



METAL DETECTOR PROCEDURES

1. Students and their contents will be screened **daily** upon the arrival to school.
2. Cafeteria and car rider metal detector stations will be closed and off limits at the sound of the tardy bell (8:15 A.M.). The main office station will be operational throughout the school day.
3. Students are expected to empty the metal contents of their pockets, purses, gym bags, and backpacks in a secure bin before the screening. Students can place the following items in the secure bin to speed up the process: chains, coins, etc. The metal buckle on belts and any steel toe shoes will set-off the metal detectors; therefore, students will be asked to remove their belts before being scanned by the metal detectors. Once contents are removed, students will be able to wear or carry backpacks through the metal detectors.
4. If the metal detector alarm sounds while being screened, the student will have the opportunity to exit and empty the contents of the area in question. This process will continue until the student clears the metal detector without setting off the alarm.
5. Students who are screened and have cigarettes/tobacco, contraband, weapon, drugs/alcohol, unauthorized performance-enhancing drug (PED), or other illegal substances will be written a citation for the offense and/or law enforcement will be notified. Also, students will be subject to disciplinary action under the Student Code of Conduct.
6. **Students are NOT permitted to use electronic communication devices/cell phones during the school day.** Any confiscated items will **NOT** be returned to students. Parents or legal guardian **MUST** come to the school to retrieve any confiscated items. Subsequent infractions will result in disciplinary action for the student.
7. Students who are screened and have opened bottles/cups in their possession will have to throw the bottle/cup away.
8. Any students, staff, and guests who seek admission to the school building using the front office **MUST** enter through the metal detector located outside the front office. Staff members or other school personnel with proper identification and access to that building will be able to bypass a metal detector station by using their swipe **ID** cards **ONLY**.
9. Students or visitors who exit the building at any time must re-enter through the front office metal detector station (**Staff may re-enter using swipe ID cards**). Students who open locked doors or otherwise permit others access to the building without the proper screening will be subject to disciplinary actions.
10. Students, staff or guests who refuse cooperation with above procedures **will be denied** access to the building. Students will be allowed to call home for a ride and are not permitted to return to school on the same day as the violation.