



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS APPENDIX B

Section:	Educational Services	Regulation Code: ES-3.8.4B
	• Programs and Curriculum	Policy Code Reference: ES-3.8
Regulation:	SERVICE ANIMALS IN SCHOOLS	Page 1

EMPLOYEE APPLICATION FOR SERVICE ANIMAL AT WORK - PROCESS

1. The success of the implementation of a service animal into a workplace setting depends on clear communication, a well-informed workplace community and careful planning. The information you provide will assist the Supervisor and Employee Health Services to make the best possible decisions for you, as well as for other employees and visitors in the workplace. Personal information is being collected by the Kawartha Pine Ridge District School Board in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, PPM 163 and the *Human Rights Code*, s.1. The information you provide will be filed in your personnel file.
2. The use of a service animal can be an accommodation to help employees access their work and the workplace. If the application is approved, the Supervisor will arrange for a case conference meeting to discuss the introduction of the service animal into the workplace. Please read sections 4.7 to 4.9 inclusive of this Administrative Regulation for the employee's responsibilities in this process.
3. The well-being of the animal is very important. Its care, handling, and training needs will be addressed, and your input as a trained handler is valuable. The Supervisor also needs to know what other resources are available to assist the transition to the workplace and the implementation of the plan. Strategies for becoming familiar with the building and grounds, and orientation for staff about interacting with the animal shall be included in the planning.
4. If the workplace is a school: The School Council advises the Principal on matters pertaining to the school community. It is customary to provide an information session for the School Council and other interested parents. It is our experience that important information shared in this way helps understanding and acceptance of new practices at the school. You will be asked to participate in information sessions for staff, parents, as well as for the students.
5. Once the planning is in place, the goal will be to follow the plan as soon as possible.
6. A review of the effectiveness of the service animal in supporting the employee's needs shall be undertaken annually, or as otherwise deemed necessary by the Supervisor. Approval may be revoked at any time by the Supervisor, in consultation with Employee Health Services, for the reasons outlined in section 7.2 of this Administrative Regulation.
7. Please complete the application form, attached, and submit it, with all accompanying documentation, to the Supervisor, who will review and submit to Employee Health Services. If you have any questions, Employee Health Services can assist you.

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EMPLOYEE APPLICATION FOR SERVICE ANIMAL AT WORK - FORM

Name of Employee: _____ D.O.B.: _____

Address: _____

Telephone number(s): Home: _____ Cell: _____ Work: _____

I am requesting that I be allowed to use a guide dog/service dog/service animal at my workplace.
The service animal is a: _____

Disability-Related Needs to be Accommodated by Service Animal

- Please attach a copy of the assessment report from a registered pediatrician, psychologist, psychiatrist, optometrist or audiologist containing the diagnosis and describing in detail the disability-related needs or acts of daily living to be accommodated and how the Service Animal will provide accommodation in a workplace setting.

Municipal License

- Please attach a copy of the municipal license, not more than 12 months old, for animals which qualify; confirmation to be updated annually.

Veterinary Certificate - Dogs

- Please attach a certificate from a veterinarian qualified to practice veterinary medicine in the Province of Ontario (confirmation to be updated annually) attesting to:
 - the breed of dog, age of dog and that the dog is an adult;
 - the dog does not have a disease or illness that might pose a risk to humans;
 - the dog has received all required vaccinations;
 - the dog is in good health to assist the student.

Veterinary Certificate – Other Animals

- Please attach a certificate from a veterinarian qualified to practice veterinary medicine in the Province of Ontario (confirmation to be updated annually) attesting to:
 - the species of animal, age and confirmation that the animal is an adult;
 - the animal does not have a disease or illness that might pose a risk to humans or dogs;
 - the animal has received all required vaccinations; and
 - the animal is in good health to assist the student.

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Certificate of Training (for dogs)

- Please attach a copy of the certificate, not more than 6 months old, confirming the Guide Dog / Service Dog’s training by a training organization accredited by the International Guide Dog Federation or Assistance Dogs International or an attestation of compliance with the MSAR standard for training, as defined in this Administrative Regulation.
- A letter confirming that the trainer will attend a School Council Meeting to provide a presentation and respond to questions from the school community.
- Please attach a copy of the certificate, not more than 6 months old, confirming the student Handler’s training by an accredited training organization by the International Guide Dog Federation or Assistance Dogs International or an attestation of compliance with the MSAR standard for training, as defined in this Administrative Regulation.

Information Regarding Animal (other than dogs)

- Can the animal be managed independently?
- Describe in detail the tasks or services performed by the animal;
- Describe in detail where, when and how the animal’s services are used in public spaces for accommodation purposes;
- Identify the oral commands or visual signs to which the animal responds;
- Attestation will be required confirming that the animal does not make vocal noises, does not engage in distracting behaviour, does not exhibit aggression;
- Identify whether the animal will be on a leash/harness or in a crate;
- Describe the biological needs of the animal.

Insurance

Pursuant to *Dog Owners’ Liability Act*, RSO 1990, c.D16, the owner of a dog is responsible for any injury or death caused by the dog. Please attach a certificate of home or contents insurance. Where the dog is owned by a registered charity, please provide a letter from the registered charity confirming their ownership of the dog.

Length of time the handler and the animal have worked together: _____

Duration of this requested intervention: _____

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Additional information that will assist the Supervisor (e.g. Safety, behaviour, or temperament of the animal):

_____ I understand my responsibilities as outlined in sections 4.7, 4.8 and 4.9 of this Service Animals in Schools Administrative Regulation

_____ I give permission for the information gathered in this application to be shared with my Supervisor and Employee Health Services for the purposes of determining if a service animal is an appropriate accommodation for me in the workplace. The information will be stored in my personnel file.

Signature of Employee

Date

I support the application for a service animal for this employee.

Signature of Supervisor

Date

Notice of Collection: Personal information on this form is collected pursuant to the Authority of the Education Act R.S.O., 1990, c.E.2 and the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M56 and may be used as necessary for board operations, School programs, education services and student records. If you have any questions about the collection or use of this information please contact the Freedom of Information Contact at the Kawartha Pine Ridge District School Board Corporate Office, 1994 Fisher Dr., Peterborough, ON, K9J 6X6, 1-877-741-4577