

(School District or ISD)

PLANT SECURITY – METAL DETECTOR

(Policy/Guidelines)

Buildings constitute the greatest financial investment of the District. It is in the best interest of the Board of Education to protect the District's investment adequately. The buildings and equipment owned by the Board shall be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the educational programs.

The Superintendent shall develop and supervise a program for the security of the District buildings, District grounds, and District equipment pursuant to statute and rules of the State. Such a program may include video surveillance equipment in appropriate areas in and around the schools and other District facilities.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to District property and to require such persons to rectify the damage or pay a fee to cover repairs. A reward may be offered for apprehending such persons.

In the case of students of this District, the Superintendent is authorized to recommend sanctions against those who fail to meet their obligations.

Appropriate authorities may be contacted in the case of serious offenses.

The Superintendent is authorized to install metal detectors and other security devices which would assist in the detection of guns and dangerous weapons on District property.

The Superintendent shall report to the Board each major case of vandalism and the extent of the damage.

A. Distribution of Keys

Master facility keys will be distributed by the Superintendent for the District or ISD. Only those staff members who are responsible for the operation of a particular space shall receive a key. Each of those staff members are responsible for limiting further distribution only to those persons who have established a definite need for keys in order to fulfill their assignments.

In general, staff members shall be provided only the key to the space(s) they use and to other areas in which they have a legitimate responsibility. The Superintendent will maintain a file of master keys. Any unauthorized person found to have a master key or a duplicate in his/her possession shall be held in violation of this guideline.

B. Security

In order to be properly protected against theft:

1. staff members are expected to obtain room, desk, and closet keys from the school office at the beginning of the school term;

2. no money or valuables are to be left in the room;
3. at **no time** shall students be given keys for their use;
4. staff members **must** keep possession of their keys;
5. staff members should secure valuables at all times;
6. classroom doors should be kept locked when the classroom is empty;
7. prior to leaving school each day, staff members must close windows and lock doors to their rooms;
8. staff members are responsible for the equipment and supplies in their classrooms or offices. Should any items "disappear", the Superintendent must be notified immediately.

QUESTIONS ON THE USE OF METAL DETECTORS

- A. When will the Board of Education decide to use metal detectors in the schools?
- B. Will metal detectors be used in the elementary, middle, and high schools?
- C. Why does the Board of Education want a policy permitting the use of metal detectors in high schools and middle schools?
- D. What type of metal detectors will be used under the proposed program?
- E. Who will conduct the metal detector searches?
- F. When will metal detector searches be performed?
- G. Will students or their parents be informed in advance regarding the specific dates on which metal detector searches will occur?
- H. Will parents be notified about the program before it is implemented?
- I. Does this type of metal detector search infringe the constitutional rights of students?
- J. What will be the duration of the program?
- K. Has this type of program been used in other school districts in the State?
- L. What is the cost of this program?

- M. How will the schools be chosen in which the metal detectors will be used?
- N. Will parents be notified if their child is suspected of possession of a weapon?
- O. Will students have the right to a hearing before discipline is administered for the possession of a weapon?

METAL DETECTOR SEARCH PROCEDURES

The Superintendent shall be responsible for the monitoring and enforcement of regulations relative to metal detector electronic search procedures. The Superintendent/Director of Special Education 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 District buildings and property and at school-related functions of such schools, on a random and periodic basis.

All students, staff members, and/or visitors entering buildings or property and school-related functions of such schools are subject to search.

Metal detector searches will be conducted by school personnel using magnetometers (also known as walk-through metal detectors) and hand-held scanning devices.

- A. Students and/or Visitors shall not be informed in advance regarding the specific dates on which, or the locations where, metal detector searches will occur.
- B. 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.
- C. When a metal detector is being used, students, staff members, and/or 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, staff members, and/or visitors from opening those entrances to admit others into the building or school-related function.
- D. All students, staff members, and/or visitors entering the school or school-related function are subject to search although those conducting the search and/or Superintendent 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 Superintendent. A random formula shall not be ended to ensure the search of a particular student or person.
- E. The Superintendent and Director are prohibited from selecting a particular person to electronic search unless there is a reasonable suspicion to believe that the person is in possession of a weapon.

- F. 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 their operation to determine if they are 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.
- G. Each person operating on 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 Superintendent/Director.
- H. As to each individual search, the Superintendent/Director will ask the 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, police officers may not inspect items in which a weapon could not be concealed, and may not examine written materials. The Superintendent/Director shall monitor each electronic search for compliance with these guidelines.
- I. The person will then be asked to walk through the magnetometer (i.e., walk-through metal detector). If the metal detector activates, s/he will be asked a second time to remove metal objects from his/her person and to walk-through the magnetometer a second time.
- J. If the walk-through metal detector activates a second time, the Superintendent/Director is to approach the person and explain the hand-held scanning device process, and then conduct a scanning beginning at the toes and continuing up to the head without intentionally touching the body. The bags and parcels will also be scanned. The Superintendent/Director shall monitor each electronic search for compliance with these guidelines.
- K. When a student's, staff member's, and/or visitor's bag or parcel activates the scanning device, the Superintendent/Director is to request him/her to open the container in question so that the officer can look for weapons.
- L. If a student's, staff member's, and/or visitor's body activates the device, the Superintendent/Director 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 Superintendent/Director 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.
- M. Prior to the private search, the Superintendent/Director must ask the student, staff member, 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 Superintendent/Director shall monitor this search for compliance with these guidelines.
- N. If the Superintendent/Director feels an object during the part-down, the student, staff member, and/or visitor will be given a chance to remove it before the Superintendent/Director does. If such an object, once removed, appears to be the one which activated the device, the search ceases.
- O. The search can be continued only if a subsequent scan activates the device.
- P. The search is directed to search for weapons, however, other contraband discovered in the

course of an electronic search or pat down may also be removed from any student.

- Q. 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.
- R. 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, 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.
- S. If student refuses to cooperate with the pat down search, the Superintendent/Director is to notify the principal, administrator, or District staff member who is stationed nearby to monitor the search. Such students shall be subject to the Code of Conduct. Refusal shall also be grounds for immediate removal from school, facilities, and/or grounds and further discipline.
- T. 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.
- U. 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.