

SECTION: PROPERTY

TITLE: FACILITIES PLANNING

ADOPTED: July 11, 2003

REVISED:

# MONTROSE AREA SCHOOL DISTRICT

701. FACILITIES PLANNING	
<p>1. Authority Title 22 Sec. 4.13 Pol. 100</p> <p>SC 1351</p>	<p>The Board shall develop and maintain a Strategic Plan, as required by State Board of Education regulations. Involvement of the Board, staff, community, businesses and parents is an important part of this process. Facilities planning is a primary component of strategic planning.</p> <p>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.</p>
<p>2. Delegation of Responsibility</p>	<p>In order to inform the Board of the district's future needs, the Superintendent or designee shall:</p> <ol style="list-style-type: none"> <li>1. Prepare a written description of existing physical facilities.</li> <li>2. Annually report to the Board on the number of new residential units approved or planned.</li> <li>3. Report to the Board on the enrollment by grades during the school year.</li> <li>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.</li> <li>5. Prepare student population projections and compare the actual population figures to the previously projected figures to detect early any changes in population trends.</li> </ol>
<p>3. Guidelines SC 1351</p>	<p>Information gathered in the census shall include for each child the name and address of the parents or guardians; name and location of the school in which the child could be assigned; name and address of any employer of a child under eighteen (18); child's name, date of birth, age, sex, nationality, address; and other information the Board may require to operate the district efficiently and equitably.</p>

701. FACILITIES PLANNING - Pg. 2

<p>SC 701, 704</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>School Code 701, 704, 1351</p> <p>PA Code Title 22 Sec. 4.13</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>Board Policy 100</p>	<p>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.</p> <p>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.</p>
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: GIFTS, GRANTS, DONATIONS

ADOPTED: July 11, 2003

REVISED:

	702. GIFTS, GRANTS, DONATIONS
1. Purpose	The Board wishes to acknowledge any gifts and donations which are directed toward the benefit of the district by members of the community. Specific uses of donated funds and/or material items will be processed in a manner that will meet the desires of the donor and yet remain within the established fiscal guidelines.
2. Authority SC 216	The Board has the authority to accept gifts and donations made to the school district or to any district school.
SC 216	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.
SC 216	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.
	The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.
SC 216	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.
SC 216 Pol. 706	All gifts shall be recorded in the appropriate inventory listing and property records.
3. Delegation of Responsibility	The Superintendent or designee shall: <ol style="list-style-type: none"> <li>1. Encourage individuals and organizations considering a contribution to consult with the principal or Superintendent before appropriating funds.</li> </ol>

<p>School Code 216</p> <p>Board Policy 706</p>	<ol style="list-style-type: none"><li>2. Report to the Board all gifts accepted on behalf of the Board.</li><li>3. Acknowledge the receipt and value of any gift accepted by the school district.</li></ol>
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: SANITARY MANAGEMENT

ADOPTED: July 11, 2003

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 701</p> <p>3. Delegation of Responsibility</p> <p>School Code 701</p>	<p style="text-align: center;">703. SANITARY MANAGEMENT</p> <p>The Board recognizes that safeguarding the health and physical well-being of district students depends upon the cleanliness and proper sanitary conditions of the school buildings and grounds.</p> <p>The Board directs that a program of sanitary management shall be maintained in all district buildings and explained periodically to staff members.</p> <p>The Board directs that standards be maintained to meet requirements set forth by the Pennsylvania Department of Health, Department of Labor &amp; Industry, and any local agency that has jurisdiction.</p> <p>All district facilities shall be inspected regularly for cleanliness and proper sanitation by the Superintendent or designee.</p> <p>The Superintendent or designee shall develop and supervise a program for the cleanliness and sanitary management of school buildings, school grounds and school equipment pursuant to statute, State Board regulations and requirements of the local and State Boards of Health and the Department of Labor &amp; Industry.</p> <p>Cleanliness of each school building shall be the responsibility of the head custodian.</p> <p>Custodians shall be responsible for the conditions of the classrooms to which they have been assigned by their supervisor.</p> <p>Principals shall inspect facilities at least once per month, and report to the Superintendent or designee any conditions that may threaten the comfort, health or safety of occupants.</p>
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SECTION: PROPERTY

TITLE: SAFETY

ADOPTED: July 11, 2003

REVISED: January 11, 2010

# MONTROSE AREA SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>SC 1518</p> <p>SC 1517, 1518 Pol. 805</p>	<p style="text-align: center;">705. SAFETY</p> <p>The Board recognizes that district facilities must be maintained and operated in a condition that is safe for students, staff and visitors.</p> <p>The Board directs that a district-wide safety program shall be maintained to ensure a safe and secure environment for all students, staff and visitors as well as to protect district buildings, equipment and property. The safety program shall provide: instruction for students and staff in safety and accident protection; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational program and operation of the schools.</p> <p>The Superintendent or designee shall prepare rules governing school safety and prevention of accidents and fire, which shall include the requirements of law and applicable regulations of various departments of state government.</p> <p>The Superintendent or designee shall:</p> <ol style="list-style-type: none"> <li>1. Ensure curriculum to instruct students in safety and fire prevention.</li> <li>2. Provide required drills to instruct students in safety procedures.</li> <li>3. Review and evaluate annually district safety rules and plans.</li> </ol> <p>Administrators shall inform all staff and students of school safety rules at the beginning of the school year.</p> <p>The Superintendent shall inform the Board of all procedures and rules dealing with the safety of students and staff, and the safe operation of school facilities.</p>
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<p>4. Guidelines</p> <p>Title 34 Sec. 129.1001- 129.1011 72 P. S. Sec. 1722- J 77 P. S. Sec. 1038.2</p>	<p><u>Certified Safety Committee</u></p> <p>A safety committee shall be established to promote the district's goals concerning safe schools.</p> <p>The safety committee shall be composed of a minimum of four (4) members, including two (2) district administrators and two (2) employee representatives.</p> <p>If the number of members on the 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 safety committee.</p> <p>It shall be the responsibility of the safety committee to:</p> <ol style="list-style-type: none"><li>1. Evaluate the current safety program.</li><li>2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards.</li><li>3. Make recommendations to correct hazards.</li><li>4. Review, in a timely manner, incident and accident report and investigation forms.</li><li>5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.</li></ol> <p>A quorum of the safety committee members shall meet at least once a month.</p> <p>The safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.</p> <p>All decisions of the committee shall be made by majority vote of members present.</p> <p>The Superintendent 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.</p> <p>The Superintendent shall maintain written records of safety committee training.</p>
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References:

School Code – 24 P. S. Sec. 510, 1517, 1518

Department of Labor and Industry Regulations – 34 PA Code Sec. 129.1001-129.1011

Fiscal Code – 72 P. S. Sec. 1722-J

Certification of Safety Committee – 77 P. S. Sec. 1038.2

Board Policy – 805

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: PROPERTY RECORDS

ADOPTED: July 11, 2003

REVISED:

706. PROPERTY RECORDS	
1. Purpose	The Board recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under district control.
2. 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.
3. Delegation of Responsibility	<p>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.</p> <p>The Business Manager shall maintain a system of property records which shall show, as appropriate to the item recorded:</p> <ol style="list-style-type: none"> <li>1. Description and identification.</li> <li>2. Manufacturer.</li> <li>3. Year of purchase.</li> <li>4. Initial cost.</li> <li>5. Location.</li> <li>6. Condition and depreciation.</li> <li>7. Current valuation, in conformity with insurance requirements.</li> </ol>
4. Guidelines	Major items of equipment shall be subject to annual physical spot check inventory to determine loss, mislocation or depreciation; any major loss shall be reported to the Board.

706. PROPERTY RECORDS - Pg. 2

<p>Pol. 708, 710</p>	<p>Records of consumable supplies shall be maintained on a continuous inventory basis.</p> <p>No equipment shall be removed for personal or nonschool use, except in accordance with Board policy.</p> <p>Equipment shall be identified with a permanent tag that provides appropriate school district identification.</p>
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: July 11, 2003

REVISED:

<p>707. USE OF SCHOOL FACILITIES</p>	
<p>1. Purpose</p>	<p>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.</p>
<p>2. Authority</p>	<p>The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities:</p> <ol style="list-style-type: none"> <li>1. Instruction in any branch of education, learning and the arts, consistent with the school district's mission.</li> <li>2. Social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community; but such use shall be non-exclusive.</li> <li>3. Polling places for holding primaries, elections and special elections as permitted or required by state law.</li> <li>4. Recreation, physical training and athletics, including competitive athletic contests for children and adults.</li> </ol>
<p>SC 775</p>	<p>The Board shall establish a schedule of fees for the use of school facilities by approved groups.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall implement procedures for requesting and granting permission for use of school facilities and shall distribute the policy and procedures to individuals affected by them.</p> <p>An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent.</p>

<p>4. Guidelines</p>	<p><u>Application Process</u></p> <p>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 in advance of the proposed date to the building principal.</p> <p>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.</p> <p>Along with the completed application, the individual or group must submit the following:</p> <ol style="list-style-type: none"><li>1. Payment of the specified rental fee.</li><li>2. Evidence of organizational liability to limits required by district guidelines.</li><li>3. Documentation evidencing the school district shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group.</li></ol> <p><u>Application Evaluation</u></p> <p>No application to use school facilities shall be approved if the proposed activity would result in any of the following:</p> <ol style="list-style-type: none"><li>1. Conflict with any school-sponsored activity.</li><li>2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.</li><li>3. 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.</li><li>4. 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.</li></ol>
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## MONTROSE AREA SCHOOL DISTRICT

### Community Utilization Of School Facilities Policy Fee Guideline

#### ***SCHEDULE OF RENTAL RATES***

<b>Gymnasium</b>	High School	\$450	Elementary	\$250
<b>Auditorium</b>	High School (Without Stage Lights) (With Stage Lights)	\$350 \$400	NA	
<b>Classrooms</b>	High School	\$60	Elementary	\$60
<b>Cafeterias</b>	High School	\$150	Elementary	\$100
<b>Stadium</b>	High School (Without Lights) (With Lights)	\$800 \$1250	NA	
<b>Athletic Fields</b>	High School	\$100	Elementary	\$100
<b>Tennis Courts</b>	High School (Per Court)	\$50	NA	
<b>Computer Lab</b>	\$100 per session			

#### **LABOR FEE SCHEDULE RATES**

- I. General Hourly Labor Rate \$21. (Per Employee)
- II. Security Labor Rate \$30. (First Four Hours/Per Employee) and \$6. (Per Additional Hour/Per Employee)

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: LENDING OF EQUIPMENT  
AND BOOKS

ADOPTED: July 11, 2003

REVISED:

708. LENDING OF EQUIPMENT AND BOOKS	
<p>1. Purpose SC 801 Pol. 707</p>	<p>The Board directs that district owned equipment shall not be loaned for nonschool use off school property. If equipment is required for use by those granted permission to use school facilities, it may be loaned in accordance with Board policy.</p>
<p>2. Delegation of Responsibility</p>	<p>Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the building principal.</p> <p>The user of district owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.</p>
<p>3. Guidelines</p>	<p>When equipment authorized for lending requires the services of an operator, the user shall employ the person designated by the district and shall pay the stated cost of services.</p> <p>Removal of school equipment from school property for personal use by staff or students is prohibited.</p>
<p>SC 804</p>	<p>School books may be used by students during vacations when permission is granted by the building principal.</p>
<p>School Code 801, 804</p>	
<p>Board Policy 707</p>	

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: July 11, 2003

REVISED:

<p>1. Purpose</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p>	<p style="text-align: center;">709. BUILDING SECURITY</p> <p>The Board recognizes the need to maintain security of school facilities for reasons of safety, vandalism and theft.</p> <p>Toward this end, a program of building security shall be administered by the Superintendent or designee, with the cooperation of building principals. The need for access shall be the underlying principle in determining who will have keys to school properties.</p> <p>The Superintendent or designee shall determine who is entitled to building(s) keys and who may have after hours access to district facilities.</p> <p>Access to school buildings and grounds shall be established in accordance with the following guidelines:</p> <p><u>Unlimited Access</u></p> <ol style="list-style-type: none"> <li>1. Superintendent.</li> <li>2. Board Secretary.</li> <li>3. Maintenance Director.</li> </ol> <p><u>Limited Access</u></p> <ol style="list-style-type: none"> <li>1. Building principals to assigned building.</li> <li>2. Assistant principals to assigned building.</li> <li>3. Head building custodians to assigned building.</li> <li>4. Extracurricular sponsors or supervisors for their area or activity.</li> </ol>
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Possession of keys by personnel shall be in accordance with the following guidelines:

1. A log of key assignments shall be maintained in the Superintendent's or a designated office.
2. Individuals assigned keys may not duplicate or lend them.
3. All keys must be surrendered when no longer needed or upon request of the Superintendent or designee.
4. Loss of a key must be reported immediately to the Superintendent or designee.
5. Overnight key loans may be made by request to the Superintendent or designee.
6. Use of keys for unauthorized purposes will result in surrender of keys.
7. A set of master and/or duplicate keys shall be kept in the custody of the Superintendent or designee.

After hours entry to school buildings shall be controlled in accordance with these guidelines:

1. The building custodian on duty shall restrict entry to one controlled point.
2. Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF FACILITIES BY STAFF

ADOPTED:

REVISED:

710. USE OF FACILITIES BY STAFF	
1. Authority	The Board establishes that school equipment and facilities may not be used by district staff for personal reasons, either on or off school property, without explicit authorization or administrative permission.
2. Guidelines Pol. 708	District facilities and equipment are available for staff use only if in accordance with provisions of an applicable collective bargaining agreement or such use is clearly within the authorization granted in Board policy.

SECTION: PROPERTY

TITLE: USE OF FAX MACHINES

ADOPTED: July 11, 2003

REVISED:

# MONTROSE AREA SCHOOL DISTRICT

715. USE OF FAX MACHINES	
1. Purpose	FAX communications allow for instant communication similar to telephone conversations and also create a permanent record.
2. Authority	FAX transmissions may be considered public documents and, as such, must be treated accordingly. Verification of authenticity, secure handling, time and place of receipt, and use of FAX documents are of utmost concern to the Board.
3. Delegation of Responsibility	The Superintendent or designee shall designate the employees responsible for sending and receiving FAX communications in order to ensure that information reaches its intended destination and remains confidential.
4. Guidelines	<p>All FAX messages shall be properly logged and stored.</p> <p>All FAX messages sent shall be accompanied by a transmittal sheet that includes the school district's name and cautions that it is intended to be privileged and confidential and for the use of the individual or entity named on the transmittal sheet.</p>

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: INTEGRATED PEST  
MANAGEMENT

ADOPTED: July 11, 2003

REVISED:

716. INTEGRATED PEST MANAGEMENT	
<p>1. Purpose</p>  <p>Title 22 Sec. 4.12 Pol. 102</p>	<p>The school 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.</p>  <p>The district shall integrate IPM education into the curriculum in accordance with relevant academic standards.</p>
<p>2. Definitions</p>  <p>SC 772.1</p>	<p><b>Integrated Pest Management (IPM)</b> 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.</p> <p><b>Integrated Pest Management Plan</b> 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.</p>
<p>3. Authority</p> <p>3 Pa. C.S.A. Sec.111.21- 111.61 7 Pa. Code Sec. 128 et seq</p> <p>SC 772.1</p>	<p>The Board establishes that the school district shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs.</p>  <p>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.</p>
<p>4. Delegation of Responsibility</p>	<p>The Board shall designate an employee to serve as IPM coordinator for the district.</p>

<p>SC 772.1</p>	<p>The Superintendent or designee shall be responsible to annually notify parents and guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds.</p> <p>Appropriate personnel involved in making decisions relative to pest management shall participate in update training.</p>
<p>5. Guidelines</p>	<p>Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.</p> <p>An integrated pest management decision shall consist of the following five (5) steps:</p> <ol style="list-style-type: none"> <li>1. Identify pest species.</li> <li>2. Estimate pest populations and compare to established action thresholds.</li> <li>3. Select the appropriate management tactics based on current on-site information.</li> <li>4. Assess effectiveness of pest management.</li> <li>5. Keep appropriate records.</li> </ol>
<p>SC 772.1</p>	<p>When pesticide applications are scheduled in school buildings and on school grounds, the district shall provide notification in accordance with law, including:</p> <ol style="list-style-type: none"> <li>1. Posting a pest control sign in an appropriate area.</li> <li>2. Providing the pest control information sheet to all individuals working in the school building.</li> <li>3. Providing required notice to all parents and guardians of students or to a list of parents and guardians who have requested notification of individual applications of pesticides.</li> </ol>
<p>SC 772.1</p>	<p>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 and guardian who has requested such notification.</p>
<p>SC 772.1</p>	<p>The district 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.</p>

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: SERVICE ANIMALS IN  
SCHOOLS

ADOPTED: November 9, 2009

REVISED: January 11, 2010

718. SERVICE ANIMALS IN SCHOOLS	
<p>1. Purpose</p>	<p>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.</p>
<p>2. Definition 28 CFR Sec. 36.104</p>	<p><b>Service animal</b> means any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability.</p>
<p>3. Authority 29 U. S. C. Sec. 794 42 U. S. C. Sec. 12101 et seq 43 P. S. Sec. 953</p>	<p>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, upon request and submission of required documentation.</p>
<p>4. Guidelines</p> <p>Pol. 103.1, 113</p>	<p><u>Admission Of Service Animals To Schools</u></p> <p>A student or an employee with a disability may submit a request to bring a service animal to school for educational or employment purposes. However, there is no automatic right to be accompanied by a service animal in the school setting.</p> <p>Parents/Guardians of students with disabilities who believe the student needs to bring a service animal to school in order to receive a free and appropriate public education shall notify the building principal or the Section 504 or IEP team. The appropriate team shall evaluate the request to use the service animal in school, gather necessary information and determine whether the student requires the service animal during the school day or at school activities. 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.</p>

Before a service animal shall be allowed in a district building, or on district property or vehicles, the owner or handler of the animal shall submit to the building principal a written request and the following documentation from a certified professional:

1. Diagnosis of the specific disability.
2. Verification of the need for a service animal.
3. Description of the function(s) the service animal is expected to perform in relation to the individual's disability.
4. Current license.
5. Current veterinary health certificate.
6. Proof of current vaccinations and immunizations of the service animal.

Trained guide, hearing and service animals shall be permitted in district buildings and on district property and vehicles for noneducational reasons under the following circumstances:

1. Totally or partially blind individuals may be accompanied by a trained guide animal.
2. Deaf or hearing impaired individuals may be accompanied by a trained hearing animal.
3. Mobility impaired or other disabled individuals may be accompanied by a trained service animal.
4. Individuals conducting training of a service animal may be accompanied for the purpose of school business by a service animal in training, but training shall not normally occur in the classroom during instructional time.

#### 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.

<p>5. Delegation of Responsibility</p>	<p>School administrators may inquire of the owner or handler of an animal whether the animal is a trained service animal and the specific tasks that the animal has been trained to perform, but shall not ask questions about an individual's disability.</p> <p>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.</p> <p>The owner or handler of a service animal shall be solely responsible for:</p> <ol style="list-style-type: none"><li>1. Supervision and care of the animal, including any feeding, exercising, clean up and stain removal.</li><li>2. Leashing and properly restraining the animal at all times.</li><li>3. Damages to district buildings, property and vehicles caused by the animal.</li><li>4. Injuries to students, employees, volunteers and visitors caused by the animal.</li><li>5. Annual submission of documentation of vaccinations and immunizations.</li></ol> <p>The building principal shall receive and forward to the Superintendent each completed request by an individual with a disability to be accompanied by a service animal. The Superintendent shall respond to the request. District staff shall not ask questions about an individual's disability.</p> <p>District administrators may exclude a service animal from district buildings, property and vehicles under the following circumstances:</p> <ol style="list-style-type: none"><li>1. Presence of the animal poses a direct threat to the health and safety of others.</li><li>2. Owner or handler is unable to control the animal.</li><li>3. Presence of the animal significantly disrupts or interferes with the educational process.</li><li>4. Presence of the animal would require a fundamental alteration to the program.</li></ol> <p>The Superintendent 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.</p>
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The designated administrator shall ensure that all individuals involved in a situation where a service animal will regularly accompany an owner or handler in district buildings or on district property or vehicles are informed of the Board policy and administrative regulations governing the issue. Involved individuals can include administrators, appropriate employees, student and parent/guardian.

References:

Pennsylvania Human Relations Act – 43 P. S. Sec. 953

Section 504 of the Rehabilitation Act – 29 U. S. C. Sec. 794

Americans With Disabilities Act – 42 U. S. C. Sec. 12101 et seq.

Nondiscrimination of the Basis of Disability, Title 28, Code of Federal Regulations – 28 CFR Part 35, Part 36

Federal Equal Employment Opportunity Commission Regulations, Title 29, Code of Federal Regulations – 29 CFR Part 1630

Board Policy – 000, 103, 103.1, 104, 113, 707, 904