



POLICY 211 -- WEAPONS -- ADMINISTRATIVE PROCEDURES

1. Purpose

It shall be the purpose of this policy to comply with Act 26 of 1995, Section 1317.2 of the School Code relating to discipline resulting from the possession of weapons by students on school property or at any school sponsored activity.

It shall further be the purpose to comply with the Safe Schools Act, 24 PS Subsection 1301-A et seq., concerning reporting of weapon policy violations in the school.

2. Procedures

Any professional staff member, school employee, and/or student who knows or ascertains that a student is in possession of a weapon in contravention of this policy shall immediately inform the building principal who will conduct a complete investigation.

Upon reasonable suspicion that a student possesses a weapon, the building principal will search the student's person, personal belongings including any bag, purse, backpack, parcel, locker, and vehicle of the student in the presence of another adult witness. If the student resists the search, the building principal will immediately summon the local police and request assistance to conduct the search. Parents or guardians will be notified as soon as possible.

Upon confiscation of a weapon, the building principal must immediately notify and summon: (1) the local police in accordance with the memorandum of understanding developed between the district and local law enforcement pursuant to the terms of Act 26 of 1995, 24 PS Subsection 1317.2; (2) the Superintendent; and (3) the parents of any and all students involved in the incident.

The building principal will coordinate the formal hearing procedure, including conducting an investigation, securing written statements and anecdotal records substantiating the charges, and provide information and notification requirements for a formal hearing for expulsion proceedings in accordance with the Pennsylvania School Code and the Superintendent.

The Superintendent will inform board members of the incident as soon as: (1) measures have been taken to eliminate any immediate danger associated with the incident; (2) all steps pursuant to this policy have been complied with; and (3) it is reasonable and practicable to do so.

The board will conduct a formal hearing for expulsion proceedings in accordance with the Pennsylvania School Code. In the event a student is found to have violated this policy, the student shall be expelled from the district for a period of not less than one (1) year. The Superintendent may, upon recommendation and approval of the board, issue a lesser punishment on a case-by-case basis.

POLICY 211 – WEAPONS – ADMINISTRATIVE PROCEDURES (continued)

At least twice a year, the Superintendent or his/her designee shall report all new incidents involving acts of violence or possession of a weapon under this policy to the Office of Safe Schools of the Department of Education on a form provided by the Office of Safe Schools. The information must include:

- (1) the age or grade of the student
- (2) the name and address of the school
- (3) circumstances surrounding the incident including type of weapon
- (4) sanction imposed by the school
- (5) notification of law enforcement
- (6) the remedial programs involved and
- (7) parental involvement required;
- (8) arrests, convictions, and adjudications if known.

The district shall maintain updated records of all incidents of violence, incidents involving possession of a weapon, and convictions or adjudications of delinquency or acts committed on school property by students enrolled therein or on both a district-wide and school-by-school basis.

LETTERHEAD

(Date)

Troop _____
Pennsylvania State Police

Dear Chief:

Pursuant to the provisions of PA Act 26 of 1995 and 24 P.S. Section 1317.2 recently passed by the Legislature of the Commonwealth of Pennsylvania, a Memorandum of Understanding is required between every school district and the local municipalities which comprise it. This Memorandum of Understanding concerns the relationship which exists between the school district and the municipality's police department regarding students who possess weapons or are engaged in acts of violence. This Memorandum outlines the roles and responsibilities of each entity in the process required by these statutes.

I have enclosed two (2) signed copies of a proposed Memorandum of Understanding between the West Jefferson Hills School District and the Pennsylvania State Police Department. Please review this Memorandum; and if it is acceptable, sign one (1) copy and return it to me. You may keep one (1) original copy for your records. If you wish to make any changes to the Memorandum, please telephone me.

Sincerely,

Superintendent