The Board of Education requires the following components must be satisfied before a therapy dog will be allowed in school buildings or on school grounds:

- Submission of Written Request: Anyone wishing to bring a therapy dog to school must submit their written request to a principal or designated building administrator. Prior approval must be secured before the animal may be present on school premises. The request must be renewed each school year, or whenever a different therapy dog will be used.
- Documentation; The therapy dog must be at least one year old, registered and have completed obedience training or obtain annual certification from a licensed veterinarian that states that the therapy dog is in good health, is clean, and is free from fleas, ticks or any external parasites.
- License: Proof of appropriate immunizations/vaccinations and local and state licensing requirements for the city, county and state ordinances.
- Health and Safety: The therapy dog must not pose a health or safety risk to any student, employee, or other person at school including allergies.
- Behavior Expectations and Control: Therapy dogs must be well behaved and have a temperament that is suitable for interaction with students and others in public places. The therapy dog should not display any behavior infringing on the rights of others or disrupting the educational process. The therapy dog must be under the control of the handler using a 4 - ft leash or other tether. The handler shall only allow the therapy dog to be in areas in the school buildings or on the school property that are authorized by school administration.
- Supervision and Care of the Therapy Dog: The handler is solely responsible for the supervision and care of the therapy dog, including any feeding, exercising, and clean up while the animal is in a school building or on school property.

