

<p>Safety and Emergency Measures 10380</p> <hr/> <p>Service Animals in Schools</p>	Administrative Application	
	Last Review/ Approved on:	January 21, 2026
	References:	Policy of Service Animals, Saskatchewan Human Rights Commission Saskatchewan Human Rights Code Assistance Dogs International The Education Act, Section 178 The Education Regulations 54 Policy 12 – Role of the Director
	Status:	Operational

Preamble

Regina Catholic School Division (RCSD) is committed to the delivery of high-quality education programs, supports and services that allow students with diverse needs to maximize their learning and achievement. The Division recognizes the diverse needs of some students may require unique accommodation(s). These accommodations, linked to the student's learning profile, may include the use of service animals in situations where a person with a disability or specific service requires approved medical accommodation.

Regina Catholic School Division is also committed to ensuring it operates within the legal mandate of all legislation in meeting the needs of its students. This includes *The Education Act, 1995* and *The Saskatchewan Human Rights Code*.

Definition

1. **Service Dog** means a dog that has received specialized training and therefore is accredited to assist a person with a recognized disability. **Assistance Dogs International** is the recognized and approved entity for training of Service Dogs.

Application

1. **Determining Appropriateness of Service Dog Accommodations**
 - a. Prior to applying to have a Service Animal as an accommodation at school, the parents/legal guardians must meet with the school principal to discuss the following:
 - The student's needs, medical restrictions, and/or learning profile;
 - How existing accommodations or supports could address the student's needs during school hours; and
 - Whether the service animal would address the student's needs more effectively than other available accommodations.

- b. When it is determined by the school teams and parents that a Service Animal **may be required** as an accommodation at school, we require parents to submit the following to the principal:
 - A written letter to the principal asking for a Service Animal,
 - Regina Catholic Schools Application for a Service Animal,
 - Regina Catholic Schools' medical form indicating the student restrictions,
 - Proof of the Service Dog's accreditation from *Assistance Dogs International*.
 - c. After receiving from the parents the completed application form, the Medical Certificate completed by the physician, and the proof of the Service Dog's accreditation, the principal will, with the support of the superintendent:
 - Adjudicate the application and supporting medical documentation;
 - Determine how the specific medical restriction is best addressed by the introduction of a Service Animal as an accommodation at the school;
 - Determine if the introduction of the Service Animal into the school will affect the medical restrictions of other students in the school;
 - Communicate the plan and next steps to parents.
2. Appropriate information about the student's educational restrictions must be provided to the School Division by the parents/legal guardian(s), including a description of how a Service Animal would benefit the student. This allows the School Division to determine if other accommodations would address the restrictions of the student during school hours.

The parents/legal guardians must co-operate with the School Division and provide appropriate information about the student's educational restrictions and define the benefit of a Service Animal to the student when requested by the School Division in order for the school division to determine if other accommodations would address the restrictions of the student during school hours.
 3. Before approving the presence of a Service Animal in the school, with the support of the school's superintendent, the principal shall make enquiries as to whether or not the introduction of the Service Animal into the school will affect the medical restrictions of other students in the school.
 4. If the presence of a Service Animal is approved by the principal and the superintendent, then the following shall apply:
 - a. If other students/staff with medical restrictions will be affected by the presence of the Service Animal:
 - i. The principal shall determine how the accommodations of all students/staff can best be achieved;
 - ii. The parents/legal guardian of the student requesting the Service Animal will cooperate with the school to minimize any possible effects of the

presence of the Service Animal on the medical restrictions of other students;

- iii. The principal shall make the best efforts to accommodate all students in consideration with all students' learning needs.

b. The parent/legal guardian requesting the presence of a Service Animal must:

- i. Accept all liability that might be incurred as a result of the behaviour of the Service Animal while being present at a school and indemnify the school division in writing;
- ii. Provide appropriate insurance coverage (third party liability coverage of not less than \$2,000,000) naming and stating the Division's interest therein, for any damages caused by the Service Animal or any damages or injuries caused to the Service Animal and shall provide proof of such coverage annually;
- iii. Pay for any training of school personnel regarding the use and care of the Service Animal in the school;
- iv. Participate in an annual review of the presence of the Service Animal at the school;
- v. Provide information in writing from the service agency who trained the Service Animal indicating details around the personal care and physical needs of the service animal, including the safest and most environmentally sound place for the animal to relieve itself, the safe removal and disposal of animal waste, and considerations for seasonal changes and inclement weather;
- vi. Provide up-to-date proof of vaccinations, and licensing of the Service Dog annually;
- vii. Indicate who will accompany and handle the Service Dog both inside and outside the school and what arrangements have been made with regard to alternate handlers when necessary;
- viii. Make arrangements for the Service Animal to visit the school to familiarize it with the school site and indicate how and when initial and ongoing training will be provided for staff.
- ix. Allow school division staff and volunteers to touch, feed, or deal with the Service Animal in any way that may be required to ensure appropriate care of the Service Animal and the safety of students and staff.

5. The School Principal will:

- a. Consult with the appropriate superintendent prior to setting a meeting to discuss the use of a service animal;
- b. Determine who will accompany and handle the Service Animal outside;
- c. Ensure the personal care and physical needs of the Service Animal are met;
- d. Consider logistical arrangements in classrooms and hallways;
- e. Inform all staff and the community regarding the presence of a service animal;
- f. Ensure that the Manager of transportation is contacted regarding any transportation requirements where applicable;
- g. Revise emergency procedures as required to include the Service Animal (i.e. notification to the Fire Department regarding the existence of the Service Animal);
- h. Post signs on each entry door of the school to advise visitors of the presence of a working service animal and the procedures and rules pertaining to the Service Animal;
- i. Retain the application, insurance and related documentation in the students' cumulative folder;
- j. Initiate the annual review and receipt of necessary documentation.

6. Considerations and limitations include:

- a. The school division may impose reasonable conditions or restrictions relating to:
 - i. Transportation of the Service Animal to and from school;
 - ii. Restricting the presence of the Service Animal to specific areas in the school;
 - iii. May restrict the entrance and exit of the Service Animal to specific entrance ways;
 - iv. Exclusion from access to specific areas where required by other laws (i.e., food preparation areas)
- b. The right to be accompanied by a service animal does not apply if the individual is not in control of the behavior of the Service Animal.

- c. The agreement to accommodate a Service Animal is reviewed annually and may be modified as required following the same process set out in this administrative procedure.
 - d. If the student moves to a different school, the request for a Service Animal must be resubmitted and initiated in advance at the new site with the principal.
 - e. The agreement to accommodate a service animal may be terminated by the Division if the animal does not have up to date Assistance Dog International accreditation documentation or licensing.
7. The application, insurance and related documentation will be retained on file at the student's school.
8. The principal will initiate the annual reviews and receipt of necessary documentation.
9. **Communication**
- a. Letters to be distributed as follow to inform:
 - i. The school community of the arrival of the Service Animal. Its purpose and rules regarding the conduct around service animals.
 - ii. The families of students to elicit information concerning allergies or phobia considerations from the students' families.
 - iii. The families of any students who will be sharing transportation where the Service Animal will be present, where applicable.

Appendices

- Appendix A: **Service Dog Parent Information Letter**
Appendix B: **Service Dog Application Form**
Appendix C: **Medical Certificate**

APPENDIX A

Service Dog Parent Information Letter

Parent Information Letter

(Date)

Dear Ms,

You have requested that your child be allowed to have a service animal attend at the school during classes. In order for us to appropriately address this request, we will require you to submit the following documents to the school principal:

- a. **The Service Dog Application Form (Appendix B)** – completed and signed by parents/guardians.
- b. **The official RCSD Medical Certificate (Appendix C)** - completed and signed by a physician.
- c. **Proof of the Service Dog's Accreditation** - Certification documents to indicate that you have been provided with a service dog that has received specialized training and therefore is accredited to assist your child with their recognized medical accommodation.

Detailed Information about the Required Documents

A. Service Dog Application Form

This form provides the school principal with your formal signed intent to pursue the introduction of a service dog as a support at school for your child. The form outlines the application process and requires parents/guardians to agree to that process. The application form is attached to this letter.

B. Medical Certificate

In order to process the application for permission to have a service dog at school, we need a detailed description from your doctor of any medical restrictions your child currently faces. We have prepared the attached letter and medical certificate to assist you and your doctor in providing the information we require. The certificate does require detailed information about the medical restrictions and the reason for requesting to have a service dog at school. This helps us to determine whether the service dog and/or other accommodations will be the most effective ways to support your child.

Please note that the medical certificate must be completed by a doctor who is a licensed member of the College of Physicians and Surgeons of Saskatchewan.

C. Proof of the Service Dog's Accreditation

In Regina Catholic Schools, a service dog is a dog that has received specialized training from Assistance Dogs International, the recognized and approved entity for training of Service Dogs. We also require confirmation that the dog is accredited to assist the child named in the application with the specific recognized medical accommodation. The

APPENDIX A

Service Dog Parent Information Letter

agency would also provide a detailed description of the specific ways the Service Dog interacts with the child to provide the assistance.

Application Process

Once the school principal has received your official application and accompanying medical certificate and proof of your Service Dog's accreditation, you will be contacted to discuss the status of your application.

- a. If any additional information is required, you will have an opportunity to provide it.
- b. If the application and additional documents are complete, the principal will inform you whether:
 - i. The application has been approved, and we will proceed with the steps outlined on the application form, or
 - ii. If other accommodations are recommended instead of the Service Dog.

The school principal is your contact person, and you will be informed of the status of your application throughout the process.

We look forward to receiving the requested information in the near future.

Yours truly,

Superintendent of Education
Regina Catholic Schools
Regina, SK
XXX-XXX-XXXX

APPENDIX B Service Dog Application Form

Service Dog Application Form

Submit the following to the school principal when applying to have a service dog accompany a child to school regularly as a support.

School: _____

Student Name: _____

Date of Birth: _____

Parent/Guardian Name: _____

In order to assist _____ (student's name) to be successful at school, we are requesting that they be accompanied by a service dog.

Terms and Conditions:

Preliminary Meeting

1. **Parent(s)/guardian(s) will speak with the school principal about the possibility of using a service dog to support their child at school.**
 - a. They will discuss with the school principal existing and additional interventions that can be used to effectively support the student at school without a service dog.
 - b. Discuss the responsibilities for parent(s)/guardian(s) related to the introduction of a service dog at school.

Formal Application

1. To officially apply for the use of a service dog at school the parent/guardian will submit three (3) completed documents to the school principal:
 - a. **The Service Dog Application Form** – completed and signed by parents/guardians.
 - b. **The official SPS Medical Certificate** - completed and signed by a physician.
 - c. **Proof of the Service Dog's Accreditation** - Certification documents to indicate that you have been provided with a service dog that has received specialized training and therefore is accredited to assist your child with is accredited to assist your child with the specific medical accommodation.
2. Once submitted, the application, medical certificate, and proof of Service Dog accreditation are reviewed by the school principal and superintendent(s). If the information provided is insufficient, the principal will speak with the parents about what additional information is required to proceed with the application.

APPENDIX B

Service Dog Application Form

Accommodations other than the service dog may be implemented or the service dog may be approved in principle.

3. If the introduction of the Service Dog is approved in principle, the principal and superintendents will:
 - a. Inform all staff and families at the school of the possibility of a Service Dog coming to the school on a regular basis.
 - i. Any for whom the presence of a dog will constitute an undue hardship will be provided with an opportunity to submit medical documentation to support that claim.
 - ii. Where the Service Dog constitutes an undue hardship, accommodations will be planned for those individuals to ensure they are able to be at the school at the same time as the Service Dog. Those accommodations will be in place before proceeding in the approval process.
 - b. Determine whether possible handlers are available who may fulfil the obligations of that role in accordance with the Human Rights Commission Policy on Service Animals. Handlers will be in place before proceeding in the approval process.
4. If the introduction of the Service Dog is approved in principle, the parent/legal guardian requesting the presence of a Service Dog must:
 - a. Accept all liability that might be incurred as a result of the behavior of the Service Dog while present at school and indemnify the school division in writing;
 - b. Provide proof of appropriate insurance coverage (third party liability of not less than \$2,000,000) naming the Division as an additional insured arising out of the named insured (for any damages caused by the Service Dog) and provide proof of such coverage annually;
 - c. Participate in meetings to ensure that the bonding and training are progressing suitably well for the training agency to recommend the Service Dog's readiness to be at school;
 - d. Provide information in writing from the organization that trained the Service Dog indicating details around the personal care and physical needs of the Service Dog, including:
 - i. Safest and most environmentally sound place for the dog to relieve itself;
 - ii. Safe removal and disposal of dog waste;
 - iii. Considerations for seasonal changes and inclement weather.
 - e. Provide up-to-date proof of vaccinations and licensing of the Service Dog annually.
 - f. Cooperate with the school administrators to make arrangements for how and when initial and ongoing training will be provided for staff;

APPENDIX B

Service Dog Application Form

- g. Arrange with the training agency for training of school personnel in the use and care of the Service Dog while at school;
- h. Arrange for the Service Dog to visit the school to familiarize it with the school site;
- i. Give permission to school division staff and volunteers acting as handlers to touch, feed or deal with the Service Dog in any way that may be required to ensure appropriate care of the Service Dog and the safety of students and staff;
- j. Participate in an annual review of the effectiveness of the Service Dog accommodation at the school.

As parent(s)/guardian(s) we submit this application for _____ (student's name) to be accompanied at school by a service dog and agree to the Terms and Conditions as set out above.

Parent Guardian Name _____ Signature _____

Parent Guardian Name _____ Signature _____

APPENDIX C
Medical Certificate – Service Dog Application

Medical Certificate – Service Dog Application

1. Parent Authorization

Student Name:
PARENT AUTHORIZATION

I consent to the release of the following information to Regina Catholic Schools. The following information is required to assist Regina Catholic Schools with a decision regarding the request for a service dog to support _____ during the school day.

Parent Signature _____ Date: _____

2. Date on which you first examined _____ (enter student's name, DOB)

i. Date of first visit _____

ii. Date of most recent visit: _____

3. Please describe in detail the student's medical restriction(s) and specifically how a service dog will address the medical restriction and support the student at school

Description of Medical Restrictions (s)	How the service dog will address the medical restrictions(s)
a.	a.
b.	b.
c.	c.
d.	d.

4. Explain why the service dog is the preferred intervention. For example, explain how the service dog can address the medical restriction(s) more effectively than a school staff member.

APPENDIX C
Medical Certificate – Service Dog Application

5. Please identify any specific procedures that the student may require at school:

Procedure	Frequency Required	Time(s)	Details	Can a non-medical professional be trained to do this procedure? Yes/No

6. Is the student taking any medication which must be administered during the school day (between 8:30 a.m. and 3:30 pm)? Yes ____ No ____

If yes:

Name of Medication	Dosage	Time(s)

7. Please provide any additional information that you feel would be pertinent and beneficial to support Regina Catholic Schools with a decision regarding the request for a service dog to support this student during the school day.

Name of Physician (please print) _____

Signature of Physician _____ Date: _____