

GUN OR OTHER WEAPON ON CAMPUS

A. IF YOU BECOME AWARE OF A GUN OR OTHER WEAPON ON CAMPUS, CONTACT THE PRINCIPAL'S OFFICE IMMEDIATELY WITHOUT ALERTING STUDENT (S) AND/OR SUSPECT (S) IF AT ALL POSSIBLE.

REFER TO OCS POLICY 614

Stay calm. If a student threatens you with a weapon, follow the suspect's directions. NEVER TRY TO BE A HERO.

IN ALL CASES, USE EXTREME CAUTION! DO NOT CONFRONT THE SUSPECT!

Suggested methods of notification:

STUDENT OBSERVED:

- Send reporting student to the office of possible.
- If the reporting student is unable or unwilling to report, follow the steps on the following pages.

TEACHER OBSERVED:

- Send sealed message with trusted student that includes:
 - ✓ YOUR NAME AND LOCATION.
 - ✓ THE NAME AND DESCRIPTION OF THE SUSPECT.
 - ✓ ANY INFORMATION REGARDING THE WEAPON'S LOCATION AND TYPE.
- If accessible, discreetly call the office if the suspect is not present.
- Seek assistance from another teacher in reporting the incident.

WAIT FOR ADMINISTRATIVE RESPONSE

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B. ADMINISTRATIVE ACTION:

Gun or other weapon not readily available:

PRIOR TO IDENTIFICATION

- Call the police at 911 and notify the pastor and the Office of Catholic Schools.
- If a student reported the weapon, isolate him or her.
- Administrator and police proceed to the classroom or area under suspicion.

IF THE GUN OR OTHER WEAPON IS NOT READILY ACCESSIBLE

- While an administrator and a police officer escort the suspected student to a private area, another administrator or police officer should carry all the student's belongings at a safe distance.
- At no time should the student be allowed to put his or her hands in pockets or approach his or her belongings.

- The student should be thoroughly searched by the police officer or an administrator, with a reliable adult witness present.
- Belongings, including – but not limited to – book bags, purses, lockers, and autos, should be searched by an administrator. If a **gun or other weapon** is found, the police officer takes control of the search.
- The police should take possession of and secure the weapon.

REFER TO OCS POLICY 615

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C. ADMINISTRATIVE ACTION:

Once a gun or other weapon is confiscated:

NOTIFY THE PASTOR(S).

NOTIFY THE OFFICE OF CATHOLIC
SCHOOLS.

- Turn over the weapon and the suspect to the police officer.
- Follow the procedures for student disciplinary actions.

REFER TO OCS POLICIES
613 & 614

- Notify parent or guardian.
- Secure a detailed written statement from the student and from any other witnesses, including involved staff members.

- Prepare a written statement for callers and/or media representatives after coordination with police, the pastor, and the Office of Catholic Schools.

REFER TO OCS POLICY 802

- Debrief involved faculty member(s).
- Provide for counseling as needed.