

## Service Dog Planning Checklist

Principal shares a copy of AP 331 Service Dogs in Schools, Form 331-1, and this checklist to parents.

Parent completes Form 331-1 Request for Service dog, submits to principal including medical documentation of the need for this accommodation.

Principal forwards copy of completed request form to Student Services Coordinator, Superintendent of School responsible for Student Services, and Superintendent of the School.

Principal informs school staff that a request has been made and invites their input around planning considerations based on students in any classes where the Service Dog may be present, and gathers information regarding allergies, phobias, or other concerns. A Service Dog may be excluded from access to the school or parts of the school when there is a risk to the health, physical, and/or mental well-being of students or staff.

Parents provide proof of training certification, up-to-date vaccinations, dog license, and proof the dog is in good health.

Principal will set up a team meeting to discuss the request and any concerns or questions brought forward by the staff. The meeting will include Parents/Guardians, Student (where appropriate), Classroom Teacher(s), Student Support Teacher, Principal, Student Services Coordinator, Superintendent overseeing Student Services, and other staff as determined necessary by the team.

Meeting Agenda to include the following for discussion:

- The purpose and function of the Service Dog and the support it will provide the student with regard to safety, medical accommodation, and IIP goals.
- Clarification that the parent/guardian is solely responsible for the overall care of the Service Dog and any costs associated with the provision of a Service Dog, including training of the staff members and students.
- Plan for the personal care of the Service Dog during the school day and parent responsibility for ensuring the necessary supplies are at the school, including location of water bowl, who will fill it, bio-break needs of the Service Dog and plan for disposal of waste, who will feed the Service Dog, where supplies be kept, etc.
- Plan for educating the school team on the role of the Service Dog and the rules of conduct concerning the Service Dog. Include plans for classroom and other areas of school, recess, school assemblies and other special events.
- Discuss classroom seating arrangements and layout of classroom;

- specifically to protect students with possible allergic reactions.
- Discuss which areas of the school the Service Dog will have access to and what entrance will be used.
  - Parent/guardian plan for transportation of Service Dog to and from school.
  - Development of transition plan to school including routines to be established and expectations/rules of conduct for students and staff around the Service Dog.
  - Dates/plan for integration of the student with the Service Dog.
  - Copy of meeting notes to be uploaded to CLEVR or kept in the student's cumulative file.

Once the plan to integrate a Service Dog has been established, the principal will send a letter home to parents/guardians of all students in the school, along with a more specific letter to parents of students in the same classroom as the Service Dog (see sample templates attached). Principal will also inform the School Community Council.

Arrange for the Service Dog to visit the school when students are not present, in order to familiarize the Dog to the school site and facilitate planning.

Arrange for demonstrations by the Service Dog provider for the student body, staff and/or community as deemed necessary to provide education and awareness of the Service Dog in the school.

Develop an appropriate emergency plan that will include evacuation, lock down, fire drills, and any other relevant procedures.

Ensure that signage is placed on each entry door of the school to inform visitors of the presence of a Service Dog.

Monitor and review documentation annually to ensure that all registrations, vaccination, licenses, certificates, school management plan, and additional pertinent information is updated.

Maintain open communication with parents/guardians, staff, and School Community Council to proactively address concerns as they arise.

**Sample Letter to Parents/Guardians of Students in the Same Class as Service Dog**

(SCHOOL LETTERHEAD)

Date

Dear Parent/Guardian:

This letter is to inform you that there will be a Service Dog in our school assisting one of our students, and this student and his/her Service Dog will be part of your child's class.

This Service Dog is a highly trained companion for our student and is able to support the safety of this student (or assist in many routine activities that pose a challenge for this student). The student's right to have a Service Dog is protected under Human Rights legislation and when assigned, is to be included in every aspect of the student's life.

There will be information sessions at our school for students to introduce the Service Dog and to integrate it into daily routines. All students in the school will be instructed as to the proper procedures around the Service Dog and they will be informed this is a working Service Dog and not a pet.

If you have questions or concerns regarding the presence of the Service Dog in your child's class, please do not hesitate to contact me.

Thank you for your understanding and support in this matter.

Sincerely,

Principal

## **Sample Letter to Parents/Guardians of all Students in School**

(SCHOOL LETTERHEAD)

Date

Dear Parent/Guardian:

This letter is to inform you that there will be a Service Dog in our school assisting one of our students. This Service Dog is a highly trained companion for our student and is able to support the safety of this student (or assist in many routine activities that pose a challenge for this student). The student's right to have a Service Dog is protected under Human Rights legislation and when assigned, is to be included in every aspect of the student's life.

There will be information sessions at our school for students to introduce the Service Dog and to integrate it into daily routines. All students in the school will be instructed as to the proper procedures around the Service Dog and they will be informed this is a working Service Dog and not a pet.

If you have questions or concerns regarding the presence of the Service Dog in our school, please do not hesitate to contact me.

Thank you for your understanding and support in this matter.

Sincerely,

Principal