

The procedure for all offenses is:

1. Confiscation of the weapon (if it can be done safely), call the appropriate law enforcement agency or 911 and request assistance, if deemed necessary by administration.
2. Promptly notify the superintendent or designees, and pupil personnel.
3. Conduct an administrative investigation with the student(s), which will:
 - a. Inform the student of the policy provision that has been violated.
 - b. Confront the student with the evidence.
 - c. Provide an opportunity for the student to respond to all the allegations.
4. Notify the parent/guardian.
5. The county superintendent or designated representative may make an additional investigation of the matter.
6. If the county superintendent or his designated representative finds that a student has brought a weapon onto school property, on school buses or while attending a school sponsored activity, the student shall be expelled for a minimum of one year.
7. The county superintendent may specify, on a case by case basis, a shorter period of expulsion or an alternative educational setting, if alternative settings have been approved by the county board, for a student who has brought a weapon onto school property.