

## **AP 1504: Assistance Dogs**

Assistance Dogs are trained to assist children and adults with their daily living activities and provide physical safety and emotional support. Use of an Assistance Dog by a student with special needs, in school or on School District property, may be approved when it has been determined that it helps develop independence or when the student requires such use in order to have equal access to the services, programs or activities offered by the school, and when the School District's criteria have been met to the satisfaction of the Board of Education.

All dogs must be kept on a leash with a person on the other end of the leash, and under the immediate and effective control of a responsible person on school district property. In the event a dog defecates on school district property, the responsible person in control of the dog must immediately remove and dispose of the defecated matter in a sanitary manner.

### **Definitions**

**Autism Support Dogs:** Dogs trained as assistants for persons with autism.

**Hearing Dogs:** Dogs that alert individuals who are deaf or hard of hearing to specific sounds.

**Seizure Response Dogs:** Dogs trained to provide emergency response for individuals with epilepsy.

**Service Dogs** (as defined in the BC Guide Dog and Service Dog Act): Dogs trained to assist individuals who utilize a wheelchair.

**Guide Dogs** (as defined in the BC Guide Dog and Service Dog Act): Dogs trained as a guide for a blind or visually impaired person.

### **Procedures**

#### **1. Criteria**

- 1.1. A student may be eligible to receive the support of an Assistance Dog if they have an identified low incidence designation (e.g., Chronic Health Condition, Visual/Hearing Impairment, Autism Spectrum Disorder), as defined by the British Columbia Ministry of Education and Child Care.
- 1.2. The Assistance Dog must be trained and certified by a training school accredited by either or both the International Guide Dog Federation (IGDF) or Assistance Dogs International (ADI) or certified by the Justice Institute of British Columbia. In any and all cases the dog/team should be able to present the British Columbia Guide Dog and Assistance Dog Provincial ID Card.

- 1.3. The introduction of the Assistance Dog to the school community must not create barriers to other students' learning.

## **2. Application**

Prior to the admittance of an "Assistance Dog" to the school, parents must:

- 2.1. Provide a letter to the School District requesting Assistance Dog admittance. The letter must outline the benefits of having an Assistance Dog attend school with their child and include their plan for the care and supervision of the Assistance Dog while at school.
- 2.2. Provide a copy of the letter of recommendation from an appropriate professional confirming the diagnosis of a recognized special need, including a recommendation for the use of an Assistance Dog.
- 2.3. Provide a Certificate of Training for the Assistance Dog and the Handler from the appropriate agency.
- 2.4. Agree to pay for any additional costs incurred by the School District and/or school related to the assistance dog (e.g., appropriate training for School District staff members, bus and/or classroom modifications).
- 2.5. Arrange for the personal care and physical needs of the Assistance Dog, including at least one bio-break procedure per day and providing appropriate bedding (e.g., bed or blanket) and water bowl.
- 2.6. Develop an alternative dog handler for instances when the primary dog handler is absent.
- 2.7. Accept responsibility for the actions of the Assistance Dog by signing a School District release of liability.
- 2.8. Annually, provide the School District with proof of a municipal dog license, proof of annual re-certification from the appropriate agency and proof of up to date vaccinations provided by a Doctor of Veterinary Medicine confirming that the Assistance Dog is in good health.

## **3. School District/School Responsibilities**

The School District shall not be responsible for the training, feeding, grooming or care of any Assistance Dog permitted to attend school or ride on school buses under this policy. The School District must approve any person who is authorized to assist in the care and supervision of the Assistance Dog while on school property.

- 3.1. Ensure that the use of an Assistance Dog is consistent with the needs or recommendations of the student's Individual Education Plan (IEP).
  - 3.1.1. School Community (Staff and Parents minimum) consultation.
  - 3.1.2. Assessment of all information and decision notification to family.
- 3.2. Arrange a case conference with parents/guardians, the dog handler, classroom teachers(s), appropriate student support staff, a representative from the appropriate agency, the student (when appropriate), other consultants if necessary, and the Assistant Superintendent to discuss:
  - 3.2.1. The purpose and function of the Assistance Dog;
  - 3.2.2. The role/duties of the Assistance Dog handler;
  - 3.2.3. The personal care and physical needs of the Assistance Dog including:
    - 3.2.3.1. The safest and most environmentally sound place for the Assistance Dog to relieve itself;
    - 3.2.3.2. Removal and disposal of animal waste;
    - 3.2.3.3. Provision of a suitable container for waste; and,
    - 3.2.3.4. Considerations for seasonal changes and inclement weather.
  - 3.2.4. Classroom considerations such as seating arrangements;
  - 3.2.5. Any necessary changes in routine and procedures and program changes;
  - 3.2.6. Arrangement for the Assistance Dog to visit the school without students present in order to familiarize it with the school site prior to commencement of services;
  - 3.2.7. A transition plan for the Assistance Dog and the student;
  - 3.2.8. A timetable for the introduction of the Assistance Dog to the school and class and for the training of the student's school team (Principal, Teacher(s), Education Assistant(s), etc);
  - 3.2.9. Rules of conduct around the Assistance Dog for students, staff and the public; and,
  - 3.2.10. Disseminating and regulating such rules.
- 3.3. Notifications

3.3.1. The following letters shall be forwarded to all students attending the school, to inform:

- 3.3.1.1. The school community of the arrival of the working Assistance Dog, its purpose, rules and regulations regarding the existence of the Assistance Dog at the school;
- 3.3.1.2. The students in any of the classes where the Assistance Dog will be present to elicit information concerning allergies, or extreme phobias from the students' parents/guardians;
- 3.3.1.3. The students who will be sharing transportation where the Assistance Dog will be present; and

3.3.2. Retain all letters regarding the Assistance Dog in the student's confidential Permanent Record file.

3.3.3. Inform all staff including teachers, educational assistants, custodians, support staff, volunteers, and health and safety representatives of the presence of the Assistance Dog(s).

3.3.4. Contact the School District Transportation Department regarding any transportation requirements.

#### **4. Familiarization within the School Community**

4.1. Arrange for demonstrations from the appropriate agency or another certified Assistance Dog organization for the student body, staff and the community as required to provide education and awareness of Assistance Dogs in schools.

#### **5. Emergency Procedures**

5.1. Revise emergency procedures as required to include the Assistance Dog, such as evacuations, and notify the fire department regarding the existence of the Assistance Dog.

#### **6. Removing or Excluding Assistance Dogs from School**

6.1. The School District may remove or exclude from school facilities or property any Assistance Dog for reasons it deems appropriate.

6.2. The Assistance Dog poses a direct threat to the health or safety of the employee or student or others at school, causes a significant disruption of school activities or otherwise jeopardizes the safe operation of the school or a school event. Examples of such include, but are not limited to:

6.2.1. The Assistance Dog does not urinate or defecate in appropriate/designated locations;

- 6.2.2. The Assistance Dog vocalizes unnecessarily (e.g., barking, growling or whining);
- 6.2.3. The Assistance Dog shows aggression towards people or other animals;
- 6.2.4. The Assistance Dog solicits or steals food or other items from the student body or school personnel;
- 6.2.5. The Assistance Dog is unable to perform reliably the service for which it has been approved;
- 6.2.6. The Assistance Dog is not under the full control of the student with the disability or the designated employee;
- 6.2.7. The Assistance Dog is a public health threat as a result of being infested with parasites or having a communicable disease of the skin, mouth or eyes;
- 6.2.8. The Assistance Dog is unclean and unsanitary;
- 6.2.9. The Assistance Dog's presence significantly impairs the learning of students;
- 6.2.10. The student, or the student's parents fail to provide or maintain current documentation required by these regulations; and
- 6.2.11. The student, or the student's parents fail to abide by any additional conditions of the terms of an Individual Education Plan regarding their Assistance Dog.

## **7. Transportation of the Assistance Dog**

- 7.1. When approving an Assistance Dog for a student with a disability at school, the district may need to provide directions for transporting the student and the Assistance Dog by school bus.

### **7.2. Familiarization with Student First**

- 7.2.1. The driver and, if applicable, the bus assistant should meet with the Assistance Dog's owner. The owner is responsible for providing information to the driver and bus assistant regarding critical commands needed for daily interaction and emergency/evacuation;
- 7.2.2. The Assistance Dog's owner should provide an orientation to students riding the bus with the Assistance Dog regarding the Dog's functions and how students should interact with the animal; and
- 7.2.3. The Assistance Dog should practice the bus evacuation drills with the student.

### **7.3. Loading/Unloading**

7.3.1. The Assistance Dog should board and exit the bus by the steps, not on a lift.

#### 7.4. Seating Location

7.4.1. The Assistance Dog should be positioned on the floor, at the student's feet.

#### 7.5. Cessation of Transportation

7.5.1. Situations that would cause cessation of transportation of the service animal include:

7.5.1.1. The Assistance Dog's behaviour poses a direct threat to the health or safety of others;

7.5.1.2. The Assistance Dog urinates or defecates on the bus;

7.5.1.3. The Assistance Dog does not remain in the designated area.

7.5.2. If transportation is suspended due to any of the above reasons, transportation may be reinstated after additional training or medical issues are resolved. Parents should be informed of these consequences prior to the first day of transportation.

7.5.3. Although transportation may be suspended for the Assistance Dog, the School District maintains the responsibility of transporting the student.

### 8. Restrictions for Assistance Dogs

8.1. The School District imposes some restrictions on Assistance Dogs for safety reasons. Assistance Dogs may be excluded from or have limited access to certain areas of school facilities or certain programs for safety reasons. Areas or programs that may be considered off-limits for Assistance Dogs include, but are not limited to:

8.1.1. Laboratories, mechanical rooms, custodial closets, food preparation areas, areas where protective clothing is necessary, areas which have exposed sharp metal cutting or other sharp objects which may pose a threat to the Assistance Dog's safety, areas with high levels of dust, and areas where there is moving machinery.

8.2. The determination to restrict the access of an Assistance Dog to specific programs or areas of that school facility will be on a case-by-case basis.

### 9. Notice of Appeal

9.1. Any student/parent of a student with an Assistance Dog who is aggrieved by the School Principal's decision to remove, impose restrictions on or exclude an Assistance

Dog may appeal that decision to the Superintendent. That appeal must be in writing and provide detailed information regarding the basis of the appeal.