

Animal Procedures:

The following documentation needs to be kept on file in each school and submitted to the Superintendent or designee:

- Keep the following documentation on file regarding animals:
 - Photo identification of the animal (picture)
 - Proof of applicable training and certification from a reputable source
 - Annual proof of current rabies, distemper, and parvovirus vaccinations
 - Annual proof of current licensure in the municipality where the dog resides; and
 - Annual proof from a licensed veterinarian that the dog is in good health;
 - Photo identification of the handler
 - Annual proof of adequate liability insurance. Adequate liability insurance means, at a minimum, \$1 million in liability coverage, and the WED should be named as an additional insured.

- Obtain annual affirmation consent and release forms from the parents of all students who will come into contact with the dog.
- Annually notify the parents of all students in the school building that an animal will be present in the building, and ask that parents contact the building principal if they have any questions or concerns regarding their child(ren), such as allergies or fear of dogs or animals.
- Annually notify all building staff that a therapy dog will be present in the building, and ask that they contact the building principal if they have any questions or concerns regarding their allergies or fear of dogs.
- Annually direct the school nurse to review student medical records to identify any students with allergies or other medical conditions that might require additional safety planning.
- Annually train students who will come into contact with the dog regarding rules and appropriate behaviors. Training should cover, at a minimum:
 - Handwashing;
 - How to pet the dog or animal (i.e., Does the student have to ask permission first? Does the dog or animal need to be sitting? How many students can the dog or animal at once? Where are the students allowed to pet the dog or animal?); and
 - How to approach the dog or animal.

- If the dog or animal has the potential to pass by other students or staff (for example, in hallways on the way to / from classroom), consider holding additional assemblies for students and staff regarding rules appropriate behavior around the dog or animal (i.e. what to do if you see the dog or animal walking in the hallway)
- Require the dog or animals handler to keep the dog or animal leashed and under control at all times.
- Require the dog to wear appropriate identification at all times.
- Require the dog or animal to be clean at all times (i.e., washed,brushed,hair and nails trimmed appropriately).