

Book	Policy Manual
Section	700 Property
Title	Facilities Planning - R
Code	701
Status	Review

### **Authority**

**The Board shall engage in short-term and long-term facilities planning in order to meet the ongoing needs of the district's educational programs and operations.** Involvement of the **Board, staff, community, businesses and parents/guardians** is an important part of **this** process.

The Board shall continuously **or annually** conduct a census of all children from birth to eighteen (18) years living in the district. The Board **shall** employ as many enumerators **or attendance officers** as necessary.[1]

### **Delegation of Responsibility**

In order to inform the Board of the district's future needs, the Superintendent **or designee** shall:

1. Prepare a written description of existing physical facilities.
2. Annually report to the Board on **enrollment projections**.
3. Report to the Board on the enrollment by grades during the school year.
4. Estimate each spring the number of students who will be enrolled in the district's schools in September of the year for which the estimate is made.
5. Prepare student population projections and compare the actual population figures to the previously projected figures to detect early any changes in population trends.

### **Guidelines**

Information gathered in the census shall include for each child the name and address of the parents/guardians; name and location of the school in which the child could be or is **enrolled or belongs**; name and address of any employer of a child under eighteen (18); child's name, date of birth, age, sex, nationality, and address; and other information the Board may **legally request to assist in** the efficient and **equitable** operation of the district.[1]

When planning to enlarge or modify its facilities, the Board shall consider not only the number of **students** whose educational needs must be met, but also the physical requirements of the programs it deems best suited to meet those needs.[2]

Each school building and site shall provide suitable accommodations to carry out the educational program, including provision for the handicapped/**disabled**, pursuant to law and regulations.[3]  
[4][5]

Legal

[1. 24 P.S. 1351](#)

[2. 24 P.S. 701](#)

[3. Pol. 103](#)

[4. Pol. 103.1](#)

[5. Pol. 104](#)

[24 P.S. 501](#)

[24 P.S. 502](#)

[24 P.S. 503](#)

[24 P.S. 504](#)

[24 P.S. 701.1](#)

[24 P.S. 702](#)

[24 P.S. 703](#)

[24 P.S. 703.1](#)

[24 P.S. 704](#)

[24 P.S. 706](#)

[24 P.S. 731](#)

[24 P.S. 731.1](#)

[24 P.S. 733](#)

[24 P.S. 741](#)

[24 P.S. 1601-C et seq](#)

[22 PA Code 21.1 et seq](#)

[22 PA Code 349.1 et seq](#)

[25 PA Code 171.1 et seq](#)

Pol. 100

Pol. 122

Pol. 123

Book	Policy Manual
Section	700 Property
Title	Gifts, Grants, Donations - L.L.
Code	702
Status	Review

### **Purpose**

The Board recognizes that individuals, **businesses** and community organizations may wish to contribute supplies and equipment to enhance or extend the programs **in the schools**.

### **Authority**

The Board has the authority to accept gifts and donations made to the **school** district or to any district school.[\[1\]](#)

The Board reserves the right to refuse to accept any gift that does not contribute to achievement of district goals or when such ownership would adversely affect the district.[\[1\]](#)

Any gift accepted by the Board or its designee shall become district property, may not be returned without Board approval, and is subject to the same controls and regulations as are other district properties.[\[1\]](#)[\[2\]](#)

The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board **shall** make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interests of the district's educational program.

In no case shall acceptance of a gift be considered an endorsement by the Board of a commercial product, business enterprise, or institution of learning.

All gifts shall be recorded in the appropriate inventory listing and property records.[\[1\]](#)[\[3\]](#)

The Superintendent shall **publicly** report to the Board all gifts **to the district** accepted on behalf of the Board.

### **Delegation of Responsibility**

The Superintendent **or designee** shall:

1. Counsel potential donors on appropriateness of gifts.
2. Encourage individuals and organizations considering a **donation** to consult with the **building** principal or Superintendent before appropriating funds.
3. **Acknowledge the receipt and value of any gift accepted by the school district.**

[2. 24 P.S. 703](#)

3. Pol. 706

Book	Policy Manual
Section	700 Property
Title	Sanitary Management - R
Code	703
Status	Review

### **Purpose**

The Board recognizes that **safeguarding** the health and physical well-being of district students **and staff** depends upon the cleanliness and **proper** sanitary conditions of the school **buildings and grounds**.

### **Authority**

The Board directs that a program of sanitary management **shall be maintained in all district buildings and facilities** and explained periodically to staff members.[\[1\]](#)

The Board directs that standards be maintained **to** meet requirements set forth by the Pennsylvania Department of Health, Department of Labor & Industry, and any local agency that has jurisdiction.

### **Delegation of Responsibility**

All district facilities shall be inspected regularly for cleanliness and **proper** sanitation **by the Director of Buildings and Grounds**.

The Superintendent **or designee** shall develop and supervise a program for the cleanliness and sanitary management of school buildings **and facilities**, school grounds and school equipment pursuant to **law**, State Board **regulations** and **requirements** of the local and state Boards of Health and the Department of Labor & Industry.

Cleanliness of each school building shall be the responsibility of the building principal.

Teachers shall be responsible for the condition of their classrooms.

**Principals shall report to the Superintendent or designee any conditions that may threaten the comfort, health or safety of occupants.**

Legal [1. 24 P.S. 701](#)  
[25 PA Code 171.1 et seq](#)

Book	Policy Manual
Section	700 Property
Title	Maintenance - R
Code	704
Status	Review

### **Purpose**

Adequate maintenance of buildings, property **and equipment** is essential to **fiscal responsibility and** efficient management of district **facilities**.

### **Authority**

The Board directs **that** a continuous program of inspection and maintenance of all **district** buildings, **property** and equipment **be established and implemented**. Wherever possible, maintenance shall be preventive.[\[1\]](#)[\[2\]](#)

### **Delegation of Responsibility**

The Superintendent **or designee** shall develop and **supervise** a maintenance program which shall include:

1. Regular program of maintenance, repair **and improvement** of **buildings** and facilities.
2. Critical spare parts inventory.
3. Equipment replacement program.
4. **Long-range plans for building modernization and conditioning.**

**Each building principal, in conjunction with the building maintenance employee, may conduct a physical inspection of the building on a periodic basis and return a written report to the Superintendent or designee as to the findings of that inspection.**

The Superintendent shall report monthly to the Board regarding the current maintenance and improvement program **and projected maintenance needs that include cost analysis**.

Legal [1. 24 P.S. 701](#)  
[2. 24 P.S. 742](#)  
[25 PA Code 171.1 et seq](#)

Book	Policy Manual
Section	700 Property
Title	Facilities and Workplace Safety - L.L.
Code	705
Status	Review

### **Purpose**

The Board **recognizes** that district facilities **must** be maintained and operated in a condition **that prioritizes the safety of students, staff and visitors.**

### **Authority**

**The Board directs the district to provide facilities and equipment for the safe conduct of the educational programs and operations of the schools, in accordance with guidance issued by state and local officials, and the Board-approved health and safety plan.**

**The Board requires that all students, staff and visitors adhere to state and local health and safety orders, Board policy, administrative regulations and Board-approved plans requiring face coverings or other protective devices where needed for safety purposes. Violation of this policy and school safety rules may result in disciplinary action, in accordance with law, regulations or Board policy, or denial of entry to district buildings and property, except where accommodations are deemed reasonable and necessary for individuals with disabilities or for medical conditions.[1][2][3][4][5][6]**

### **Delegation of Responsibility**

The Superintendent **or designee** shall **periodically** review and evaluate district **health and safety rules and health and safety plans, as necessary.[7]**

**Administrators shall ensure that all staff and students are informed of health and safety rules at the beginning of the school year and whenever conditions and requirements change. Administrators shall provide ongoing education and post signage to assist staff and students in complying with health and safety rules.[7]**

### **Guidelines**

#### **Certified Workplace Safety Committee**

**A workplace safety committee shall be established to promote the district's goals concerning safe schools.[8][9][10][11]**

**The workplace safety committee shall be composed of a minimum of four (4) members, including two (2) district administrators and two (2) employee representatives.**

**If the number of members on the workplace safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. The district administrators shall not constitute a majority of the workplace safety committee.**

**It shall be the responsibility of the workplace safety committee to:**

- 1. Evaluate the current safety program.**
- 2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards.**
- 3. Make recommendations to correct hazards.**
- 4. Review, in a timely manner, incident and accident report and investigation forms.**
- 5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.**

**A quorum of the workplace safety committee members shall meet at least once a month.**

**The workplace safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.**

**All decisions of the committee shall be made by majority vote of members present.**

**The Superintendent or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.**

**The Superintendent or designee shall maintain written records of workplace safety committee training.**

Legal

1. Pol. 103.1

2. Pol. 113

3. Pol. 113.1

4. Pol. 218

5. Pol. 317

6. Pol. 907

7. Pol. 805

[8. 24 P.S. 223](#)

[9. 34 PA Code 129.1001 et seq](#)

[10. 72 P.S. 1722-J](#)

[11. 77 P.S. 1038.2](#)

[24 P.S. 510](#)

[24 P.S. 1517](#)

[24 P.S. 1518](#)



Book	Policy Manual
Section	700 Property
Title	Property Records - O
Code	706 - New Policy
Status	Review

### **Purpose**

The Board recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under district control.

### **Authority**

The Board directs that a complete inventory, by physical count, of all district-owned equipment and property records of all district buildings and grounds shall be maintained and updated at intervals that coincide with property insurance renewal.

### **Delegation of Responsibility**

It shall be the responsibility of the Business Manager to ensure that equipment inventories are systematically and accurately recorded, updated, and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.

### **Guidelines**

Major items of equipment shall be subject to annual physical spot check inventory to determine loss, location or depreciation; any major loss shall be reported to the Board.

Records of consumable supplies shall be maintained on a continuous inventory basis.

No equipment shall be removed for personal or nonschool use, except in accordance with Board policy.[1][2]

Equipment shall be identified with a permanent tag that provides appropriate school district identification.

### **Disposal of Surplus Property/Obsolete Equipment**

**The Board authorizes that district-owned property that is obsolete or unneeded surplus may be sold, exchanged or disposed of if any of the following criteria apply:**

1. The property is no longer required for its originally intended purpose.
2. The property is considered out-of-date, obsolete, or in unusable condition.
3. The property is in quantities exceeding any possibility of effective use by the district.

Determination as to whether any of the stated criteria apply to property possessed by the district shall be made by the Superintendent or designee, who may delegate this responsibility provided that all requirements of this policy are met.

The **Superintendent or designee** shall be responsible for identifying all obsolete or surplus property. As necessary, **the Superintendent or designee** may call upon other staff to develop criteria to aid in this identification.

School equipment owned by the district which is unusable, obsolete, **unneeded** surplus, has been replaced, or is otherwise no longer of value to the **district** will be presented to the Board with a recommendation for disposition.

### **Disposal of Real Estate**

**The disposal of all real estate shall require approval of the Board and is governed by the Pennsylvania Public School Code, as well as other laws and regulations governing the sale of land or buildings.[3][4][5]**

Legal

1. Pol. 708
2. Pol. 710
- [3. 24 P.S. 707](#)
- [4. 24 P.S. 708](#)
- [5. 24 P.S. 709](#)
- [24 P.S. 510](#)

Book	Policy Manual
Section	700 Property
Title	Use of School Facilities - L.L.
Code	707 Vol II 2024
Status	Review

### **Purpose**

The Board recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools. This policy establishes conditions, restrictions and procedures for the use of school facilities for nonschool-sponsored purposes.

### **Authority**

The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities:

1. {X} Instruction in any branch of education, learning and the arts, consistent with the district's mission.
2. {X} Social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community; but such use shall be non-exclusive and open to the public without charge.
3. {X} Recreation, physical training and athletics, including competitive athletic contests for children and adults.

The Board shall establish a schedule of fees for the use of school facilities by approved groups.  
[\[1\]](#)

### **Delegation of Responsibility**

The Superintendent shall ensure that this policy is posted on the district's publicly accessible website.[\[2\]](#)

The Superintendent or designee shall implement administrative regulations or procedures for requesting and granting permission for use of school facilities and shall distribute the necessary information to individuals affected by them.

An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the

{X} Superintendent or designee.

{X} Director of Buildings and Grounds.

### **Guidelines**

## Application Process

An individual or community group requesting permission to use school buildings, facilities or school property must submit a written request on the prescribed application form at least ten (10) days in advance of the proposed date to the

{X} Superintendent or designee.

{X} Director of Buildings and Grounds.

The application must specify the portion of the school facilities requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event.

Along with the completed application, the individual or group must submit the following:

1. {X} Payment of the specified rental fee.
2. {X} Evidence of organizational liability to limits required by district guidelines.
3. {X} Documentation evidencing the district shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group.

## Application Evaluation

No application to use school facilities shall be approved if the proposed activity would result in any of the following:

1. {X} Conflict with any school-sponsored activity.
2. {X} Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar or Board action.
3. {X} Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a district program if damaged or operated by an unqualified operator.
4. {X} The proposed use would prevent or encumber district personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity.

## Limitations

When individuals and community groups receive written permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:

1. {X} Individuals shall not use, access or enter upon any portions of the school facilities or their contents not specified in the approved written request form.
2. {X} Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
3. {X} When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the district.
4. {X} School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school.

## Prohibited Activities

The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:[3]

1. Possession, use or distribution of controlled substances prohibited by state or federal law.
2. Possession of weapons.
3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
5. Use of tobacco and vaping products, **and other** e-cigarettes, as defined in the law.[4][5][6][7]

*Products approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, are permitted, as long as the product is not inhaled.*

6. Medical marijuana products as prohibited by federal law.
7. {X} Possession, use or distribution of alcoholic beverages.

## Violations

The district reserves the right to remove from district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.[3]

In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use district property, unless otherwise decided by the Board.

## Fee Schedule

Use of school facilities for activities directly related to the educational program and district operations shall be without cost to users.

{X} except that the user shall be responsible for extra custodial fees.

## **PSBA Revision 5/24 © 2024 PSBA**

Legal

[1. 24 P.S. 775](#)

[2. 24 P.S. 510.2](#)

[3. 24 P.S. 511](#)

[4. 18 Pa. C.S.A. 6306.1](#)

[5. 20 U.S.C. 7972](#)

[6. 20 U.S.C. 7973](#)

[7. Pol. 904](#)

[8. 10 P.S. 328.101 et seq](#)

[9. 61 PA Code 901.701](#)

[24 P.S. 779](#)

[35 P.S. 637.1 et seq](#)

[61 PA Code 901.1](#)

[20 U.S.C. 7905](#)

[20 U.S.C. 7971 et seq](#)



Book	Policy Manual
Section	700 Property
Title	Building Security - R
Code	709
Status	Review

### **Purpose**

The Board recognizes the need to maintain security of school facilities for reasons of **safety**, vandalism and theft.

### **Delegation of Responsibility**

Building security shall be **coordinated** by the **School Safety and Security Coordinator**, with the cooperation of **district administrators**, building principals **and district staff**. [1][2]

The Superintendent **or designee** shall **develop administrative regulations designating** who may **be authorized to** access **district building(s)**, **the designated level of access** and who may have after-hours access to district facilities.

### **Guidelines**

**After the start of the school day, access to school buildings shall be limited to one (1) entrance that is monitored and capable of controlling visitor entry. All other entrances shall be locked, and designated school staff shall follow established Board policy and procedures for entry of school visitors and other authorized individuals into school buildings.** [3]

Legal	1. Pol. 805
	2. Pol. 805.2
	3. Pol. 907
	<a href="#">24 P.S. 510</a>
	Pol. 705



Book	Policy Manual
Section	700 Property
Title	Integrated Pest Management - M
Code	716
Status	Review

## **Purpose**

The district shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

The district shall integrate IPM education into the curriculum in accordance with relevant academic standards.[1][2]

## **Definitions**

**Integrated Pest Management (IPM)** is the coordinated use of pest and environmental information to design and implement pest control methods that are economically, environmentally and socially sound. IPM promotes prevention over remediation and advocates integration of at least two (2) or more strategies to achieve long-term solutions.

**Integrated Pest Management Plan is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.[3]**

## **Authority**

The Board establishes that the district shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs. [4][5]

**The Board shall adopt an Integrated Pest Management Plan for district buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture.[3][5]**

The Board shall designate an employee to serve as IPM Coordinator for the district.

## **Delegation of Responsibility**

The **IPM Coordinator** shall be responsible to implement **the Integrated Pest Management Plan** and to coordinate communications between the district and the approved contractor.

**The IPM Coordinator shall be responsible to annually notify parents/guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds.[6]**

**The IPM Coordinator shall maintain detailed records of all chemical pest control treatments for at least three (3) years.** Information regarding pest management activities shall be available to the public at the district's administrative office.[6]

Appropriate personnel involved in making decisions **relative to** pest management shall **participate** in update training.

### **Guidelines**

Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.

An Integrated Pest Management Plan shall include the education of staff, students and the public about IPM policies and procedures.

**When pesticide applications are scheduled in school buildings and on school grounds, the district shall provide notification in accordance with law, including:[6]**

- 1. Posting a pest control sign in an appropriate area.**
- 2. Providing the pest control information sheet to all individuals working in the school building.**
- 3. Providing required notice to all parents/guardians of students or to a list of parents/guardians who have requested notification of individual applications of pesticides.**

**Where pests pose an immediate threat to the health and safety of students or employees, the district may authorize an emergency pesticide application and shall notify by telephone any parent/guardian who has requested such notification.[6]**

Legal

[1. 22 PA Code 4.12](#)

2. Pol. 102

[3. 24 P.S. 772.1](#)

[4. 3 P.S. 111.21 et seq](#)

[5. 7 PA Code 128.1 et seq](#)

[6. 24 P.S. 772.2](#)

[7 U.S.C. 136 et seq](#)

Book	Policy Manual
Section	700 Property
Title	Cellular Telephones - R
Code	717 - New Policy
Status	Review

### **Purpose**

The Board recognizes that the use of cellular telephones by district employees may be appropriate and necessary to provide for the effective and efficient operation of the district. In addition, the use of cellular telephones can help to ensure the safety and security of district property, staff, students and others while on district property or engaged in district-sponsored activities.

### **Authority**

The Board authorizes the purchase and employee use of cellular telephones.

Cellular telephones provided to employees by the district shall be used for authorized district business purposes. Personal use of such shall be prohibited, except in emergency situations.[1]

### **Guidelines**

Expenses incurred for personal use of district-provided cellular telephones shall be reimbursed to the district by the employee.

Use of cellular telephones by employees in violation of Board policy, administrative regulations, and/or federal or state laws shall result in discipline, as appropriate.[2]

### **Delegation of Responsibility**

The Superintendent or designee shall determine which employees receive district-provided cellular telephones for business purposes.

The Superintendent or designee shall develop administrative regulations to implement this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring employee use, and reimbursement.

The Superintendent or designee shall develop administrative regulations for staff use of privately owned cellular telephones for authorized district business.

Legal	1. Pol. 624
	2. Pol. 317
	<a href="#">26 U.S.C. 1 et seq</a>

Book	Policy Manual
Section	700 Property
Title	Service Animals in Schools - L.L.
Code	718
Status	Review

## **Purpose**

The Board adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from district programs, activities and services, and to ensure that the district does not discriminate on the basis of disability.

## **Definition**

**Service animal** means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability.[\[1\]](#)

Miniature horses may be utilized as **service animals** if:[\[2\]](#)

1. The miniature horse is individually trained to do work or perform tasks for the benefit of an individual with a disability.
2. The facility can accommodate the type, size and weight of the miniature horse.
3. The presence of the miniature horse does not compromise the safe operation of the facility.

The work or tasks performed by a **service animal** shall be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.[\[1\]](#)

The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.[\[1\]](#)

## **Authority**

The Board shall permit individuals with disabilities to use service animals in district buildings; on district property; and on vehicles that are owned, leased or controlled by the school district, in accordance with this policy and applicable state and federal laws and regulations.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

## **Guidelines**

### **Admission of Service Animals to Schools**

A student or an employee with a disability may submit a request to bring a service animal to school for educational or employment purposes. **A student or employee seeking to bring a service animal to school must comply with the requirements as set forth in this policy and any administrative regulations governing this issue.**

Parents/Guardians of students with disabilities **may submit a request** to the building principal **for their** student to bring a service animal to school. **The building principal shall forward the request to the appropriate Section 504 or IEP team.** The team shall gather the necessary information and evaluate the request to **bring** a service animal to school. Any service animal accompanying a student with a disability to school or school activities shall be handled and cared for in a manner detailed in the student's IEP or Section 504 Service Agreement.[7][8]

Before a service animal shall be allowed in a district building, or on district property or vehicles, the district shall request the following documentation from the owner or handler of the animal:  
[6]

1. Verification of the need for a service animal.[2]
2. Description of the function(s) the service animal is trained to perform in relation to the individual's disability.[2]
3. Proof of current vaccinations and immunizations of the service animal.[9]

#### Admission of Service Animals to Public Events

Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public. This right of access does not extend to the schools generally or to other activities that are not open to the general public.[2][3][10]

School administrators may inquire of the owner or handler of an animal whether the animal is required because of a disability and the specific tasks that the animal has been trained to perform, but shall not ask questions about an individual's disability.[2]

The district shall not require an owner or handler of a service animal to pay an extra charge for the animal to attend events for which a fee is charged.[2]

#### Delegation of Responsibility

The Superintendent or designee shall develop and disseminate administrative regulations to implement Board policy and accommodate individuals with disabilities requesting use of a service animal in district buildings and on district property and vehicles.

The designated administrator shall ensure that all individuals involved in a situation where a service animal will regularly accompany an individual in district buildings or on district property or vehicles are informed of the Board policy and administrative regulations governing this issue. Involved individuals can include administrators, appropriate employees, student and parent/guardian.

The owner or handler of a service animal shall be solely responsible for:

1. Supervision and care of the animal, including any feeding, exercising, clean up and stain removal.[2]
2. Control of the animal at all times through the use of a harness, leash, tether or by other effective means.

3. Damages to district buildings, property and vehicles caused by the animal.
4. Injuries to students, employees, volunteers and visitors caused by the animal.
5. Annual submission of documentation of vaccinations and immunizations.

The building principal shall receive and forward to the Director of Special Education each completed request by an individual with a disability to be accompanied by a service animal. The **Director of Special Education** shall respond to the request.

District administrators may exclude a service animal from district buildings, property and vehicles under the following circumstances:

1. Presence of the animal poses a direct threat to the health and safety of others.
2. Owner or handler is unable to control the animal.
3. Animal is not housebroken.
4. Presence of the animal would require a fundamental alteration to the program.

Any individual with a service animal who is aggrieved by a decision to exclude, limit or remove a service animal may appeal that decision in accordance with applicable Board policy. The appeal must be in writing and provide detailed information regarding the basis of the appeal.[7][11][12]

Legal

[1. 28 CFR 35.104](#)

[2. 28 CFR 35.136](#)

[3. 43 P.S. 953](#)

[4. 29 U.S.C. 794](#)

[5. 42 U.S.C. 12101 et seq](#)

[6. 28 CFR 35.130](#)

7. Pol. 103.1

8. Pol. 113

[9. 3 P.S. 455.1 et seq](#)

10. Pol. 904

11. Pol. 104

12. Pol. 906

[28 CFR Part 35](#)

[29 CFR Part 1630](#)

Pol. 103

Pol. 707