

### Search and Seizure

In order to preserve a safe environment for all students and staff, the School may conduct reasonable searches of students and student property. All searches, must recognize the privacy rights of students and may not be done without reasonable basis or in an unreasonable manner.

The authorization to search extends to all situations in which the student is under the School's jurisdiction or control.

#### Types of Searches

Searches may include, but are not limited to the following types.

*School-provided Storage.* School lockers, desks, and other storage spaces provided by the School are the School's property. Students have no expectation of privacy in these storage spaces from school officials. The School may allow the Head Administrator or his/her designee to conduct regular searches of all such storage places or as is determined reasonably necessary.

*Person & Personal Property.* An Individual's person, car, and other personal belongings may be searched whenever the School has reason to believe (1) the student is concealing evidence connected to a school policy violation or criminal activity and (2) the items to be searched are capable of concealing such evidence. Searches do not require a student's consent.

*Electronic Searches.* Students have no expectation of privacy with regards to using the internet, intranet, network, or electronic mail. Usage of such electronics may be monitored and maintained and may uncover that a student has violated the School policy or usage.

#### Guidelines for Searches & Seizures

All searches and seizures shall conform to the following guidelines:

1. The extent of each search shall be proportionate to the severity of the alleged infraction.
  2. Searches of a student's person shall be conducted in a private area by a school official and observed by an objective third party. Both the school official and the third party shall be of the same sex as the student being searched. The search may not require the student to remove clothing nor should the student be touched in any way.
  3. School locker, desks, and other storage property may be inspected. Students must open lockers and other storage areas at the request of School officials. A student has the right to be present during a search unless the student is absent or an otherwise compelling situation necessitates a search in the student's absence.
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4. The Head Administrator or his/her designee may use canines when he/she reasonably suspects that illegal drugs may be found and a search warrant has been obtained. The canines (i) must be trained in detecting drugs, (ii) may only be used to determine if drugs are present in areas where the substance may be concealed, and (iii) must be conducted in conjunction with law enforcement officials or otherwise certified organizations.
5. Students are prohibited from keeping prohibited items belonging to other individuals within their lockers, backpacks, or desks.
6. The Head Administrator or his/her designee may use a breath-test instrument to determine if a student has consumed alcoholic beverages.

Documenting Searches & Possessing Contraband

All searches shall be immediately documented in a written report by the Head Administrator or his/her designee. The written report shall (1) explain why the search was conducted, (2) identify persons providing information, (3) indicate areas searched, (4) describe and identify contraband found, (4) identify persons present, and (5) explain how contraband was disposed of following the search.

All contraband and other illegal or dangerous substances seized shall be controlled and disposed of by the Head Administrator or his/her designee.

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