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**CHECKLIST FOR IMPLEMENTATION OF GUIDE DOG /  
SERVICE DOG / SERVICE ANIMAL INTO A SS**

**KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD**

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**Section: Educational Services**

**Regulation Code: ES-3.8.4D**

**• Programs and Curriculum**

**Policy Code Reference: ES-3.8**

**Regulation: SERVICE ANIMALS IN SCHOOLS – continued**

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allergies; fear of the animal; cultural sensitivities; and plan for required accommodations.	
Inform all school/board workplace employees early in the process of the request to have a guide dog/service dog/service animal in the school/workplace. Receive their input as part of the implementation process.	

Schedule a case conference to discuss a plan for entry.

The case conference should include the following individuals:

the parent(s)/guardian(s), adult student or employee making the request, , ,

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students, other student or employee issues, transportation to school (*for students*), etc.;

develop a Plan of Care for the Service Animal (Appendix C). Personal care of the animal must be established (who is the handler, who accompanies the handler outside, who picks up after the animal, where does the animal relieve itself away from populated areas, etc.);

discuss a transition plan for introducing the animal to the school/work site. Consistent routines must be discussed and established, and student, employee and community notification plans developed (see Appendices E, E-2); and

examine and discuss the seating arrangements and/or layout of the classroom for students and employees with service animals in a school environment. Discuss areas where the animal may and may not attend. For a non-school site, examine and discuss seating and desk configurations to ensure the best accommodation for the employee and service animal.

Following the case conference, the following should occur:

if in a school, an information and input session must be held for members of the school community and school council to attend. Information regarding the use of animals in the school will be shared and council and others will be invited to provide feedback or relevant information. Personal information need not be shared;

information should go out to the school/workplace community regarding the arrival of the service animal in the school/workplace (for example, via newsletter, a letter to parent(s)/guardian(s), a staff e-mail or meeting) once a firm plan is developed (Appendix E and E-2);

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registration package to inform new students and their parent(s)/guardian(s);

signs must be placed on the front entrance doors to the school or workplace, gymnasium and library doors advising visitors of guide dogs/service dogs/service animals in the building. Some certified training agencies will often provide these signs;

appropriate lockdown, shelter-in-place, hold and secure and emergency evacuation plans must be developed for the student/employee and service animal (for employees, this may be done as part of the employee's Emergency Safety Plan available internally in *myKPR*). Notification must -1 (nd s):d ( )Tj -j /TT1 1 Tf ulstoors