills for daily living activities, to achieve success at school. If your child already has a Student Specific Plan (SSP), it will be reviewed, or one will be developed in consultation with you. The Principal will invite you, your child's teacher, a representative from the training facility, the learning support teacher in the school, and the Student Services Director to a meeting to discuss your child's strengths, needs, the accommodations that are already in place for your child, as well as the how the service dog would support the goals.
3. The information you provide will help the Principal to consider your request. The Principal will investigate as to whether any student or member of staff has severe medical or psychological reactions to dogs that may prevent or restrict the involvement of the service dog at the school.
4. The well-being of the service dog is also very important. Its care, handling and training needs to be planned for and your input is valuable. The Principal needs to know what other resources are available to facilitate school entry and the implementation of a plan. Strategies for becoming familiar with the building and school grounds, introduction to assemblies/concerts, recess, and informing the staff and students about interacting with the service dog will need to be included in the planning to ensure the service dog is used appropriately.
5. It is imperative that the service dog be ready for school and your trainer will help plan for this. If the service dog exhibits any behaviours (i.e., growling, scratching, nipping, biting, etc.) or health issues (i.e., vomiting, diarrhea, open wounds, fleas, ticks, etc.) at school it will be removed until the plan is re-evaluated to ensure the safety of staff, students, and visitors.
6. An information session may be held for interested school community parents. Important information shared in this way facilitates understanding and acceptance of new practices at the school. You will be invited to participate in any information sessions.
7. Parents' responsibilities include but are not limited to:
 - Provide the Principal with all required documentation, reports, certificates, and arrangement for staff training in a timely fashion
 - Transport or walk the service dog to and from school if needed or request school bus transportation if your child is eligible

- Assume financial responsibility for the service dog's training, veterinary care, municipal license, and other related costs
 - Participate in a school meeting to inform the Principal of all relevant information that may affect your child, other students, staff, and/or visitors to the school
 - Assist the Principal to communicate relevant information to the school community
 - Work co-operatively with the school staff to make this accommodation a success
 - Provide the required food, equipment, and service dog care items
 - Inform the Principal of the service dog's food, water and "bio-breaks" needs
 - Advise the Principal on the removal and disposal of animal waste in a safe and environmentally friendly manner.
8. Once the necessary information has been discussed, the Principal will consult with the Student Services Director and the Superintendent prior to entry of the service dog into the school.
 9. If the request is approved, a series of steps must take place to ensure a smooth transition for the entry of the service dog in a timely manner.
 10. The right of entry of the service dog will be monitored regularly and reviewed on an annual basis.
 11. A Certificate of Training that states the services for which the dog is trained must be available.

Appendix B

Request for a Service Dog in the School

This information is being collected pursuant to the provisions of the Freedom of Information and Protection of Privacy Act and the Personal Health Information Act. Questions about this collection should be directed to the Superintendent/CEO of the Lord Selkirk School Division at jlong@jssd.ca or 204-482-5942.

Date of Application: _____

1. Student/Employee Information:

Name: _____

Home/Cell Phone: _____

School: _____

Teacher: _____

Grade: _____

2. Reason(s) for the request – identify the need for the service dog as it relates to the employee or student’s disability and describe the manner in which the service dog will meet the individual’s particular need(s). If more space is needed, please add additional pages.

3. Name of dog: _____

4. I/We understand that it is our responsibility to:

- Provide the Principal with all required documentation, reports, certificates in a timely fashion
- Transport or walk the service dog to and from school or request school bus transportation
- Assume financial responsibility for the service dog’s training, veterinary care, municipal license, and other related costs
- Participate in a school meeting to inform the Principal of all relevant information that may affect our child, other students, staff, and/or visitors to the school
- Assist the Principal to communicate relevant information to the school community
- Work co-operatively with the school staff to make this accommodation a success
- Provide the required food, equipment, and service dog care items.

5. I/We understand that if the service dog exhibits any behaviours (i.e., growling, scratching, nipping, biting, etc.) or health issues (vomiting, diarrhea, open wounds, fleas, ticks, etc.) at school it will be removed until the plan is re-evaluated to ensure the safety of staff, students, and visitors.

6. If approved, I/we give permission for relevant information to be shared with the school community.
7. I/We understand that the Principal shall preserve confidentiality and shall not use or disclose the information except as provided for in The Public Schools Act, The Freedom of Information and Protection of Privacy Act or the Personal Health Information Act or as otherwise required by law. I/we consent to the use and disclosure of the information by the Principal to such other school division personnel as may be required for the performance of their duties.
8. I/We acknowledge having received and read a copy of **Appendix A: Information for Parents/Guardians/Employees Requesting a Certified Service Dog in the School.**

Attachments:

- Letter from physician
- Service Animal Training Documentation (Training Organization/Handler)
- Animal license
- Vaccinations are up to date
- Confirmation of good health

Parent/Guardian or Employee: _____
(Print Name)

Signature: _____ Date: _____

For Office Use Only:

Request for Certified Service Dog: Approved _____ Denied _____

Signature of Principal: _____ Date: _____

Signature of Director of Student Services: _____ Date: _____

Signature of Superintendent: _____ Date: _____

Appendix C Management Plan for the Care of the Service Dog

This information is being collected pursuant to the provisions of the Freedom of Information and Protection of Privacy Act and the Personal Health Information Act. Questions about this collection should be directed to the Superintendent/CEO of Lord Selkirk School Division at jlong@lssd.ca or 204-482-5942.

Staff member responsible for service dog: _____
Alternate: _____

Note: Where possible and feasible, these responsibilities should be handled by the student in the same manner as at home. In the event that the student is not able to undertake these responsibilities, it is the responsibility of a school staff member to perform. This includes the provision of food, water and "bio-breaks" to the service dog as required, supervision of the dog during rest periods, and immediate removal and disposal of animal waste in a safe and environmentally friendly manner.

Consideration must be given to:

Water needs: (e.g., provision of water bowl, procedures for use, cleaning etc.)

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

Other considerations:

Rest periods away from "work" (if needed)

Special considerations due to weather (if needed)

Bus transportation (if applicable)

Other

Formal documentation has been provided that the service animal:

- has annual vaccines
- has a municipal license
- is in good health to attend school

This information must be updated and reviewed with staff on a yearly basis.

Signature of Principal: _____ Date _____

Signature of Parent/Guardian/Employee: _____ Date _____

Appendix D

Sample Letter to School Community

Insert School Letterhead

Date:

Dear Parents/Guardians:

This letter is to inform you that there will be a service dog in our school assisting one of our students/employees. The service dog will be in our school effective (insert date).

Service dogs are trained and recognized by an accredited training facility and are able to assist with many of the routine activities which pose challenges for some students. The student's right to have a service dog is protected under The Human Rights Code of Manitoba.

There will be an upcoming information session for parents/guardians at the school on (insert date) to assist with your understanding of how the service dog will be integrated into the school. As well, a school-wide assembly will be held for all students to help them identify with the service dog and how it will fit into the daily routines of all students. They will be instructed as to the proper procedure regarding the dog and that the dog is a "working" service dog and not a pet while at school.

We anticipate the 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 me at (insert school phone number).

Sincerely,

Principal

Appendix E

Sample Letter to Families with Children in the Classroom (and on the School Bus)

Insert School Letterhead

Date:

Dear Parents/Guardians:

This letter is to inform you that there will be a service dog in our school assisting one of our students. The service dog will be in your child's classroom effective (insert date).

Service dogs are trained and recognized by an accredited training facility and are able to assist with many of the routine activities which pose challenges for some students. The student's right to have a service dog is protected under The Human Rights Code of Manitoba.

An upcoming information session for parents/guardians on (insert date) will offer more information on how the dog will be integrated into the school setting.

Students will participate in a school-wide assembly on (insert date) to assist with the integration of the service dog and how the dog will fit into the daily routines of all students.

The students in the classroom (and on the school bus) will also receive more direct instruction and training as to the proper procedure and conduct when around the service animal. They will be informed that the service dog is a working dog and not a pet while at school.

We anticipate the 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 me at (insert school phone number).

Sincerely,

Principal