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### SEARCH POLICY

The School hereby establishes a zero-tolerance policy concerning school violence, crime, and the possession or use of firearms and weapons on school grounds or at school functions.

In conjunction with the School policies, a “Search Policy” is hereby established. This Policy permits a search of any student and/or visitor who enters the school facility or grounds, or any student who attends any School activity, function, or event, regardless of whether the activity, function, or event is at the School. The administrative search authorized pursuant to this policy provides for the search and seizure of any firearm(s), weapon(s) and/or contraband found in possession or controlled by the individual searched, and/or in his or her possession. Illegal firearm(s), weapon(s) and contraband include any item(s) that are in violation of local, state or federal law, and/or in violation of any School Code of Conduct rule, policy, or guideline.

Nothing outlined in this policy restricts or limits School officials, School police officers, School security officers, or law enforcement (hereinafter known as the “Search Team”) from searching students or visitors where reasonable suspicion or probable cause, independent of an administrative search, exists. If a metal detecting device alerts to the presence of metal during the course of an administrative search, it gives rise to reasonable suspicion. This policy also outlines searches performed when reasonable suspicion exists where an administrative search has not been conducted.

#### I. ADMINISTRATIVE SEARCHES

##### A. GENERAL CONSIDERATIONS

1. The primary purpose of the metal detector searches is to locate any firearm(s), weapon(s) and/or contraband in order to provide a safe school environment for students, teachers, staff, and administrators. The primary purpose of the searches is not to collect evidence for criminal prosecution or to penalize students. However, law enforcement authorities will be summoned and may arrest the individual and seek criminal prosecution against an individual if a search reveals that the individual is in possession of any firearms(s), weapon(s) or contraband.
2. Administrative searches using a metal detector may be conducted randomly or may be at a set location, at locations at the school facility, on the school grounds, or at locations where a School activity, function, or event is held.
3. The searches will be conducted in the least intrusive manner so that individuals’ rights are balanced with the requirements of this policy. Administrative searches using a metal detector may be conducted by any member of the Search Team, regardless of gender, if the Search Team member has been trained to properly conduct searches using an approved metal detector. Pat-down searches will be conducted by an individual of the same gender as the individual being searched. Under no circumstances will a “strip search” be conducted by school officials pursuant to this policy. (School security personnel and law enforcement officials shall not be limited by this paragraph and shall follow appropriate training).
4. The Search Team will oversee any and all metal detector searches. The Search Team will be required to follow the policy with regard to administrative searches and will be required to address the discovery of firearm(s), weapon(s) or contraband as set forth within the search policy procedures.

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5. The Search Team will be trained to conduct administrative and reasonable suspicion searches.
6. Nothing in this Policy shall limit the authority of a member of the Search Team or law enforcement official to search an individual or an individual's possessions when reasonable suspicion or probable cause exists that the individual is in possession of an illegal firearm(s), weapon(s), or contraband.
7. All students and legal guardians are required to sign a written acknowledgement, prior to attending school, concerning this policy in addition to the School Student/Parent Contract. The acknowledgement will provide written notice to the student(s), parent(s) and legal guardian(s) of these terms.
8. Signs will be posted at the school facility notifying students and visitors that any student or visitor is subject to random administrative searches.

### B. SEARCH PROCEDURE

1. All students and visitors entering the School facility or grounds or any student in attendance at any School activity, function, or event regardless of whether the activity, function, or event is at the School facility or grounds are subject to a walk-through and/or hand-held metal detector search for firearms, weapons, and/or contraband. The determination as to the random searches of students and visitors will be made pursuant to the procedures for conducting metal detector searches. The search will be random and will use neutral and even-handed criteria for determining individuals subject to the search.
2. No student or visitor shall be selected to be searched based solely upon his/her gender, race, ethnicity, physical appearance, manner of dress, or association with any particular groups of persons.
3. Pursuant to this Policy, members of the Search Team are prohibited from selecting a specific individual(s) to be searched without reasonable suspicion that the individual is in possession of a firearm, weapon, and/or contraband. This policy may not be used as a pretext to "single out" a particular individual or group of individuals.
4. Searches will be performed on random days, times, and locations. Advance notice of a search will not be provided.
5. Students and visitors to be searched will be advised that an administrative search is being conducted; will be advised of the procedures; and will have the opportunity to ask questions prior to the search.
6. Students and visitors may refuse to submit to the search.
7. No student/visitor selected to be searched will be allowed to enter or remain in the facility or on the grounds if the individual does not submit to the search. Search Team members shall immediately advise a school security officer and contact law enforcement when an individual objects to an administrative search.
8. The individual to be searched will be asked to remove any firearm(s), weapon(s), and/or contraband from his/her possessions before the search. These items will be placed in a

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designated container or space, in public view, until the search is completed. Any firearm(s), weapon(s), and/or contraband removed for the search will be confiscated and seized by a Search Team member.

9. Subsequent to the removal of items referenced above, students and visitors will be searched with a hand-held metal detecting device. For each individual searched, there will be a body scan for any firearms, weapons, and/or contraband. Any personal possessions (i.e., backpacks, briefcases, bags and containers) of the individual will also be scanned for firearms, weapons, and/or contraband.
10. Reasonable efforts will be made to avoid bodily contact with the individual being searched and the device.
11. If the hand-held metal detector alerts during the body scan, a Search Team member conducting the scan will direct the individual being searched to remove any remaining metal objects from his or her person or possessions and place the item(s) in the designated container. Any firearm(s), weapon(s), and/or contraband removed will be confiscated by the school police officer or security officer. A Search Team member will then conduct a second scan.
12. If the metal detector alerts to the presence of metal during the second scan, the individual will be subject to a pat-down search. This expanded search will be based on reasonable suspicion and include a limited pat-down of the area for which the device was activated. The search will be further expanded should the pat-down, or some other grounds for reasonable suspicion, indicate a concealed firearm(s), weapon(s), and/or contraband may be in the possession of the individual. Expanded or more intrusive searches will be conducted as outlined pursuant to the Reasonable Suspicion Searched section of this policy.
13. Any weapon(s) and/or contraband will be confiscated and seized by a Search Team member. Any item(s) confiscated during the search will subject the individual possessing the item(s) to discipline pursuant to the school policy. Additionally, the student and/or visitor may be subject to criminal prosecution, including arrest, detention, and incarceration, where appropriate.
14. Any item(s) that is removed prior to the search is not a prohibited item will be returned to the individual at the conclusion of the search.
15. If a student or visitor is subject to a medical condition, or pregnancy, that prevents or inhibits the use of a metal detector, the individual will be required to present proper documentation to the school Administrator or designee(s) when enrolling at the School or prior to an administrative search. If a student who is subject to an administrative search fails to provide proper documentation, the student will not be excused from an administrative search. This documentation will be verified and kept on file by the school Administration. Documentation will be valid for the current academic year, for the duration of the medical condition or pregnancy, or if the student or visitor has a terminal or permanent condition, until the end of the current academic year. For individuals providing proper documentation for a valid medical reason, administrative searches will be conducted pursuant to a pat- down search.

### II. REASONABLE SUSPICION SEARCHES

#### A. GENERAL CONSIDERATIONS

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1. Reasonable suspicion depends on the information and observations available to the school official in determining whether there is reasonable suspicion to conduct a search. Reasonable suspicion depends on both the content of information possessed by a school official and its degree of reliability. Both factors, the quantity and quality of the information and the degree of reliability, are considered with regard to the totality of the circumstances. All available information must be considered when evaluating whether there is reasonable suspicion to conduct a search. Thus, if the information available has a relatively low degree of reliability, more information will be required than if such information was more reliable.
2. Reasonable suspicion may exist independent of an administrative search. School officials may conduct searches of any student, at any time, if reasonable suspicion exists that the individual is in possession of a firearm(s), weapon(s), and/or contraband. Where reasonable suspicion is developed concerning the possession of a firearm(s), weapon(s) and/or contraband, an expanded or more intrusive search may be performed via a pat-down search.
3. Prior to conducting the search, the school administrator or designee(s), overseeing the search, will request the student to sign a form consenting to the search. If the student refuses to consent, school officials retain the authority to conduct a search even though the student does not execute a consent form. The search will be limited to the basis of reasonable suspicion, i.e., information and/or observations obtained with regard to the individual's possession of a firearm(s), weapon(s), and/or contraband.
4. When there is reasonable suspicion that an individual is in possession of a firearm(s), weapon(s), and/or contraband, school officials will contact the school police officer or security officer to conduct the search.
5. During the search, if other illegal contraband is found, the item(s) will be confiscated and seized by the school police officer or security officer. The individual possessing a firearm(s), weapon(s), and/or contraband will be subject to the discipline pursuant to school policy.

### B. REASONABLE SUSPICION SEARCH PROCEDURE

1. A search based on reasonable suspicion involves a pat-down of an individual and/or a physical inspection of the individual's possessions.
2. The pat-down search will be conducted at the school facility or on school grounds in an area that is a safe distance away from other students. If the search is to be conducted at a school activity, event, or function, the search will be conducted in an area that is a safe distance away from other individuals. The search will be conducted by a Search Team member of the same gender as the individual being searched, whenever possible. All searches will be witnessed by at least one other school official, in addition to the Search Team member conducting the search.
3. Where a reasonable suspicion search is conducted as the result of a metal detector activating, the search shall be conducted only in the area of the body for which the device is alerted. The search will include patting-down the exterior of the individual's clothing for the limited purpose of discovering the item(s) which may have caused the metal detector to alert to the presence of metal. If the device alerts to the individual's personal possessions, the possessions will be inspected and opened to determine the presence of a firearm(s), weapon(s), and or contraband.

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4. If the Search Team member conducting the search observes or feels an object which may have caused the metal detector to alert, and there is a reasonable belief that the object may be a firearm(s), weapon(s), and/or contraband, the Search Team member conducting the search will ask the individual being searched to remove the item(s). If the individual refuses, the Search Team member has the authority to remove the item from the individual's person or possessions without consent.
5. If the item(s) removed is determined to be what caused the metal detector to alert the search will cease, unless reasonable suspicion still exists. If reasonable suspicion exists sufficient to continue the search, the search will continue.
6. If the item(s) removed is determined to be what caused the metal detector to alert to the presence of metal, and no reasonable suspicion still exists, the search will cease. The individual and/or his/her possessions will then be re-scanned with the metal detector. If the device alerts again, the individual or his/her possessions will be subject to an additional search. If the device does not alert again, the search is complete.
7. If the removed item is a firearm(s), weapon(s), and/or contraband, it will be confiscated and seized by a Search Team member. Any item(s) confiscated during the search will subject the individual possessing the item(s) to discipline pursuant to school policy. Additionally, the student and/or visitor may be subject to criminal prosecution, including arrest, detention, and/or incarceration, where appropriate.
8. Any item(s) that is not prohibited as an illegal firearm(s), weapon(s), and/or contraband will be returned to the individual at the conclusion of the search. A Search Team member shall have the sole discretion with regard to the determination that the item(s) do not pose any threat to the health or safety of individuals within the facility and/or grounds.