

SECURITY

General Provisions: The Board requires and encourages close cooperation between its employees, local police, fire, and sheriff departments, safety officers and risk managers appointed by the District, and the District's insurance companies in maintaining the safety and the security of all buildings and grounds.

Limited Access: Access to school buildings and grounds outside of regular school hours shall be limited to authorized personnel. The Superintendent or the Superintendent's designee shall establish and maintain an adequate key control system to limit access to buildings and to safeguard against the potential of entrance to buildings by keys in the hands of unauthorized persons. Records and funds shall be kept in a safe place and under lock and key when required. Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate.

Reporting and Prosecuting Criminal Acts: Employees, students, and citizens of the District should report any criminal activity occurring on District property to the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee shall be authorized to pursue a criminal complaint and to press charges against persons suspected of criminal activity occurring on District property as deemed appropriate.

If an employee is subject to an assault, a battery, or an assault and battery during the performance of any school duties, the employee shall notify the Superintendent, the building administrator, or a member of the Safe School Committee. Any building administrator or member of the Safe School Committee so notified shall notify the Superintendent. Each school site shall post the following notice in a prominent place:

FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S)
COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY
SCHOOL EMPLOYEE.

Visitors: Parents and patrons of the District are encouraged to visit the District and to observe the activities of the District. Except as otherwise provided, all visitors to the District shall report to the school office upon entering the building, shall sign the visitors' register, and shall request appropriate authorization to visit the school from the District official in charge of each building. When parents, patrons, and friends have been invited to a school for a particular activity or program, it shall not be necessary to sign the visitor's register or request any additional authorization to visit the school.

Unauthorized Persons: Any unauthorized person on District property should be reported to the Superintendent or the Superintendent's designee. As authorized by law, the District has the authority and power to direct any person to leave District property who is not a student, officer, or employee and who interferes with the peaceful conduct of activities, commits an act which interferes with the peaceful conduct of activities, or enters the institution for the purpose of committing an act which may interfere with the peaceful conduct of activities.

Any person may be directed to leave any District property and to not return for a period of days specified and as allowed by law. During the period of days specified, the person removed from District property may not be on any District property without first obtaining written permission from the Superintendent or the Superintendent's designee.

When a person is directed to leave District property and to not return for a specified period of days, the person shall be given written notice of such directive and shall be advised in writing that he/she may appeal the directive to leave District property and to not return to the Superintendent or the Superintendent's designee in writing within five (5) days of receipt of the directive to leave. The request for an appeal shall set forth the reasons that the directive to leave should be reversed. The employee directing a person to leave District property shall be entitled to respond to the appeal in writing. The Superintendent or the Superintendent's designee shall make a decision as to whether the directive should be upheld, amended, or reversed and shall communicate such decision in writing to the appealing person and the employee who directed the person to leave District property. The decision of the Superintendent or the Superintendent's designee shall be final.

Soliciting: The District prohibits soliciting by individuals, companies, and/or political campaigns.

Weapons: The District prohibits the possession and/or use of weapons and firearms on District property, except as allowed by law. Employees and students who violate this provision will be subject to disciplinary action.

Surveillance Videos: The District utilizes video cameras to enhance its security operations. Video cameras may be placed in buses, hallways, classrooms, parking lots, common areas, cafeterias, stadiums, auditoriums, gymnasiums, and any other area except locker rooms and bathrooms. These records are maintained for security and law enforcement purposes only. The District designates the Superintendent as the District's law enforcement unit, for the sole and limited purpose of maintaining surveillance tapes.

Surveillance videos are NOT considered to be educational records of students but are considered to be records of a law enforcement unit. As records of a law enforcement unit such records are not subject to the right of inspection by parents specified in the Family Educational Rights and Privacy Act ("FERPA") and are not subject to disclosure under the Oklahoma Open Records Act. Surveillance videos may be used in disciplinary actions against students and employees and may be publicly disclosed during such disciplinary proceedings.

Videos are automatically deleted after twenty (20) days, unless reason for preservation arises. Any requests from the media for copies of videos are to be directed to the Superintendent. All other requests for copies of videos should be submitted to the applicable building principal. The District shall have discretion as to the release of surveillance videos.