



## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

### ADMINISTRATIVE REGULATIONS APPENDIX E

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<b>Section:</b>	<b>Educational Services</b>	<b>Regulation Code: ES-3.8.4E</b>
	<b>• Programs and Curriculum</b>	<b>Policy Code Reference: ES-3.8</b>
<b>Regulation:</b>	<b>SERVICE ANIMALS IN SCHOOLS</b>	<b>Page 1</b>

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#### SAMPLE PARENT LETTER OR NEWSLETTER INSERT

{On School Letterhead}

DATE

Dear Parent(s)/Guardian(s):

#### **RE: Guide Dog/Service Dog/Service Animal at School**

This letter is to advise that the school is in the process of planning for a (Guide Dog / Service Dog / Service Animal) to attend [school] with a student in order to accommodate the student's needs pursuant to the *Ontario Human Rights Code*.

Successful transition and entry of the animal into the school environment has been planned in accordance with the Kawartha Pine Ridge District School Board's Administrative Regulation on Service Animals in Schools, which can be found on the Board's website, and with input and consultation from the school, central school board staff and the broader community.

*(For dogs only)* The (Guide Dog / Service Dog) has been specially trained and is certified. This is a working dog and will be easily identified by the vest which it wears (*name any other identifying factors*).

Students will be introduced to the animal at a school assembly or in-school training, and rules for interaction will be reviewed. Working animals should not be petted or approached without the permission of the animal's handler.

We respect the needs of all students, staff and our community partners in providing a safe and inclusive workplace and environment. Please contact me if you have any specific concerns regarding the presence of a (Guide Dog /Service Dog / Service Animal) in our school.

Sincerely

Principal's Name  
cc Superintendent