

**ROLES AND RESPONSIBILITIES:**

1. The Administrator must approve that circumstances warrant taking a non-restricted firearm on any off-site experiential learning trips and the specific purpose for which the firearm is being brought (i.e. bear safety or planned hunts.) Complex Trip Consent (Appendix / Form #3) should state that a firearm will be present during the trip so that parents/legal guardians are fully aware.
2. In the event that hunting is a planned element of the trip the Administrator shall ensure that there is a designated shooter. He/she must be fully qualified for this responsibility and the firearm and ammunitions are the sole responsibility of the designated shooter.
3. Students are not permitted to hold or discharge any working firearm, including air rifles and pellet guns unless they are at a certified gun range
4. Any person designated as being in charge of a firearm must hold a valid Possession and Acquisition License (PAL) and a copy of the PAL must be included in the trip application. Formerly known as a FAC.
5. In the event that a firearm is discharged on a non-hunting trip the staff member in charge is required to complete an Incident/Hazard Report (Appendix / Form #12)
6. The Risk Analysis (Appendix / Form #4) must note the presence of a firearm as a possible hazard. Details of how the firearm will be transported, stored and fired during all elements of the trip must be stated.
7. Any person or persons with a PAL and firearm in their possession on a trip must present an overview to students, teachers and parent volunteers regarding firearm safety. This discussion should clearly identify the rules concerning safety and security.
8. Restricted firearms, such as hand guns, are not permitted on off-site experiential learning trips.
9. In the event students are going to a certified gun range, an incident report does not have to be filled out. A certified range safety officer must be present. A ration of 2 student shooters to every one adult holding a valid PAL while shooting is taking place must be followed. All students and adults must follow range safety officer's instructions at all times.

<input type="checkbox"/> Planned Hunt <input type="checkbox"/> Bear Safety <input type="checkbox"/> Range Shooting
Designated Shooter(s):
<input type="checkbox"/> Parents/Legal Guardians have been informed via the Complex Trip Consent (Form #3) that a firearm will be present
<input type="checkbox"/> Safe use and storage of the firearm has been outlined in the Risk Analysis (Form #4)
<input type="checkbox"/> A photocopy of the designated shooter(s) Possession/Acquisition License (formerly FAC) is included in application

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