



Regina Roman Catholic Separate School Division # 81

Personnel and Employee Relations 7122 Violence Prevention: Weapons	Administrative Application	
	Effective:	January 27, 2015
	References:	The Education Act, Sec. 153 Saskatchewan Employment Act 2014 ER-1 Treatment Students and Parents/Guardians ER-2 Treatment of Staff and Volunteers
	Status:	Operational

Application

1. A weapon is defined as:
 - a. Anything used or intended for use in causing death or injury to persons whether designed for that purpose or not.
 - b. Anything used or intended for use for the purpose of threatening or intimidating any person.
2. Possession of a weapon or replica thereof or threat to use a weapon or replica by any person on school division property or at Board-sponsored activities shall not be tolerated and shall be recorded on a Violent Incident Form. Depending upon the seriousness of the violation and where warranted, the following regulations may be superseded and such acts could ultimately lead to expulsion. Any suspension beyond three days requires a suspension report to be provided to the designated superintendent within twenty-four hours of the imposition of the suspension. The Director or designate will fulfill the responsibilities outlined in s.153 of *The Education Act (1995)*.

Possession of a Weapon or Replica

- a. When a pupil for the first time, acts in violation of the administrative application, the principal shall:
 - i. **Inform** the pupil that the behaviour is in violation of Board policy, and record the violation for future reference.
 - ii. **Confiscate** the weapon (if the confiscation can be carried out safely). Records of seizure and disposal will be maintained in the school office.
 - iii. **Inform** the parent of the pupil when not an adult.
 - iv. **Suspend** the pupil. The length of suspension may be from one to ten days unless there are mitigating circumstances (see end note).
 - v. **May inform** the police of the violation.
 - vi. **Prepare** a report including a *Violent Incident Report* form for the Education Services Superintendent containing the details of the investigation. If the suspension exceeds three days, the report must be received in sufficient time to meet the requirements of *The Education Act (1995)*, s.153. The report may contain



Regina Roman Catholic Separate School Division # 81

- a recommendation for further action from the principal of the school.
- vii. **Refer** the pupil for appropriate counselling.
 - viii. **Inform** the pupil that further disciplinary action will be taken for a subsequent violation and request the pupil to acknowledge in writing that the pupil understands.
- b. When a pupil for the second or subsequent time, acts in violation of the administrative application, **the principal shall:**
- i. **Inform** the pupil that the behaviour is in violation of Board Policy, and record the violation for future reference.
 - ii. **Confiscate** the weapon (if the confiscation can be carried out safely) and turn it over to the police. Records of seizure and disposal will be maintained in the school office.
 - iii. **Inform** the parent of the pupil when not an adult that the pupil has repeated a violation of Board Policy.
 - iv. **Inform** the police of the repeated violation.
 - v. **Suspend** the pupil. The recommended length of suspension is from four to ten days.
 - vi. **Prepare** a report including a *Violent Incident Report* form for the Education Services Superintendent containing the details of the investigation. The report must be received in sufficient time to meet the requirements of *The Education Act (1995)*, s.153. The report **shall** contain a recommendation for further action from the principal of the school.
- c. **Refer** the pupil for appropriate counselling.

Note:

The Education Services Superintendent shall consider the transfer of the pupil from the school to another Regina Catholic school ensuring that the receiving school has full knowledge of the *Violent Incident Report* and the circumstances necessitating the transfer.

Threat of Use of a Weapon or Replica

- a. When a pupil acts in violation of the administrative application, the principal shall:
 - i. **Inform** the pupil that such behaviour is in violation of Board Policy, and record the violation for future reference.
 - ii. **Inform** the parent of the pupil when not an adult.
 - iii. **Inform** the police of the violation.



Regina Roman Catholic Separate School Division # 81

- iv. **Suspend** the pupil. The recommended length of suspension is from four days to a maximum of ten days.
 - v. **Consider removal** of the pupil from the class of any pupil(s) or any teacher(s) that the pupil has threatened.
 - vi. **Prepare** a report including a *Violent Incident Report* form for the Education Services Superintendent containing the details of the investigation. The report must be received in sufficient time to meet the requirements of *The Education Act (1995)*, s.153. The report shall contain a recommendation for further action from the principal of the school.
 - vii. **Inform** the pupil of the further disciplinary action which will be taken for a subsequent violation, and request the pupil to acknowledge in writing that the pupil understands. The age of the pupil should be taken into consideration.
 - viii. **Consider** the removal of the pupil from the school where the incident occurred.
 - ix. **Refer** the pupil for appropriate counselling.
- b. When a pupil for the second or subsequent time, acts in violation of the administrative application, **the principal shall:**
- i. **Inform** the pupil that such behaviour is in violation of Board policy, and record the violation for future reference.
 - ii. **Inform** the parent of the pupil when not an adult of the repeated violation.
 - iii. **Inform** the police of the repeated violation.
 - iv. **Suspend** the pupil. The recommended length of suspension is for ten days with consideration of a recommendation for expulsion depending on the circumstances and the severity of the violation and consistent with the disciplinary action set out following the first violation.
 - v. **Remove** the pupil from the class of any pupil(s) or teacher(s) that the pupil has threatened a second or subsequent time.
 - vi. **Prepare** a report including a *Violent Incident Report* form for the superintendent containing the details of the investigation. The report must be received in sufficient time to meet the requirements of *The Education Act (1995)*, Sec.153. The report shall contain a recommendation for further action from the principal of the school.
 - vii. **Refer** the pupil for appropriate counselling.

Note: The superintendent shall consider the transfer of the pupil from the school to another Regina Catholic school ensuring that the receiving school has full knowledge of the *Violent Incident Report* and the circumstances necessitating the transfer.



Use of a Weapon or Replica

If a pupil in any way uses a weapon or replica thereof, **the principal shall:**

- a. **Inform** the pupil that such behaviour is in violation of Board policy, and record the violation for future reference.
- b. **Confiscate** the weapon or replica thereof (if confiscation can be carried out safely) and turn the weapon or replica thereof over to the police. Records of seizure and disposal will be maintained in the school office.
- c. **Inform** the parent of the pupil when not an adult.
- d. **Inform** the police of the violation.
- e. **Suspend** the pupil for ten days.
- f. **Prepare** a report including a *Violent Incident Report* form for the superintendent containing the details of the investigation. The Suspension Report must be received in sufficient time to meet the requirements of *The Education Act (1995)*, s.153. The report **shall** contain a recommendation from the principal of the school that may require further action and/or address mitigating circumstances.
- g. **Inform** the pupil and the parent of the pupil, in writing, that a subsequent violation will result in a recommendation that the pupil be expelled.
- h. **Refer** the pupil for appropriate counselling.
- i. **Remove** the pupil from the class or classes of any pupil or staff member in which the weapon was used.

NOTE:

Mitigating circumstances may include the following:

1. The age of the pupil:
 - a. Under twelve (12) years of age
 - b. Twelve (12) to seventeen (17) years of age
 - c. Eighteen (18) to twenty-two (22) years of age
2. Characteristics of the pupil such as special needs, previous personal and familial history or other situations or conditions that are revealed in the process of the administrative investigations

Any mitigating circumstances that affect the process of investigation or the consequences of the action must be listed in the suspension or resolution report.