

TMCSEA Facility Dog Policy & Procedures

POLICY: Animal assisted activities provide the opportunities for motivation, education, recreation and/or vocation to enhance the quality of life. TMCSEA employs the use of a facility dog as an intervention in which an animal meeting specific criteria is an integral part of the educational process.

The facility dog and handler will be assigned to Schramm Educational Center, and use of the facility dog will be primarily for the benefit of the students of Schramm Educational Center. However, other member districts may request use of the facility dog for limited purposes, such as for student emotional support in the event of a crisis event affecting the school. All request by member districts for use of the facility dog are subject to the facility dog's availability, and must be approved by the Director.

PROCEDURE:

- I. Uses for facility dog at TMCSEA.
 - A. Promote functioning in physical, social, emotional, and/or cognitive functioning of children.
 - B. As a diversion to anxiety in children.
 - C. To reinforce and assist in the educational progress of students at Schramm Educational Center.
 - D. To facilitate and increase functional and social communication skills for the students at Schramm Educational Center.
 - E. As an incentive or support in a behavior modification program or strategy.
 - F. To help increase overall staff and student morale and to serve as a positive connection to school.
 - G. Member districts may request use of the facility dog with an established handler using the district referral process for limited purposes. These requests are subject to the facility dog and handler's availability and must be approved by the Director.
- II. Animal to be used at TMCSEA.
 - A. The assigned facility dog for TMCSEA will reside with the designated trained handler/owner.
 - B. Facility dog has had the following:
 1. Extensive temperament testing.
 2. One year formal obedience and service dog work.
 3. Has passed multiple public access tests.
 4. Is certified by Paws Giving Independence (PGI) or other qualified organizations to work in the building/facility the dog is assigned.
 5. Has worked with large groups of children.
 6. Has worked with children with disabilities.
 7. Has updated vaccination history, provided on a yearly basis.
 8. Has been awarded the Good Citizen Award by the American Kennel Club.
- III. Staff requirements for the use of a facility dog.
 - A. Training.
 1. All staff of TMCSEA/Schramm Educational Center must have training in the use of the facility dog, including the use of commands, signs of stress, introducing the dog into the classroom, giving treats, equipment use, when to remove the dog from a situation, watering, and bathroom protocols.
 2. Staff interested in utilizing facility dog for instruction must complete an additional training checklist consisting of; time spent with the dog, use of the dog with an established handler and demonstrates the ability to independently manage the dog with trainer observing, until deemed competent by an established handler.

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3. An established handler, having been trained by Paws Giving Independence (PGI), will be on-site at all times when facility dog is on the premises. *Established handlers will have a minimum of 10 direct contact training hours with the facility dog prior to handling the dog on the premises. The established handler/owner will complete a minimum of 25 direct contact training hours with the facility dog prior to handling the dog on the premises. Both established handlers and handler/owner will also receive ongoing training and consultation provided by PGI during ongoing training classes on-site in Peoria at PGI's training facility.
- B. Use of facility dog by staff.
1. Parent/guardian must sign a consent form/waiver before a student is permitted to have contact with the facility dog. If the dog is to be used in a classroom, all students present in the classroom must have consent forms/waivers on file.
 2. Staff to check the facility dog's Google Calendar for availability and schedule the use of the dog.
 3. Staff utilizing facility dog will be knowledgeable of student's medical restrictions and allergies.

IV. Infection Control procedures.

- A. Avoid the use of facility dog with students who have an open wound.
- B. Children and staff are to be trained on appropriate and sanitary procedures when using the dog, such as washing hands before and after interacting with the dog. All usual infection control procedures should be followed.
- C. There will be rooms established within Schramm Educational Center that will remain "dog free" and will be marked as such. This will allow children, staff, and visitors who have allergies or other aversions spaces that the dog has not occupied.
- D. Maintenance staff to ensure dog populated areas vacuumed/cleaned each night.
- E. Dog will be kept clean with proper grooming, regular treatment to prevent fleas and ticks, required vaccinations and nail trimming.
- F. There will be a clearly marked "potty area" outside the building. The trained staff member who is currently in possession of the dog (or person designated by the established handler) is responsible for cleaning and disposing of dog waste in the clearly marked container. Clean up materials will be made available.
- G. If the dog has an accident inside the building the maintenance staff will clean the area with a vinegar-based deodorizing agent.

V. General Information

- A. Notice will be posted on doors entering Schramm Educational Center regarding facility presence of a facility dog on the premises.
- B. Information regarding facility dog (including rules, uses, procedures, dog-free areas, certifications, vaccinations records, etc.) will be made available upon request.
- C. In the event of an emergency, the handler and/or the staff member in possession of the dog is responsible for following school emergency procedures.
- D. The established handler/owner may submit receipts via TMCSEA's reimbursement process. The following expenditures are allowable for reimbursement: flea/tick prevention, grooming, annual wellness visit, required vaccinations, and additional training requested by TMCSEA to meet Good citizen Award status. Other non-routine expenses and/or emergent medical bills may be reimbursed up to \$300/year at the discretion of the Director.