POLICY 2002
SAFETY AND SECURITY
(revised, 1/26/15)

It is the intent of the District to create and maintain a safe environment for students, employees, and patrons. Policies for safety and security are intended to provide for a more conducive work and learning environment.

I. Assault Upon an Employee

As specified in state statute 70 O.S. § 5-146, any person who assaults a board member, employee or contractor while he/she is performing a work-related duty shall be guilty of a felony if convicted.

Every Norman Public school site shall post in a prominent place a notice having the following language: “FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S) COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY SCHOOL EMPLOYEE.”

An employee who is assaulted while at work should immediately notify his/her supervisor. The supervisor will notify the superintendent and the superintendent will notify the Board. As required by state law, the superintendent will annually report incidents of aggravated assault and assault and battery to the State Department of Education.

No school employee shall be subject to any civil liability for any statement, report, or action taken in reporting or assisting in reporting a battery or assault and battery which is committed upon the school employee while in the performance of any duties unless such report or assistance was made in bad faith or with malicious purpose.

Each year, every school employee shall receive a copy of this policy and the associated procedures to follow should the circumstances warrant.

II. Cooperation with Law Enforcement

The District shall cooperate within legal limits with law enforcement agencies and other agencies of local and state government.

III. Loss Prevention

The Board of Education directs the administrative staff to establish a program designed to prevent or reduce human and economic losses from personal injury and property damage and delegates the primary responsibility for developing and implementing the program to the Superintendent or his/her designee.

A. Damage and Theft of School Property

The Superintendent or his/her designee shall conduct an investigation when damage to or theft of school property occurs. All school personnel shall cooperate in such investigations with both school officials and law enforcement officers.

Following an investigation, the Superintendent or his/her designee may file a complaint against said party responsible for the damage or theft on behalf of the Board.
The attorney for the Board, administrators and certified and support staff directly concerned with the damage to or theft of any public school property shall cooperate with the law enforcement officials in the prosecution and trial of any action which may be brought pursuant to this policy.

B. Hazardous Substances

The District shall initiate programs required to ensure compliance with the provisions of the Occupational Safety and Hazard Administration Hazard Communication Standard and the regulations of the State Department of Labor regarding the safety of employees and their right-to-know in the use of hazardous substances. The Superintendent or his/her designee shall develop regulations and procedures necessary to ensure such compliance.

The administration shall develop procedures for the storage of contraband and dangerous substances.

IV. Safe Schools Committee

In accordance with state law, each school site shall create a Safe School Committee that consists of seven (7) members. The committee also will serve as the Healthy and Fit School Advisory Committee. The purpose of the committee is to make recommendations to the principal regarding school safety, health education, and security issues, as specified in state law. Membership shall include two teachers, two parents, two students, and a school official who investigates concerns of the committee. (70 O.S. § 24-100.a; 70 O.S. § 24-100.5).

School security will be provided in accordance with the Oklahoma Campus Security Act (74 O.S. § 360.15 et. seq.).

The administration shall develop procedures for establishment of Safe School committees.

District and site crisis response teams shall develop and implement appropriate emergency response procedures.

V. Removal from School Property

The superintendent or anyone designated by the superintendent or the board of education to maintain order in the school district shall have the authority and power to direct any person to leave school district property or any school activity when students are present, who is not a student, officer or employee thereof, and who:

i. Interferes with the peaceful conduct of activities on school district property;

ii. Interferes with the peaceful conduct of school activities off school property when students are present;

iii. Commits an act that interferes with the peaceful conduct of activities on school district property;

iv. Commits an act that interferes with the peaceful conduct of school activities off school property when students are present;

v. Enters school district property for the purpose of committing an act that may interfere with the peaceful conduct of activities on school district property;

vi. Enters non-school district property when students are present for the purpose of committing an act that may interfere with the peaceful conduct of school activities.
A. For the purposes of this policy, the term “interferes with the peaceful conduct” includes, but is not limited to, actions that directly interfere with any student activities, classes, study, student or faculty safety, housing or parking areas or extracurricular activities or any lawful activity; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the school district; or direct interference with administration, maintenance or security of property belonging to the school district.

B. Any school administrator may direct the removal of any individual who interferes with the peaceful conduct. As soon as practicable following such a removal, the administrator will contact the Chief Operating Officer regarding the circumstances of the removal. The Chief Operating Officer will review the situation and promptly notify the removed party, in writing, of the duration of his/her ban from school activities and will provide the individual with a copy of this policy. Any person to whom this policy applies and who fails to leave the premises as directed or returns during the period of the ban without first obtaining written permission from the Superintendent or Chief Operating Officer shall be guilty of a misdemeanor (70 §§ 24-131). No ban from the premises or school activities will exceed six (6) months duration, but individuals may be banned for more than one (1) period if additional conduct warrants such a removal.

C. An individual directed off the premises for interfering with the peaceful conduct of school activities may request review of the decision by letter to the Superintendent. If no written request is received within five (5) calendar days of the person’s receipt of written notification of the directive to leave the premises, the directive will be final and nonappealable. The decision of the Superintendent will be final and nonappealable.

D. During any appeal process, the person given the directive to leave the premises must remain off school property and away from school activities, whether on school district property or not, unless the Superintendent or his/her designee, in writing, instructs that the directive is to be stayed pending the appeal process.