

**Policy: 9101, 10510, 10610**  
**DATE: June 1, 2006**

**WARREN COUNTY SCHOOL DISTRICT ADMINISTRATIVE PROCEDURE:  
FIREARMS, EXPLOSIVES, CONTROLLED FIRE AND OTHER WEAPONS  
SAFETY IN THE WCSD ACADEMIC CURRICULUM AND EXTRA/CO-  
CURRICULUM**

**Administrative Procedures:**

**Definitions**

***Firearms, Explosives, Controlled Fire***

Firearms and explosives include any weapons firing shot or bullets, any weapons using gunpowder, all related ammunitions, any fireworks or explosive materials. A controlled fire is one deliberately set for instructional or extra-curricular purposes in a special event.

***NOTE: Pennsylvania School Law and Rules 24 PS 13-1317.2*** “Possession of weapons prohibited” – Pennsylvania code allows for an exception to the no possession of weapons at school rule. The code cited states, “(d) The provisions of this section shall not apply to the following: (1) a weapon being used as part of a program approved by a school by an individual who is participating in the program: ...”.

***NOTE: PA Statutes P/7 18PA6102 definitions*** (Criminal Code) further defines “firearm”, but for WCSD this criminal definition is too narrow. WCSD will use the definitions cited above.

***Program (Event) Approved by a School***

For the purposes of this administrative procedure, “a program approved by a school” is an academic, extracurricular or co-curricular event that incorporates firearms, explosives, controlled fire, or other weapons and has been approved by the principal and the superintendent, and has a safety plan approved by the principal and superintendent.

***Safety Plan***

A WCSD Firearms/Explosives/Controlled Fire and Other Weapons Safety Plan details the planned safety precautions taken by the principal to assure the well-being of adults and students at an approved program that includes the use or display of firearms, explosives, controlled fire or other weapons.

**Examples of Possible “Programs Approved by a School”:**

- Civil War Reenactment using firearms
- Gun Safety Seminar for employees or students
- Gun Safety Education Planned Instruction, lesson or unit
- School Sponsored Trap Shooting League
- Pep Rally that includes a bonfire
- Medieval Fair with archery and throwing knives exhibitions

**SPECIFIC GUIDELINES**

1. All programs (events) approved by a school that incorporate firearms, explosives or controlled fires or other weapons must be approved in writing in advance by the principal and superintendent.
2. Such programs must support the District's academic standards or enhance the District's extra- and co-curricular programs. The principal or his/her designee will prepare a written narrative describing the event that includes the academic standards or extra-curricular enhancements.
3. Students who will be in direct contact with firearms, explosives, a controlled fire or other weapons must have written parental permission. Copies will be included with the Safety Plan.
4. The principal will submit a program specific Safety Plan using the Safety Plan Guidelines below.

**Safety Plan Guidelines**

- A. Narrative Description of Event
- B. Event Date(s) and Date Submitted to Superintendent
- C. Academic Standards or Extra-Curricular Enhancements
- D. Firearms, Explosives, Controlled Fire or Other Weapons Used in the Event
- E. Firearms, Explosives, Fire, Weapon Handlers and Their Credentials (Certifications, Licenses, Training, Etc.)
- F. Preventative Safety Measures
- G. First Aide Measures
- H. Weapon Handlers' Insurance Coverage
- I. Principal's Statement that Local Law Enforcement and /or Fire Officials Have Been Notified of the Event
- J. Comments and Other Information
- K. Principal's and Superintendent's Signatures Indicating Approval of the Event