

(29) WEAPON SITUATION - INCIDENT - DISPLAYED KNIFE

| Pre-Plan Action | Immediate Action | Follow-Up Action |
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| * This is primarily a law enforcement ACTION MATTER. | * This is primarily a law enforcement ACTION MATTER. | * Prepare written report(s) based on facts, observations, statements. |
| * Pre-plan with the law enforcement jurisdiction at the school site. | * Call police and/or notify School Resource Officer. | * Contact Area Superintendent. |
| * Parents and students sign drug and weapon policy at registration (Grades K-12/Adult Registration Addendum). | * Once information is received, two (2) school personnel should assess threat level of student and setting. | * Follow appropriate discipline plan. |
| * Teachers review handbook with students. | * Administrator gives loud order to "clear the area" if in a crowd. | * Meet with parents. |
| * Dean reviews Board policy the second day of school. | * Student is called to by name - to "drop the weapon". | * Prepare for media/notify District Public Information Officer. |
| * Post search and seizure information. | * If non-threatening situation, one administrator secures the knife when it's laid down on the ground. Instruct student to back away. Wait for police if needed. | * Support Appendix #77 - Record Keeping Process and Procedures for Critical Incident Response Reports and Training Documentation. |
| * Instruct students on dangers and consequences of weapons. | * Determine and call medical assistance as needed. | * Critique/Review handling of incident. |
| * Students/Employees shall report all violations. | * Remove student to a safe area. | |
| * Support Appendix #70 - Chain of Command. | * Identify, isolate, and document any witnesses, victims, or other parties involved. | |
| * Support Appendix #71 - Emergency Phone Numbers. | * Notify parents. | |
| | * Notify District Office of Public Safety. | |
| | * Follow District procedures for consequences to include criminal charges. | |