

Questioning and Searches of Students Procedure

The following protocol will be observed when conducting searches of students:

1. When the school official has reasonable suspicion that a student has possession of any items which violate law, school policies or regulations, or which may be harmful to the school or its students, he/she will call the student to a private location, if practical, and, in the presence of a second staff member, inform the student that there is reason to believe that he/she is in possession of such items.
2. The school official shall ask the student to open and reveal the contents of pockets or any container, compartment, bag or other item. If the student refuses to open the item, the school official shall open and search the item to reveal its contents. If the student refuses to release the container, compartment, bag, or other item, the School official shall call the parents and police for assistance.
3. Any items which are illegal, prohibited by school policies or regulations, or which in the reasonable judgment of school officials, represent a threat to the safety and welfare of the school population may be seized by school authorities. The seizure or confiscation of items located in a locker shall be accomplished in the following manner:
 - a. Each item seized must be identified in a written receipt issued to the student.
 - b. If items are found which are illegal, the police shall be called and such items will be turned over to the police. Such other items which are seized shall be secured in a locked desk, cabinet or vault.
 - c. The Principal shall prepare a report indicating the time and place of the search, who was present at the search, what items were seized as a result of the search, and the disposition of such items.
 - d. A copy of this report shall be given to the student, the student's parent/ guardian and the Superintendent, **no later than the next school day following the search.**

Administrative Procedure: Metal Detectors

The following protocol will be observed when school officials operate stationary or mobile metal detectors on school premises:

1. All students will be requested to empty their pockets and belongings of all metal objects before the search.
2. Any student who activates the metal detector will be requested to make a second walk-through.
3. School officials shall use a hand-held magnetometer, if available, to focus on and discover the location of the metal source if a second activation results.
4. If the activation is not eliminated or explained to the school official's satisfaction and the student refuses to cooperate, the school official shall call the parents and police for assistance. The scope of the search may be expanded if there is reasonable suspicion that the student is in possession of a weapon and it is deemed an emergency situation and a delay to call the police would potentially intensify the situation.
5. Except in an emergency, potentially life-threatening situation, school officials shall ask the student to proceed to a private area for any more search, including any search of bags, purses or other containers.

Administrative Procedure: Metal Detectors (continued)

6. Any items that are illegal, prohibited by school policies or regulations, or which in the reasonable judgment of school officials, represents a threat to the safety and welfare of the school population, may be seized by school authorities. Each item seized must be identified in a written receipt issued to the student.
7. If items are found which are illegal, the police shall be called and such items will be turned over to the police. Such other items, which are seized, shall be secured in a locked desk, cabinet or vault.
8. The principal shall prepare a report indicating the time and place of the search, who was present at the search, what items were seized as a result of the search, and the disposition of such items.
9. A copy of this report shall be given to the student, the student's parent/ guardian and the Superintendent **no later than the next school day following the search.**