

Michigan City Area Schools Student Search and Metal Detector Policy
Adopted by MCAS Board of Trustees – October 30, 2018

In an effort to provide a safe and secure learning environment for students and employees, the Michigan City Area Schools believes it is necessary to periodically conduct searches of students and their property using corporation owned metal detectors. Only school personnel who have received training in the use of metal detectors will conduct searches. Searches will be conducted by employees who are the same gender as students, and all searches will be supervised by school or district administrators.

Additionally:

- A. When the metal detector indicates a metal object is present, students will be asked to remove the object. If the student does not, the student will be escorted to a private area where the student may be patted down only in the area where the metal detector indicated a metal object was present. A second scan of the person may be conducted to determine if any other metal objects are present.
- B. If a personal item of a student is scanned and the metal detector indicates a metal object is present, the student will be asked to open the personal item, **or** the student will be asked what is in the item and to remove the object from the item, or the person conducting the scan may search the item for the metal object.
- C. Students shall not be informed in advance regarding the specific dates on which, or the locations where, metal detector searches will occur.
- D. Prior to a metal detector search being conducted, a sign or signs announcing a search for weapons shall be posted, on the day of the metal detector search, outside the school or school-related function, at a main entrance or entrances.
- E. When a metal detector is being used, students will be permitted to use only designated entrances to the school or school-related function. District or building staff may be stationed at other entrances, as necessary, to prevent students from opening those entrances to admit others into the building or school-related function.
- F. All students entering the school or school-related function are subject to search although those conducting the search and/or administration monitoring the search may choose to limit the search by any lawful random formula. For example, if the lines become too long, the search may be limited to every second or third person. Once a random formula is utilized, it shall be applied without

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deviation until it is ended by order of the Superintendent or their designee. A random formula shall not be ended to ensure the search of a particular student or person.

- G. The administration is prohibited from selecting a particular person to search unless there is a reasonable suspicion to believe that the person is in possession of a weapon.
- H. Prior to use in conducting a search pursuant to these guidelines, each device to be used shall be examined by a person familiar with its operation to determine if it is in proper working order. A metal detector shall not be used if there is any question as to whether it is in proper working order.
- I. Each person operating a search device shall be trained in the proper use of the device and the detection of any malfunction in the operation of the instrument. Adjustments in the settings of the device shall only be made by the administration.
- J. During each individual search, the person conducting the search will ask the person to remove all metal objects from their person and to place the metal objects and any bags, backpacks, briefcases, knapsacks, purses, or parcels on a table. The administration shall monitor each search for compliance with these guidelines.
- K. If a student's body activates the device, the administration will repeat the request to remove metal objects. A second hand-held scanning device scan will then be conducted and if the device is activated again, the administration will escort the person to a private area where a more thorough search will be conducted according to District policy on searches of a student's body.
- L. Prior to the private search, Administration must ask the student to remove all objects from their person, then the search will begin near the place where the device was activated. This is a pat-down search of outer clothing only, conducted by a person of the same gender, geared to locate the item which triggered the scanning device. The administration shall monitor this search for compliance with these guidelines.
- M. If administration feels an object during the search, the student will be given a chance to remove it before the administration does. If such an object, once removed, appears to be the one which activated the device, the search ceases.

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- N. The search can be continued only if a subsequent scan activates the device.
- O. The search is directed to search for weapons, however, other contraband discovered in the course of a search may also be removed from any individual.
- P. All property removed from the student as a result of the above procedures which may be legitimately brought on school premises or to school functions will be returned to the student. All other property will not be returned to the student.
- Q. Property removed from the student or the student's bags or parcels, possession of which is a violation of the Code of Conduct, Board policy and administrative guidelines, and/or the law, shall cause a student to be disciplined in accordance with the Code of Conduct and may subject the student to criminal prosecution and/or juvenile proceedings for violations of law.
- R. If a person refuses to cooperate with the pat down search, the person conducting the search will notify the administrator, or District staff member who is stationed nearby to monitor the search. Such students shall be subject to the interventions and consequences for insubordinations listed in the MCAS Code of Conduct. Refusal shall also be grounds for immediate removal from school, facilities, and/or grounds and further discipline.
- S. Nothing in the procedures set forth above shall limit the authority of the District and District staff to remove other contraband from a student, and to otherwise search a student when there is reasonable suspicion to believe that a particular student is in possession of an article or thing, the possession of which constitutes inappropriate behavior under the Code of Conduct.
- T. A copy of the Metal Detector Search Procedures shall be available to each person and staff member who will in any way be involved with the conducting and/or monitoring of searches.