

APPENDIX C



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

Niagara Catholic District School Board

Administrative Checklist Request for Student Use of a Service Animal in Schools

Name of Student: _____ Grade: _____ Date of Request: _____

TASK	DATE COMPLETED
Provide the individual(s) making the request with: <ul style="list-style-type: none"> <input type="checkbox"/> the Niagara Catholic Student Use of Service Animals in Schools AOP (303.2); and <input type="checkbox"/> the Request for Student Use of Service Animals in Schools Form (Appendix A) 	
Upon receipt of the Request for Student Use of a Service Animals in Schools (Appendix A) and all the required documentation: <ul style="list-style-type: none"> <input type="checkbox"/> assessment report from a registered pediatrician, psychologist, or psychiatrist containing the diagnosis and description of the disability-related learning needs or acts of daily living to be accommodated, and the services the service animal will provide to support the student achieving their learning and daily living goals in a school setting <input type="checkbox"/> a certificate (no older than 3 months) from a veterinarian qualified to practice veterinary medicine in the Province of Ontario attesting that, the dog is an adult; identifying the age and breed; does not have a disease or illness that may pose a risk to humans; has received all required vaccinations; and is in good health to assist the student; <input type="checkbox"/> confirmation of certificates of training (no older than 6 months) from an Accredited Training Organization attesting that the service animal and the student Handler have successfully completed training and may safely engage in a public setting without creating a risk of safety or a risk of disruption within a school setting <input type="checkbox"/> a copy of any necessary licensing (i.e., Municipal Dog License) <input type="checkbox"/> Insurance Certificate providing coverage in an amount specified by the Board¹ in the event of an injury or death as a result of the presence of a service animal on school property or on a school-related activity. 	
1. Inform the Family of Schools' Superintendent, the Coordinator of Special Education, and if applicable, Niagara Student Transportation Services (NSTS), and the Coordinator of Health and Safety that a request has been received and request their input.	
2. Inform school staff that a request has been received and request their input.	
3. Convene a case conference with the following in attendance: <ul style="list-style-type: none"> <input type="checkbox"/> Individual(s) making the request <input type="checkbox"/> classroom teachers(s) <input type="checkbox"/> ERT <input type="checkbox"/> Coordinator Special Education <input type="checkbox"/> NSTS/Coordinator of Health and Safety (as required) <input type="checkbox"/> representative from the animal training facility <input type="checkbox"/> support staff who work with the student Items to be discussed: <ul style="list-style-type: none"> <input type="checkbox"/> review the request with respect to its consistency with the IEP <input type="checkbox"/> safety and care considerations <input type="checkbox"/> impact on school community <input type="checkbox"/> timeline of implementation <input type="checkbox"/> transportation needs <input type="checkbox"/> communication plan <input type="checkbox"/> management plan for the care of the service animal (Appendix B) 	

¹ Note usually 2 million in general liability insurance coverage is requested. This requirement might need to be waived on the basis of equity in the event that it causes financial hardship for a family.

<p>COMMUNICATION</p> <p>Communicate the decision including the rationale to approve and/or deny a request for accommodation in writing to the individual who made the request.</p> <p>WHEN APPROVAL IS GRANTED</p> <p>Notification must be provided including the date and time for an information session to the follow:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the parents/guardians of the students in any of the classes where the service animal will be present; <input type="checkbox"/> the school community; and <input type="checkbox"/> daycare providers using school facilities <p>PRIOR TO THE ARRIVAL OF THE SERVICE ANIMAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> confirm the expected arrival date with the Superintendent of Education and the Coordinator Special Education <input type="checkbox"/> confirm transportation with NSTS, as required <input type="checkbox"/> post signs on the entrance doors, library, classroom etc., and at any other places deemed necessary to advise staff and visitors that a service animal is on site; <input type="checkbox"/> contact Human Resources Services to communicate the presence of a service animal to occasional staff accepting a position (possible note in Easy Connect) 	
<p>MONITOR AND REVIEW</p> <p>Monitor and review the implementation and assessment of the effectiveness the service animal provides to support the student on an annual basis.</p>	