



CMSD School Therapy Dog

Definition:

A therapy dog is a dog trained to provide affection and comfort to students in the school. The most important characteristic of a therapy dog is its temperament. A good therapy dog must be friendly, patient, confident, at ease in all situations, and gentle. Therapy dogs must enjoy human contact and be content to be petted and handled, sometimes clumsily. A therapy dog's primary job is to allow unfamiliar people to make physical contact with it and to enjoy that contact.

Minimum standards for dogs to serve in the school.

- Evaluation and/or Certification of an accredited organization by the [American Kennel Club therapy dog training program](#).
- Proof of current Pet Therapy liability insurance.
- A therapy/service dog must be clean, well-groomed, and not have an offensive odor.
- A therapy/service dog does not urinate or defecate in inappropriate locations.
- A therapy/service dog does not annoy any member of the student's body or school personnel by seeking attention.
- A therapy/service dog does not vocalize unnecessarily.
- A therapy/service dog shows no aggression towards people or other animals.
- A therapy/service dog does not solicit or steal food or other items from the student body or school personnel.
- A therapy/service dog does not pose a health or safety threat to any student, personnel, or other persons.

Dog Handler:

If the dog handler is not being compensated for therapy sessions, he/she will be considered a volunteer. Before serving in a school, they must follow registration protocols for adult volunteers.

If the dog handler is being compensated for service, he/she will be considered a contractor. Before serving in a school, they must follow protocols to be registered in the RAPTOR Visitor Security System.

Adult Pet Handler Volunteer Registration Protocols:

Step 1: If the dog handler is not being compensated for therapy sessions, he/she/they will be considered a volunteer. Before serving in a school, they must follow application protocols for adult volunteers. Please visit us [HERE](#).

Step 2: Principals and/or a designee (Volunteer Lead); and CMSD Department Staff working with volunteers, will follow up with the request and confirm (or deny) with the Volunteer Office the volunteer request for service.

Step 3: Once the school administrator or designee confirms the request, volunteers will receive an email with registration and BCI/FBI security check instructions.

Contractor (paid pet handler) Registration Protocols:

STEP 1 – SQS form:

Complete your yearly SQS form for each program that you are providing to a school(s). To access the link to the SQS (Student Quality of Service) form please click [HERE](#).

STEP 2 – Security Check Instructions:

Security check information:

- Due to privacy laws, you must request results to be sent to the Volunteer Manager. Please be aware the cost is \$47.25 (FBI \$25.25/BCI \$22.00) payable by money order or credit card. To schedule checks: <https://www.clevelandmetroschools.org/Page/3464>
- Community Partners can set-up invoicing with the Safety and Security Office. Please contact angela.barnett@clevelandmetroschools.org and copy judith.lozada@clevelandmetroschools.org.
- The BCI/FBI checks can also be completed at outside locations of your choice. The Ohio Department of Education / CMSD "code" is: BCI - 3319.39B1 / FBI - 3319.39
- Please mail results indicating the volunteer location (school/department) and community group (if applicable) to: CMSD District Manager of Volunteers judith.lozada@clevelandmetroschools.org

STEP 3 – Registration of paid staff:

Please use the following link to register program staff, this link should be completed by the same individual(s) whose name(s) is on the SQS form. This will allow us to enter them in our RAPTOR Visitor Security System to allow access to work in a CMSD school.

Link for your staff: [Raptor Visitor Security System Registering Portal](#)

STEP 4 – School Building Access:

All volunteers (unpaid staff) and organization staff (paid staff) that will be working in the schools must be on file in the RAPTOR Visitor Security System before reporting to work at their assigned CMSD School Building.



Therapy Dog Requirements & Agreements:

Please provide CMSD with the following:

1. Proof of current inoculations and proof of health, such as a current health certificate from a veterinarian. This requirement must be met annually before the start of any school year.
2. Provide one of the following: Service Dog Ohio license, or AKC (American Kennel Club) Therapy Dog Title/member.
3. Proof of Pet therapy liability insurance
4. Dog Handlers must complete the required registration as a volunteer or community partner (contractor).
5. Current picture of the pet.
6. A letter or email from the school building administrator confirming & approving the pet service dog & handler.
7. School building administrators shall notify parents annually regarding therapy dogs in the school building.
8. The school district bears no financial responsibility for the care or feeding of the animals.

I _____ (please print), am the dog therapy handler for:
 _____ (therapy dog's name, please print).

I agree to follow CMSD protocols and requirements listed above, and I am aware that the school building administrator reserves the right to terminate this service at any time and inform the volunteer dog therapy handler with 3 to 5 days' notice of their scheduled visit.

I agree to provide the school district with the required documentation listed above.

 Volunteer Handler Signature

 School Administrator Signature

 Date

 Start Date therapy program.

Once this document is completed, please send to Volunteer Office via email:
Judith.Lozada@clevelandmetroschools.org