

Personnel and Employee Relations 7122 Violence Prevention: Weapons	Administrative Application	
	Last Reviewed /Approved on:	August 21, 2024
	References:	The Education Act, 1995, Sec. 153 Saskatchewan Employment Act 2014 Saskatchewan Human Rights Code Administrative Applications 7122 – Violence Prevention - Investigation 9410 – Suspension and Expulsion Policy 2 – Role of the Board Policy 12 – Role of the Director Policy 13 – Appeals and Hearings Regarding Student Matters
	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 Division-sponsored activities shall not be tolerated and shall be recorded on an ARTO (Assessment of Risk to Others) Initial Screening Data Collection Form to determine if Stage One ARTO – Micro Assessment is required. Depending upon the seriousness of the violation and where warranted, the following regulations may be superseded, and such acts could ultimately lead to expulsion.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 as per *Administrative Application 9410 Suspension and Expulsion*, beyond three (3) days requires a suspension report to be provided to the designated superintendent within twenty-four (24) hours of the imposition of the suspension. The Director and/or designate will fulfill the responsibilities outlined in s.153 of *The Education Act (1995)*.

## Threat, Possession, or Use of a Weapon or Replica

- a. When a student for the first time, acts in violation of *Administrative Application 7122 Violence Prevention Investigation*, the principal shall:
  - i. **Reduce** the immediate risk. Ensure the safety of students and staff. Review secure building and lockdown procedures. Activate if needed. Contact the School Resource Officer (SRO) and request assistance. Isolate and/or remove the student if possible.

- ii. **Inform** the student that the behaviour is in violation of *Administrative Application 7122 Violence Prevention Investigation* and record the violation for future reference.
- iii. **Confiscate** the weapon (if the confiscation can be carried out safely). Document and turned over to the SRO. Records of seizure and disposal will be maintained in the school office.
- iv. **Inform** the Superintendent of Education Services. Complete an ARTO Initial Screening Data Collection Form to determine if Stage One ARTO – Micro Assessment Form is required. If required, it should be completed in a timely fashion. The principal shall assemble a team consisting of School Administration, School Counsellor, and SRO. School staff and parents/guardians can also be involved.
- v. **Inform** the parent/guardian of the student when not an adult.
- vi. **Suspend** the student. The length of suspension may be from one (1) to ten (10) days unless there are mitigating circumstances (see end note).
- vii. **Prepare** a report including an ARTO Initial Screening Data Collection Form and Stage One ARTO – Micro Assessment Form for the Superintendent of Education Services containing the details of the investigation. If the suspension exceeds three (3) days, the report must be received in sufficient time to meet the requirements of *The Education Act (1995)*, s.153. The report may contain a recommendation for further action from the principal of the school.
- viii. **Refer** the student for appropriate counselling.
- ix. **Remove** the student from the class or classes of any student or staff member in which the threat made against or a weapon/replica used.

**Inform** the student and parent/guardian that further disciplinary action will be taken for a subsequent violation and request the student to acknowledge in writing that the student understands.

**Note:**

The Superintendent of Education Services shall consider the transfer of the student from the school to another Regina Catholic school ensuring that the receiving school has full knowledge of the ARTO data and the circumstances necessitating the transfer.

Mitigating circumstances may include the following:

- 1. The age of the student:
  - 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 student such as special needs, previous personal and familial history or other situations or conditions that are revealed in the process of the administrative investigations will be noted in the ARTO Initial Screening Data Collection Form and Stage One ARTO – Micro Assessment Form

*Any mitigating circumstances that affect the process of investigation or the consequences of the action must be listed in the suspension or ARTO Initial Screening Data Collection Form and Stage One ARTO – Micro Assessment Form.*