

# Oak Ridge Schools

## Office of the Superintendent



# Administrative Procedure 6.303

## Responding to a Potential Weapon On School Property

December 2, 2025

## **Responding to a Potential Weapon on School Property**

When information is received regarding a potential weapon on school property the following steps are to be taken immediately to support maintaining a safe learning environment for students and staff.

**Step One – Involve an SRO or the ORPD** – A SRO or ORPD Officer is to assist in all phases of this investigation.

**Step Two – Remove, Isolate and Search** – The student or staff accused of having a weapon on school property is to be removed from the general population, placed in an isolated area, and searched. The search is to be extended to backpacks, lockers and any vehicles on school property.

**Step Three – Conduct Interviews** – Interview the students and staff that have knowledge of the weapons accusation. The individual accused of having the weapon is to remain isolated and supervised during the interview process.

**Step Four – Conclusion, Student Code of Conduct, and Board Policy** – If it is determined that a student or staff member was in possession of a weapon on school property disciplinary action is to be based on the Student Code of Conduct and Board Policy.

**Step Five – Potential Charges** – The building principal, SRO or an ORPD Officer will determine if charges will be pressed. The SRO or ORPD Officer will make the final decision if all parties are unable to reach agreement.