

Appendix B

[CAIU Therapy/Facility Dog Site Permission Google Form](#)

CAIU Therapy/Facility Dog Site Permission Form

The Capital Area Intermediate Unit (CAIU) supports the use of facility dogs by qualified school employees for the benefit of students subject to the conditions of the CAIU Facility and Therapy Dog Policy and the CAIU Facility Dog and Therapy Dog Program Handbook.

Definitions

Facility Dog - Facility dogs are owned by the CAIU and placed in the care and custody of the primary handler. Facility dogs work in the primary location(s) of the handlers and can also provide services in other CAIU site locations. Facility dogs have been trained, evaluated, certified, and registered by an accredited service dog organization to work with particular handlers to perform specific commands and goal directed tasks as well as provide emotional support, therapeutic benefits, emotional well-being, and companionship. The purpose of a facility dog is to provide services to all students; they are not assigned to a specific student and services cannot be written into an Individualized Education Plan (IEP). Facility dogs have passed the Public Access Test (PAT) and have public access at all CAIU site locations.

Therapy Dog - Therapy dogs are owned by the primary handler and provide services to students in the setting where the primary handler works. Therapy dogs have been trained, evaluated, certified, and registered to work with particular handlers to provide emotional support, comfort, therapeutic benefits, emotional wellbeing, and companionship to students in educational settings. Therapy dogs must hold a nationally recognized therapy dog certification.

Primary Handler – A primary handler is a CAIU employee who has been trained, evaluated, and certified to work with a particular facility or therapy dog by the organization(s) identified and approved by the CAIU. The dog handler supervises the facility or therapy dog at all times and assumes full responsibility for the care, custody, and control of the dog. The primary handler is the individual with whom the dog lives and they are responsible to oversee the dog's care, behavior, and assessment of ability to interact with students, employees, and others.

Secondary Handler – A secondary handler is a CAIU employee who has been trained, evaluated, and certified to work with a particular facility or therapy dog by the organization(s) identified and approved by the CAIU. The secondary handler supervises the facility or therapy dog at all times and assumes full responsibility for the care, custody, and control of the dog in the absence of the primary handler. Applications for

secondary handlers who are not employees of the CAIU will be considered on a case by case basis.

Goals of the Facility/Therapy Dog Program

1. Increase empathy and compassion within educational settings
2. Increase social-emotional competence in students and adults
3. Support a culture of belonging across the CAIU for students and staff
4. Create an enriching environment that promotes academic and behavioral success
5. Assist in breaking down barriers in establishing rapport between students and therapeutic staff, teachers, administrators, and support staff
6. Create positive feelings between staff and students in a judgment free environment

Required Documentation

All documentation for dogs and handlers is maintained by the CAIU employee and CAIU Canine Committee. Additionally, the following documentation must be maintained on site

1. Training certificates for therapy/facility dog and handler(s)
2. Handler contact information including emergency contact
3. Current health/vaccination information
4. Parent/guardian opt out forms (permission will be passive)
5. Handler's liability insurance

Site Requirements, Program Expectations and Work Accommodations

Education

1. Handlers are responsible for educating staff and students at each site location about the dog and program prior to the dog entering the site location.
2. Main site location(s) for the dog must have a sign at the entry "introducing" the dog and its purpose.
3. Handlers must educate staff and students on the procedures for interacting with the dog. Part of this education must include the difference between the dog's "work" mode and "rest" mode. Having appropriate rest/down time is critical to the success and well-being of the dog to ensure that they can fulfill their working responsibilities.
4. A letter or other communication introducing the dog and its purpose will be provided to school stakeholders prior to the dog entering the site. This communication must include information on how to "opt out" of participating in a visitation due to allergies or aversions and to ask questions about the dog.

Supervision and Care

1. Handlers will supervise the dog at all times and are solely responsible for the control of the dog at the site. Handlers shall not relinquish custody of the dog at any time during the work day except to another handler.
2. "Work" mode shall be indicated by the presence of a vest or some other visible identification. During this mode, staff and students will be asked to check with the handler before petting or interacting with the dog in order to assist in allowing the dog to focus on the job at hand.
3. The dog will be given time for breaks or "rest" mode. During that time, students will be instructed not to interact with the dog in order to allow it time to rest. A sign will be placed by the dog's rest area to indicate that the dog is "off duty" and should not be disturbed at this time.
4. A crate and/or dog bed will be located in the primary handler's work space for use during "rest" mode. Extra dog beds can be located in the secondary handlers' spaces to provide an additional location for the dog to rest.
5. A confined area will be designated for the dog away from student access when handler is unable to be present (i.e. crate, locked room, etc.). The handler is responsible for labeling the area when in use.
6. The dog will wear a collar and harness at all times and be leashed when interacting with students and staff and going for walks. The handler must hold the leash at all times, unless doing so would interfere with the dog's safe, effective performance of its work tasks.
7. The dog may be off leash when in an enclosed supervised area in which students are not present, with handler performing tasks for work.
8. Primary and secondary handlers will take appropriate actions to minimize and avoid all contact with individuals who have expressed fear, aversions, or allergies because of the dog. Handlers will ask students and staff first if they want contact with the dog.
9. The dog will be fed in the morning prior to the work day and be provided a water bowl in the primary and secondary handler's work spaces. This will be available throughout the day to provide proper hydration to the facility dog. These bowls must be emptied and cleaned on a daily basis.

Transportation

1. The primary handler will be the main transporter of dog.
2. Secondary handlers are permitted to transport the dog with permission from the primary handler.

Schedule and Emergency Procedures

1. The primary handler is responsible for creating a regular schedule for the dog and communicating the schedule to the site administrator and program supervisor.
2. Primary and/or secondary handlers will take the dog for a walk on a daily basis during the dog's rest time.
3. Changes in schedule must be communicated to site administrator and program supervisor.
4. The handler and site location will develop a communication process to identify areas where the dog shall not be present due to opt outs, allergies, and aversions. These locations will be marked as "No Dog Zones."
5. The primary and secondary handlers will review expectations for the dog during emergency procedures with the site administrator and/or program supervisor.

Allergies, Aversions, and Opt-Outs

1. The dog will be groomed regularly by handler or other grooming professional
2. A list of student, faculty, and staff allergies and/or aversion opt-outs will be maintained by the handler and building nurse or school designee. Areas designated as "No Dog Zones" must be marked.
3. Handler will communicate with building administrator, nurse, and/or school designee on a regular basis to confirm opt-outs.
4. Handler will avoid all dog contact with anyone who has opted out and minimize contact with students and staff who have allergies and aversions.

Health and Vaccinations

1. Primary handler will provide current documentation of dog vaccinations and immunizations to the Site from a licensed veterinarian.
2. Dogs are not be permitted on site when exhibiting signs of illness or distress.
3. Students and staff will be asked to refrain from providing treats to the dog without handler approval.

Cleanliness

1. The dog will be groomed regularly by the primary handler or other grooming professional.
2. Handler will regularly clean dog rest areas and supplies at each site location.
3. Handler will collaborate with site location regarding clean up procedures.

4. Handler(s) are only permitted to escort the dog to a designated area agreed upon by the site for excretion. The handler will dispose of waste in designated waste areas.
5. The dog will not be permitted to have face-to-face contact with others.
6. Handler and anyone else interacting with the dog will be recommended to sanitize hands before and after visit.
7. When facility dogs travel off-site they require travel bags with the following items:
 - a. Water bottle/bowl
 - b. Reinforcement treats
 - c. Pet wipes to refresh the dog's coat, wipe dirty paws, etc.
 - d. Disposable waste bags
 - e. An emergency/first aid kit
 - f. Copies of vaccination records
 - g. Copy of proof of liability insurance

Safety, Exclusions and Removal

1. The handler and site location will develop a communication process to identify areas where the dog shall not be present due to opt outs, allergies, and aversions. These locations will be marked as "No Dog Zones".
2. The dog will not be permitted in classrooms or spaces containing students and staff members with documented allergies and/or aversions and areas marked as "no dog" zones
3. The primary and secondary handlers have the right to remove the dog from any setting if the environment is deemed as unsafe for the dog's presence
4. Site administrator, program supervisor, and the Director of Student Services have the right to remove the dog from the site location(s) if the handler does not have control of the dog, the dog presents a direct and immediate threat to student safety, or the dog is negatively impacting the learning environment.
5. The Director of Student Services has the right to revoke primary and secondary handler approval and dog approval, if deemed necessary.

Primary Handler:

Secondary Handler(s):

Dog:

Site Location:

Site Administrator Name and Contact Information:

By signing this Site Permission Form, I acknowledge and agree to the requirements and expectations outlined in the CAIU Facility Dog and Therapy Dog Policy, CAIU Facility Dog and Therapy Dog Program Handbook, and outlined on this form. Any issues or concerns with the handler(s) or dog can be communicated to the program supervisor and Director of Student Services.

Primary Handler Date

Site Administrator Date

Program Supervisor Date