



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS APPENDIX A

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

STUDENT APPLICATION FOR SERVICE ANIMAL IN SCHOOL - PROCESS

1. The success of the implementation of a service animal into a school setting depends on clear communication, a well-informed school community and careful planning. The information you provide will assist the Principal and Special Education Services to make the best possible decisions for your child and other students as well as for the staff, volunteers, and visitors in the school. Personal information of the student and parent/guardian is being collected by the Kawartha Pine Ridge District School Board in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* to be used to provide education services pursuant to the *Education Act* s.170(1)7 and PPM 163 and the *Human Rights Code*, s.1. The information you provide will be filed in your child's Ontario Student Record (OSR).
2. The use of a service animal is an accommodation to help your child learn and to develop the necessary skills to achieve success at school. If your application is approved, the principal will arrange for a case conference meeting to discuss the introduction of the service animal into the student's program and the school. Please read sections 4.7 to 4.9 inclusive of this Administrative Regulation for the parents' and student'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 Principal also needs to know what other resources are available to assist 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 and students about interacting with the animal shall be included in the planning to be as consistent and fair to the animal as possible.
4. 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 student's learning goals shall be undertaken as part of each review of the student's IEP, in the event of a Violent Incident Report, and as otherwise deemed necessary by the Principal. Approval may be revoked at any time by the principal. Please read section 7.2 of the Administrative Regulation.
7. Please complete the application form, attached, and submit it, with all accompanying documentation, to the school principal. If you have any questions, your school principal can assist you.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Educational Services

Regulation Code: ES-3.8.4A

• Programs and Curriculum

Policy Code Reference: ES-3.8

Regulation: SERVICE ANIMALS IN SCHOOLS – continued

Page 2

STUDENT APPLICATION FOR SERVICE ANIMAL IN SCHOOL - FORM

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

Address: _____

Name(s) of student's Parent(s)/Guardian(s): _____

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

I/We request that _____ be permitted to use a guide dog/service animal at school/Board site and at school/work-related activities. 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 student's diagnosis and describing in detail the disability-related learning needs or acts of daily living to be accommodated and how the Service Animal will provide accommodation in a school 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.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Educational Services

Regulation Code: ES-3.8.4A

• Programs and Curriculum

Policy Code Reference: ES-3.8

Regulation: SERVICE ANIMALS IN SCHOOLS – continued

Page 3

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)

- Describe in detail the tasks or services performed by the animal;
- 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.

Student Utilization of Service Animal (other than dogs)

- Can the student independently manage the animal?
- Describe in detail where, when and how the student currently utilizes the animal’s services in public spaces for accommodation purposes.
- Please describe below what, if any, responsibilities the student is capable of performing independently.
- Please describe below the responsibilities you wish to have assumed by a school staff member.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Educational Services **Regulation Code: ES-3.8.4A**
• Programs and Curriculum **Policy Code Reference: ES-3.8**
Regulation: SERVICE ANIMALS IN SCHOOLS – continued **Page 4**

Where Student NOT the Handler (for dogs only)

Where the student is not the Handler, please describe below what, if any, responsibilities the student is capable of performing independently and the responsibilities you wish to have assumed by a school staff member.

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 handler and the animal have worked together: _____

Duration of this requested intervention: _____

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

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Section: Educational Services **Regulation Code: ES-3.8.4A**
• Programs and Curriculum **Policy Code Reference: ES-3.8**
Regulation: SERVICE ANIMALS IN SCHOOLS – continued **Page 5**

_____ I/We understand our responsibilities as outlined in sections 4.7, 4.8 and 4.9 of the Service Animals in Schools Administrative Regulation

_____ I/We give permission for the information gathered in this application to be shared with the Special Education Department for the purposes of determining if a service animal is an appropriate accommodation for my/our child in the school. The information will be stored in the OSR.

Signature of Parent(s)/Guardian(s)

Date

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

Signature of Principal

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