



## Student Code of Conduct – Policy Statement

# Contents

---

1. Preface.....	3
2. Rights and Responsibilities.....	4
3. Students Misconduct and Interventions.....	7
4. Discipline Procedures.....	16
5. Right to Appeal and Grievance Procedures.....	17
6. <i>Appendix 1. Definition of Weapons.....</i>	<i>18</i>



## **Preface**

Collegiate School is committed to providing education to its students in an environment which is conducive to learning for students, staff, parents and community partners. Good order and discipline are essential to effective education and to the ability of students and school staff to work cooperatively toward mutually recognized and accepted goals.

## **Purpose of the Code**

The purpose of this publication is to provide students, parents, school staff, and the public with a concise and a comprehensive description of the minimum standards of behavior for all students enrolled in the Collegiate Schools. The Code is adopted to support the creation of a safe learning environment for all members of the school community.

## **Scope of the Code**

Student Code of Conduct applies to all Collegiate School students. The Code is enforced when they are on school property, while travelling to and from school in School Board Vehicles and in attendance at school or any other school sponsored and/or school supported activity.

It is the responsibility of both students and parents/guardians to be aware of and abide by the Student Code of Conduct and to support the fair and impartial monitoring of the rules. As the students grow up to be responsible individuals, it is crucial that they assume responsibility for their actions and accept the consequences of violating the Student Code of Conduct.

It is the responsibility of school staff to be aware of the details of the Code of Student Conduct and to ensure that the consequences for the identified violations are legal and fair. It is the responsibility of the school to convey information regarding school policies and procedures to students and parents/guardians via relevant documents and/or through other appropriate means.



## Section 1. Rights and Responsibilities

**1.1 Responsibilities of Students:** Along with the school staff and administration, the students of the school have equal responsibility to develop a safe and conducive environment for learning within the schools. All the students of Collegiate Schools shall have the responsibility to:

- 1.1.1 be on time and attend school daily;
- 1.1.2 put forth conscientious effort in classroom work and homework;
- 1.1.3 safeguard and preserve the school property;
- 1.1.4 have knowledge of and conform to school rules and regulations and policies;
- 1.1.5 dress and groom in conformity with the Dress Code and Section 2, Rule 2;
- 1.1.6 not use indecent, obscene or foul language;
- 1.1.7 show good sportsmanship while participating in school related events; and
- 1.1.8 report incidents or activities that may threaten or disrupt the school environment to a staff member or the school administration

**1.2 Rights of Students:** The students shall have the right to:

- 1.2.1 not be subjected to any bias and/or excluded from school Privileges by any member of school community because the student is married, pregnant, has a disability, is eligible for special education services and programs or because of race, gender, color, religion, sexual orientation (known or perceived), gender identity expression (known or perceived), or national origin;
- 1.2.2 request and receive interpretation and translation assistance for school-related matters if English is not their primary language

**1.3 Responsibilities of Teachers and Staff:** Principal in the leadership role in the daily operation of the school has the responsibility to demonstrate commitment to academic excellence and conducive teaching and learning environment. The teachers shall have the responsibility to:

- 1.3.1 treat students fairly and consistently;
- 1.3.2 provide appropriate education and learning strategies to the students;
- 1.3.3 develop an awareness and understanding of school rules among the students;
- 1.3.4 abide by the Teacher Code of Conduct and other policies regarding their behavior towards the students;



**1.3.5** communicate with the parents/guardians of the students regarding the educational development and behavior of their children;

**1.3.6** undertake the counseling and guidance of the students wherever appropriate.

All the members of the school staff have the responsibility to implement the Code of Conduct and other school policies and procedures fairly and consistently.

**1.4 Rights of Teachers:** The teachers shall have the right to:

**1.4.1** expect the support of students in conducting their professional duties;

**1.4.2** expect that the school and class environment will be orderly and cooperative for efficient imparting of education;

**1.4.3** expect the cooperation of students in matters related to education and their overall development.

**1.5 Responsibilities of Parents/Guardians:** Parents/guardians are as much a part of the students' holistic education as the teachers in the schools. As an important stakeholder, the parents/guardians shall have the responsibility to:

**1.5.1** ensure that their children attend school regularly, on time, and for the whole school day, in accordance with the policies and procedures set by the school;

**1.5.2** present to school staff and administration any concern or complaint in a calm, reasoned manner;

**1.5.3** work with the school on academic, disciplinary or other related matters pertaining to their child;

**1.5.4** plan the time and place for homework assignments and provide necessary supervision;

**1.5.5** talk with their child about school activities and expected behavior;

**1.5.6** know the rules set forth in this Code and review the rules with their child

**1.6 Rights of Parents/Guardians:** Parents/Guardians shall have the right to:

**1.6.1** receive regular official reports of their child's academic progress;

**1.6.2** inspect, copy, and challenge according to the appropriate guidelines any and all information contained in their child's records;

**1.6.3** ask for an explanation for the basis of any grade given by the teacher;



- 1.6.4** ask for a prompt report of their child's tardiness or absence from one or more classes;
- 1.6.5** request a conference with the teacher and/or the principal;
- 1.6.6** receive translations and/or interpretations of any written or verbal communications regarding their child and their child's education;
- 1.6.7** appeal disciplinary actions as provided in SECTION 4.

## Section 2. Student Misconduct and Interventions

This section classifies the misconduct under two categories: (1) Level I Offenses; (2) Level II Offenses. The level of the offence dictates the severity of the consequences and that of the remedial measure undertaken by the school administration. In addition to the specific offenses as set forth below, the school administration reserves the right to discipline any student who engages in any sort of misconduct that is not listed below, if the act disrupts the learning environment or adversely impacts the health and safety of the other students and school staff.

### 2.1 Level I Rules

- Rule 1.** Prohibition of Disruption of School: Students shall maintain the school decorum and act courteously towards all the members of the school community. Any disruption to the educational or school related program will fall under this category. A violation of this rule shall include, but is not limited to:
- a. fails to obey directions from principals, teachers and other staff members;
  - b. runs and/or makes excessive noise in the hall or building;
  - c. fails to follow established school rules;
  - d. fails to attend class without a valid excuse;
  - e. uses beepers, cell phones, walkman or other telephonic devices during school hours or programs;
  - f. is tardy to school or class, during a school sponsored activity;
  - g. trespasses, loiters and/or fails to provide school identification when requested.
- Rule 2.** Compliance with Dress Code: Students shall be dressed in the school uniforms, including the shoes and socks, and in accordance with the norms set below during all times at school premises and during a school supported event unless otherwise communicated. Students need to be in school uniform when:
- a. they are at school premises during the school hours;
  - b. they represent the school in a interschool event even if it is conducted during the holidays;
  - c. they are visiting school for any reason (collecting the hall ticket, parent-teacher meeting, collecting report cards etc.), even if is during the school holidays.
- A student violates this rule if:
- a. fails to wear the designated school uniform;



- b. fails to wear pants correctly at waist or without belts;
- c. wears uniform that is undersized or oversized;
- d. exposes undergarments or see through clothing;

Boys are not permitted to:

- a. wear caps, bandanas or any kind of headgear in the school;
- b. have long hair, colored hair or any fancy hairstyles;
- c. wear bracelets, chains or any kind of bands

Girls are not permitted to:

- a. have colored hair or fancy hairstyles, leave hair longer than the shoulder length untied;
- b. have any kind of fancy hair clips, hair bands etc during the school hours;
- c. any kind of make up during the school hours;
- d. wear gold earrings, bangles or any kind of fancy jewellery during the school hours;
- e. have painted nails, *mehendi* on their hands during the school hours;

**Rule 3.** Compliance with School Timings: Students shall adhere to the school timings for entering and leaving the school and they are required to remain in the school during the entire working hours. The same norms hold for the last working day of the school and the first day after the school vacations. A student violates this rule if:

- a. he or she fails to reach the school on time or leaves early without any prior permission;
- b. he or she fails to attend the school assembly without prior permission;

If the student needs to leave the school early, then the parent/guardian is required to send a note with the student explaining the reasoning along with the time at which the student needs to leave. The student then should seek permission from the class teacher and hand over the note. It is the discretion of the class teacher whether or not to allow the student to leave early on the basis of the reasons put forward.

**Rule 4.** Leave of Absence from School:

- a. Students shall not be permitted go on vacation while the school is in session. Parents/guardians need to plan the vacation only during the school breaks or vacations.



- b. The permission to take leave for social functions during the school session should be sought well in advance and should be kept to minimal.
- c. If the student requires leave of more than a week for a medical condition, prior permission should be sought and a medical certificate should be submitted at the time of reporting back.
- d. No leaves to the students would be granted on the days of schools test/examinations until and unless there is an emergency. The permission for the same is to be sought by the parent/guardian well in advance.

**Rule 5.** Prohibition of Offensive Language: Students shall not use offensive language in any forms toward the members of the school community. A students violates this rule if:

- a. he or she swears, curses or uses vulgar, obscene or offensive language; or
- b. he or she sends or forwards any offensive, sexually-oriented, or threatening messages, pictures or symbols from any source to any other member of the school community.

**Rule 6.** Adherence to Academic Honesty: Students are expected to demonstrate high standards of honesty in their academic obligations. The violation to the rule extends but is not limited to cheating during any assessment, copying the work/assignments of fellow students. *Theft of any tests, changing marks/grades and/or attendance record will fall under Level II violation.*

**Rule 7.** Prohibition of Gambling: Students shall not place or take bets on chance for personal benefit.

**Rule 8.** Prohibition of Threats: A student shall not communicate, directly or indirectly, any threat to another member of the school community that places him/her in fear of injury, pain, or ridicule. Serious threats to life or safety will be considered a Level II violation. *(See Rule 12, Prohibition of Bullying and Serious Threats)*

**Rule 9.** Prohibition of Fighting: Students shall refrain from mutual confrontations involving physical contact with any members of the school community.

**Rule 10.** Prohibition of Simple Assault: Students shall not cause or attempt to cause bodily injury to another student or visitor. Acts that result in serious bodily injury, that require medical attention, will be considered a Level II violation. *(See Rule 19, Prohibition of Aggravated Assault)*

**Rule 11.** Prohibition of Tobacco Products: A student may not use or possess tobacco products on school grounds, in school buildings and facilities, on school property, or at school sponsored events. The same holds for cigarette lighters, matches, rolling papers, pipes, or other such paraphernalia.

**Rule 12.** Prohibition of Drugs and Alcohol: Students shall not have, use or be under the influence of any alcohol, drug or unauthorized prescription or non-prescription medication. *A second violation of this rule will be considered a Level II violation and dealt with accordingly.*

**Rule 13.** Prohibition of Using Cell Phones and Gadgets: Students shall not carry cell phones and other electronic devices on school grounds or at school sponsored activities during school hours.



## 2.2 Level II Rules

**Rule 14.** Repeated Violations of the Code: Students shall not commit multiple violations of Level I Rules 1-10. This rule will not be considered violated if the school has failed to take all appropriate remedial interventions in response to each of those violations. Students may not be suspended for Repeated Violations of the Code of Student Conduct. Please use the appropriate Rule associated with the behavior that describes the violation rather than Rule 12 to code the suspension.

**Rule 15.** Prohibition of Bullying and Serious Threats: Students shall not bully or intimidate any members of the school community in any which way. A student violates this rule if he/she participates in the any of the following directly or indirectly:

- a. Physical: hitting, kicking, pushing, shoving, getting another person to hurt someone;
- b. Verbal: racial slurs, name-calling, teasing, taunting, verbal sexual harassment, gossiping, spreading rumor; or
- c. Non-Verbal: threatening, obscene gestures, isolation, exclusion, stalking, cyber-bullying (bullying that occurs by use of electronic devices through means of email, instant messaging, text messages, blogs, mobile phones, telephones, pagers or websites)

Bullying is prohibited:

- a. during the school hours on school property, on school buses and at any school sponsored activity;
- b. threats through email, calling, messaging or any channel whatsoever from outside the school during the school hours or any school sponsored activity.

**Rule 16.** Prohibition of Harassment: Student shall not indulge in any form of harassment to members of the school community. A student violates this rule if he/she demands sexual favors or harasses, threatens, intimidates or otherwise creates a hostile school environment because of someone's gender, color, socioeconomic status, religion, disability, national origin and/or sexual orientation.

**Rule 17.** Prohibition of Destruction and Theft of Property: Students shall respect the school property and shall not damage, destruct, or steal any property in any which way. A students violates this rule if:

- a. he or she paints or draws graffiti on school property;
- b. he or she causes or attempts to cause damage to the school property in any which way;
- c. he or she steals or attempts to steal any property belonging to the school on the school premises or during any school sponsored event.

**Rule 18.** Prohibition of Consensual Sexual Acts: Students shall not engage in any consensual sexual acts (i.e. oral or intercourse) on school grounds or at any school sponsored event.



- Rule 19.** Prohibition of Sexual Assault: Students shall not force or attempt to force another member of the school community to engage in any sexual act in any form whatsoever.
- Rule 20.** Prohibition of Assault on School Personnel: Students shall not intentionally cause or attempt to cause physical injury or pain to any school employee.
- Rule 21.** Prohibition of Aggravated Assault: Students shall not cause, attempt to cause, and threaten to cause serious bodily injury to any member of the school community and/or visitors.
- Rule 22.** Prohibition of Robbery: Students shall not use or attempt to use force to steal or attempt to steal property of another member of the school community.
- Rule 23.** Prohibition of Possession of a Weapon: Students shall not possess any Weapon as defined in this Code's Appendix. A student violates this rule even if he or she did not intend to use such thing as a Weapon.
- Rule 24.** Prohibition of Distribution of Drugs or Alcohol: Students shall not sell or distribute any drugs, or simulated drugs, alcohol, prescription or non-prescription medication or possess such items under circumstances which would indicate that they are for distribution or not for personal use.
- Rule 25.** Prohibition of Placing Another in Danger: Students shall not engage in, or attempt to engage in, any conduct, which endangers the health, safety or welfare of any Member of the School Community. A violation of this rule shall include but is not limited to students who:
- a. set fire on school grounds;
  - b. retaliate against a member of the school community for his or her participation in any investigation, academic or disciplinary proceeding;
  - c. activate the fire alarm when there is no threat of fire and the fire department is deployed or the school is evacuated; or
  - d. threaten the planting of or use of bombs, or other explosive devices.



### 2.3 Appropriate Interventions/Consequences for Violations of the Student Code of Conduct

The following tables are meant to provide a menu of appropriate interventions/responses that can be used alone or in combination in response to a single offense. For example, for a single violation of Rule 1, a student may be required to write a journal entry and an apology, meet with his/her parent and be assigned an adult mentor.

**Except as described below, the principal may impose other interventions not listed in this table as deemed appropriate by the principal.**

<b>LEVEL I Rules and Interventions</b>	
<b>Rule</b>	<b>Interventions</b>
Rule 1: Prohibition of Disruption of School. *	<ul style="list-style-type: none"> <li>▪ Discuss the incident with student</li> <li>▪ Use educational/creative interventions (i.e. student writes a journal entry describing the offense and its consequences; parent signs journal entry)</li> <li>▪ Instruct student to make a verbal or written apology to affected member of school community</li> <li>▪ Meet with student/parent and staff member</li> <li>▪ Assign student temporarily to different class (where appropriate)</li> <li>▪ Suspend student from school privileges</li> <li>▪ Assign student permanently to another class (where appropriate)</li> <li>▪ Assign student to In-school suspension</li> <li>▪ Suspend student (can only be utilized after the school has responded with all of the interventions listed above)</li> </ul>
<p><i>* Note: If a student is late to school or late to class, the student can be prohibited from attending the class for which the student is late or the class in session at the time the student arrives at school. Students shall not be sent home for lateness. Students shall not be suspended for cutting class, lateness, or truancy.</i></p>	
Rule 2: Compliance with Dress Code	<ul style="list-style-type: none"> <li>▪ Discuss the incident with student</li> <li>▪ Send the student back for changing into proper uniform and appearance</li> <li>▪ Meet with student/parent if the student is consistently violating the dress code norms</li> <li>▪ Suspend student from school Privileges</li> </ul>
Rule 3. Compliance with School Timings	<ul style="list-style-type: none"> <li>▪ Discuss the incident with student</li> <li>▪ Send the student back home</li> <li>▪ Meet with student/parent if the student is consistently violating the timings</li> <li>▪ Suspend student from school Privileges</li> </ul>
Rule 4. Leave of absence from school	<ul style="list-style-type: none"> <li>▪ Meet with student/parent</li> <li>▪ Students can be forbidden to take the retest in case they were on leave, during the school test/examinations</li> <li>▪ Repeated absence for more than 2 weeks</li> </ul>



	without prior permission will be viewed as student having left the school. The same will not be reversed at later stage.
Rule 5. Prohibition of Offensive Language	<ul style="list-style-type: none"><li>▪ Discuss the incident with the student</li><li>▪ Use educational/creative interventions (i.e. student writes a journal entry describing the offense and its consequences; parent signs journal entry)</li><li>▪ Instruct the student to make a verbal or written apology to affected member of school community</li><li>▪ Meet with student/parent and staff member</li><li>▪ Assign student temporarily to another class (where appropriate)</li><li>▪ Suspend student from school privileges</li><li>▪ Assign student permanently to another class (where appropriate)</li><li>▪ Suspend student (can only be utilized after the school has responded with all of the interventions listed above)</li></ul>
Rule 6. Adherence to Academic Honesty	<ul style="list-style-type: none"><li>▪ Discuss the incident with the student</li><li>▪ Instruct student to retake test or redo assignment and write report on consequences of action; parent signs report</li><li>▪ Instruct student to make a verbal or written apology to affected member of school community</li><li>▪ Meet with student/parent and staff member</li><li>▪ Suspend student from school privileges</li><li>▪ Suspend student (can only be utilized after the school has responded with all of the interventions listed above)</li></ul>
Rule 7. Prohibition of Gambling	<ul style="list-style-type: none"><li>▪ Discuss the incident with the student</li><li>▪ Meet with student/parent and staff member</li><li>▪ Require restitution where appropriate</li><li>▪ Suspend student from School Privileges</li><li>▪ Suspend student (can only be utilized after the school has responded with all of the interventions listed above)</li></ul>
Rule 8. Prohibition of Threats	<ul style="list-style-type: none"><li>▪ Discuss the incident with the student</li><li>▪ Instruct student to write a letter of apology to victim, staff person and principal; parent signs letter</li><li>▪ Meet with student/parent and staff member</li><li>▪ Assign student temporarily to different class (where appropriate)</li><li>▪ Suspend student from school privileges</li><li>▪ Assign student permanently to another class (where appropriate)</li><li>▪ Suspend student (can only be utilized after the school has responded with all of the interventions listed above)</li></ul>
Rule 9. Prohibition of Fighting	<ul style="list-style-type: none"><li>▪ Discuss the incident with student</li><li>▪ Instruct student to write a letter of apology to victim, staff person and principal; parent signs letter</li></ul>



	<ul style="list-style-type: none"><li>▪ Meet with student/parent and staff member</li><li>▪ Assign student to mediation, conflict resolution, or refer student to anger management (where appropriate)</li><li>▪ Assign student temporarily to different class (where appropriate)</li><li>▪ Suspend student from School Privileges</li><li>▪ Assign student permanently to another class (where appropriate)</li><li>▪ Suspend student (can only be utilized after the school has responded with all of the interventions listed above)</li></ul>
Rule 10.Prohibition of Simple Assault	<ul style="list-style-type: none"><li>▪ Discuss the incident with the student</li><li>▪ Instruct student to write letter of apology to victim, staff person &amp; principal; parent signs letter</li><li>▪ Meet with student/parent and staff member &amp; assign a classroom buddy or adult mentor (where available)</li><li>▪ Assign student to mediation, conflict resolution, or refer the student to anger management</li><li>▪ Assign student temporarily to different class (where appropriate)</li><li>▪ Suspend student from School Privileges</li><li>▪ Assign student permanently to another class (where appropriate)</li><li>▪ Suspend student (can only be utilized after the school has responded with all of the interventions listed above)</li></ul>
Rule 11.Prohibition of Tobacco Products	<ul style="list-style-type: none"><li>▪ Confiscate products</li><li>▪ Discuss the incident with the student</li><li>▪ Meet with student/parent and staff member</li><li>▪ Suspend student from School Privileges</li><li>▪ Suspend student (can only be utilized after the school has responded with all of the interventions listed above)</li></ul>
Rule 12.Prohibition of Drugs and Alcohol	<ul style="list-style-type: none"><li>▪ Confiscate products</li><li>▪ Discuss the incident with the student</li><li>▪ Meet with student/parent and staff member</li><li>▪ Suspend student from School Privileges</li><li>▪ Suspend student (can only be utilized after the school has responded with all of the interventions listed above)</li></ul>
Rule 13.Prohibition of using cell phones and gadgets	<ul style="list-style-type: none"><li>▪ Confiscate the device if it is found in student's possession.</li><li>▪ Repeated violation will lead to informing the parent/guardian.</li></ul>

**LEVEL II Rules and Interventions**

<b>Rule</b>	<b>Interventions</b>
Rule 14: Repeated Violations of the Code	<ul style="list-style-type: none"><li>▪ If the school has provided and documented all appropriate interventions as mentioned, the school may seek an appropriate action as deemed fit depending upon the contingency.</li></ul>
Rule 15: Prohibition of Bullying and Serious Threats	<ul style="list-style-type: none"><li>▪ Suspend the student, temporarily or permanently depending upon the extent of the violation.</li><li>▪ School may also seek the assistance of the government authorities in cases where deemed fit.</li><li>▪ School may also notify the sister schools not to provide admission to the student and communicate the incident.</li></ul>
Rule 16: Prohibition of Harassment:	
Rule 17: Prohibition of Destruction and Theft of Property	
Rule 18: Prohibition of Consensual Sexual Acts	
Rule 19: Prohibition of Sexual Assault	
Rule 20: Prohibition of Assault on School Personnel	
Rule 21: Prohibition of Aggravated Assault	
Rule 22: Prohibition of Robbery	
Rule 23: Prohibition of Possession of a Weapon	
Rule 24: Prohibition of Distribution of Drugs or Alcohol	
Rule 25: Prohibition of Placing Another in Danger	



### **Section 3. Discipline Procedures**

Except when a Level II violation of the Code of Student Conduct has occurred or when the student's behavior presents danger to the health, safety and welfare of the school and/or school community, exclusion from school shall be used as an option when schools have exhausted all in-school interventions as outlined in the Code of Student Conduct and Discipline Procedures Manual.

#### **3.1 Procedures for Suspensions of 3 Days or Less**

- 3.1.1** Students who are suspended shall be afforded a conference with the principal or designee before being suspended. During the conference, the student shall be:
- a. informed of the alleged violation and any of the surrounding circumstances examined;
  - b. given a chance to respond to the accusations if he or she has not already done so;
  - c. informed of the recommended remedial measure; and
  - d. informed of consequences of future infractions.
- 3.1.2** After the conference with the student, the principal or designee shall implement the recommended remedial measure and send the Disciplinary Notice to the parent/s, to inform them of the student's infraction, the length of the suspension and the day on which the student and the parents/guardians are to return to school to be reinstated.

#### **3.2 Procedures for Suspensions of more than 3 Days**

Students who are suspended for more than 3 days shall be afforded the procedures set forth in Section 3.1 above. Additionally, the parent/guardian is to attend a parent conference to discuss the infraction and ways by which future infractions can be avoided.

#### **3.3 Procedures for Expulsions**

- 3.3.1** Any student, who commits an infraction which requires expulsion, will also be suspended and afforded the procedures set forth in section 3.1 and 3.2 above.
- 3.3.2** In addition, the student shall be afforded an expulsion hearing which shall be conducted by the entire School Board. The student:
- a. has the right to be presented the names of witnesses against the student and copies of the statements and affidavits of those students;
  - b. has the right to request that any such witness appear in person and answer questions or be cross examined; and
  - c. has the right to testify and present witnesses on his or her own behalf.



## **Section 4. Right to Appeal and Grievance Procedures**

There may be times when students feel they have been unfairly penalized. Most problems can be solved if students speak with the teacher or staff member who was involved. If students feel uncomfortable with this person, they may request a conference with the next level of authority.

Students may also request the presence of a third party, such as assistant principal, other staff person. Parents also have the right to be included. If talking things over does not solve the problem, the following step may be taken:

- 4.1** A written statement must be presented to the principal within five (5) school days after the intervention. The statement must tell what happened, when it happened, who was involved, and how the student would like the problem to be resolved. A copy of the statement should be filed and maintained as an educational record. The principal or the administrator with the most knowledge of the incident has 5 school days to respond in writing.
- 4.2** Upon receipt of the letter, the principal will schedule a meeting within five (5) school days with the student and his or her parent. This meeting will include the person(s) involved in the appeal process, the student, the parent(s) and anyone else he or she wishes to attend.
- 4.3** The principal has five (5) school days after the date of the meeting to send a written response to the student.



### ***Appendix 1: Definition of Weapons***

#### **Class A Weapons**

- Firearms, (whether operable or inoperable, loaded or unloaded) including, but not limited to, hand, zip, pistol, rifle, shotgun, and starter gun
- Projectile devices including, but not limited to BB guns, pellet (hard and soft) guns, and paintball guns, and slingshots
- Explosive propellants or destructive devices
- Dirks
- Brass knuckles and/or metallic knuckles
- Electric weapon or device including, but not limited to, stun guns and taser guns
- Slingshot
- Flare guns

#### **Class B Weapons**

- Possession of a toy guns
- Toys, which resemble weapons, when used in a threatening manner
- Knives - any kind of knife, including, but not limited to, pen, switchblade or hunting knife
- Chains, including any chain not being used for the purpose for which it was normally intended that is capable of harming an individual
- Pipe - any length of metal or other hard substance not being used for the purpose for which it was normally intended
- Razorblades of any kind or similar instruments with a sharp cutting edge
- Ice picks and other pointed instruments
- Any tool or instrument when used in a threatening manner, including, but not limited to, scissors, compass, or similar items
- Ammunition and any component thereof, including but not limited to bullets, shotgun shells, bullet casings, magazines, or clips