

# ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

## POLICIES AND PROCEDURES

### SECTION C: STUDENTS

#### Appendix C

#### Principal's Checklist for Guide Dog / Service Dog

##### Application Requirements for Guide / Service Dog

- Assessment report with diagnosis and accommodation to be provided
- Supporting documents (IEP, psychological, occupational therapy, physical therapy, functional behaviour, and/or orientation and mobility assessments)
- Copy of municipal license [within 12 months]
- Veterinary certificate [within 3 months]
- Certificate of training or attestation for Guide / Service Dog [within 6 months]
- Certificate of training or attestation for student Handler [within 6 months]
- Letter of confirmation that the trainer will present to School Council
- Certificate of insurance [within 3 months] or Letter from the registered charity which owns the dog
- Letter of inquiry with school staff and community using the school pursuant to permit regarding allergies, phobia/fear or cultural sensitivity
- Assessment by health and safety officer

##### Implementation Requirements

- Accommodation plan where there are competing rights (may include restriction of access to areas of school, change in classroom etc.)
- Timetable identifying bio breaks, when accompanying student, when in crate
- Emergency procedures (fire exit plan, lockdown plan, evacuation plan)
- Letter to parents that Guide / Service Dog will be accompanying student
- Information session during to school council meeting
- Posting on school website or Facebook that Guide / Service Dog will be accompanying student
- Signage for front door, gymnasium door and library door advising of Guide / Service Dog
- Transportation plan (if required)
- Orientation for school staff and students
- Training for staff member acting as Handler (if required)
- Identification of benchmarks for assessment of effectiveness (to be reviewed with IEP)