



- 5.6. Hanover School Division reserves the right to engage a third-party evaluator to assess a service animal as part of the decision-making process regarding its approval for presence and use on school premises as a service animal.
6. Parent(s)/Guardian(s) Responsibilities:
 - 6.1. Parent(s)/Guardian(s) must make a formal request to the school principal outlining the needs of their child and the benefits of using a service animal as part of their child's programming requirements. (Form EAA-1 Request For Approval for the Use of a Service Animal)
 - 6.2. Parent(s)/Guardian(s) requesting the use of a service animal must provide a letter from a member of the College of Physicians and Surgeons or the College of Psychologists of Manitoba (or similar provincial organization) confirming the recommendation for the use of a service animal.
 - 6.3. Parent(s)/Guardian(s) must provide a letter from the service that trains the animal, as an example, National Association of Services Dogs, stating a service animal has been placed with the child and the date of formal certified service animal team recognition.
 - 6.4. Parent(s)/Guardian(s) are to be informed in advance that the provision of the service animal is the sole financial responsibility of the parent. Parents must provide a certificate of training for the animal from National Association of Service Dogs and proof that the animal is in good health, properly licensed and has an up-to-date record of all vaccinations.
 - 6.5. The parent/guardian is also informed that the provision of a fully-trained animal handler to help with the initial implementation or any re-training sessions (for a defined period) that may be required is the financial responsibility of the parent. This also includes students with a service animal already in place who transfers into the division.
 - 6.6. The Assistant Superintendent of Student Services may contact the animal certification agency, for example, National Association of Service Dogs, for further information about placement and information regarding the service animal in the school setting. If National Association of Service Dogs does not feel the environment for placement in the school setting is suitable, the placement must be reviewed and/or revised.
 - 6.7. The child cares for the service animal and it is expected that the service animal will be with the child during the school day.
 - 6.8. Parent(s)/Guardian(s) must complete and sign the Hanover School Division Service Animal Registration Agreement Form acknowledging that they have read and understood the division's Use of a Service Animal in a School Policy.
7. Transportation of a Service Animal
 - 7.1. Parent(s)/Guardian(s) are responsible for transporting the animal to and from school, or walking with the animal unless it is determined that the division will transport the child and the service animal.
 - 7.2. If the service animal is going to be transported on the bus a Personal Transportation Plan must be submitted for approval by the Director of Transportation.
 - 7.3. A protocol is developed for handling the service animal on the bus and has been collaboratively developed and implemented with the certified animal's trainer/handler.
 - 7.4. Appropriate training will then be provided for all HSD staff involved in the transportation of the student and service animal.

- 7.5. The service animal must be under the control at all times when on the bus, including entering and exiting the bus.
- 7.6. The other students transported in the bus shall receive training from the driver and/or parent/guardian to ensure that they are informed and fully aware of the role and function of the service animal and the appropriate behaviour required when on the vehicle/bus.
- 7.7. An evacuation plan for the bus is developed and practiced.
8. Hanover School Division retains discretion to exclude or remove the service animal from the school or school property if:
 - 8.1. The presence of the service animal poses a direct threat to the health and safety of others;
 - 8.2. The service animal significantly disrupts or interferes with the instruction program, school activities, or student;
 - 8.3. The presence of the service animal would require a fundamental alteration of any school program;
 - 8.4. The student or handler is unable to fully control the service animal;
 - 8.5. The student or handler fails to appropriately care for the service animal;
 - 8.6. The parents fail to provide the required documentation;
 - 8.7. The service animal fails to consistently perform the function(s)/service(s) for which it has been trained and brought to school.

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Reference(s): The Disabilities Rights Act,
 The Public Access Law, and
 The Human Rights Code,
 Freedom of Information and Protection of Privacy Act,
 Public Schools Act, 1, 41(1) (a), 58.9(1), 259 (1) – MB