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EAA
EAA-E-1**GUIDELINES FOR USE OF A
CERTIFIED SERVICE ANIMAL IN A SCHOOL**

1. The St. James-Assiniboia School Division will not assume responsibility for, or take custody or control of, the care or feeding of any certified service animal. The parent/guardian of a student, or the employee, that requires the use of a certified service animal assumes custody and control of the animal and shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up and stain removal.
2. A certified service animal is not the same as a companion animal or therapy animal. A certified service animal is a recognized working animal and strict guidelines apply for the access, handling, and interaction with these animals. It is important to differentiate between a certified service animal and a companion animal that is being requested. A request for a "companion" animal can be refused and a "service animal" cannot unless the proper authorization, planning and preparation are not done in advance.
3. Application for use of a certified service animal must be submitted to the principal for approval well in advance of the implementation of the program. The principal will submit the application to the Administrator of Educational Support Services. Approval of the use of a certified service animal will be granted by the Superintendent or designate. Students who are transferring into the division who already have a certified service animal in place as part of an IEP, are required to provide advance notice prior to registering in the division.
4. The following documentation must be completed and in place prior to accepting a certified service animal into the division.
 - Form EAA-E-1 Request for Approval for the Use of a Service Animal.
 - A letter from a member of the College of Physicians and Surgeons or the College of Psychologists of Manitoba (or similar provincial organization) confirming the diagnosis of an accepted exceptionality and the recommendation for the use of a certified service animal.
 - A letter from the service that trains the animal, as an example, National Association of Service Dogs, stating a certified service animal has been placed with the student or employee and the date of formal certified service animal team recognition.
 - A certificate of training for the animal from National Association of Service Dogs and current documentation that states the animal is in good health, properly licensed and has an up-to-date record of all vaccinations.
5. Employee or Parent(s)/Guardian(s) Responsibilities:
 - An employee or Parent(s)/Guardian(s) must make a formal request to the school principal outlining their needs or the needs of their child and the

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benefits of using a certified service animal as part of their child's programming requirements. (Form EAA-E-1 Request For Approval for the Use of a Certified Service Animal)

- An employee or parent(s)/guardian(s) requesting the use of a certified service animal must include a letter from a member of the College of Physicians and Surgeons or the College of Psychologists of Manitoba (or similar provincial organization) confirming the diagnosis of an accepted exceptionality and the recommendation for the use of a certified service animal.
- An employee or parent(s)/guardian(s) must provide a letter from the service that trains the animal, as an example, National Association of Services Dogs, stating a certified service animal has been placed with the child and the date of formal certified service animal team recognition.
- An employee or parent(s)/guardian(s) are to be informed in advance that the provision of the certified service animal is the sole financial responsibility of the parent. Parents must provide a certificate of training for the animal from National Association of Service Dogs and proof that the animal is in good health, properly licensed and has an up-to-date record of all vaccinations.
- The employee or parent/guardian is also informed that the provision of a fully-trained animal handler to help with the initial implementation or any re-training sessions (for a defined period) that may be required is the financial responsibility of the employee or parent/guardian. This also includes students with a certified service animal already in place who transfers into the division.
- The Administrator of Educational Support Services may contact the animal certification agency, for example, National Association of Service Dogs, for further information about placement and information regarding the certified service animal in the school setting. If the National Association of Service Dogs does not feel the environment for placement in the school setting is suitable, the placement must be reviewed and/or revised.
- The employee/student cares for the animal and it is expected that the animal will be with the employee/student during the school day.
- An employee or parent(s)/guardian(s) must complete and sign the St. James-Assiniboia School Division Form EAA-E-1 Request for Approval for the Use of a Service Animal acknowledging that they have read and understood the division's Use of a Certified Service Animal in a School Policy EAA.

6. Transportation of a Certified Service Animal

- The employee or Parent(s)/Guardian(s) are responsible for transporting the animal to and from school, or walking with the animal unless it is determined that the division will transport the student and the certified service animal.
- If the animal is going to be transported on the bus a Personal Transportation Plan must be submitted for approval by the Assistant Superintendent, Administration.
- A protocol is developed for handling the certified service animal on the bus and has been collaborative developed and implemented with the certified animal's trainer/handler.
- Appropriate training will then be provided for all St. James-Assiniboia School Division staff involved in the transportation of the student and service animal.

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- The certified service animal must be under the control at all times when on the bus, including entering and exiting the bus.
 - The other students transported in the bus shall receive training from the dog handler and/or parent in collaboration with the school regarding how to interact appropriately with the service dog.
 - An evacuation plan for the bus is developed and practiced.
7. The St. James-Assiniboia School Division retains discretion to exclude or remove the certified service animal from the school or school property if:
- The presence of the certified service animal poses a direct threat to the health and safety of others;
 - The certified service animal significantly disrupts or interferes with the instruction program, school activities, or students;
 - The presence of the certified service animal would require a fundamental alteration of any school program;
 - The employee/student or handler is unable to fully control the animal;
 - The employee/student or handler fails to appropriately care for the animal;
 - The employee or parent(s)/guardian(s) fail to provide the required documentation;
 - The certified service animal fails to consistently perform the function(s)/service(s) for which it has been trained and brought to school.
8. The Use of a Companion Animal in a School
- The use of a companion animal is not implemented in the school without extensive Board consultation and approval. Implementation of the use of a companion animal will be made on a case-by-case situation and not automatically implemented.
9. Denial of the Use of a Service Animal
- If an employee or parent/guardian, or a student over the age of 18, wishes to appeal the decision of the Superintendent or designate, the following appeal process shall be followed:
 - All normal dispute resolution procedures or formal channels must first have been exhausted.
 - A written request outlining the specifics of the appeal must be given to the Superintendent who will then review the circumstances with the principal and Administrator of Educational Support Services and will convene a meeting with all individuals pertinent to the review to determine the outcome.

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