



BELLOWS FREE ACADEMY/NCTC
FAIRFIELD CENTER SCHOOL
ST. ALBANS CITY SCHOOL
ST. ALBANS TOWN EDUCATIONAL CENTER

Procedure



PROCEDURE: FIREARMS

CODE: C05P

Witness of Firearm Responsibilities:

1. Take safety measures to protect yourself and others.
2. Contact an administrator.
3. Obtain a good description of the individual and the type of firearm they have, if possible. Be prepared to give a statement to the District Liaison Officer/police.

Administrator Responsibilities:

1. Secure the location with the firearm.
 - If the student has a firearm in their possession:
 - Announce safety standard response protocol (secure the school, lockdown, etc. depending on the situation).
 - Contact the District Liaison Officer/police to secure the firearm.
 - Remove other students from the location as safely as possible.
 - If the firearm is found on school grounds without a connection to a student:
 - Secure the location.
 - Do not allow access to students.
 - Contact the District Liaison Officer/police to secure the firearm.
 - Determine the individual that was in possession of the firearm.
2. Once the location is secure and everyone is safe:
 - Meet with the District Liaison Officer/police.
 - Inform the Superintendent of the situation.
 - Contact parents/families as appropriate.
 - Communication will be released to the community from the Central Office as appropriate.
 - Complete an incident report and file.
 - If the firearm came to campus via a student:
 - Initiate a threat assessment of the student.
 - Initiate an investigation by informing the guardian both in writing and verbally that their child has brought a firearm onto school grounds. Ensure due process is followed.
 - Interview all related parties.
 - Rule on the investigation and write the letter of findings.
 - Debrief with the school crisis team.
 - The principal will prepare a script for the hearing from the incident report.

Superintendent of Schools Responsibilities:

1. The Superintendent informs the Board Chair of a possible need for a hearing.
2. The Board of Directors will be polled for a hearing date within five business days with a quorum. Board members will need to respond within 24 hours of the poll request.
3. The Superintendent will write a letter to the guardian informing them of their rights and the hearing date.
4. The Superintendent will confirm the date and time of the hearing with the guardian. The date and time may be adjusted as necessary and if engaging counsel.
5. The Superintendent will work with the Board Chair to prepare the script for the hearing.

Board of Directors Responsibilities:

1. Respond to the hearing date poll within 24 hours it is requested.
2. Attend the hearing. Board members must, at the minimum, assemble a quorum to conduct the hearing.
3. The Board Chair will utilize the prepared script to conduct the hearing.