

Policy Subcommittee

Thursday, August 20, 2026 5:45 PM

Main Office Conference Room #205 , 3115 Ridge Road, Perkasie, PA 18944

1. **Call to Order**
2. **Review the draft standard operating procedures for vendors, contractors, and volunteers.**
3. **Review – First Reading Policies – 718 Service Animals in Schools, 822 Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)**
4. **Policies – 805 – Emergency Preparedness and Response; 805.1 – Relations with Law Enforcement Agencies; 805.2 – School Security Personnel are going to the second reading and final approval.**
5. **Next Scheduled Meeting Date**
6. **Adjournment**



Book	Policy Manual
Section	700 Property
Title	Service Animals in Schools
Code	718
Status	Policy Committee Review
Last Reviewed	June 18, 2026

Purpose

The Joint Operating Committee adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from ~~center (school)~~ programs, activities, and services, and to ensure that the ~~center (school)~~ 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 Joint Operating Committee shall permit individuals with disabilities to use service animals in ~~center (school)~~ buildings; on ~~center (school)~~ property; and on vehicles that are owned, leased, or controlled by the ~~center (school)~~, 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 the ~~center (school)~~ for educational or employment purposes. A student or employee seeking to bring a service animal to the ~~center (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 administrator for their student to bring a service animal to the ~~center (school)~~. The building administrator 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 the ~~center (school)~~. **The student's IEP or Section 504 Service Agreement shall be updated to reflect the use of the service animal.** Any service animal accompanying a student with a disability to the ~~center (school)~~ or school activities shall be handled and cared for in a manner detailed in the student's IEP or Section 504 Service Agreement. **The team shall develop appropriate plans for integrating the service animal into the educational environment.**[7][8]

Before **approving a request for** a service animal, the ~~center (school)~~ **may only ask:**[6]

1. **If the service animal is required due to a disability.**[2]
2. **What work or tasks** the service animal is trained to perform.[2]

The ~~center (school)~~ may not:

1. **Request documentation of the need for a service animal.**
2. **Request documentation regarding training of the service animal.**
3. **Request a demonstration of the animal's abilities.**
4. **Inquire about the nature of the individual's disability,** except for when required under the ADA or except for when required under the IDEA guidance.

~~Except under the IEA or IDA.~~

Reasonable Modification Considerations for Miniature Horses

If a miniature horse qualifies as a service animal by having been trained to do work or perform tasks for a student with a disability, the ~~center (school)~~ must make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse.[2]

The ~~center (school)~~ shall consider the following factors to determine whether modifications to policies, practices, or procedures are reasonable:[2]

1. **The type, size, and weight of the miniature horse and whether the facility can accommodate those features;**
2. **Whether the handler has sufficient control of the miniature horse;**
3. **Whether the miniature horse is housebroken; and**
4. **Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements necessary for safe operations.**

Admission of Service Animals to Public Events

Individuals with disabilities may be accompanied by their service animals while on the ~~center's~~ ~~(school's)~~ 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][9]

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

Surcharges

The ~~center (school)~~ shall not ask or require an individual with a disability to pay a surcharge, even if individuals accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to individuals without pets. If the ~~center (school)~~ normally charges individuals for the damage they cause, an individual with a disability may be charged for damage caused by their service animal.[2]

The ~~center (school)~~ 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, **such as a football game or school play.**[2]

Delegation of Responsibility

The ~~Administrative~~ **Executive** Director or designee shall develop and disseminate administrative regulations to implement Joint Operating Committee policy and accommodate individuals with disabilities requesting use of a service animal in the ~~center's (school's)~~ buildings and on the ~~center's (school's)~~ 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 the ~~center's (school's)~~ buildings or on the ~~center's (school's)~~ property or vehicles are informed of the Joint Operating Committee policy and administrative regulations governing this issue. Involved individuals can include administrators, appropriate employees, **the** student, and **their** 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~~ **cleaning 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 the ~~center's (school's)~~ buildings, property, and vehicles caused by the animal.
4. Injuries to students, employees, volunteers, and visitors caused by the animal.

The building administrator shall receive and forward to the

☒ **Assistant** Director ~~of Special Education Student Services~~

☐ Supervisor of Special Education

☒ Section 504 Team

☒ ~~Administrative~~ **Executive** Director

~~each~~ **Each** completed request by an individual with a disability to be accompanied by a service animal. The ~~_____~~ **Executive Director or designee** shall respond to the request.

The ~~center (school)~~ administrators may exclude a service animal from ~~center (school)~~ buildings, property, and vehicles under the following circumstances:

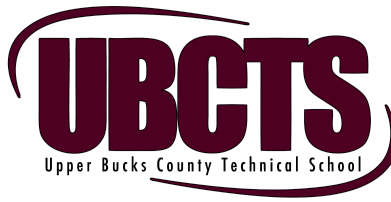
1. Presence of the animal poses a direct threat to the health and safety of others.
2. Owner or handler is unable to control the animal.
3. Animal is not housebroken.
4. Presence of the animal would require a fundamental alteration to the program.

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 Joint Operating Committee policy. The appeal must be in writing and provide detailed information regarding the basis of the appeal.[7]
[10][11]

~~PSBA Revision 4/25~~ © 2025 PSBA

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. Pol. 904
10. Pol. 104
11. Pol. 906
- [28 CFR Part 35](#)
- [29 CFR Part 1630](#)
- [45 CFR Part 80 App B](#)
- Pol. 103
- Pol. 707



Book	Policy Manual
Section	800 Operations
Title	Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
Code	822
Status	Policy Committee Review
Last Reviewed	June 18, 2026

Purpose

The Joint Operating Committee is committed to providing a safe and healthy environment for the school community.

Maintaining automated external defibrillator (AED) units and staff trained in cardiopulmonary resuscitation (CPR) in the school enables trained responders to deliver early defibrillation and resuscitation to victims of sudden cardiac arrest.

Authority

The Joint Operating Committee requires, except in extenuating circumstances, the school to have one (1) person certified in the use of cardiopulmonary resuscitation (CPR) during regular school hours when the school is in session and students are present.[\[1\]](#)

The automated external defibrillator (AED) units owned or leased by the school shall be properly maintained and located in a secure and accessible location.

The automated external defibrillator (AED) units shall be used in accordance with approved procedures.

Guidelines

Two (2) or more school employees, including the Health Care Services Specialist, shall be trained in **CPR and AED procedures by completing a training program offered by approved providers. Employees shall be provided opportunities for annual training and retraining.**

Written guidelines for medical emergencies related to the use of automated external defibrillator (AED) units shall be provided to all employees who have been trained and certified in the use of an AED.

Responders' use of an automated external defibrillator (AED) unit shall not replace the care provided by emergency medical services (EMS) providers. Patient care shall be transferred to the EMS providers upon their arrival.

~~The automated external defibrillator (AED) units may only be used by employees who have successfully completed training and any trained volunteer who has a current course completion card.~~ Students who inappropriately access and/or use an AED will be deemed to have violated Joint Operating Committee policy.

Delegation of Responsibility

The Executive Director or designee shall develop and disseminate **administrative regulations that detail** the use of the automated external defibrillator (AED) **units**.

Legal

[1. 24 P.S. 1424](#)

[24 P.S. 1423](#)

[42 Pa. C.S.A. 8331.2](#)

[42 Pa. C.S.A. 8332](#)

[42 Pa. C.S.A. 8337.1](#)

Pol. 122.2

Pol. 218



Book	Policy Manual
Section	800 Operations
Title	Emergency Preparedness and Response
Code	805
Status	Policy Committee Review
Last Reviewed	May 9, 2026

Purpose

The Joint Operating Committee recognizes its responsibility for the safety of students, staff, visitors, and facilities. Therefore, the Joint Operating Committee shall provide the facilities, equipment, and training necessary to protect against hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, intruders, terrorism, communicable diseases, and pandemics. Advance planning, training, practice, and comprehensive implementation are key components in protecting the safety and security of the school community.[1]

Authority

The center (school), in cooperation with the county Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by PEMA and other applicable state requirements.[2][3]

The Joint Operating Committee shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health, the Pennsylvania Department of Education, and law enforcement agencies.[4]

The Joint Operating Committee requires that emergency preparedness, emergency evacuation, and school security drills be conducted at intervals required by state law.[3][5][6]

Definitions

School security drill – a planned exercise, other than a fire drill or natural disaster drill, designed to practice procedures to respond to an emergency situation that may include, but is not limited to, an act of terrorism, armed intruder situation, or other violent threat.[5]

School Safety and Security Assessment – a strategic evaluation of a school entity's facilities and programs used to identify potential safety and security threats.[7]

Delegation of Responsibility

The Administrative Executive Director or designee shall collaborate with relevant stakeholders, including parents/guardians, students, staff, community agencies, law enforcement agencies, and first responders, during the development and implementation of the emergency preparedness plan.

The Administrative Executive Director or designee shall implement a communication system to notify parents/guardians of the evacuation or sheltering of students and to alert the entire school community when necessary.

Annually, on or before April 10, the ~~Administrative~~ Executive Director shall certify that emergency evacuation drills and school security drills have been conducted in the manner prescribed by law.^[5]

In accordance with state law and regulations, the ~~Administrative~~ Executive Director shall execute a memorandum of understanding with each law enforcement agency that has jurisdiction over ~~the center~~ ~~(school)~~ property.^{[4][8][9][10]}

{ ☒ } The Joint Operating Committee directs the

{ ☒ } ~~Administrative~~ Executive Director or designee

{ } School Safety and Security Coordinator

to periodically complete a School Safety and Security Assessment in accordance with the provisions of law and established criteria, based on the needs of the ~~center~~ ~~(school)~~ and availability of funding and resources.^{[7][11]}

Guidelines

Emergency Planning

The emergency preparedness plan shall be accessible in each ~~center~~ ~~(school)~~ building, be reviewed at least annually, and be modified as necessary. A copy of the plan shall be made accessible to the county Emergency Management Agency, each law enforcement agency, and each local fire department that have jurisdiction over ~~center~~ ~~(school)~~ property. The ~~center~~ ~~(school)~~ shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially.^{[2][3][9]}

Appropriate information regarding the emergency preparedness plan shall be communicated to students, parents/guardians, staff, participating school districts, the community, and other relevant stakeholders.

Annually, by September 30, the ~~center~~ ~~(school)~~ shall assemble information required to assist law enforcement agencies and fire departments in responding to an emergency. The required information shall be deployed immediately to the Incident Command Post in the event of an emergency incident or disaster.^{[2][3][4]}

Schools and school buses or transportation vehicles owned or leased by the ~~center~~ ~~(school)~~ shall be made available to local, county, and state officials for emergency planning and exercises.^[3]

Continuity of Student Learning/Core Operations

In the event of an emergency, local, county, or state officials may require that schools be made available to serve as mass-care facilities. Local, county, or state officials may also utilize ~~center~~ ~~(school)~~-owned buses and other transportation vehicles. The ~~Administrative~~ Executive Director or designee shall determine whether schools shall be closed, or the educational program suspended, to safeguard student and staff health and safety.^{[3][12]}

State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies.^[13]

The ~~center~~ ~~(school)~~ shall make provisions in the emergency preparedness plan and any applicable health and safety plan for the continuity of student learning during school closings or excessive absences, in accordance with law. This may include, as appropriate, activities qualifying as instructional days or hours for fulfilling the minimum required days or hours of instruction under the law. Instructional activities may include:^{[14][15][16][17][18][19]}

1. { ☒ } Web-based instruction.
2. { ☒ } Mailed lessons and assignments.

3. {X} Instruction via local television or radio stations.

4. {} Other: _____.

The continuity of core operations such as payroll and ongoing communication with staff, students, and parents/guardians shall be an essential part of the emergency preparedness plan.

Education and Training

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.[5][6][20]

Effective infection control and prevention education and procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at the center (school).[21][22]

The center (school) shall provide mandatory training for center (school) staff on school safety and security, in accordance with law and the standards specified by the state's School Safety and Security Committee:[20][23][24][25]

1. Two (2) hours of required training addressing any combination of one (1) or more of the following areas shall be completed each year, in person or virtually:

- a. Situational awareness.
- b. Trauma-informed approaches.[24][26]
- c. Behavioral health awareness.
- d. Suicide and bullying awareness.[27][28]
- e. Substance use awareness.[29][30]

2. One (1) hour of required training in the following areas shall be completed each year:

- a. Emergency training drills, including fire, natural disaster, active shooter, hostage situation, and bomb threat. This training must be conducted in person.[31]
- b. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, center (school) employees, other individuals, center (school) facilities, or the community. This training may be conducted in person or virtually.[32][33]

The required school safety and security training shall be credited toward professional education requirements, in accordance with law and the center (school)'s Professional Education Plan.[20][24][34]

Required Drills

Emergency Preparedness Drill –

The Joint Operating Committee directs the center (school) to conduct a disaster response or emergency preparedness plan drill at least annually, in accordance with the provisions of law.[3]

Fire Drills –

The Joint Operating Committee directs the center (school) to conduct fire drills at least once a month during the school year, in accordance with the provisions of law.[5][6]

School Security Drills –

The Joint Operating Committee directs the center (school) to conduct a school security drill within ninety (90) days of the beginning of each school year. The school security drill shall be conducted while the school is in session, with students present.[5]

The school security drill may take the place of a fire drill for the month in which it is conducted.

The ~~Administrative~~ Executive Director or designee

{X} may

{ } shall

conduct additional school security drills in the ~~center (school)~~ after the first ninety (90) days of the school year. Up to two (2) additional school security drills per school year may be conducted in place of the required fire drills for the month in which they are conducted.[\[5\]](#)

The ~~Administrative~~ Executive Director or designee shall:[\[5\]](#)

1. Oversee instruction and training of students and ~~center (school)~~ employees in procedures for conducting school security drills and responding to emergency situations.
2. Notify and request assistance from local law enforcement and the emergency management agency prior to conducting a school security drill.
3. Notify parents/guardians of the students attending the school building where the school security drill is scheduled in advance of conducting the drill.

Bus Evacuation Drills –

Bus evacuation and safety drills shall be conducted twice a year, in accordance with the provisions of law.[\[5\]](#)[\[35\]](#)

Safe2Say Something Program

The Joint Operating Committee directs the ~~Administrative~~ Executive Director or designee to develop procedures for assessing and responding to reports received from the Safe2Say Something anonymous reporting program, in accordance with law. The procedures shall establish a framework within which ~~center (school)~~ administration and staff will respond to program reports, coordinate with the county emergency dispatch center(s) and law enforcement, and provide appropriate assessment and response for the safety and security of students, staff, and ~~center (school)~~ facilities, in accordance with applicable law and Joint Operating Committee policy and administrative regulations.[\[4\]](#)[\[25\]](#)[\[31\]](#)[\[33\]](#)[\[36\]](#)

NOTES:

School entities who receive specific federal funding grants for readiness and emergency management may also have additional requirements for compliance with the National Incident Management System (NIMS).

~~False alarms—18 Pa. C.S.A. Sec. 4905, 4906~~

~~PSBA Reviewed 12/25 — © 2025 PSBA~~

Legal

1. Pol. 705

[2. 22 PA Code 10.24](#)

[3. 35 Pa. C.S.A. 7701](#)

4. Pol. 805.1

[5. 24 P.S. 1517](#)

[6. 24 P.S. 1518](#)

[7. 24 P.S. 1301-B](#)

[8. 22 PA Code 10.11](#)
[9. 24 P.S. 1306.2-B](#)
[10. 24 P.S. 1319-B](#)
[11. 24 P.S. 1303-B](#)
12. Pol. 804
[13. 35 Pa. C.S.A. 7301 et seq](#)
[14. 24 P.S. 133](#)
[15. 24 P.S. 1501](#)
[16. 24 P.S. 1505](#)
[17. 24 P.S. 1506](#)
[18. 22 PA Code 11.2](#)
19. Pol. 803
[20. 24 P.S. 1310-B](#)
21. Pol. 203
22. Pol. 203.1
[23. 24 P.S. 102](#)
24. Pol. 333
25. Pol. 805.2
26. Pol. 146.1
27. Pol. 249
28. Pol. 819
29. Pol. 227
30. Pol. 351
31. Pol. 805
[32. 24 P.S. 1302-E](#)
33. Pol. 236.1
[34. 24 P.S. 1205.2](#)
[35. 75 Pa. C.S.A. 4552](#)
[36. 24 P.S. 1303-D](#)
[24 P.S. 1205.7](#)
[20 U.S.C. 7112](#)
[20 U.S.C. 7118](#)
[20 U.S.C. 7801](#)
Pol. 146
Pol. 236
Pol. 709
Pol. 810



805 Attach - Safe2SayProcedures.docx (126 KB)



Book	Policy Manual
Section	800 Operations
Title	Relations With Law Enforcement Agencies
Code	805.1
Status	Policy Committee Review
Last Reviewed	May 9, 2026

Purpose

The Joint Operating Committee recognizes that cooperation with law enforcement agencies is considered essential for protecting students and staff, maintaining a safe environment, and safeguarding the center (school) property.

Authority

It shall be the policy of the Joint Operating Committee to establish and maintain a cooperative relationship between the center (school) and law enforcement agencies with jurisdiction over center (school) property in maintaining school safety and security; responding to school safety and security reports; and reporting and resolution of incidents that occur on center (school) property, at any center (school)-sponsored activity, or on any conveyance providing transportation to or from the center (school) or a center (school)-sponsored activity. [1][2][3][4][5]

The Joint Operating Committee directs the Administrative Executive Director to execute and update, on a biennial basis, a memorandum of understanding with each law enforcement agency that has jurisdiction over center (school) property in accordance with state law and regulations. [1][2][6]

Definition

Incident - an instance involving an act of violence; the possession of a weapon by any person; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco products by any person on center (school) property; or conduct that constitutes an offense listed in the school safety and security provisions of School Code. [2][7][8][9][10][11][12][13][14][15][16]

Guidelines

Memorandum of Understanding

In accordance with state law and regulations, the Administrative Executive Director shall form an advisory committee composed of relevant center (school) staff to assist in the development of a memorandum of understanding with law enforcement. The Administrative Executive Director shall execute and update, every two (2) years, a memorandum of understanding with each law enforcement agency that has jurisdiction over center (school) property. The memorandum of understanding shall be signed by the Administrative Executive Director, the chief of police of the law enforcement agency with jurisdiction over the relevant center (school) property and building administrator of each building, and shall be filed with the PA Department of Education. [1][2][6]

In developing and updating the memorandum of understanding, the ~~center (school)~~ shall consult and consider the model memorandum of understanding, in accordance with applicable law and regulations. [1][2][6]

The memorandum of understanding shall comply with state law and regulations and set forth: [1][2][6]

1. A procedure for law enforcement agency review of the ~~center (school)~~'s annual incident report required by law, prior to the ~~Administrative~~ **Executive** Director filing the report with the PA Department of Education.
2. A procedure for the resolution of incident data discrepancies in the report prior to filing the report.
3. **A procedure for the timely coordination between the ~~center (school)~~'s threat assessment team and the law enforcement agency, as necessary.** [17]
4. Additional matters pertaining to crime prevention agreed to between the ~~Administrative~~ **Executive** Director and the law enforcement agency.

Students With Disabilities

The ~~center (school)~~ shall provide a copy of its administrative regulations and procedures for implementing behavior support plans to each law enforcement agency that has jurisdiction over ~~center (school)~~ property. Updated copies shall be provided each time the administrative regulations and procedures are revised by the ~~center (school)~~. [18][19]

The ~~center (school)~~ shall invite representatives of each law enforcement agency that has jurisdiction over ~~center (school)~~ property to participate in ~~center (school)~~ training on the use of positive behavior supports, de-escalation techniques, and appropriate responses to student behavior that may require intervention. [18][19][20]

{ X } Training

{ X } The ~~center (school)~~ shall invite representatives of each law enforcement agency that has jurisdiction over ~~center (school)~~ property to participate in training related to subjects that enhance understanding of and build positive relationships with students, which may include but not be limited to training on trauma-informed approaches, restorative practices, suicide awareness and prevention, child abuse recognition and reporting, maintaining confidentiality of students' personally identifiable information and maintaining professional adult/student boundaries. [4][21][22][23][24][25][26]

Referral to Law Enforcement

The ~~Administrative~~ **Executive** Director or designee shall immediately report required incidents and may report discretionary incidents committed on ~~center (school)~~ property, at any ~~center (school)~~-sponsored activity or on a conveyance providing transportation to or from the ~~center (school)~~ or a ~~center (school)~~-sponsored activity, to the law enforcement agency that has jurisdiction over the ~~center (school)~~'s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Joint Operating Committee policies. [1][2][7][9][10][11][12][13][14][15][16][19][27][28][29][30]

School Safety and Security Incidents Report

Annually, by July 31, the ~~Administrative~~ **Executive** Director shall report on the designated form, to the PA Department of Education, all new incidents as required by state law. [2]

Prior to submitting the incidents report, the ~~Administrative~~ **Executive** Director and each law enforcement agency having jurisdiction over ~~the center (school)~~ property shall do all of the following: [2]

1. No later than thirty (30) days prior to the deadline for submitting the report to the PA Department of Education, the ~~Administrative~~ **Executive** Director shall submit the report to the law enforcement agency that has jurisdiction over the relevant ~~center (school)~~ property. The law enforcement agency shall review the report and compare the data regarding criminal offenses and notification

of law enforcement to determine whether the report accurately reflects law enforcement incident data.

2. No later than fifteen (15) days prior to the deadline for the **Administrative** **Executive** Director to submit the report to the PA Department of Education, the law enforcement agency shall notify the **Administrative** **Executive** Director, in writing, whether the report accurately reflects law enforcement incident data. Where the law enforcement agency determines that the report accurately reflects law enforcement incident data, the chief of police shall sign the report. Where the law enforcement agency determines that the report does not accurately reflect law enforcement incident data, the law enforcement agency shall indicate any discrepancies between the report and law enforcement incident data.
3. Prior to submitting the report to the PA Department of Education, the **Administrative** **Executive** Director and the law enforcement agency shall attempt to resolve any discrepancy between the report and law enforcement incident data. If a discrepancy remains unresolved, the law enforcement agency shall notify the **Administrative** **Executive** Director and the PA Department of Education in writing.
4. Where a law enforcement agency fails to take action as required above, the **Administrative** **Executive** Director shall submit the report to the PA Department of Education and indicate that the law enforcement agency failed to take the required action.

~~PSBA Revision 12/25~~ © 2025 PSBA

Legal

- [1. 24 P.S. 1306.2-B](#)
- [2. 24 P.S. 1319-B](#)
- [3. 22 PA Code 10.1](#)
4. Pol. 805
5. Pol. 805.2
- [6. 22 PA Code 10.11](#)
- [7. 22 PA Code 10.2](#)
- [8. 35 P.S. 780-102](#)
9. Pol. 218
10. Pol. 218.1
11. Pol. 218.2
12. Pol. 222
13. Pol. 227
14. Pol. 323
15. Pol. 351
16. Pol. 904
- [17. 24 P.S. 1302-E](#)
- [18. 22 PA Code 10.23](#)
19. Pol. 113.2
- [20. 22 PA Code 14.133](#)
21. Pol. 216
22. Pol. 333
23. Pol. 806
24. Pol. 819

25. Pol. 824

26. Pol. 113.3

[27. 22 PA Code 10.21](#)

[28. 22 PA Code 10.22](#)

29. Pol. 103.1

30. Pol. 113.1

[22 PA Code 10.24](#)

[75 Pa. C.S.A. 3345.1](#)



Book	Policy Manual
Section	800 Operations
Title	School Security Personnel
Code	805.2
Status	Policy Committee Review
Last Reviewed	May 18, 2026

Authority

The Joint Operating Committee shall employ, contract for, and/or assign staff to coordinate the safety and security of ~~center (school)~~ students, staff, visitors, and facilities.

Definitions

School security personnel - school police officers, school resource officers, and school security guards.[\[1\]](#)

Independent contractor - an individual, including a retired federal agent or retired state, municipal, or military police officer or retired sheriff or deputy sheriff, whose responsibilities, including work hours, are established in a written contract with the ~~center (school)~~ for the purpose of performing school security services.[\[1\]](#)

Third-party vendor - a company or entity approved by the PA Commission on Crime and Delinquency that provides school security services in accordance with law.[\[1\]](#)

Delegation of Responsibility

The ~~Administrative~~ **Executive** Director shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law. When a vacancy occurs in the role of the School Safety and Security Coordinator, the ~~Administrative~~ **Executive** Director shall appoint another school administrator to serve as the School Safety and Security Coordinator within thirty (30) days of the vacancy and shall notify the Joint Operating Committee regarding the appointment.[\[2\]](#)

The ~~Administrative~~ **Executive** Director or designee shall submit the name and contact information for the appointed School Safety and Security Coordinator to the state's School Safety and Security Committee within thirty (30) days of the appointment.[\[2\]](#)

The School Safety and Security Coordinator shall report directly to the ~~Administrative~~ **Executive** Director, and shall be responsible for the following:[\[2\]](#)

1. Oversee all

☒ school police officers

☒ School Resource Officers (SROs)

☒ school security guards.

2. Review and provide oversight of all Joint Operating Committee policies, administrative regulations, and procedures related to school safety and security, and ensure compliance with federal and state laws and regulations regarding school safety and security.
3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying awareness, substance use awareness, emergency procedures and training drills, and identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with the standards established by the state's School Safety and Security Committee and the requirements of applicable law and regulations.[3][4][5][6][7][8][9][10][11][12]
4. **Meet with center (school) employees annually to seek their input on the mandatory school safety and security training.**[12]
5. Coordinate a tour of the center (school)'s buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the center (school) to discuss and coordinate school safety and security matters.
6. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
7. Serve on the center (school) threat assessment team(s) and participate in required training and the threat assessment process.[6][13]
8. Coordinate School Safety and Security Assessments, School Safety and Security grant requirements, and respond to School Safety and Security surveys, as applicable.[10][14]
9. **Coordinate school safety and security meetings with center (school) and building leadership, at least on a quarterly basis.**

The School Safety and Security Coordinator shall, within one (1) year of appointment, complete required training as specified by the state's School Safety and Security Committee for serving in the role of a School Safety and Security Coordinator. This training shall be in addition to other training requirements for school administrators, but shall count toward professional education credit, where applicable.[2][15][16][17]

The School Safety and Security Coordinator must complete any additional continuing education as required by the School Safety and Security Committee.[2]

By June 30 of each year, the School Safety and Security Coordinator shall make a report to the Joint Operating Committee at an executive session on the center (school)'s current safety and security practices, and identify strategies to improve school safety and security.[2][18]

The Joint Operating Committee directs the School Safety and Security Coordinator to include the following information in the annual report:

1. Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the center (school)'s threat assessment team(s), the total number of threats assessed in the past year, and additional information on threat assessment required by the Administrative Executive Director or designee, in accordance with Joint Operating Committee policy.[6][13]
2. The number and type(s) of school security personnel contracted or employed by the center (school), including:[2]
 - a. The number of school security personnel that are armed, listed by type(s) of personnel.
 - b. The school building at which each school security personnel is assigned, listed by type(s) of personnel.

c. The training, including the type of training and completion dates, of each school security personnel, listed by type(s) of personnel.

d. A listing of other individuals utilized by the ~~center (school)~~ for school safety-related duties.

3. An attendance report of the ~~center (school)~~ and building personnel present at each school safety and security meeting, including yearly attendance totals.

4. ☒ Reports of required emergency preparedness, fire, bus evacuation, and school security drills.
[10]
5. ☒ Information on required school safety and security training and resources provided to students and staff.[10]
6. ☒ Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
7. ☒ Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the ~~center (school)~~, information on referrals and services accessed by students and families, and identification of additional resources needed in the ~~center (school)~~. [19]
8. ☒ School safety and security incident reports for the previous year(s) and/or data collected to date for the current year.[20]
9. ☒ Updates regarding the ~~center (school)~~'s memorandum of understanding with law enforcement agencies.[20]
10. ☒ Updates to laws, regulations, and/or Joint Operating Committee policies related to school safety and security.
11. ☒ Information on tours, inspections, and/or School Safety and Security Assessments of ~~center (school)~~ facilities and programs.
12. ☒ Information on grants or funding applied for and/or received in support of school safety and security efforts.

A copy of the report, including the required information on threat assessment and school security personnel, shall be submitted to the state's School Safety and Security Committee.[2]

The ~~Administrative~~ Executive Director or designee shall implement job descriptions and procedures to address the responsibilities and requirements specific to each category of school security personnel in carrying out their duties.

School security personnel shall carry weapons, including firearms, in performance of their duties only if, and to the extent, authorized by the Joint Operating Committee, including as provided in an agreement with a law enforcement agency for the stationing of a School Resource Officer or in a contract with an independent contractor or third-party vendor approved by the Joint Operating Committee.

Guidelines

[NOTE: Select the applicable option(s) below with the appropriate corresponding language for each option, based on the ~~center (school)~~'s school security personnel.]

☒ School Police Officers

The ~~center (school)~~ shall employ and/or contract for one or more school police officers and apply to the appropriate court for appointment and powers of authority, in accordance with the provisions of law.[1]
[21][22][23][24][25]

Within thirty (30) days of court approval for appointment of a school police officer, the ~~center (school)~~ shall notify the School Safety and Security Committee and submit a copy of the court's order.[21]

School police officer - [\[1\]](#)[\[22\]](#)[\[23\]](#)

1. A law enforcement officer employed by the ~~center (school)~~ whose responsibilities, including work hours, are established by the ~~center (school)~~; or
2. An independent contractor or an individual provided through a third-party vendor who has been appointed in accordance with law, and who meets the requirements of contracted services personnel, in accordance with Joint Operating Committee policy.[\[25\]](#)

Background Checks –

Prior to receiving an offer of employment, all school police officers shall comply with the requirements for background checks/certifications and employment history reviews for all ~~center (school)~~ employees, in accordance with applicable law, Joint Operating Committee policy, and administrative regulations. These requirements are addressed separately in Joint Operating Committee policy 304 for school police employed by the ~~center (school)~~ and Joint Operating Committee policy 818 for school police employed by an independent contractor or third-party vendor.[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)

The ~~center (school)~~ shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school police employed by the ~~center (school)~~ and shall review a background investigation conducted for all school police employed by an independent contractor or third-party vendor.[\[30\]](#)[\[31\]](#)

Following an offer of employment, the ~~center (school)~~ shall request the separation record for a school police officer employed or contracted by the ~~center (school)~~, in accordance with applicable law and regulations for a law enforcement agency.[\[32\]](#)[\[33\]](#)

Requirements –

The ~~center (school)~~ shall annually report the following information regarding school police officers receiving required training to the PA Department of Education, the School Safety and Security Committee, and the PA Commission on Crime and Delinquency:[\[34\]](#)

1. The ~~center (school)~~'s name and the number of school police officers employed or contracted by the ~~center (school)~~.
2. The municipalities comprising the ~~center (school)~~.
3. The date and type of training provided to each school police officer.

The ~~center (school)~~ shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.[\[31\]](#)[\[35\]](#)

School police officers shall take and subscribe to the Oath of Office required by law.[\[36\]](#)

{X } The ~~center (school)~~ shall request that the court grant the school police officer authority to carry a firearm, in accordance with law. The school police officer shall maintain all applicable firearm license and training requirements, in accordance with applicable law and Joint Operating Committee policy.[\[21\]](#)[\[37\]](#)

School police officers shall successfully complete required training, in accordance with law, and other required staff training, including ~~center (school)~~ training on the use of positive behavior supports, de-escalation techniques, and appropriate responses to behavior for students with disabilities, in accordance with law, regulations, and Joint Operating Committee policy.[\[37\]](#)[\[38\]](#)[\[39\]](#)[\[40\]](#)[\[41\]](#)

School police officers shall possess and exercise the following duties:[\[42\]](#)

1. Enforce good order in ~~center (school)~~ buildings, on school buses or vehicles owned or leased by the ~~center (school)~~, and on ~~center (school)~~ grounds.

2. If authorized by the court, issue summary citations or detain individuals who are in ~~center~~ ~~(school)~~ buildings, on school buses, and on ~~center~~ ~~(school)~~ grounds until local law enforcement is notified.
3. If authorized by the court, a school police officer who is a law enforcement officer employed by the ~~center~~ ~~(school)~~ whose responsibilities, including work hours, are established by the ~~center~~ ~~(school)~~, may exercise the same powers as exercised under authority of law or ordinance by the police of the municipality in which the ~~center~~ ~~(school)~~ property is located.

School police officers shall wear the assigned metallic shield or badge provided by the ~~center~~ ~~(school)~~ in plain view when on duty.[\[43\]](#)

{X} School Resource Officers (SROs)

The ~~center~~ ~~(school)~~ shall establish an agreement with _____, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to the ~~center~~ ~~(school)~~.[\[1\]](#)

School Resource Officer (SRO) - a law enforcement officer commissioned and employed by a law enforcement agency whose duty station is located in the ~~center~~ ~~(school)~~ and whose stationing is established by an agreement between the law enforcement agency and the ~~center~~ ~~(school)~~. The term includes an active certified sheriff or deputy sheriff whose stationing in the ~~center~~ ~~(school)~~ is established by a written agreement between the county, the sheriff's office, and the ~~center~~ ~~(school)~~.[\[1\]](#)

The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:[\[44\]](#)

1. Assist in identification of physical changes in the environment which may reduce crime in or around a school.
2. Assist in developing Joint Operating Committee policy, administrative regulations, or procedures which address crime, and recommending procedural changes.
3. Develop and educate students in crime prevention and safety.
4. Train students in conflict resolution, restorative justice and crime awareness.
5. Address crime and violence issues, gangs and drug activities affecting or occurring in or around a school.
6. Develop or expand community justice initiatives for students.
7. Other duties as agreed upon between the ~~center~~ ~~(school)~~ and the municipal agency.

Prior to assignment in the ~~center~~ ~~(school)~~, the ~~center~~ ~~(school)~~ shall confirm that the law enforcement agency has completed a law enforcement agency background investigation and received the SRO's separation record, when required, in compliance with applicable law and regulations. The ~~center~~ ~~(school)~~ shall coordinate with the law enforcement agency in making required reports regarding hiring and separation, and maintaining all required records, in accordance with applicable law and regulations.[\[31\]](#)[\[35\]](#)

SROs shall successfully complete required training, in accordance with the law.[\[44\]](#)

{X} School Security Guards

The ~~center~~ ~~(school)~~ shall employ and/or contract for one or more school security guards, in accordance with the provisions of law.[\[1\]](#)[\[24\]](#)[\[25\]](#)[\[45\]](#)

School security guard - an individual employed by the ~~center~~ ~~(school)~~ or a third-party vendor or an independent contractor who is assigned to the ~~center~~ ~~(school)~~ for routine safety and security duties, and has not been granted powers by the court to issue citations, detain individuals or exercise the same powers as exercised by police of the municipality in which the ~~center~~ ~~(school)~~ property is located, in

accordance with law. An independent contractor or individual employed by a third-party vendor contracted with the center (school) shall meet the requirements of contracted services personnel, in accordance with Joint Operating Committee policy, and the provisions of applicable law.[\[1\]](#)[\[23\]](#)[\[25\]](#)[\[45\]](#)

Background Checks –

Prior to receiving an offer of employment, all school security guards shall comply with the requirements for background checks/certifications and employment history reviews for all center (school) employees, in accordance with applicable law, Joint Operating Committee policy, and administrative regulations. These requirements are addressed separately in Joint Operating Committee policy 304 for school security guards employed by the center (school) and Joint Operating Committee policy 818 for school security guards employed by an independent contractor or third-party vendor.[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)

The center (school) shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school security guards employed by the center (school) and shall review a background investigation conducted for all school security guards employed by an independent contractor or third-party vendor.[\[30\]](#)[\[31\]](#)

Following an offer of employment, the center (school) shall request the separation record for a school security guard employed or contracted by the center (school), in accordance with applicable law and regulations for a law enforcement agency.[\[32\]](#)[\[33\]](#)

Requirements –

School security guards shall provide the following services, as directed by the center (school):[\[45\]](#)

1. Center (School) safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus.[\[46\]](#)
5. Coordination with law enforcement officials,
☒ including school police officers.
☒ including SROs.
6. Security functions which improve and maintain school safety.

School security guards shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Joint Operating Committee policy.[\[45\]](#)

☒ School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm training in accordance with law.[\[45\]](#)

The center (school) shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.[\[31\]](#)[\[35\]](#)

☒ Other Agreements

☒ The center (school) shall enter into a cooperative police service agreement(s) with a municipality(ies), in accordance with the provisions of law.[\[47\]](#)[\[48\]](#)[\[49\]](#)

☒ The center (school) shall enter into an intergovernmental agreement(s) otherwise providing for School Resource Officers with other political subdivisions, in accordance with the provisions of law.[\[44\]](#)[\[49\]](#)

- [1. 24 P.S. 1301-C](#)
- [2. 24 P.S. 1309-B](#)
3. Pol. 146.1
4. Pol. 227
5. Pol. 236
6. Pol. 236.1
7. Pol. 249
8. Pol. 333
9. Pol. 351
10. Pol. 805
11. Pol. 819
- [12. 24 P.S. 1310-B](#)
- [13. 24 P.S. 1302-E](#)
- [14. 24 P.S. 1305-B](#)
- [15. 24 P.S. 1316-B](#)
- [16. 24 P.S. 1205.1](#)
- [17. 24 P.S. 1205.5](#)
18. Pol. 006
19. Pol. 235.1
20. Pol. 805.1
- [21. 24 P.S. 1302-C](#)
- [22. 24 P.S. 1310-C](#)
- [23. 24 P.S. 1311-C](#)
24. Pol. 304
25. Pol. 818
- [26. 24 P.S. 111](#)
- [27. 24 P.S. 111.1](#)
- [28. 23 Pa. C.S.A. 6344](#)
- [29. 23 Pa. C.S.A. 6344.3](#)
- [30. 37 PA Code 241.5](#)
- [31. 44 Pa. C.S.A. 7301 et seq](#)
- [32. 37 PA Code 241.6](#)
- [33. 44 Pa. C.S.A. 7310](#)
- [34. 24 P.S. 1303-C](#)
- [35. 37 PA Code 241.1 et seq](#)
- [36. 24 P.S. 1304-C](#)
- [37. 24 P.S. 1305-C](#)
- [38. 22 PA Code 10.23](#)
- [39. 22 PA Code 14.104](#)
- [40. 22 PA Code 14.133](#)
41. Pol. 113.2

[42. 24 P.S. 1306-C](#)

[43. 24 P.S. 1307-C](#)

[44. 24 P.S. 1313-C](#)

[45. 24 P.S. 1314-C](#)

46. Pol. 907

[47. 24 P.S. 1309-C](#)

[48. 42 Pa. C.S.A. 8953](#)

[49. 53 Pa. C.S.A. 2303](#)

[24 P.S. 1306.2-B](#)

[24 P.S. 1319-B](#)

[53 Pa. C.S.A. 2301 et seq](#)

Pol. 705

Pol. 709