

Book	POLICY MANUAL
Section	700 SUPPORT SERVICES
Title	METAL DETECTOR USAGE
Code	731.5
Status	Active
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The West Bend School District recognizes the importance of safety and security in district buildings and at district sponsored events. This policy authorizes the use of metal detection devices to provide security screening for entrance into buildings and events along with usage of these devices in searching for items not allowed in school buildings, on school property, or at district sponsored events. A procedural manual regarding the use of metal detection devices shall be reviewed annually by district administration and the policy committee.

The following notification for students, parents/guardians, and visitors will include that metal detection devices may be used to conduct searches or provide a form of inspection for those entering a school, school property, or a district sponsored event. Notice shall be placed:

- in student/family handbooks,
- on the district website, and
- at the main entrances of buildings and district event facilities.

The following guidelines are set forth for the use of metal detection devices for those entering a school building, school property, or district sponsored event for security screening purposes:

- Any search may include all students, staff, and/or visitors, and if it is not determined to be feasible, a random selection process must be used for the selection of those to be screened. The only approved method for selection is a randomized selection process such as every 3rd, 4th, 5th, etc. person entering will be screened. This would be determined in advance of the event and applied for the remainder of the entire event or school day.
- When doing security screening using metal detection devices, the district may request a law enforcement officer present to observe the screening in the event that something is found.
- If using metal detection wands, the person being searched can request that the search be completed by someone of the same gender.
- A private space will be provided to conduct any further conversation if the metal detection device alerts and school staff and/or law enforcement need to have additional questions or a subsequent search is needed.
- All staff who will be operating and/or working at detection stations will be required to complete annual training provided by the district to include use of the detection devices and expected processes and procedures. This will include a review of the district's security screening procedure manual.

The following guidelines are set forth for the use of metal detection devices in individual searches of students.

- Only administrators may utilize metal detection devices as part of a student search.
- A student can request that the search be completed by someone of the same gender.
- Administrators who will be operating and/or working at detection stations will be required to complete annual training provided by the district to include use of the detection devices and expected processes and procedures. This will include a review of the district's security screening procedure manual.
- Searches using metal detection devices will follow all other policies and laws related to student searches.
- Students should be searched in a private location away from other students.
- Searches may be monitored by law enforcement if the administrator determines it is necessary.

- Before searching with the metal detecting device the administrator will ask the student to remove any and all metal devices from his/her person, backpacks, purses, bags, parcels, etc. before proceeding with the metal detection process.
- If the metal detection device alerts again after the initial removal of items, the administrator will ask a second time to have items removed and then rescan.
- Items found during the search using a metal detection device that are in violation of school rules, school district policies, and/or laws can be cause for discipline and/or law enforcement action following district established procedures and policies.

If at any time there is a belief that the metal detection device is not working properly, the device should no longer be used, a different detection device or search process should be used, and the facilities department notified.

Legal

[Section 118.07\(4\) \[school safety plans\]](#).