

**Administrative Procedure 327 Appendix A**

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**LETTER OF PARENT/GUARDIAN UNDERSTANDING**

Name of Student: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address: \_\_\_\_\_

School: \_\_\_\_\_

Name(s) of Parent(s)/Guardian(s): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

1. I/We understand that it is our responsibility to:
  - 1.1. Provide the principal with a copy of the Service Dog Team Identification Card;
  - 1.2. Provide a copy of medical certification that the service dog is required to assist the student to attend school.
  - 1.3. Participate in a school case conference to inform the principal of all relevant information that may affect our child, other students, staff, and/or visitors to the school;
  - 1.4. Work cooperatively with the principal to train school staff, bus driver(s) and students;
  - 1.5. Assist the principal to communicate relevant information to the school community;
  - 1.6. Work cooperatively with the school staff to ensure the transition of the service dog or into the school environment is successful;
  - 1.7. Work cooperatively with the Transportation Department to ensure successful transportation of your child and the service dog to school every day;
  - 1.8. Provide the required food, equipment and dog care items;
  - 1.9. Work cooperatively with the principal to ensure food, water and bio-breaks to the service dog as required and;
  - 1.10. Work cooperatively with the principal to ensure removal and disposal of dog waste in a safe and environmentally friendly manner.

2. I/We understand that if the service dog exhibits any unprovoked behaviours (i.e. growling, scratching, nipping, biting, etc.) at school it will be removed until the plan is re-evaluated to ensure the safety of staff, students, and visitors.
3. I/We are responsible to address the damages caused by the service dog
4. I/We have been informed by the principal that I/we should consider obtaining adequate insurance for general liability for the service dog
5. I/We give permission for this information to be shared with the school community and agree to the notification of students through letters (Appendices B & C).
6. I/We understand that the principal shall preserve the confidentiality of all information received and shall not disclose the information except as provided for in the Freedom of Information and Protection of Privacy Act, the Education Act or as otherwise required by law. The principal shall use and disclose information with Board personnel as may be required for the performance of their duties including sharing information concerning the service dog with the school community.
7. I/We acknowledge having received and read **Administrative Procedure 327, SERVICE DOGS IN SCHOOL**
8. We agree to the above conditions.

Signature of Parent(s)/Guardian(s): \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_