

METAL DETECTOR SEARCH PROCEDURES

The school principal shall be responsible for the monitoring and enforcement of regulations relative to metal detector electronic search procedures. The school principal shall have the authority to request metal detector searches, and electronic searches shall not be conducted in the absence of such request. The purpose of the metal detector search is to discourage students from bringing weapons into the schools. Accordingly, metal detectors may be used at the District's schools and school-related functions of such schools, on a random and periodic basis.

All students and visitors entering events, schools, and school-related functions of such schools are subject to search.

Metal detector searches will be conducted by school security using portable weapons Detection systems and hand-held scanning devices, and monitored by the school principals.

Public and Student Notification

- A. Students shall be notified in writing at the beginning of the school year that metal detector searches shall take place periodically throughout the school year but shall not be given any specific dates in advance.
- B. Students and visitors shall not be informed in advance regarding the specific dates on which, or the locations where metal detector searches will occur.
- C. On days when a metal detector search is to be conducted, signs announcing a search for weapons shall be posted outside the school or school-related function, at a main entrance or entrances.
- D. When a metal detector is being used, students and visitors will be permitted to use only designated entrances to the school or school-related function. District staff may be stationed at other entrances, as necessary, to prevent students and visitors from opening those entrances to admit others into the building or school-related function

Individuals Who Will Be Searched

- A. All students and visitors entering the school or school-related function are subject to search although those conducting the search and/or 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 deviation until it is ended by order of the principal. A random formula shall not be ended to ensure the search of a particular student or person.

Metal Detection Procedures

- B. The Director of Security, security guards, principal, and other School Officials are prohibited from selecting a particular student and/or person to search unless there is a reasonable suspicion to believe that the student and/or person is in possession of a weapon.

METAL DETECTOR SEARCH PROCEDURES

- C. Prior to use in conducting an electronic search pursuant to these guidelines, each electronic search device to be used shall be examined by a person familiar with its operation to determine if each device is in proper working order. An electronic search device shall not be used if there is any question as to whether it is in proper working order.
- D. Each person operating an electronic 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 Director of Security or school administrators.
- E. As to each individual search, the principal or security guard will ask the student and/or person to remove all metal objects from his/her person and to place the metal objects and any bags, backpacks, briefcases, knapsacks, purses, or parcels on a table. With the exception of contraband in plain view, there shall be no inspection of items in which a weapon could be concealed, nor may there be an examination of written materials. The principal shall monitor each electronic search for compliance with these guidelines.
- F. The student and/or visitor will be asked if all the metallic items have been removed from themselves or their belongings. The student/person along with their bag/backpack will be scanned from toes to head in all directions without touching their body. If the metal detector activates, s/he will be asked a second time to remove metal objects from his/her person and a second scan will be conducted.
- G. If a student's and/or visitor's bag or parcel activates the scanning device, the principal or designee is to request him/her to open the container in question so that the security guard can look for weapons.
- H. If a student's and/or visitor's body activates the device a second time, the security guard will repeat the request to remove metal objects. The bags and parcels will also be scanned. A third hand-held scanning device scan will then be conducted and if the device is activated again, the principal or designee will escort the student and/or person to a private area where a more thorough search will be conducted in accord with Board of Education Policy 5154 on searches of a student's body. The principal shall monitor each electronic search for compliance with these guidelines.
- I. Prior to the private search, the principal/security guard must ask the student and/or visitor again to remove all objects from his/her 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 principal shall monitor this search for compliance with these guidelines.
- J. If the security guard feels an object during the pat-down, the student and/or visitor will be given a chance to remove it before the security guard does. If such an object, once removed, appears to be the one which activated the device, the search ceases,

METAL DETECTOR SEARCH PROCEDURES

- K. The search can be continued only if a subsequent scan activates the device.
- L. The search is directed to a search for weapons, however, other contraband discovered in the course of an electronic search or pat down may also be removed from any student.
- M. 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.
- N. Property removed from the student or the student's bags or parcels, possession of which is a violation of the Code of Conduct school rules, Board policy and administrative guidelines, and/or the law, may 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. A receipt shall be given should any item be seized during the search.
- O. If a student refuses to cooperate with the pat-down search, the security guard is to notify the principal, assistant principal, dean, or Director of Security who is stationed nearby to monitor the search. Such students shall be subject to the Code of Conduct. Refusal may also be grounds for immediate removal from school, facilities, and/or grounds for further discipline.
- P. Nothing in the procedures set forth shall limit the authority of the District from removing other contraband from a student, and to otherwise search a student when there is a 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.
- Q. A copy of the Metal Detector Search Procedures shall be available to each person and the principal who will in any way be involved with the conducting and/or monitoring of searches.

Adopted:

October 24, 2022

Reviewed:

August 21, 2023

Revised:

September 16, 2024

Reviewed:

August 18, 2025