

administrative regulation

Administrative
Regulation No.
1080

Classification:
General

Effective Date:
July 2, 2013

Service Dogs

1 | Purpose

The purpose of this Administrative Regulation is:

- To provide guidelines for the use of accredited service dogs within CBE.

2 | Scope

This Administrative Regulation applies to all CBE students, employees, volunteers and guests.

3 | Compliance

All employees are responsible for knowing, understanding and complying with this Administrative Regulation.

4 | Principles

The following principles apply:

- CBE is committed to providing inclusive services and access.
- Service dog access is provided on the basis of the CBE's duty to accommodate an individual who requires the use of a service dog.
- Each request for the use of a service dog will be considered on an individual basis with the will to accommodate.
- CBE is required to operate within the guidelines and expectations outlined by the *Alberta Service Dogs Act* and the *Alberta Human Rights Act*.

5 | Definitions.

CBE: means The Calgary Board of Education.

Service Dog: means a dog that has been trained and accredited by Assistance Dogs International, to provide assistance to an individual with a disability.

Employee: means a person who is hired in a permanent or temporary capacity by the Calgary Board of Education in exchange for compensation.

Parent: as defined by the *Alberta School Act*.



6 | Regulation Statement

Conditions for use of a service dog

- 1) A request for a service dog to accompany an individual must be made in writing, to the principal or in the case of an employee, to the employee's direct supervisor.
- 2) The Request for Service Dog application form must be completed along with all supporting documentation
- 3) A service dog may be excluded from access to specific areas where required by other laws (ie, food preparation areas)
- 4) The service dog and handler must meet all of the requirements set out in the *Alberta Service Dogs Act* to be considered to attend a CBE facility or CBE sponsored event with a student, employee, volunteer or guest.
- 5) Volunteers or guests requiring service dogs must also meet CBE security clearance requirements.

Role of principal or direct supervisor

- 6) Upon receipt of request for a service dog to accompany an individual, the principal or direct supervisor shall:
 - a) review the documentation;
 - b) discuss the request with the individual and/or parent;
 - c) consult with the appropriate system supports and service units;
 - d) gather all relevant information;
 - e) consider the rights of other students and employees (e.g. severe allergies to dogs, phobia to dogs etc.);
 - f) make decisions and document the decisions; and
 - g) communicate the decision in writing to the individual or parent.

Plan for student/employee use of service dog

- 7) Prior to the service dog accompanying an individual, a plan will be developed, in consultation with the parent or adult individual requiring the service dog, that identifies:
 - a) the responsibilities for the personal care and physical needs of the service dog (removal and disposal of animal waste, body breaks, feeding etc.);
 - b) school considerations such as classroom seating, timetables, etc.;

- c) a plan to introduce the service dog into the CBE setting;
 - d) expectations and roles of CBE employees; and
 - e) guidelines for the conduct of employees, students and public around the service dog.
- 8) The plan will be reviewed annually.
- Communication**
- 9) If a service dog will be present at a school or work site, the principal or direct supervisor must:
- a) inform parents and/or employees of the specific classes/areas where the service dog will be present, including area reserved for animal waste;
 - b) inform all employees and school council of the presence of the service dog; and
 - c) ensure that a sign identifying the presence of a service dog is posted at the school/work site entry.
- Responsibility of applicant**
- 10) An individual requesting the use of a service dog shall:
- a) provide relevant documentation as required;
 - b) communicate regularly with principal or direct supervisor;
 - c) annually provide updated licenses, vaccinations confirming good health of the service dog; and
 - d) in consultation with the principal or direct supervisor, arrange for the personal care and physical needs of the service dog when the dog is present.
- Considerations and limitations**
- 11) The right to be accompanied by a service dog does not apply if the individual is not in control of the behaviour of the service dog.
- 12) The agreement to accommodate a service dog is reviewed annually and may be modified as required following the same process set out in this regulation.
- 13) If the individual moves to a different school or workplace, the request for a service dog must be resubmitted and initiated in advance, at the new site with the principal or direct supervisor.
- 14) If a new student or employee starts at the school or worksite, the principal or direct supervisor parent must be notified parents and employees of the presence of a service dog.
- 15) The agreement to accommodate a service dog may be

terminated by the CBE if the dog does not have up to date Assistance Dogs International accreditation documentation or licensing.

7 | History

Approved	June 2013
Next Review	May 2018

8 | Related Information

- *Alberta Human Rights Act*
- *Alberta Service Dogs Act*
- Sample Letters
- Application form for Service dog to accompany individual to CBE location