

## Weapons Search Program

As part of an overall plan to protect the health, welfare, safety, and lives of students, staff, and visitors to the public schools, and in response to the extremely high number of weapons found on school property this year, a new administrative program will be implemented that will involve the use of handheld metal detectors to randomly search students for weapons.

### Searches in General

- Searches conducted pursuant to this program are administrative searches.
- Searches are designed to be conducted in a manner that results in the least amount of disruption to the educational program as possible.
- This program and these procedures do not address or involve searches conducted by law enforcement.
- Searches conducted pursuant to this program shall occur only at high schools and middle schools.
- Searches conducted with handheld metal detectors shall not involve touching the student's person.
- If the circumstances (e.g., unexplained metal is detected) require physical contact with a student's person (e.g., patting of clothing to ascertain identity of metal), it shall be conducted by someone of the same gender as the student.

### Random Searches

- A computer program shall be utilized to randomly select schools, classrooms, and students to be searched.
- CCSD personnel may not deviate from these random selections.

### Student Cooperation

- If selected for a random search, students must cooperate and submit to the search.
- Students who refuse to cooperate and submit to the search will be subject to disciplinary action for failing to follow school rules and may be prevented access to or be removed from the school property.

### Random Arrival Searches

- When a school is randomly selected for an arrival search, the administration of that school shall be provided a number that is also randomly selected (e.g., 3 or 5).
- The search team will use the number provided to identify which students are subjected to the search (e.g. every 3<sup>rd</sup> student, or every 5<sup>th</sup> student) as they enter the school property.
- Identified students shall be directed to the search area and advised of the purpose of the search, the method in which the search will be conducted, and the fact that his/her selection was made in a random manner.
- The student shall be directed to place his/her belongings (backpack, purse, binders, etc.) on a table in the search area. The belongings shall be physically searched only to the degree necessary to affirm that no weapons are concealed therein.
- The student shall be directed to remove all metal objects from their pockets.
- The student shall be scanned using the handheld metal detector. Staff conducting the search must use an identical scanning technique/pattern for each student. The handheld device should not touch the student's body during the search.
- If the metal detector activates, the student shall be asked if they are in possession of any metal object in the area scanned. After determining that the object is not a weapon and is removable, staff will request that the student remove the object and re-scan the area. If an activation reoccurs and the object cannot be removed, the operator shall visually confirm the student's explanation (e.g., jewelry, belt, buckle, rivets on pants) or as a second alternative, by lightly touching (not grabbing) the area which is causing the repeated activation.
- If during a search an item is discovered that is a violation of District or school policy, regulation, or rule, the item may be confiscated, and the student may be subject to disciplinary action.
- If the search results in negative findings, the student will gather his/her belongings and will provide his/her student number to the staff member who conducted the search. Student numbers shall be documented for each student searched.
- The student shall then be allowed to exit the search area.

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### Random Classroom Search

- When a school is randomly selected for a classroom search, the administration of that school shall be provided the classroom(s) that is (are) to be searched, which are also randomly selected.
- The school administrator shall enter the classroom and explain the purpose of the search, the method in which the search will be conducted, and the fact that the classroom was randomly selected.
- Students shall be directed to stand, carry their belongings, and form a line near the door which leads directly to the search area setup in the hallway.
- The teacher shall remain in the classroom to monitor behavior while students are in line waiting to be searched.
- Each student shall be directed to exit the classroom and place his/her belongings (backpack, purse, binders, etc.) on a table in the search area. The belongings shall be physically searched only to the degree necessary to affirm that no weapons are concealed therein.
- The student shall be directed to remove all metal objects from their pockets.
  - The student shall be scanned using the handheld metal detector. Staff conducting the search must use an identical scanning technique/pattern for each student. The handheld device should not touch the student's body during the search.
- If the metal detector activates, the student shall be asked if they are in possession of any metal object in the area scanned. After determining that the object is not a weapon and is removable, staff will request that the student remove the object and re-scan the area. If an activation reoccurs and the object cannot be removed, the operator shall visually confirm the student's explanation (e.g., jewelry, belt, buckle, rivets on pants) or as a second alternative, by lightly touching (not grabbing) the area which is causing the repeated activation.
- If during a search an item is discovered that is a violation of District or school policy, regulation, or rule, the item may be confiscated, and the student may be subject to disciplinary action.
- If the search results in negative findings, the student will gather his/her belongings and will provide his/her student number to the staff member who conducted the search. Student numbers shall be documented for each student searched.
  - The student shall then be directed to exit the search area and to reenter the classroom through a separate door, if available. The teacher located in the classroom will ensure the student proceeds directly to his/her seat. If a separate door is not available, the searched students will exit the search area and will form a line nearby in the hallway until all students and belongings have been searched.

### Search Documentation

The student number of every student who is searched shall be documented. The documentation shall include the date, time, location (room number if applicable), and who conducted the search.

### Parent Notification

Parents shall be advised of the possibility that their child may be searched pursuant to this program.