

<b>Policy:</b>	Weapons	<b>PROG-303</b>
<b>Division:</b>	Programs	
<b>Approved:</b>	June 14, 2014	
<b>Amended:</b>	<i>(Regulations) August 19, 2016</i>	

## **ADMINISTRATIVE PROCEDURES/REGULATIONS**

1. The school administrator shall ensure that this policy is discussed at a staff meeting early in the school year.
2. The school administrator shall ensure that this policy is communicated to students, parents and community members early in the school year.
3. Any individual who becomes aware of an incident involving weapons on school grounds shall report it immediately to the school administrator.
4. Where the school administrator reasonably determines that an item or substance is a weapon/threat to the safety and security of students and staff, the following process will be followed:
  - a) Confiscation of the weapon (if it can be done safely); and/or,
  - b) Call 911/police for assistance.
5. The school administrator may initiate a secure school/lockdown protocol at any time in the process, as deemed necessary. This may be done in consultation with police and/or designated regional NLESD personnel.
6. Generally, items or substances considered to be of a dangerous nature should be turned over to the police. However, school administrators may use discretion when it is clear that an object was not brought to school for harmful purposes (e.g. pocketknife). In these cases, the item should be confiscated and the parent notified that the object may be picked up from the school.
7. The Director of Education should be notified in a timely fashion of any incident involving a weapon.

8. Where it is determined that a student brought a weapon to school, s/he will be subject to discipline up to and including suspension. This will be separate from any criminal charges, convictions or penalties imposed.
9. Royal Canadian Air, Army or Sea Cadet Corps/Junior Rangers – Use of School Location for Training Purposes
  - 9.1 The Cadet Corp/Rangers shall submit an annual written request (each school year) to the Assistant Director of Education (Operations) or designate requesting permission to bring weapons for regular drill/parade purposes and other activities normally associated with their meetings in the school location. This request would normally contain the following:
    - a) An outline of all safety procedures that will be in place throughout the school year including, but not limited to, the use of a trained Range Safety Officer to ensure the safe distribution, collection and removal of weapons at the school location.
    - b) The Cadet Corp/Rangers must ensure, and the request clearly indicate, that the Cadet Corp/Rangers understand that the NLESD will not be held liable for any injury or accident which may occur during such training exercises at a school location and that the insurance program for such a training program will cover any damage to school property.
    - c) A trained Range Safety Officer shall be responsible for ensuring that all safety procedures related to the use, distribution, collection and removal of weapons are strictly adhered to by cadets at the school location.
  - 9.2 Rifles or guns of any kind or caliber shall not be stored at any school location.
  - 9.3 Air rifles, pellet guns and related equipment are to be brought to and removed from the school location by the designated Range Safety Officer.
  - 9.4 The Cadet Corps/Rangers are responsible for the safe distribution, collection and removal of any weapons, used by the Newfoundland and Labrador Cadet Corp/Junior Rangers, at any school location.