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| Millwood Public Schools 6724 Martin L. King Oklahoma City, OK 73111 | Regulations: J-21-R1 Effective Date: 9/2/97 |
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ANIMAL ASSISTED SEARCHES

School administrators may conduct unannounced, random searches. Such searches may be aided with the use of trained animal(s) under the supervision of a skilled handler. Prior to the initiation of an animal assisted search, the school administrator will meet with the representative or handler to explain how animal assisted searches will be conducted. Periodic briefing will occur to update the representative of suspected use of illegal substances, including but not limited to the time(s) of day and location(s).

A school administrator will be present and accompany the handler and animal during the search. In the event the animal detects or alerts on a suspected odor or illegal substance the following steps will be taken:

1. The administrator will call the student aside (or call the student out of the classroom) and advise the student of the "alert".
2. The student will be taken to a secure area and advised that a search in accordance with Board Policy J-21 will be conducted.
3. Students will be advised that flight during an "alert," a search, or related administrative action may imply guilt.
4. The student's parent (guardian) will be contacted and advised that the student had been identified as possibly being in contact with an illegal substance. The parent (guardian) will be informed of possible circumstances surrounding an "alert". The identification may have been the result of the student being around certain medication, someone who may have had an illegal substance, in a car where an illegal substance had been used, or other similar situations.

5. The Oklahoma City Police Department will be contacted in the event a suspected illegal substance is confiscated. The animal handler (representative) may transport suspected illegal substance to the police station if so authorized by the Oklahoma City Police Department.

The contracted service provider for animal assisted searches will provide the principal and superintendent a copy of each search report. The contracted service provider will provide the superintendent with a summary report to be submitted to the board of education.