



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS APPENDIX E-2

Section:	Educational Services	Regulation Code: ES-3.8.4E-2
	• Programs and Curriculum	Policy Code Reference: ES-3.8
Regulation:	SERVICE ANIMALS IN SCHOOLS	Page 1

SAMPLE CO-WORKERS LETTER OR NEWSLETTER INSERT

{On School/Board Letterhead}

DATE

Dear (*School or Site Name*) Employees:

RE: Guide Dog / Service Dog / Service Animal at Work Site

Planning has begun for one of our employees to attend work with a service animal beginning on _____ (date). Specifically, the animal is a _____ (Guide Dog / Service Dog / Service _____), and will accompany the employee to support their needs, as per their rights under the Human Rights Code.

Successful transition and entry of the animal into the work environment is being 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, with input and consultation from the employee's supervisor, Employee Health Services 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*).

Employees will be introduced to the animal at a meeting or assembly and rules for interaction will be reviewed. Working animals should not be petted or approached without the permission of the animal's handler.

Should you have any specific concerns about the entry of this animal into the work site setting, please do not hesitate to contact your supervisor.

Sincerely

Supervisor's Name
cc Superintendent