



**SHELBY COUNTY SCHOOLS SAFETY & SECURITY
METAL DETECTOR SCHOOL PLAN
(MIDDLE/HIGH SCHOOLS ONLY)**

SCHOOL PLAN DUE: October 30

DATE SUBMITTED: _____

SCHOOL: _____

ADDRESS: _____

PRINCIPAL: _____

Per District Board Policy 6027, each school plan shall include the following:

I. Trained staff conducting search

II. Identification of all entrances where metal detectors are located. Note: All exterior doors should be locked to prevent access to the facility.

III. Procedures for grounds sweep after scanning exercise

IV. Identification of room(s) used to conduct “pat down” or private searches (which should be close to the scanning areas, but out of view of students and other persons not part of the scanning team).

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V. Inspection of Buses procedures:

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VI. List staff requesting training for this school year.

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Below are the provisions and procedures that all schools should abide by as it relates to the plans for the supervision of students, late arriving students and searching of subject’s personal containers. Any additional plans for these areas should be noted in the subsequent box on page 3.

A. Provisions for supervision of students who have already completed the scanning process and those who may have to wait in line:

Staff will supervise students who have completed the scanning process and may have to wait in line for clearance.

B. Procedures for late arriving students:

All late arriving students will be searched upon their arrival by trained staff.

C. Procedures for the inspection or searching of subject’s personal containers:

Staff will follow the training as it relates to searching of students’ personal containers, including backpacks, book bags, purses, carried clothing, lunch boxes/sacks, etc. Schools equipped with X-Ray machines will use this equipment for these types of searches. Schools without will use the manual method of searches.

School plans must be submitted to the Department of Safety and Security by emailed to safetyandsecuritydepartment@scsk12.org by October 30th of each school year.

VII. Additional plans for procedures A, B and C.