### **Kate Bond Middle School Safety Screening Process for Students and Guests**

**Rationale:** The following procedures are established to ensure the safety, security, and smooth arrival for the entire school community. Parent and student adherence and support are required and greatly appreciated.

**Objective:** To ensure the safety and security of all students and guests entering the middle school by implementing a thorough screening process involving metal detection and bag x-ray.

#### **Procedures**

**Screening Process**

**Initial Entry:**

* Students and guests enter the building and are directed to the screening stations.

**Empty Pockets:**

* All individuals empty pockets into a basket on the metal detection table.
* Security staff inspect the contents of the baskets.

**Bag Screening:**

* All bags, including backpacks, athletic bags, and purses, are handed to x-ray safety monitors for x-ray clearance.
* Bags are scanned for prohibited items.

**Metal Detection:**

* Individuals physically pass through the metal detector.
* If the detector alarms, the individual is subject to additional screening with a handheld metal detector.

**Post-Screening Procedures**

**Students:**

* Once screened, students collect their belongings.
* They proceed to breakfast and then homeroom or directly to homeroom if they do not wish to have breakfast.

**Guests:**

* Once screened, guests collect their belongings.
* They report to the main office for check-in, where they will receive visitor badges and further instructions.

**Handling Exceptions and Incidents**

**Prohibited Items:**

* If prohibited items are found, security staff will follow established protocols for confiscation and documentation.
* Parents/guardians of students with prohibited items will be contacted.

**Non-compliance:**

* Individuals refusing to comply with the screening process will be escorted to a designated area for further evaluation by school administrators.
* Persistent non-compliance will result in denial of entry and appropriate disciplinary action.

**Conclusion** This structured process ensures the safe and orderly arrival of all students and guests while maintaining security protocols. By implementing this comprehensive screening procedure, we can maintain a secure environment conducive to learning and growth at Kate Bond Middle School.