Pennsylvania School Boards Association

ADMINISTRATIVE REGULATION

APPROVED: January 15, 2026

REVISED:

218.1-AR-0. WEAPONS NOTIFICATIONS TO APPROPRIATE POPULATION OF CENTER (SCHOOL) COMMUNITY

The Administrative Director or designee will be responsible for informing parents/guardians and employees of incidents involving a weapon on center (school) property, at center (school)-sponsored activities, or on a public conveyance providing transportation to or from a center (school) or center (school)-sponsored activity, in accordance with applicable law and regulations, as follows:

1. **Incident occurring at a center (school) building - Notification to parents/guardians of students enrolled in or attending that center (school) building and center (school) employees assigned to that building.**

2. **Incident occurring at a center (school) building that shares a campus with other center (school) buildings - Notification to parents/guardians of students enrolled or attending and center (school) employees assigned to any building on the shared campus.**

3. **Incident occurring at a center (school)-sponsored activity or on a public conveyance providing transportation to or from a center (school) or center (school)-sponsored activity - Notification to the appropriate population of parents/guardians and center (school) employees. Notification is not required if the incident is not directly related to the center (school)-sponsored activity or the students or staff involved in the activity.**

Methods of Notification

Notification of incidents involving possession of a weapon must be made within twenty-four (24) hours of the incident occurring, unless the circumstances of the incident necessitate otherwise. Notification will be made via a method of communication that ensures it is likely to reach parents/guardians and center (school) employees.

Methods of communication may include, but not be limited to,

{ } posting on the center (school) website.

{ } posting on a center (school)-owned social media account.

{ } mass email notification.

{ } mass text notification.

{ } announcement in parent/student online portal.

{ } _____ other.

{ } To enhance reach and confirm delivery reliability, the center (school) will utilize at least two (2) methods of communication to deliver required notifications to parents/guardians and center (school) employees.

Documentation of Notification

The Administrative Director or designee will be responsible for documenting the recipients, time, and delivery method(s) of communication used to notify the appropriate population of parents/guardians and center (school) employees when an incident involving possession of a weapon occurs.

Documentation will be maintained in accordance with the center's (school's) records management plan.

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