

StudentsSearch and Seizure**Use of Metal Detectors**

The Superintendent or designee shall ensure that the following safeguards are used when making metal detector scans:

- A. Students shall be asked to empty their pockets and belongings of metallic objects.
- B. If an initial metal detector activation occurs, students shall be asked to ensure everything has been emptied from their pockets. In addition, they may be asked to remove other metallic objects that they may be wearing (e.g. belt and jewelry) and a second scan shall be conducted.
- C. If the activation is not eliminated or explained, staff shall escort the student to a private area where an expanded search shall be conducted by a staff member of the same gender as the student in the presence of another district employee.
- D. The search shall be limited to the detection of the cause of the activation.

**Use of Contraband Detection Dogs**

Contraband detection dogs shall not be used in classrooms or other district facilities when the rooms are occupied, except for demonstration purposes with the handler present. When used for demonstration purposes, the dog shall be separated from the students and not allowed to sniff any individual.

A contraband dog may approach a student or be used to search a student only if there is reasonable suspicion that the student possesses drugs. A contraband dog may search a student's belongings only if the student is not present. A contraband dog may be used to conduct a random, suspicion-less search of student lockers. Student automobiles in the parking lot can only be searched if prior notice has been given that cars in the parking lot are subject to random searches by contraband dogs.

**Procedure**

- A. Prior to the contraband-detection dog arriving on campus, the school administrator will conduct a random selection of school classrooms and record

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- the classroom numbers. The contraband-detection dog and dog handler will only enter the classrooms randomly chosen by the school administration.
- B. When contraband-detection dogs are on campus, a school administrator will accompany each contraband-detection dog and dog handler during the entire time they are on the school campus. Teachers will be notified that students are to remain in class during this time, except for emergencies. Any students that are outside the class will be taken to the office and will not be allowed to use their cell phones.
- C. The administrator, contraband-detection dog, and dog handler will use the following procedures when searching a classroom:
1. While the contraband-detection dog and handler are waiting outside the classroom, the administrator will enter the classroom and read the following: **“A contraband-detection dog will be searching the classroom momentarily. All students will need to exit the classroom. You have permission to take your belongings with you. Please follow your teacher outside of the classroom and stay with your teacher until you are asked to return. You are not allowed to use your cell phones during this time.”**
  2. After all students have exited the classroom and are taken to an alternate location by the teacher, the contraband-detection dog and the dog handler enter the classroom and conduct a search of the classroom.
  3. Only the dog’s official handler shall determine what constitutes an alert by the dog. If the dog alerts on a particular item or place in the classroom, the administrator will note the item or place and ask the teacher to identify the student that was last seen in that location. The student will be taken to the office and administration will investigate whether the student is in possession of drugs.
  4. After the search, the contraband-detection dog and the dog handler will leave the room and the students will be allowed to re-enter the room.
- D. The administrator will accompany the contraband-detection dog and the dog handler through a search of student bathrooms, hallways, student lockers, and

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other common areas.

- E. If prior notice has been given regarding the contraband-detection dogs in the parking lot, the administrator will accompany the contraband-detection and the dog handler through the parking lot. If the dog alerts on a vehicle, the student who brought the vehicle onto district property shall be asked to unlock it for inspection.

**Notifications**

At the beginning of each school year and upon enrollment, the Superintendent or designee shall inform students and parents/guardians about the district's policies and procedures for searches, including notice regarding:

- A. The possibility of random searches of students, their belongings, their vehicles parked on district property, and district properties under a student's control, including lockers or desks;
- B. The District's contraband dog detection program;
- C. The use of metal detector scans.

In addition, the Superintendent or designee shall ensure that signs are posted at all schools which metal detectors are to be used to explain that anyone may be scanned by metal detector for guns, knives, or other illegal weapons when on campus or attending athletic or extracurricular events.