

## **CONCEALED FIREARMS**

Pursuant to W.S. § 6-8-105, the Board of Trustees of Sheridan County School District #2 adopts these rules for employees and volunteers of the School District who wish to carry concealed firearms on or in property or facilities owned or leased by Sheridan County School District #2, subject to the terms, conditions and limitations prescribed by state law and federal law, this rule and such other policies, rules and regulations adopted by the Board of Trustees. Carrying a concealed weapon under this policy is entirely voluntary. School district employees and volunteers are not required to carry concealed weapons.

### **DEFINITIONS:**

"Biometric container or lock box" means a locked, hard-sided safe, gun case, or similar secure container designed with the intent of safely securing a firearm when not being carried.

"Board" shall mean the Board of Trustees of Sheridan County School District #2.

"Concealed firearm" shall mean a firearm that is covered, hidden or secreted under everyday work clothing when holstered on the employee or volunteer in a manner that the public would not be aware of its presence. Any concealed firearm carried in accordance with this rule must remain concealed such that others are not aware of its presence.

"Direct Control" over a biometric container or lock box shall mean control over the key, combination, or other access mechanisms to ensure that only the individual can open or use the biometric container or lock box. Additionally, the biometric container or a lock box must be securely placed and protected to prevent unauthorized access, theft, or misuse, allowing the individual to maintain control and oversight.

"Employee" shall include any person employed by Sheridan County School District #2 in any capacity, including, but not limited to: the superintendent, assistant superintendents, principals, assistant principals, directors, teachers, counselors, librarians, paraprofessionals, coaches, assistant coaches, business managers, administrative assistants, custodians, food service personnel, bus drivers, independent contractors, and other individuals hired or compensated by the School District to provide services of any kind to the School District. The term employee shall include substitute teachers and temporary or seasonal staff.

"Firearm" shall, for purposes of this policy, mean any pistol, revolver or derringer designed to be fired by the use of a single hand (W.S. 6-8-104(y)).

"School District" shall mean Sheridan County School District #2.

"School district property" shall mean all real property, buildings, facilities and structures owned or leased by Sheridan County School District #2, and shall also include vehicles owned or leased by the School District.

"Volunteer" shall mean any person who provides time, support or assistance of any kind to or for the benefit of a student of the School District, or to or for the benefit of a school or class in the School District, or to or for the benefit of School District staff, while on School District property, or while attending a School District field trip, activity or event of any kind which is promoted, sponsored or affiliated by the School District. "Volunteer" includes a person who assists, supports, supervises or participates on an ongoing basis, or for a single day, class or event, or any part of a day, class or event. Examples of volunteers include, but are not limited to, Board of Trustees, persons who chaperone, supervise, teach or interact with students in class, on field trips, or during activities or events; persons who are on School District property to deliver food, supplies or materials; or persons who provide assistance for, or participate in events on School District property for the purpose of fund raising or providing financial support for students, schools, School District events, or the School District. Volunteers must be approved by the appropriate school administrator.

#### **CONCEALED CARRYING:**

Any School District employee or volunteer who wishes to carry or possess a concealed firearm on school district property shall satisfy the following requirements:

- a. PERMIT: The employee/volunteer must possess and maintain a valid concealed carry permit issued by the State of Wyoming pursuant to W.S. § 6-8-104(a)(ii);
- b. Prior to carrying a concealed firearm on School District property or to any School District event or activity, employees and volunteers shall complete firearms training, which includes, at a minimum, the training and curriculum requirements described in this policy:

1. Prior to carrying a firearm on School District property or at a School District event or activity, employees and volunteers shall complete an initial training course consisting of not less than 16 hours of live fire handgun training, and eight (8) hours of scenario-based training using nonlethal training, firearms and ammunition. The training course and instructor must be approved in advance by the School District.
  2. Thereafter, the employee/volunteer shall complete recurrent training of not less than 12 hours each year with an approved instructor. The training course and instructor must be approved in advance by the School District.
- c. Each employee/volunteer who carries a concealed firearm on school district property or at a school district event or activity shall keep and maintain the firearm on his or her person at all times, or in a concealed, locked, biometric container or lock box within the direct control of the individual at all times. The biometric container or lock box must be securely placed and protected to prevent unauthorized access, theft, or misuse, allowing the individual to maintain control and oversight, and sufficiently concealed so that its location and contents are not readily discernible to others.
  - d. The biometric container or lock box must be kept in a location that is approved by the Superintendent or his/her designee.
  - e. Employees/volunteers desiring to carry shall provide documentation of the completion of the required approved training to the Superintendent and his/her designee verifying compliance with these requirements prior to carrying a concealed firearm on school district property and annually thereafter.

#### **TRAINING QUALIFICATIONS AND ASSOCIATED COSTS:**

All training shall meet qualifications approved by the School District in consultation with local law enforcement. The School District shall maintain a list of approved training course(s) and trained instructor(s).

Employees/volunteers who desire to carry a concealed firearm on school district property shall be responsible for all costs and expenses associated with the requirements set forth herein Policy CKA unless reimbursed by the State of Wyoming, with the exception of

biometric or lock boxes, which will be paid for and installed by the district.

#### **USE OF FIREARMS:**

Every employee/volunteer who carries a concealed firearm pursuant to this rule may only fire his or her firearm if he or she reasonably perceives that his or her life, or the life or lives of others, are in imminent risk of death or serious bodily injury. Nothing in this policy shall authorize employees/volunteers to deviate from expectations set forth in active shooter training or other similar training provided by the school district or to deviate from other directions given by a supervisor of the employee/volunteer.

#### **COMPLIANCE:**

Any employee/volunteer who carries a concealed firearm pursuant to these rules and fails to comply with any provision of these rules will be subject to disciplinary action, up to and including termination of employment or volunteer status.

#### **LIMITATIONS OF THIS POLICY:**

Every employee/volunteer who carries a firearm pursuant to this rule shall be responsible for complying with any and all applicable laws, rules and regulations.

Nothing in this policy shall authorize a student to carry a firearm, concealed or otherwise, on school district property. Any student who carries, possesses, transports or uses a firearm on School District property in any manner will be subject to disciplinary action, up to and including expulsion.

#### **OPEN CARRY PROHIBITED:**

In accordance with W.S. 6-8-105(d)(iii), the School District prohibits any person from openly carrying, displaying, or wearing of a firearm on all School District property except as otherwise specifically permitted by School District policy.

#### **CONFIDENTIALITY:**

To the extent permitted by law, the identities of employees/volunteers who may carry concealed firearms on school district property shall be confidential except for the Superintendent and his/her designees and shall not be considered public records for purposes of W.S. 16-4-201 through 16-4-205; provided however the

Superintendent shall provide such identities to law enforcement. Information submitted by an employee/volunteer pursuant to this rule shall be kept in the employee/volunteer's personnel file.

**INDEMNIFICATION:**

Nothing in this rule shall be interpreted to obligate the School District to indemnify, defend or otherwise hold harmless any employee or volunteer for claims, losses, or liabilities arising out of or related to their decision to carry or use a firearm, except to the extent required by applicable law. Each employee or volunteer assumes personal responsibility and liability for the decision to carry and/or use a firearm, including any consequences thereof, and does so voluntarily and at their own risk. Nothing in this policy shall be considered to be a waiver of sovereign and/or governmental immunity. The school district fully retains all immunities and defenses provided by law.

Wyoming Rule Making Process  
W.S. 16-3-101, et seq.

Reference:  
KFB Weapons

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