

APPENDIX F: *Procedural Checklists for Principal for Service Animals*

1. Arrange a case conference with parents/caregivers, classroom teacher(s), appropriate Student Service staff, a representative from the animal training centre, the student when appropriate, and the Student Service Consultant to discuss and develop a plan to determine:
 - a) the purpose and function of the service animal;
 - b) who will accompany and handle the service animal during non-service times;
 - c) personal care and physical needs of the service animal;
 - d) location for breaks for the animal;
 - e) location of water bowl for the animal;
 - f) safest and most environmentally sound place for the service animal to relieve itself;
 - g) removal and disposal of animal waste;
 - h) provision of a suitable container for waste that the animal handler can access;
 - i) considerations for seasonal changes and inclement weather; and
 - j) classroom considerations such as seating arrangements.

2. Develop a transition plan for the service animal and the student that includes:
 - a) any necessary changes in routine and procedures, and program changes;
 - b) arrangements for the service animal to visit the school without students present in order to familiarize it with the school site;
 - c) a timetable for the introduction of the service animal to the school and class, and for the training of the student's school team (Principal, Teacher(s), Education Assistant(s), etc.);
 - d) prepare staff and students with allergies/fears, cultural sensitivity.

6. Designate a staff member as the handler for the animal, along with an alternate.

7. Arrange training for staff and students, perhaps through an assembly, regarding requirements for conduct around the service animal for students.

8. Forward the following letters to parents/caregivers of students in the school to inform:
 - i. the school community of the arrival of the working service animal, its purpose, rules and regulations regarding the existence of the service animal at the school;
 - ii. the students in any of the classes where the service animal will be present to elicit information concerning allergies, extreme phobias, or religious considerations from the students' parents/caregivers; and
 - iii. the students who will be sharing transportation where the service animal will be present.

9. Retain all letters regarding the service animal in the student's cumulative file for the period of applicable time.

10. Inform all staff including teachers, educational assistants, custodians, all support staff, volunteers, school council, union representatives, and health and safety representatives of the presence of service animals.

11. Liaise with the Student Service Consultant to resolve any specific concerns or issues raised regarding the presence of a service animal.
12. Arrange for demonstrations from National Service animals or another certified service animal organization for the student body, staff, and the community as required to provide education and awareness of service animals in schools.
13. Contact the School Division Transportation Department regarding any transportation requirements.
14. Revise emergency procedures as required to include the service animal, such as evacuations, and notification to the Fire Department regarding the existence of the service animal.
15. Post signs on each entry door of the school to advise visitors of the presence of a working service animal.

Animal Assisted Therapy

Animal Assisted Therapy is a research-based practice to support students who have a variety of needs. Research shows that Animal Assisted Therapy can benefit students psychologically and physiologically. Trained facilitators and their animals such as dogs can reduce anxiety in students as well as build their confidence and empathy.

Procedural Checklist for the Principal for Animal Assisted Therapy

- Administrators are involved in the student-specific plan and approve the use of Animal Assisted Therapy with a student or in classroom-based program. Other team members involved in the planning may include parents/caregivers, resource teacher, guidance counsellor, classroom teacher and clinicians.
- Administrators will contact the Certified Animal Assisted Therapy Professional or St. John Ambulance Association to arrange for a program in the school community.
- Administrators will obtain written permission from parents/caregivers for all students who are involved in Animal Assisted Therapy (individual or whole classroom).
- Administrators will inform staff if a therapy dog will be present in the school.
- Administrators will notify staff and students with allergies that the therapy dog will be in a specific room.
- Administrators will inform the Assistant Superintendent of Curriculum & Learning Services of all Animal Assisted Therapy programs in the Pembina Trails School Division.
- Administrators will establish a location where Animal Assisted Therapy can take place.
- Administrators will create a plan for managing the therapy dog or other animals before and after the program.

Role of Trained Facilitator/Animal Handler:

- The trained facilitator/animal handler must be a teacher or clinician who has completed certification through St. John Ambulance Association (for dog therapy) or has been accredited

as a Certified Animal Assisted Therapy Professional.

- The trained facilitator will have experience in providing positive behaviour support to students.
- The trained facilitator and school teams will collaborate in regard to the student or classroom-based program.
- The animal is to be always under the care of the trained facilitator at all times during the program.
- After the program is complete, the trained facilitator is responsible for following the plan as outlined by the administrator.
- The trained facilitator will ensure that supplies for hand washing are available.
- The trained facilitator will control the animal so that the animal will not lick individuals, touch any toys or supplies.

For Equine Therapy, the program must be certified by the Canadian Therapeutic Riding Association or Equine Facilitated Wellness Canada.