

Use of Service Animals in Schools

Appendix D

Sample Letter to Employees & School Permit Holders

Date

Dear Employees and Permit Holders,

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

The Guide Dog/Service Dog/Service Animal is trained to provide service in a manner that does not disrupt the learning environment for others and is identifiable by its vest or harness.

A specific timetable will be created, which identifies where and when the Guide Dog/Service Dog/Service Animal will be at different periods of the school day and will be shared with you.

We respect the needs of all staff and our community partners in providing a safe and inclusive workplace and environment. Please let us know if you have any specific concerns regarding the presence of a Guide Dog/Service Dog/Service Animal in our School.

Thank you for your on-going cooperation and support.

Sincerely,

Principal

cc: OSR
Family of Schools Superintendent
Superintendent of Special Education

Use of Service Animals in Schools

Appendix D

Sample Letter to School Community

Date

Dear Parents/Guardians,

This letter is to advise that a Guide Dog/Service Dog/Service Animal will be attending _____ [name of school] with a student in order to accommodate the student's needs pursuant to the *Human Right Code*.

The Guide Dog/Service Dog/Service Animal is trained to provide service in a manner that does not disrupt the learning environment for others and is identifiable by its vest or harness.

An information session has been scheduled to take place following the Catholic School Council Meeting on _____ [date]. A trainer from _____ [organization] will be present to answer any questions that you might have about the training of Guide Dogs/Service Dogs/Service Animals.

An orientation session will be provided for all students, to explain the role of Guide Dogs/Service Dogs/Service Animals as working animals, not pets, and to identify how the Guide Dog/Service Dog/Service Animal will be integrated into our school community.

We respect the needs of all students in providing a safe and inclusive learning environment. Please let us know if you have any specific concerns regarding the presence of a Guide Dog/Service Dog/Service Animal in our School.

Thank you for your on-going cooperation and support.

Sincerely,

Principal

cc: OSR
Family of Schools Superintendent
Superintendent of Special Education

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Appendix D

Sample Letter to Parents/Guardians of Students on School Bus

Date

Dear Parents/Guardians,

On _____ [date] the school forwarded a letter home to all parents/guardians advising that a Guide Dog/Service Dog/Service Animal would be introduced to our school community.

This letter is to advise that a Guide Dog/Service Dog/Service Animal will be riding with a student to and from school to accommodate the student's needs pursuant to the *Human Right Code* beginning _____ [date].

The Guide Dog/Service Dog/Service Animal and student will be assigned a specific seating area on the bus, and the Guide Dog/Service Dog/Service Animal is trained not to be disruptive while riding on school transportation. It will be identifiable by its vest or harness.

Your child will be participating in an orientation session to explain the role of Guide Dogs/Service Dogs/Service Animals as working animals, not pets, and to identify how the Guide Dog/Service Dog/Service Animal will be integrated into our school community.

We respect the needs of all students in providing a safe and inclusive services for education. Please let us know if you have any specific concerns regarding the presence of a Guide Dog/Service Dog/Service Animal in our School.

Thank you for your on-going cooperation and support.

Sincerely,

Principal

cc: OSR
Family of Schools Superintendent
Superintendent of Special Education

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Appendix D

Sample Letter to Parents/Guardians of Students on Class(es)

Date

Dear Parents/Guardians,

On _____ [date] the school forwarded a letter home to all parents/guardians advising that a Guide Dog/Service Dog/Service Animal would be introduced to our school community.

This letter is to advise that a Guide Dog/Service Dog/Service Animal will be attending _____ [name of school] with a student in your child's class _____ [course code/class name] in order to accommodate the student's needs pursuant to the *Human Right Code* beginning _____ [date].

The Guide Dog/Service Dog/Service Animal is trained to provide service in a manner that does not disrupt the learning environment for others and is identifiable by its vest or harness.

Your child has participated in an orientation session to explain the role of Guide Dogs/Service Dogs/Service Animals as working animals, not pets, and to identify how the Guide Dog/Service Dog/Service Animal will be integrated into our school community.

If you have any questions or concerns, please do not hesitate to contact your child's teacher or me.

Thank you for your on-going cooperation and support.

Sincerely,

Principal

cc: OSR
Family of Schools Superintendent
Superintendent of Special Education

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Appendix D

Sample Decision Letter Approving Guide Dog/Service Dog/Service Animal

Date

Dear Parents/Guardians/Adult Student,

I am writing to communicate the decision regarding your request that your child/you attend school with a Guide Dog/Service Dog/Service Animal to provide accommodation for disability-related learning needs/acts of daily living.

I wish to confirm approval of your request.

As we have discussed, your/your child's ability to perform the responsibilities of a Handler, and assessment of benchmarks established for evaluating the effectiveness of the Guide Dog/Service Dog/Service Animal in meeting your/your child's accommodation needs will take place on a regular basis.

You will be responsible for ensuring that the Guide Dog/Service Dog/Service Animal is groomed, has a vest or harness and crate (if necessary), as well as a water bowl. All costs associated will be your responsibility.

If concerns arise regarding the integration of the Guide Dog/Service Dog/Service Animal into the school community and your/your child's class(es), a meeting will be scheduled to review how the issues might be resolved.

In the event that the Guide Dog/Service Dog/Service Animal engages in behaviour that is distracting, disruptive or aggressive, including making noise, failing to follow commands, growling or nipping, you/your child/the Handler will be required to remove the Guide Dog/Service Dog/Service Animal from the classroom immediately and you will be required to arrange for the Guide Dog/Service Dog/Service Animal to be removed from the school. In such a case, alternative options for accommodation will be reviewed.

Sincerely,

Principal

cc: OSR
Family of Schools Superintendent
Superintendent of Special Education

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Sample Decision Letter Denying Guide Dog/Service Dog/Service Animal

Date

Dear Parents/Guardians/Adult Student,

I am writing to communicate the decision regarding your request that your child/you attend school with a Guide Dog/Service Dog/Service Animal to provide accommodation for disability-related learning needs/acts of daily living.

I wish to communicate that your request is being denied.

As we have discussed, your child is not able to perform the responsibilities of a Handler (and/or the Service Animal is not trained and may be disruptive or a distraction to the school environment), and reasonable alternative accommodations that respect your/ your child's dignity, encourage independence and facilitate integration are available to support your/your child's learning needs and access to meaningful educational services.

This decision is not subject to appeal; however, if you wish to discuss the alternative accommodation measures available to support you/your child while at school, please contact me to arrange for a meeting.

Sincerely,

Principal

cc: OSR
Family of Schools Superintendent
Superintendent of Special Education