

**Sample Letter to Employees and School Permit Holders**

Date

To Employees and Permit Holders;

This letter is to advise that the school is in the process of planning for a Guide Dog/Service Dog to attend [school] with a student in order to accommodate the student's needs pursuant to the *Human Rights Code*.

The Guide Dog/Service Dog is trained to provide service in a manner that does not disrupt the learning environment for others and is identifiable by its vest or harness.

A specific timetable will be created, which identifies where and when the Guide Dog/Service Dog will be at different periods of the school day and will be shared with you.

We respect the needs of all staff and our community partners in providing a safe and inclusive workplace and environment. Please let us know if you have any specific concerns regarding the presence of a Guide Dog/Service Dog in our school including health and safety concerns such as allergies.

Thank you for your on-going cooperation and support.

Sincerely,

Principal

**Sample Letter to the School Community**

Date

Dear Parents/Guardians;

This letter is to advise that a Guide Dog/Service Dog will be attending [school] with a student in order to accommodate the student's needs pursuant to the *Human Rights Code*.

The Guide Dog/Service Dog is trained to provide service in a manner that does not disrupt the learning environment for others and is identifiable by its vest or harness.

An information session has been scheduled to take place following the school council meeting on [insert date]. A trainer from [insert] will be present to answer any questions that you might have about the training of Guide Dogs/Service Dogs.

An orientation session will be provided for all students, to explain the role of Guide Dogs/Service Dogs as working animals, not pets, and to identify how the Guide Dog/Service Dog will be integrated into our school community.

We respect the needs of all students in providing a safe and inclusive learning environment. Please let us know if you have any specific concerns regarding the presence of a Guide Dog/Service Dog in our school including health and safety concerns such as allergies.

Thank you for your on-going support.

Sincerely,

Principal

**Sample Letter to the Parents of Students on School Bus**

Date

Dear Parents/Guardians;

On [date] the school forwarded a letter home to all parents advising that a Guide Dog/Service Dog would be introduced to our school community.

This letter is to advise that a guide dog/service dog will riding a student to and from school to accommodate the student's needs pursuant to the *Human Rights Code* beginning [insert date].

The Guide Dog/Service Dog and student will be assigned a specific seating area on the bus, and the Guide Dog/Service Dog is trained not to be disruptive while riding on school transportation. It will be identifiable by its vest or harness.

Your child will be participating in an orientation session to explain the role of Guide Dogs/Service Dogs as working animals, not pets, and to identify how the Guide Dog/Service Dog will be integrated into our school community.

We respect the needs of all students in providing a safe and inclusive services for education. Please let us know if you have any specific concerns regarding the presence of a Guide Dog/Service Dog on your child's bus, including health and safety concerns such as allergies.

Thank you for your on-going support.

Sincerely,

Principal

**Sample Letter to the Parents of Students in Class(es)**

Date

Dear Parents/Guardians;

On [date] the school forwarded a letter home to all parents advising that a Guide Dog/Service Dog would be introduced to our school community.

This letter is to advise that a Guide Dog/Service Dog will be attending [school] with a student in your child's class/ [insert course] in order to accommodate the student's needs pursuant to the *Human Rights Code* beginning [insert date].

The Guide Dog/Service Dog is trained to provide service in a manner that does not disrupt the learning environment for others and is identifiable by its vest or harness.

Your child has participated in an orientation session to explain the role of Guide Dogs/Service Dogs as working animals, not pets, and to identify how the Guide Dog/Service Dog will be integrated into our school community.

If you have any questions or concerns including health and safety concerns such as allergies, please do not hesitate to contact your child's teacher or me.

Thank you for your on-going support.

Sincerely,

Principal

**Sample Letter Decision Letter Approving Guide Dog/Service Dog/Service Animal**

Date

Dear Parent/Adult Student;

I am writing to communicate the decision regarding your request that your child/you attend school with a Guide Dog/Service Dog/Service Animal to provide accommodation for disability-related learning needs/acts of daily living.

I wish to confirm approval of your request.

As we have discussed, your/your child's ability to perform the responsibilities of a Handler, and assessment of benchmarks established for evaluating the effectiveness of the Guide Dog/Service Dog/Service Animal in meeting your/your child's accommodation needs will take place on a regular basis.

You will be responsible for ensuring that the Guide Dog/Service Dog/Service animal is groomed, has a vest or harness and crate [if necessary], as well as a water bowl. All costs associated will be your responsibility.

If concerns arise regarding the integration of the Guide Dog/Service Dog/Service Animal into the school community and your/your child's class(es), a meeting will be scheduled to review how the issues might be resolved.

In the event that the Guide Dog/Service Dog/Service Animal engages in behaviour that is disruptive or aggressive, including: making noise, failing to follow commands, growling or nipping, you/your child/the Handler will be required to remove the Guide Dog/Service Dog/Service Animal from the classroom immediately, and you will be required to arrange for the Guide Dog/Service Dog/Service Animal to be removed from the school. In such a case, alternative options for accommodation will be reviewed.

Sincerely,

Principal