

Book	Policy Manual
Section	700 Property
Title	Facilities Planning
Code	701
Status	First Reading

Authority

The Joint Operating Committee shall **engage in short-term and long-term facilities planning in order to meet the ongoing needs of the school’s educational programs and operations.** The involvement of the Joint Operating Committee, staff, community, businesses, parents/guardians, and participating districts is an important part of this process.

The Joint Operating Committee shall periodically conduct surveys to determine the vocational and technical needs of the participating school districts in order to facilitate facilities planning.[\[1\]](#)

Delegation of Responsibility

In order to inform the Joint Operating Committee of the school's future needs, the **Executive** Director or designee shall:

1. Prepare a written description of existing physical facilities.
2. Report to the Joint Operating Committee on the enrollment by programs and by grades during the school year.
3. Estimate each spring the number of students who will be enrolled in the school and in specific programs in September of the year for which the estimate is made.
4. Prepare student population projections and compare the actual population figures to the previously projected figures to detect early any changes in population trends.

Guidelines

When planning to enlarge or modify its facilities, the Joint Operating Committee shall consider not only the number of students whose vocational-technical and educational needs must be met, but also the physical requirements of the programs best suited to meet those needs.[\[1\]](#)[\[2\]](#)

The 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. 1850.1
	2. 24 P.S. 1853
	3. Pol. 103
	4. Pol. 103.1
	5. Pol. 104
	25 PA Code 171.1 et seq
	Pol. 100

Book	Policy Manual
Section	700 Property
Title	Gifts, Grants, Donations
Code	702
Status	First Reading

Purpose

The Joint Operating Committee recognizes that individuals, businesses and community organizations may wish to contribute supplies and equipment to enhance or extend the **technical education** programs of the school.

Authority

The Joint Operating Committee has the authority to accept gifts and donations made to the school or to any program in the school.[\[1\]](#)[\[2\]](#)

The Joint Operating Committee reserves the right to refuse to accept any gift that does not contribute toward achievement of established goals or when such ownership would tend to adversely affect the school.[\[1\]](#)

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

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

The Joint Operating Committee shall make every effort to honor the intent of the donor in its use of a gift, but it reserves the right to utilize any gift in the best interest of the school's educational program.

In no case shall acceptance of a gift be considered an endorsement by the Joint Operating Committee 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 Executive Director shall publicly report to the Joint Operating Committee all gifts **to the school** accepted on behalf of the Joint Operating Committee.

Delegation of Responsibility

The **Executive** Director or designee shall:

1. Counsel potential donors on appropriateness of gifts.
2. Encourage individuals and organizations considering **a donation** to consult with the **Executive** Director before appropriating funds.
3. Acknowledge the receipt and value of any gift accepted by the school.
4. Prepare appropriate means for recognizing or memorializing gifts.

Legal

[1. 24 P.S. 216](#)

[2. 24 P.S. 1850.1](#)

3. Pol. 706

Book	Policy Manual
Section	700 Property
Title	Crowdfunding
Code	702.1
Status	First Reading

Purpose

The Joint Operating Committee recognizes that crowdfunding has become an increasingly popular method by which schools can procure funding for specific projects and/or programs.

Authority

The Joint Operating Committee prohibits the use of crowdfunding by school employees or organizations on behalf of the school.

Legal	1. Pol. 229
	2. Pol. 702
	3. Pol. 122
	4. Pol. 113.3
	5. Pol. 216
	6. Pol. 324
	7. 20 U.S.C. 1232g
	8. 34 CFR 99.3
	9. 7 CFR 210.11
	10. Pol. 246
	11. Pol. 103.1
	12. Pol. 113
	24 P.S. 216
	34 CFR Part 99
	7 CFR Part 210

Book	Policy Manual
Section	700 Property
Title	Sanitary Management
Code	703
Status	First Reading

Purpose

The Joint Operating Committee recognizes that safeguarding the health and physical well-being of students and staff depends upon the cleanliness and proper sanitary conditions of school building(s) and grounds.

Authority

The Joint Operating Committee directs that a program of sanitary management shall be maintained in school building(s) **and facilities** and explained periodically to all staff members.[\[1\]](#)[\[2\]](#)

The Joint Operating Committee 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 school facilities shall be inspected regularly for cleanliness and proper sanitation by the **Executive** Director or designee and **Supervisor of Buildings and Grounds**.

The **Executive** Director or designee shall develop and supervise a program for cleanliness and sanitary management of school building(s) **and facilities**, grounds and equipment pursuant to law, State Board regulations and requirements of the local and State Board of Health and the Department of Labor & Industry.

Cleanliness of each school building shall be the responsibility of the head custodian.

Teachers shall be responsible for the condition of their instructional areas.

The building administrator shall inspect the facility at least once per month, and report to the **Executive** Director or designee any conditions that may threaten the comfort, health or safety of occupants.

Legal	1. 24 P.S. 701
	2. 24 P.S. 1850.1
	25 PA Code 171.1 et seq

Book	Policy Manual
Section	700 Property
Title	Maintenance
Code	704
Status	First Reading

Purpose

Adequate maintenance of school building(s), property and equipment is essential to fiscal responsibility and efficient management of facilities.

Authority

The Joint Operating Committee directs that a continuous program of inspection and maintenance of school building(s), property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Delegation of Responsibility

The **Executive** Director or designee shall develop administrative regulations **to implement this policy**.

The **Executive** Director 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.

The building administrator, in conjunction with the designated maintenance employee, shall conduct a physical inspection of the building on a periodic basis and return a written report to the **Executive** Director or designee as to the findings of that inspection.

The **Executive** Director shall report periodically to the Joint Operating Committee regarding the current maintenance and improvement program **and projected maintenance needs that include cost analysis**.

Legal	1. 24 P.S. 1850.1
	2. 24 P.S. 701
	3. 24 P.S. 742
	25 PA Code 171.1 et seq

Book	Policy Manual
Section	700 Property
Title	Facilities and Workplace Safety
Code	705
Status	First Reading

Purpose

The Joint Operating Committee recognizes that school facilities must be maintained and operated in a condition **that prioritizes the safety of** students, staff and visitors.

Authority

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

The Joint Operating Committee requires that all students, staff and visitors adhere to state and local health and safety orders, Joint Operating Committee policy, administrative regulations and Joint Operating Committee-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 Joint Operating Committee policy, or denial of entry to school 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 **Executive** Director **or designee** shall **periodically** review and evaluate **school 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 school’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) 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 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 Executive Director 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 Executive Director 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. 1517](#)

[24 P.S. 1518](#)

[24 P.S. 1850.1](#)

Book	Policy Manual
Section	700 Property
Title	Property Records
Code	706
Status	First Reading

Purpose

The Joint Operating Committee recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under control of the school.

Authority

The Joint Operating Committee directs that a complete inventory, by physical count, of all school-owned equipment and property records of school building(s) and grounds, shall be maintained and updated at intervals that coincide with property insurance renewal.[\[1\]](#)

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 Joint Operating Committee.

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 Joint Operating Committee policy.[\[2\]](#)[\[3\]](#)

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

Legal	1. 24 P.S. 1850.1
	2. Pol. 708
	3. Pol. 710

Book	Policy Manual
Section	700 Property
Title	Disposal of Property
Code	706.1 - Recommended to Retire
Status	First Reading

-The original AVTS policy, 706.1, Disposal of Property, has not been included in the draft policy manual; this language is very procedural, not recommended for policy, and might be better suited for administrative regulations. There is also no indication of **if/when** this language was last reviewed by the JOC. A draft of said policy can be created in the web-based system for consideration or JOC review at AVTS request. It is recommended the JOC vote to retire policy 706.1.

Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Code	707
Status	First Reading

Purpose

The Joint Operating Committee recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Joint Operating Committee 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 school. **This policy establishes conditions, restrictions and procedures for the use of school facilities for nonschool-sponsored purposes.**

Authority

The Joint Operating Committee directs that use of school facilities may be granted to individuals and community groups for the following types of activities:[\[1\]](#)

1. Instruction in any branch of education, learning and the arts, consistent with the school's mission.
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 and open to the public without charge.
3. Polling places for holding primaries, elections and special elections, as permitted or required by state law.
4. Recreation, physical training and athletics, including competitive athletic contests for children and adults.

The Joint Operating Committee shall establish a schedule of fees for the use of school facilities by approved groups.[\[2\]](#)

Delegation of Responsibility

The **Executive** Director 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 **Executive** Director.

Guidelines

Application Process

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

The application must specify the portion of the 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. Payment of the specified rental fee.
2. Evidence of organizational liability to limits required by school guidelines.
3. Documentation evidencing the school shall be held harmless by the user for any liability that arises from use of 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. Conflict with any school-sponsored activity.
2. Access to facilities closed due to renovations, maintenance, cleaning, the school calendar, or Joint Operating Committee action.
3. Access to facilities containing equipment or furnishings which would be detrimental to the operation of a school program if damaged or operated by an unqualified operator.
4. The proposed use would prevent or encumber school personnel from preparing facilities for their primary purpose, because of the nature or duration of the activity.
5. **Individual or community group uses facilities in excess of five (5) times during any calendar year for the same purpose. This limitation shall not apply to individual athletic contests for children or adults that are part of an overall athletic season schedule, when the use is approved by the Joint Operating Committee.**

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. Individuals shall not use, access or enter upon any portions of the facilities or their contents not specified in the approved written request form.
2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
3. When advertising or promoting activities held at facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the school.
4. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of 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 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 school 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, **including the product marketed as Juul 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. **Possession, use or distribution of alcoholic beverages.**

8. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Joint Operating Committee or administration.[\[8\]](#)[\[9\]](#)

Violations

The school reserves the right to remove from school 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 school **property**, unless otherwise decided by the Joint Operating Committee.

Fee Schedule

Use of school facilities for activities directly related to the educational program and school operations shall be without cost to users, except that the user shall be responsible for extra custodial fees.

Legal

[1. 24 P.S. 1850.1](#)

[2. 24 P.S. 775](#)

[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](#)

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

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

[61 PA Code 901.1](#)

Book	Policy Manual
Section	700 Property
Title	Lending of Equipment and Books
Code	708
Status	First Reading

Purpose

The Joint Operating Committee directs that equipment owned **by the** school **normally** 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 Joint Operating Committee policy.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Delegation of Responsibility

Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the **Executive** Director.

School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks relevant to their education or job responsibilities. Prior approval of the **Executive** Director is required for such removal **and use**.

Guidelines

The user of school 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.

When equipment authorized for lending requires the services of an operator, the user shall employ the person designated by the school and shall pay the stated cost of services.

Removal of school equipment from school property for personal use by staff or students is prohibited.

School books may be used by students during vacations when permission is granted by the building administrator.[\[4\]](#)

Legal	1. 24 P.S. 801
	2. 24 P.S. 1850.1
	3. Pol. 707
	4. 24 P.S. 804

Book	Policy Manual
Section	700 Property
Title	Building Security
Code	709
Status	First Reading

Purpose

The Joint Operating Committee 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 school administrators and staff.[1][2]

The **Executive** Director or designee shall **develop administrative regulations designating who may be authorized to access school building(s), the designated level of access and** who may have after-hours access to school 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 Joint Operating Committee 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
	24 P.S. 1850.1
	Pol. 705

Book	Policy Manual
Section	700 Property
Title	Use of Facilities by Staff
Code	710
Status	First Reading

Authority

The Joint Operating Committee establishes that school equipment and facilities may not be used by school staff for personal reasons, either on or off school property, without explicit authorization or administrative permission.

The Joint Operating Committee specifically prohibits

1. Personal use of the school’s telephones.
2. Personal use of materials, tools, supplies and equipment.
3. Personal use of **the** school’s vehicles.

Guidelines

School facilities and equipment are available for staff use only if:

1. **Such use is** in accordance with applicable collective bargaining agreements.
2. Such use is clearly within the authorization granted in Joint Operating Committee policy.
3. Prior approval has been granted by resolution of the Joint Operating Committee, **such as** a school-assigned vehicle.
4. A personal emergency exists in which life or property is endangered.
5. A valid use-of-facilities permit has been issued.

The **Executive** Director **shall develop administrative** regulations **to regulate the use of specific equipment and facilities by staff.**

Legal	24 P.S. 1850.1
	Pol. 707
	Pol. 708

Book	Policy Manual
Section	700 Property
Title	Personal Valuables and Money
Code	713 - Recommended to Retire
Status	First Reading

-The original AVTS policy, 713, Personal Valuables and Money, has not been included in the draft policy manual; this language is very procedural, not recommended for policy, and might be better suited for administrative regulations and/or included in student/staff handbooks. There is also no indication of **if/when** this language was last reviewed by the JOC. A draft of said policy can be created in the web-based system for consideration or JOC review at AVTS request. It is recommended the JOC vote to retire policy 713.

Book	Policy Manual
Section	700 Property
Title	Use of Fax Machines
Code	715 - Recommended to Retire
Status	First Reading

-The original AVTS policy, 715, Use of Fax Machines, has not been included in the draft policy manual. Draft policies are broadly drafted in an attempt to account for changes in technology. The original AVTS policy is very specific to a limited range of technology that is becoming less utilized. Policy 815, Acceptable Use of Internet, Computers and Network Resources, will address security and confidentiality for electronic communications. If this policy is determined to still be necessary, it might be better suited for administrative regulations. There is also no indication of **if/when** this language was last reviewed by the JOC. It is recommended the JOC vote to retire policy 715.

Book	Policy Manual
Section	700 Property
Title	Integrated Pest Management
Code	716
Status	First Reading

Purpose

The school 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 school 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 Joint Operating Committee establishes that the school 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 Joint Operating Committee shall adopt an Integrated Pest Management Plan for the building and grounds that complies with policies and regulations promulgated by the Department of Agriculture.
[3][5]

The Joint Operating Committee shall designate an employee to serve as IPM Coordinator for the school.

Delegation of Responsibility

The IPM Coordinator shall be responsible to implement Integrated Pest Management procedures and to coordinate communications between the school 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 the building 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 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 decision shall consist of the following five (5) steps:

1. Identify pest species.
2. Estimate pest populations and compare to established action thresholds.
3. Select the appropriate management tactics based on current on-site information.
4. Assess effectiveness of pest management.
5. Keep appropriate records.

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 the building and on school grounds, the school 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 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 school 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
Code	717
Status	First Reading

Purpose

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

Authority

The Joint Operating Committee authorizes the purchase and employee use of cellular telephones.

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

Guidelines

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

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

Delegation of Responsibility

The **Executive** Director or designee shall determine which employees receive cellular telephones provided by the school for business purposes.

The **Executive** Director 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 **Executive** Director or designee shall develop administrative regulations for staff use of privately owned cellular telephones for authorized school business.

Legal	1. Pol. 624
	2. Pol. 317
	26 U.S.C. 1 et seq

Book	Policy Manual
Section	700 Property
Title	Service Animals in Schools
Code	718 - New
Status	First Reading

Purpose

The Joint Operating Committee adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from school programs, activities and services, and to ensure that the 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 school buildings; on school property; and on vehicles that are owned, leased or controlled by the 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 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 administrator for their student to bring a service animal to 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 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 school building, or on school property or vehicles, the school shall request the following documentation from the owner or handler of the animal:^[3]

- 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 school 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][6][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 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.^[2]

Delegation of Responsibility

The 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 school buildings and on school 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 school buildings or on school property or vehicles are informed of the Joint Operating Committee 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 school 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 administrator shall receive and forward to the Executive Director or designee 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.

School administrators may exclude a service animal from 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][11][12]

Legal

[1. 28 CFR 35.104](#)

[2. 28 CFR 35.136](#)

[3. 28 CFR 35.130](#)

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

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

[6. 43 P.S. 953](#)

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](#)

[45 CFR Part 80 App B](#)

Pol. 103

Pol. 707

Book	Policy Manual
Section	700 Property
Title	700 Property
Code	Cross Reference
Status	First Reading

Admiral Peary Area Vocational Technical School

KEY:

Numbers - existing JOC policy	TIM - New Teacher Induction Manual (2022)	
CQ - Checklist and Questionnaire	Web - Admiral Peary AVTS website	
CBA - 2019-2023 Negotiated Agreement between AVTS and AVTS Education Association		

***Please Note:** This drafted section has been developed using AVTS's Policy Manual which was available as a PDF on the AVTS's website as the source material. A copy of the AVTS's entire 700 Property section has been extracted from the manual and has been attached to this Cross Reference document in PDF format for the purpose of reference.

700 PROPERTY

POLICY	RESOURCES	NEW LANGUAGE	DELETIONS/NOTES
701 Facilities Planning	701		-Original policy language regarding the school's Strategic Plan has not been retained in the draft policy; Chapter 4 of the State Regulations replaced the strategic plan with comprehensive planning.
702 Gifts, Grants, Donations	702		-Structural and language changes were made to the draft policy to enhance clarity and accuracy.
702.1 Crowdfunding - New	CQ	- New policy: This policy was developed to provide school entities with general best-practice recommendations on the use of crowdfunding at schools. The draft policy has been written with general language prohibiting such crowdfunding based upon information contained in the Checklist and Questionnaire which was filled out by AVTS administration. A draft policy allowing and regulating such crowdfunding can be created in the web-based system for consideration or Board review at AVTS request.	

703 Sanitary Management	703	-The Supervisor of Buildings and Grounds has been added to those administrators responsible to fulfill the duties outlined in the Delegation of Responsibility section as a recommendation. Please review and revise as necessary.	
704 Maintenance	704		-The Equipment Replacement and New Equipment sections from the original AVTS policy have not been retained in the draft policy; such language is generally procedural, not recommended for policy, and might be better suited for administrative regulations.
705 Facilities and Workplace Safety	705, CQ, TIM		-While it has been used as a resource, the original AVTS policy, 705, Safety, has been largely replaced with the PSBA policy guide, which has been written in accordance with the most recent provisions of the School Code and other applicable laws and regulations. Language regarding the Certified Workplace Safety Committee has been revised in order to better reflect both Pa Code Title 34, Chapter 129 regulations, and Article 10 of the Workers' Compensation Act's terminology. Please delete or strike through the Certified Workplace Safety Committee section as necessary should it not apply to the AVTS.
706 Property Records	706		-Original policy procedures regarding the contents of property records has not been retained in the Delegation of Responsibility section; this language is procedural and might be better suited for administrative regulations.

706.1 Disposal of Property - Recommended to Retire	706.1		-The original AVTS policy, 706.1, Disposal of Property, has not been included in the draft policy manual; this language is very procedural, not recommended for policy, and might be better suited for administrative regulations. There is also no indication of if/when this language was last reviewed by the JOC. A draft of said policy can be created in the web-based system for consideration or JOC review at AVTS request. It is recommended the JOC vote to retire policy 706.1.
707 Use of School Facilities	707, TIM, web	-Excessive use has been added to the Application Evaluation section as a recommendation. Please review and revise as necessary. -Additional prohibitions have been added to the draft policy in accordance with federal law and/or to better clarify facility-use expectations. Please review and revise in accordance with AVTS practice.	
708 Lending of Equipment and Books	708, web	-Language regarding school books has been added to the Guidelines section for guidance. Please review and revise in accordance with AVTS practice.	

709 Building Security	709, CQ	-Language limiting entry to a single point after the start of the day, intended to support a controlled process for screening visitors/authorized individuals, has been added to the Guidelines section.	-The administrator responsible for coordinating building security has been assigned to the School Safety and Security Coordinator in accordance with Act 44 of 2018. -Original policy Guidelines regarding keys and after-hours entry has been replaced with more inclusive language regarding "access" in consideration of expanded security technologies like key cards or electronic access codes. The limited/unlimited access language has not been retained in the draft policy as this language is procedural and might be better suited for administrative regulations.
710 Use of Facilities by Staff	710, CBA, TIM		-Original policy language outlining the use of the school phone system, as well as the Use of School Vehicles section has not been retained in the draft policy; this language is very procedural, not recommended for policy, and might be better suited for administrative regulations.

713 Personal Valuables and Money - Recommended to Retire	713		-The original AVTS policy, 713, Personal Valuables and Money, has not been included in the draft policy manual; this language is very procedural, not recommended for policy, and might be better suited for administrative regulations and/or included in student/staff handbooks. There is also no indication of if/when this language was last reviewed by the JOC. A draft of said policy can be created in the web-based system for consideration or JOC review at AVTS request. It is recommended the JOC vote to retire policy 713.
715 Use of Fax Machines - Recommended to Retire	715		-The original AVTS policy, 715, Use of Fax Machines, has not been included in the draft policy manual. Draft policies are broadly drafted in an attempt to account for changes in technology. The original AVTS policy is very specific to a limited range of technology that is becoming less utilized. Policy 815, Acceptable Use of Internet, Computers and Network Resources, will address security and confidentiality for electronic communications. If this policy is determined to still be necessary, it might be better suited for administrative regulations. There is also no indication of if/when this language was last reviewed by the JOC. It is recommended the JOC vote to retire policy 715.

716 Integrated Pest Management	716		-The administrator responsible for the duties outlined in the draft policy has been assigned to the IPM Coordinator instead of the Director or designee (even though they may be the administrator designated as the IPM Coordinator) as a recommendation.
717 Cellular Telephones	717		-Only minor, editorial revisions have been made to the draft policy for clarity. There is no indication of if/when this language was last reviewed by the JOC. It is strongly recommended that the JOC review draft policy 717, Cellular Telephones, for accuracy as part of the Policy Manual Review process.
718 Service Animals in Schools - New		<p>-New policy: This policy is recommended by PSBA for the protection of the school from potential legal challenges and/or a loss of funding. This policy represents issues that may be driven by law or regulation. The draft policy has been drafted in accordance with guidance from the Department of Justice (DOJ) and in accordance with the Americans with Disabilities Act (ADA). Further DOJ guidance may be found at https://www.ada.gov/service_animals_2010.htm.</p> <p>Please review any language with a solicitor should the AVTS wish to make revisions to the draft policy.</p>	