

Administrative Directive Title: Searches by School Personnel	AD Number: 6.303.1	Adopted: November 2024
Policy References: Board Policy 6.303 - Interrogations and Searches	Revised:	

1 *General*

2 Staff have the duty to report to the principal any reasonable suspicion that a student is in possession of
 3 or is carrying a dangerous weapon on school grounds or within any school building or is using or in
 4 possession of drugs.

5 The principal has the duty to report any violations to the school resource officer. The school principal is
 6 responsible for any searches conducted by the school, unless exigent circumstances apply, in which case
 7 the school principal may assign a school employee as a designee for the purpose of searches.

8 Any dangerous weapon or drug discovered by the principal or designee in the course of a search shall
 9 be turned over to the appropriate law enforcement officer for proper disposal.

10 **SEARCHES OF STUDENTS**

11 A student may be subject to a physical search by the school principal or their designee due to the results
 12 of a search of the student’s personal belongings (backpack, bag, etc.) or because of information received
 13 by staff if such action is reasonable by the principal.

14 **SEARCHES OF VEHICLES, LOCKERS, AND ENCLOSURES**

15 Depending on the circumstances, a principal may order that any enclosures used for storage by students
 16 and other areas accessible to students, be searched in the principal/designee's presence.

17 Individual circumstances requiring a search may include incidents on school property, including school
 18 buses, involving, but not limited to, the use of dangerous weapons, drugs or drug paraphernalia by
 19 students, information received from law enforcement indicating a pattern of drug dealing or drug use by
 20 students of that school, any assault or attempted assault on school property with dangerous weapons, or
 21 any other actions or incidents known by the principal that give rise to reasonable suspicion that dangerous
 22 weapons, drugs, or drug paraphernalia are on school property.

23 The principal shall ensure that notice is posted on school campus that vehicles parked on school property,
 24 lockers, or other enclosures used for storage by students are subject to being searched.

25 **METAL DETECTORS**

26 Metal detectors may be used in searches, including hand-held models that are passed over or around a
 27 student's body, and students, visitors, containers, and packages may be required to pass through a
 28 stationary detector.

29 The Safety Coordinator shall ensure that all metal detectors are maintained and calibrated in accordance
30 with the manufacturer's directions and are stored appropriately.

31 Metal detectors shall be used at times as determined by the principal. The Safety Coordinator will be
32 present anytime the equipment is in use and will ensure that the equipment is being used appropriately.

33 Before scanning an individual, he/she will be asked to remove all metal objects. If a metal detector
34 activates on an item, the individual will be asked again to remove the item for inspection. If the individual
35 refuses to remove the item and police are not present, the school resource officer will be notified, and
36 the individual will be escorted from the building.

37 TRAINED ANIMALS

38 Dogs or other animals trained to detect drugs or dangerous weapons may be used in conducting searches,
39 but the animals shall be used only to pinpoint areas needed to be searched and shall not be used to search
40 the student's whole person.