

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION: 100 – GENERAL ADMINISTRATION

CODE: AP 169.23

PROCEDURE: WEAPONS

BACKGROUND

The Division does not permit the possession of explosives, firearms, and/or other dangerous instruments on its property, on the way to and from school, or during any school related activity unless for special purposes in authorized activities where the Principal has granted special permission. Offenders in possession of firearms, explosives, or items of similar danger will be subject to reprimand, suspension, expulsion, or other forms of discipline. All reports of weapons are to be taken seriously and handled by administrators with police support.

Definition:

Weapons are any item that can inflict bodily harm such as a rifle or gun (loaded or unloaded, operable or inoperable), switchblade knife, hunting knife, star knife, razors including straight or retractable razor, nunchaku, spiked glove, spiked wrist band, or any mace derivative, tear gas device, or pepper spray product.

Emergency Code:

Announce “Code Red, Code Red (give instructions)” over the PA.

PROCEDURES

1. Immediate Response

- 1.1 If immediate danger exists or for firearms, call 911.
- 1.2 Notify Principal.
- 1.3 Initiate School Emergency Plan and Team and determine appropriate Emergency Response.
- 1.4 Remove students and staff from the area around student with weapon or area where weapon is thought to be stored.

1.5 If individual has the weapon visible or displayed:

- 1.5.1 Remain calm; avoid sudden moves or gestures
- 1.5.2 Try to remove all other staff/students from the area
- 1.5.3 Do not attempt to take the weapon from the individual
- 1.5.4 Using a calm and clear voice, instruct the individual that he or she needs to place the weapon on the ground
- 1.5.5 Use the individual's name while talking to him or her
- 1.5.6 Try not to raise your voice—but, if this becomes necessary, do so decisively and with clarity.

1.6 If information is received that a weapon is on an individual:

- 1.6.1 Do not approach or confront person suspected of having a weapon in a classroom or crowded area
- 1.6.2 Call 9-911, when assistance is needed (required for all firearms)
- 1.6.3 Make every effort to keep your eyes on person suspected of having a weapon until the police arrive. It is best to have the police officer at the school prior to confronting the person suspected of having a weapon.
- 1.6.4 If possible remove individual from vicinity of other persons.

1.7 If weapon is in a locker or in a backpack:

- 1.7.1 Prevent access
- 1.7.2 Call 911, when assistance is needed by administration (required for all firearms)
- 1.7.3 Administrators and police together will determine on whom and how the search will be conducted
- 1.7.4 Be certain that at least one other administrator is aware of the situation, but limit information to staff and students on a need to know basis

1.8 Follow-Up Response

Appropriate disciplinary actions are to be taken which include suspension and possible expulsion.

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