

**WEAPONS POSSESSION AND PROSECUTION
POLICY AND GUIDELINES FOR USE OF METAL
DETECTORS**

DATE: October 22, 2007

The Board of Education authorizes the use of hand-held or walk-through metal detectors to check a student's person or personal effects **to include, but not limited to purses, book bags, students desks, lockers, and automobiles driven or parked on school property.**

A notice will be posted at each school stating that **O.C.G.A. 16-11-127.1 prohibits** weapons **on** school **property** and that students may be required to submit to a metal detector check. In addition, the metal detector policy will be included in all future **middle and high school** student handbooks.

Periodic **or random metal detector checks** may be conducted at any and all points of ingress and egress within the school complex.

School officials or school safety officers may conduct metal detector checks if the checks are done in a minimally intrusive, nondiscriminatory manner.

A student's failure to submit to a metal detector check as provided in this policy will be considered grounds for disciplinary action including possible suspension.

METAL DETECTOR CHECKS OF INDIVIDUAL STUDENTS

If a school official has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or a weapon, he or she may conduct a metal detector check of the student's person or personal effects. **Under critical circumstances, school safety officers may also conduct a metal detector check of a student's person or personal effects.**

The administrator or safety officer will ask the student to remove all metal-containing objects from his/her clothing and personal effects. The administrator or safety officer will then scan the student without touching his/her body and scan the outside of the student's personal effects. If the student refuses to cooperate, the administrator or safety officer may proceed with the check in the presence of another adult.

If the metal detector is activated during the scanning of the student's effects, the administrator or safety officer will open **and search** the book bag, purse, etc. and look for weapons. If the metal detector is again activated **during the re-scanning of the student**, a same-sex administrator, **administrative designee, or safety officer** will conduct a pat-down search of the student's outer clothing in the presence of an adult witness when feasible. If the administrator, **administrative designee, or safety officer** detects an object on the student's person, the student **will relinquish the object.** If the student refuses, the administrator, **administrative designee, and/or safety officer** will escort the student into a

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private room and remove the object from the student in the presence of an adult witness of the same sex.

If a properly conducted search yields a weapon or any other illegal material, the object shall be turned over to the proper legal authorities for ultimate disposition.

Procedure for Walk-Through Detectors

- 1) All walk-through metal detectors will be portable and able to be moved to individual classrooms.
- 2) All walk-through metal detectors should be inspected regularly by qualified administrative personnel to ensure that their settings are appropriate.
- 3) The searching of classrooms shall be on a random basis, with the school administrative officials designating the class to be searched.
- 4) All walk-through metal detector searches should be monitored by the classroom teacher, at least one administrative official, and one school safety officer.
- 5) The primary individuals conducting the search shall be school administrative officials and the classroom's teacher. School safety officers shall be in the area of the detector to assist administrative personnel.
- 6) All students entering the detector shall be required to remove all metal objects. Students may carry bags through the detector if the bags contain no metal.
- 7) After removing all metal objects, students should pass through the metal detector individually.
- 8) Each detector should be monitored by an administrative official to determine whether metal is detected.
- 9) Bags containing metal objects shall be removed and handed over to a designated administrative official for searching.
- 10) Any student who refuses to walk through the detector or surrender any bags or garments should be escorted to the school office by the school safety officer. The student shall be detained and have his or her parents notified to pick up the student. The student shall be subject to discipline for the offense of defiance.
- 11) If the metal detector is activated by a student, the administrative official should isolate the student and ask him or her to remove any metal objects.
- 12) Any student that refuses to remove the metal object after detection should be escorted to the school office by the school safety officer. The student shall be detained and have his or her parents notified to pick up the student. The student shall be subject to discipline for the offense of defiance.
- 13) If contraband is found, it shall be addressed in accordance with the code of conduct.

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RANDOM METAL DETECTOR CHECKS OF CLASSROOMS

Middle school and high school administrators will be responsible for conducting random metal detector checks of classrooms.

* All team members must be properly trained by safety officers in the use of the metal detector devices, both hand held and walk through.

Procedure for Random Metal Detector Checks of Classrooms

- 1. Students will exit the classroom, leaving their belongings on the desk. Students will stand in the hallway where the metal detector is located.**
- 2. Each student will pass through the metal detector. If the detector is activated, the student will remove any metal object from his/her person and again walk through the metal detector.**
- 3. If the metal detector is again activated during the re-scanning of the student, a same-sex administrator, administrative designee, or safety officer will conduct a pat-down search of the student's outer clothing in the presence of an adult witness when feasible. If the administrator, administrative designee, or safety officer detects an object on the student's person, the student will relinquish the object. If the student refuses, the administrator, administrative designee, and/or safety officer will escort the student into a private room and remove the object from the student in the presence of an adult witness of the same sex.**
- 4. Students will reenter the classroom one at a time and observe while his/her belongings are scanned. If the metal detector is activated, the student will observe as his/her belongings are searched.**

Documentation

The Principal or Safety Officer shall communicate by phone or other means to the central office prior to activities such as locker searches utilizing dogs, searches using metal detection devices, or any other similar activity in which the central office should have advanced notice. **Using the attached form, an activity report shall be submitted to the Assistant Superintendent of Student Support each time a random metal detector check or similar activity is conducted on school system property.** A written report is not necessary each time an individual locker search is conducted

ADOPTED: 9/13/94

REVISED: 1/13/98, 8/7/00, 7/10/07

Columbia County Board of Education

**Report of Random Metal Detector Check or
Random Search**

This report is to be submitted immediately upon completion of a random metal check or search. E-mail this report **immediately** to the following: scarroway@ccboe.net, rjarrell@ccboe.net, etruan@ccboe.net, tdross@ccboe.net, ksheldon@ccboe.net, jocelyn.baker@ccboe.net, buddy.hendry@ccboe.net.

SCHOOL:	
Date of Activity:	Time:

<u>Name</u>	<u>Role</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

<u>Name</u>	<u>Role</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Description of Activity:

Action Taken by School (if any):

Incident Report Completed by:
