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## PROCEDURE PR.525.SCO

**TITLE: WEAPONS**

**Date issued: 15 May 1998**

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### 1.0 OBJECTIVE

To provide guidelines for managing situations in which there are weapons on Board property or, for example, on school buses, during field trips, or at school-sponsored events.

### 2.0 DEFINITIONS

In this procedure,

2.1 **Weapons** are defined in the Criminal Code as follows:

- a) anything used or intended for use in causing death or injury to persons whether designed for such purpose or not; or
- b) anything used or intended for use for the purpose of threatening or intimidating any person.

2.2 **Weapons**, for the purpose of this Procedure, are also defined as anything deemed by the principal/designate to be dangerous or a threat to the safety of others. This would include:

- a) **restricted weapons** (permit required) such as hand guns and rifles, prohibited weapons (criminal offence to have in possession) such as switch blades, "Ninja" throwing stars, stun guns, pepper spray, mace, or any knife-like instrument that is opened by centrifugal force; and
- b) items such as scissors, knives of any description, bullets, sling shots (bought or home-made), replica guns, sharpened sticks or other instruments (e.g., hockey sticks, baseball bats, etc.); any home-made instrument, math compasses, or shop tools, when deemed in the circumstances by the principal or designate to be a danger or a threat to the safety of others.

2.3 **Board property** includes all school buildings, grounds and facilities under the jurisdiction of the Board. It is also applicable, for example, on school buses, during field trips, or at school-sponsored events or in other circumstances which will have an impact on school climate.

- 2.4 A **school-sponsored event** is defined as any event or activity which is sponsored by the school regardless of whether the activity or event is held on Board property or elsewhere (e.g., field trips; student exchanges).
- 2.5 **Adult Student** – is a student who is 18 years or older or 16 or 17 and has removed him/herself from parental control.

### 3.0 RESPONSIBILITY

- 3.1 The school principal.

### 4.0 PROCEDURE

#### 4.1 Possession of a Weapon

When a student is found in possession of a weapon on Board property or at a school-sponsored event or in other circumstances where engaging in the conduct will have an impact on school climate:

- a) the weapon will be secured, if this can be achieved without undue danger to staff;
- b) refusal to surrender a weapon to a staff member will result in increased sanctions and the involvement of the police;
- c) the parent or guardian must be contacted unless the student is an adult student;
- d) the police may be involved (charges may be laid);
- e) a student will be suspended in accordance with the Education Act and Policy P.026.SCO Student Suspension/Investigation/Possible Expulsion;
- f) a Critical Incident Form OCDSB 653 will be completed, filed internally in the Ontario Student Record, and submitted in a timely fashion to the Superintendent of Schools for review and to the designated staff person on the Critical Incident Review Committee.

#### 4.2 Threatening to use a Weapon

When a student is in possession of a weapon and threatens to use it on Board property or at a school-sponsored event or in other circumstances where engaging in the conduct will have an impact on school climate:

- a) the weapon will be confiscated and secured if possible (judgement call);
- b) refusal to surrender a weapon to a staff member will result in increased sanctions;
- c) the police must be involved;
- d) the parent or guardian must be contacted unless the student is an adult student;
- e) a student will be suspended in accordance with the Education Act and Policy P.026.SCO Student Suspension/Investigation/Possible Expulsion;
- f) a Critical Incident Form OCDSB 653 will be completed, filed internally in the OSR, and submitted in a timely fashion to the Superintendent of Schools for

review and to the designated staff person on the Critical Incident Review Committee.

#### 4.3 Use of a Weapon

When a student uses a weapon on Board property or at a school-sponsored event or in other circumstances where engaging in the conduct will have an impact on school climate:

- a) the weapon will be secured if possible (judgment call);
- b) refusal to surrender a weapon to a staff member will result in increased sanctions;
- c) the police must be involved;
- d) the parent or guardian must be contacted unless the student is an adult student;
- e) a student shall be suspended in accordance with the Education Act and Policy P.026.SCO Student Suspension/Investigation/Possible Expulsion;
- f) a Critical Incident Form OCDSB 653 will be completed, filed internally in the OSR, and submitted in a timely fashion to the Superintendent of Schools for review and to the designated staff person on the Critical Incident Review Committee.

4.4 Students will be explicitly informed of what constitutes a weapon and the potentially violent consequences of weapons will be addressed.

## **5.0 REFERENCE DOCUMENTS**

Board Policy P.032.SCO: Safe Schools

Board Policy P.020.SCO: Student Suspension

Board Policy P.026.SCO: Student Suspension/Investigation/Possible Expulsion

Board Policy P.036.SCO: Weapons

Board Procedure PR.521.SCO: Safe Schools

Board Procedure PR.511.SCO: Student Suspension

Board Procedure PR.515.SCO: Student Suspension/Investigation/Possible Expulsion

Board Procedure PR.528.SCO: Critical Incident Review Process