

(30) WEAPON SITUATION - INCIDENT - STUDENT WITH KNIFE CONCEALED

Pre-Plan Action	Immediate Action	Follow-Up Action
* Pre-plan with the law enforcement jurisdiction at the school site.	* If needed, before approaching student - School Resource Officer or local police agency should be called.	* Prepare written report of incident.
* 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.	* Notify Area Superintendent.
* Teachers review handbook with students.	* If administrator in charge determines situation can be handled safely and calmly, student should be isolated.	* Counsel students as needed.
* Dean reviews Board policy the second day of school with all students.	* If the knife is taken away from student by the administrator and/or police, the student should NOT hand knife to staff member. DO NOT ALLOW STUDENT TO TOUCH THE KNIFE. Administrator should attempt to secure the weapon in a safe area so it can be stored safely until police or District Office of Public Safety arrive.	* Support Appendix #77 - Record Keeping Process and Procedures for Critical Incident Response Reports and Training Documentation.
* CPI training should be offered to staff members interested.	* If weapon is in a locker, administrator removes the knife and secures it with police or to the front office.	* Review incident and critique overall efforts.
* Post search and seizure information.	* Notify parents.	
* Administration should have working knowledge of student histories.	* Notify District Office of Public Safety.	
* Support Appendix #70 - Chain of Command.	* Notify District Public Safety Officer.	
* Support Appendix #71 - Emergency Phone Numbers.	* Follow District procedures for consequences.	

Pre-Plan Action

Immediate Action

Follow-Up Action

- * Locate, identify, and document any witnesses.
- * DO NOT CARRY A RECOVERED WEAPON SO IT CAN BE EASILY SEEN BY STUDENTS.