

QUICK REFERENCE: Weapons Reporting Procedures

Weapons are defined generally as implements that can cause serious bodily harm, and any object used as a weapon, which includes but is not limited to, firearms, knives, metal knuckles, nunchakus, BB guns, paintball guns, and pellet guns.

Maryland law prohibits firearms, knives, and deadly weapons of any kind on public school property by an unauthorized person.

All school employees must promptly report any knowledge or reasonable suspicion of unauthorized possession of, or access to a weapon by a person on MCPS property to the principal or designee.

- 1) **COMPLAINT:** Student, staff member, parent/guardian, or bystander makes verbal or written report to any staff member/administrator.

2) **INVESTIGATION BY PRINCIPAL/DESIGNEE, ASSISTANT PRINCIPAL, AND SECURITY**

Principal will assess the level of concern (or possible threat) and triage incident/report with the **Behavioral Threat Assessment Team (BTA)**, per [MCPS/BOE Regulation COA-RA, Behavior Threat Assessment](#). The principal or designee will determine the best course of action to take for all suspected incidents involving weapons on MCPS property, based on the circumstances:

- A) VERBAL REPORT TO POLICE FOR FIREARMS:** The police will immediately be informed of the presence of a person possessing or suspected of possessing a firearm, and immediate assistance will be requested.

According to the Memorandum of Understanding (MOU) between MCPS and local law enforcement, the possession of a firearm, knowingly brought onto or brandished upon school property, or knowingly brandishing or using any other dangerous or deadly weapon, including any device designed or manipulated to shoot any projectile, to cause harm is considered a “critical incident” where the police *shall* take the lead in investigating.

- B) ACTIONS TAKEN FOR WEAPONS OTHER THAN FIREARMS:** The principal or designee will inform any person possessing or suspected of possessing a weapon (other than a firearm) of the violation and give that person a chance to surrender the weapon in a safe manner.

C) MEASURES TO ENSURE THE SAFETY AND WELL-BEING OF THE STUDENT(S):

- a. Develop a strategic plan to isolate the suspected student from others.
- b. Determine if a lockdown or shelter should be implemented.
- c. Determine if a self-search of the suspected student and his/her belongings should be conducted, or if staff should await police response so that a police investigation is not hindered.
- d. If exigent circumstances exist, determine if a pat-down of the suspected student’s outer clothing is warranted, or if staff should await police assistance.
- e. Search all lockers and areas assigned to the suspected student.
Note: searches of lockers, cubicles, or other school-supplied areas do not require reasonable belief of a violation; however, student possessions within the locker or storage cubicle (e.g., backpacks or purses) may only be searched subject to the reasonable belief of a violation.
- f. Secure all physical evidence collected.
- g. Exercise discretion depending on the age of the student, the nature of the circumstances, and the potential for resulting danger.

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- 3) **PRINCIPAL CONTACTS OTLS-SSI:** To report the incident within one hour of the incident being reported. OTLS-SSI will create an incident in **Synergy** and notify the Department Systemwide Safety and Emergency Management (DSSWM) at 240-740-3066.

- 4) **PARENT/GUARDIAN CONTACT:** The school principal and/or designee will contact the parents/guardians of all students involved in the incident unless such notification would hinder an ongoing police investigation.

References:

- [MCPS Regulation COE-RA, Weapons](#)
- [MCPS Regulation COB-RA, Reporting a Serious Incident](#)
- [MCPS Regulation JGB-RA, Search and Seizure](#)



Need Help? Contact **Student Welfare and Compliance** at 240-740-3215 or
Visit our website at <https://www.montgomeryschoolsmd.org/compliance/>