



Dear Superintendents,

Per our joint guidance released on August 8, 2024, [Section 1316-C](#) of the Pennsylvania Public School Code now requires all school districts to have at least one full-time school security personnel who has completed their requisite training on duty during the school day beginning with the 2024-25 school year unless the district has been granted a waiver from the School Safety and Security Committee (SSSC) at the Pennsylvania Commission on Crime and Delinquency (PCCD).<sup>1</sup> Please refer to the [August 8<sup>th</sup> guidance](#) for more specific details about training requirements for school security personnel (i.e., school resource officers, school police officers, and school security guards).

If at any time during the 2024-25 school year your school district cannot meet the fundamental obligation of Section 1316-C (i.e., supplying at least one, full-time properly trained school security personnel for your school district during the school day), you should apply for a waiver. School districts that already meet this school security personnel requirement DO NOT need to fill out a waiver.

### **School Security Personnel Waiver Process**

The waiver process was adopted by PCCD on September 11, 2024, and a new waiver form was recently added to the PCCD website under the [School Safety & Security webpage](#). The online waiver form requests the following from school districts seeking a waiver:

- Name and contact information of the school district, the requester, and superintendent.
- An attestation that the school district acted in good faith and met at least one of the criteria required under [Section 1315-C\(5\)](#), including any supplemental documentation or rationale as to not being able to meet the requirements of Section 1316-C.
- An optional response to how the school district intends to meet the requirements of Section 1316-C in the future.

Waiver requests may be submitted on a rolling basis throughout the 2024-2025 school year as circumstances warrant its need. Requests will be brought before the SSSC for its consideration at the next available SSSC meeting. A waiver shall expire one year after its approval date by the SSSC.

### **When to Apply for a Waiver**

As part of PCCD's FY24-25 School Safety & Mental Health Grant solicitation, school districts were asked questions about their school security personnel status. A few scenarios were posed as to when it would be appropriate to request a waiver. **The general rule is that if at any time during the**

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<sup>1</sup> School districts are not required to have school security personnel in place PRIOR to the start of the 2024-25 school year to meet this requirement; however, at some point during the 2024-2025 school year, it is expected that they meet this requirement and/or apply and receive a waiver.

**2024-25 school year your school district cannot supply at least one, full-time properly trained, school security personnel for your school district during the school day, you should apply for a waiver.** Examples of some scenarios that would prompt a need for a waiver include, but are not limited to, the following:

- School district employs only one full-time school security personnel, and that individual is absent due to illness or medical leave and no appropriately credentialed substitute is available.
- The school security personnel position is vacant or in the process of being filled.
- The school security personnel position is filled but the individual does not yet meet training requirements under Article XIII-C.
- Due to budget and/or staffing constraints, the school security personnel cannot be provided on a full-time basis to the district throughout the school day (e.g., school resource officer splits duties between several school entities and/or municipality; contractor is unable to provide full-time school security personnel due to staffing constraints).

**Multiple, appropriately trained part-time school security personnel that ultimately meet the full-time requirement throughout the school day for a school district is acceptable and a waiver is not required in that instance.** If a district cannot meet this expectation, they should apply for a waiver.

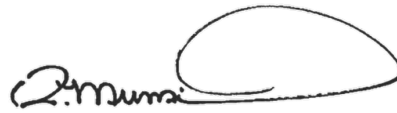
If you have any questions regarding the waiver process, please contact PCCD's School Safety team at [RA-CD-SSSC@pa.gov](mailto:RA-CD-SSSC@pa.gov).

On behalf of our agencies, thank you for the work you do to provide a safe learning environment for Pennsylvania's students, staff, and school communities.

Sincerely,



Michael D. Pennington  
Executive Director  
PCCD



Khalid N. Mumin, Ed.D.  
Secretary  
PA Department of Education