

(29) WEAPON SITUATION - INCIDENT - DISPLAYED KNIFE

Pre-Plan Action	Immediate Action	Follow-Up Action
* 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.	