

## DISTRICT POLICY

### SAFETY PROGRAMS

**General:** The regulations, practices, and procedures of District shall promote safety throughout District and shall establish and maintain conditions which are reasonably safe and healthful for District employees, students, and visitors. The Superintendent or the Superintendent's designee shall have overall responsibility for the safety programs of District. General areas of emphasis shall include, but not be limited to, in-service training, accident record-keeping, facility inspection, driver and vehicle safety programs, fire prevention, emergency procedures, traffic safety, and the safety of all persons present on District property or attending District-sponsored events.

**Emergency Drills:** The Superintendent or the Superintendent's designee shall prepare and publish a plan for the evacuation of each of District's buildings in case of emergency. District shall have written plans and procedures for protecting students, staff, and visitors from natural and man-made disasters and emergencies such as tornados. Disaster plans shall be placed on file with District and with the local emergency management organization. Annually, the Administration shall report to the Board the status of emergency preparedness and identified safety needs for each school. Each fire drill shall be documented in writing, and such records shall be preserved for at least three (3) years and made available to the State Fire Marshall/or his/her agent upon request. Documentation of other emergency drills shall be maintained in writing with a copy at the school site, a copy filed with District's administrative offices, and a copy submitted to the Oklahoma School Safety Institute as created by the Oklahoma Office of Homeland Security.

**Security and Safety Drills:** Each public school within the District shall perform at least four (4) security drills per school year as required by law. No security drill shall be conducted at the same time of day as a previous security drill conducted in the same school year, and no more than two (2) security drills shall be conducted in one semester. One security drill shall be conducted within the first fifteen (15) days of each semester. Additional drills may be conducted at the discretion of the District. Security drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat around or in the school. The drills shall conform to the written plans and procedures adopted by the District. All students and employees shall participate in the drills with the extent of student involvement to be determined by the District.

In addition to the four (4) security drills, all districts are required to conduct a minimum of six (6) safety drills as follows:

1. **Tornado Drills:** Disaster/Tornado drills shall be conducted at least two (2) times each school year with at least one (1) drill being conducted in September and one (1) being conducted in March.

2. **Fire Drills:** Principals shall prepare and publish a plan for the evacuation of their respective buildings in case of fire. Fire drills shall be conducted at each school site at least once per semester and must occur within the first fifteen (15) days of each semester. Fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.
3. **Additional Drills:** In determining the additional safety drills to be performed, the principal and the superintendent shall consider conducting additional drills of any type provided for herein, one (1) or more drills developed by the District that are consistent with the risks assessed for the particular facility, or to conduct one (1) or more drills in accordance with the recommendations of the Safe School Committee and/or local fire and law enforcement.

**Emergency Closings:** The Superintendent or the Superintendent's designee may close the District's schools, dismiss school early, delay the beginning of school, or take other appropriate measures in the event of hazardous weather or other emergencies which necessitate such action.

**Health and Safety Emergency:** District's primary concern in any emergency situation is the health and safety of the students, staff and their families. In the event of an emergency that endangers health and safety in such a manner that a person's physical presence in a school building could potentially expose them to pathogens which could lead to illness, no students or families are permitted to be inside a school building until the Superintendent has declared that it is safe. In addition, no staff member shall enter a school building unless the purpose is to provide "essential" services. Any staff members who the Superintendent classifies as "essential" or necessary to perform "essential" duties may be required to be physically present on school property at certain times as designated by the Superintendent. Any staff member who is required to be physically present in a school building shall strictly follow all health and safety guidelines established by the Center for Disease Control ("CDC") and/or the Oklahoma State Department of Health ("OSDH").

**Bomb Threats:** Bomb threats shall be handled according to District's Emergency Procedures Guide.

**Sexual Abuse of Students:** Three essential practices for employees to keep in mind with respect to the prevention of sexual abuse of students are as follows:

- I. Avoid engaging in behaviors which could be mistaken for boundary invasion or grooming behaviors. Keep interactions with students on a professional level. Refer students who need emotional or other support to appropriately trained staff such as counselors or school psychologists. Staff can be caring while maintaining professional boundaries.
- II. Report situations where such behaviors by other employees take place.
  - a. Do not make your own inferences or waste time determining whether or not to report the behavior, inform the principal immediately.

- b. Do NOT confront or discuss the matter with the adult engaging in the boundary invasions unless immediate intervention is necessary.
- III. Maintain confidentiality. Do not discuss concerns with anyone other than the appropriate administrator, Child Protective Services, or the police.
  - a. Maintain your own documentation. Document who you notified, where and when, and what you reported.

**Reporting Child Abuse:** District shall post in a clearly visible public area of the school, a sign that is written in English and Spanish and contains a toll-free telephone number operated by the Department of Health Services to receive reports of child abuse or neglect. In accordance with state law, any District employee who has reasonable cause to know or to suspect that a student under the age of eighteen (18) has been subject to abuse or neglect by a person responsible for the child's health or welfare or who has observed the child being subjected to circumstances of abuse or neglect by a person responsible for the child's health or welfare shall **immediately** report or cause to be reported such situation to the Department of Human Services ("DHS") and local law enforcement. The statewide toll-free hotline for DHS is 1-800-522-3511. Any District employee who has a reason to believe that a student who is eighteen (18) years of age or older is a victim of abuse or neglect shall report the matter **immediately** to local law enforcement. Local law enforcement will keep confidential and redact any information identifying the reporting school employee unless otherwise ordered by the court. Any school employee with knowledge of a report made by another school employee shall not disclose information identifying the reporting school employee unless otherwise ordered by the court or as a part of an investigation by local law enforcement or DHS.

The employee making the report shall also inform the building principal who will inform the superintendent. Employees shall not contact the student's family or others to investigate any suspected abuse or neglect.

Any individual, who is not an administrator or superintendent, who knowingly or willfully fails to promptly report any suspected child abuse or neglect or who interferes with the prompt reporting of suspected child abuse or neglect may be reported to local law enforcement for criminal investigation and if convicted, shall be guilty of a misdemeanor. Any individual, who is not an administrator or superintendent, with prolonged knowledge of ongoing child abuse or neglect who knowingly and willfully fails to promptly report such knowledge may be reported to local law enforcement for criminal investigation and if convicted, shall be guilty of a felony. For the purposes of this section, "prolonged knowledge" means at least six (6) months of child abuse or neglect.

Any Superintendent or school administrator who knowingly and willfully fails to promptly report or who interferes with the prompt reporting of child abuse and neglect shall, if convicted, be guilty of a felony punishable as determined by law. For the purposes of this section, a "school administrator" includes a principal, assistant principal, or any other person who serves in a supervisory or administrative capacity.

The reporting obligations provided herein are required by law and are individual. Knowingly and willfully failing to report suspected abuse or neglect pursuant to law and district policy is grounds for dismissal or non reemployment. No employer, supervisor, or administrator shall impede or inhibit the reporting nor shall any employer, supervisor, or administrator discriminate or retaliate against an employee or other person who, in good faith, fulfills his or her reporting obligations. Immunity is provided from civil or criminal liability, when an individual in good faith reports or participates in judicial proceedings or allows access to child by persons authorized to investigate a report. However, any person who knowingly and willfully makes a false report of suspected child abuse or neglect or a report that the person knows lacks factual foundation, may be reported to local law enforcement for criminal investigation and if convicted shall be guilty of a misdemeanor.

In addition, during the first year of employment for a certified teacher and then at least once every fifth academic year, a program including the following information shall be completed:

1. Training on the recognition of child abuse and neglect;
2. Recognition of child sexual abuse;
3. Proper reporting of suspected abuse including the reporting requirements specifically provided for by law and associated penalties for failure to report; and
4. Available resources.

**Attestation:** Every district employee shall annually sign an attestation acknowledging his or her responsibility to report suspected child abuse or neglect pursuant to state law and district policy. It is the responsibility of each employee to read and understand the district policies and state laws related to child abuse, its definitions, its reporting requirements, and the consequences for failure to comply.

**Safety Education:** The practice of safety shall also be considered a facet of the instructional plan of the District by virtue of educational programs such as traffic and pedestrian safety, fire prevention, and emergency procedures which are appropriately suited for students of different grade levels. In addition, safety education shall be provided as is necessary and appropriate to students participating in laboratory science activities, shop activities, and physical education courses. The Superintendent shall be responsible for the supervision of such safety programs.

**Safe Schools Committee/Healthy and Fit School Advisory Committee:** District and the families of the District's students should work together to address concerns of safety and the threat of violence in schools as well as other health issues. Therefore, the District hereby authorizes the establishment of a single committee to perform the functions of both the Healthy and Fit School Advisory Committee and the Safe School Committee at each school site. The committee shall be composed of at least seven (7) members and shall include teachers, parents of enrolled students, students, and a school official who investigates reports of bullying. The committee may also include school staff, school volunteers, community representatives, and local law enforcement agencies.

Each school site's principal shall appoint the members of the committee. The committee will be involved in the monitoring, implementation and evaluation of the law with respect to access to foods of minimal nutritional value. The committee will also assist the District in promoting a positive school climate by assisting with the planning, implementing, and evaluating the effectiveness of bullying prevention and response. In addition, the committee shall study and make recommendations to the principal at least once each year regarding:

**Health Issues:**

- 1) health education
- 2) physical education and physical activity
- 3) nutrition and health services

**Safety Issues:**

- 1) unsafe conditions, possible strategies for students, faculty and staff to avoid physical and emotional harm at school, student victimization, crime prevention, school violence, and any other issues which relate to the providing and the maintaining of a safe school environment for all students;
- 2) student bullying, including reviewing the District policy regarding bullying and research-based programs for bullying prevention;
- 3) professional development needs of faculty and staff to recognize and implement methods to decrease student bullying;
- 4) methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and the use of problem-solving teams that include counselors and other behavioral health and suicide prevention resources within or outside the school system; and
- 5) professional development needs of faculty and staff to recognize and report suspected human trafficking.

The committee may study and make recommendations to the board regarding the development of a rape or sexual assault response program that may be implemented at the school site pursuant to state law. The principals shall provide a copy of the recommendations of each committee to the Superintendent.

**Accidents:** Accidents involving employees, students, or visitors shall be reported to the Superintendent or the Superintendent's designee and investigated as deemed appropriate.

**Safe Room:** The safe room will be available to students and staff during school hours. The community will not be permitted to utilize the safe room when school is not in session as these are not open to the public.

**Hazard Communication Standard:** The Superintendent or the Superintendent's designee shall maintain and make available to District employees such accident and safety reports and chemical hazard information as required by law, including, but not limited to Material Safety Data ("MSD"), Asbestos Containing Materials ("ACM") and Chemical Information

Listing ("CIL"). District shall report any health and safety information as required to the appropriate governing agency. Any accident resulting in the hospitalization of five (5) or more employees or the death of one (1) or more employees shall be reported to the Oklahoma Department of Labor within forty-eight (48) hours of the accident.

The Administration, in conjunction with other appropriate officials, shall identify hazardous substances on District property, shall maintain proper labeling, notice, and storage of containers of hazardous substances, and shall provide appropriate safety training and equipment as set forth in Administrative Regulations.

**Searches for Contraband:** District will occasionally use trained dogs to search for drugs, alcohol, or contraband on District property. Searches of District property and grounds will be conducted during periodic unannounced visits either during school hours or non-school hours at the discretion of the Superintendent. All lockers, vehicles, school desks, and any area of concealment are subject to search. If a search dog indicates the possible presence of any material which the dog is trained to detect, that area or place or thing of concealment will be further searched by law enforcement officers or by designated school personnel. No student, employee, or other person will be the target of a search by a search dog. However, if the search dog indicates the possible presence of material which the dog is trained to detect on a person, a further search of that person's outer garments, purse, containers, or other items of concealment will be conducted by law enforcement officers or by designated school personnel. Searches which disclose the presence of any material which the dog is trained to detect, or any material or items which is forbidden by school policy may lead to further investigation by school officials or law enforcement officers, and/or disciplinary action by the school.

**Threatening Behavior:** Pursuant to Oklahoma law, any officer or employee of the District or a member of the Board shall notify law enforcement of any verbal threat or act of threatening behavior which reasonably may have the potential to endanger students, school personnel, or school property. Threatening behavior means any verbal threat or behavior, which may or may not be directed at another person, and which indicates potential for future harm to students, school personnel, or school property. Persons making such reports in good faith will be immune from employment discipline as well as civil liability. For guidance on the direct threat assessment inquiry process, see policy EP, EP-R and EP-F.

**Suicide Awareness and Training:** District will provide training to all staff members in their first year employed by District, and then no less than at least once every fifth academic year that addresses suicide awareness and prevention. District will select curriculum for its training in accordance with the standards provided for by law and will post the course outline for the curriculum on its website. The board may also provide training to address suicide awareness and prevention to students in grades seven (7) through twelve (12).

Immediately upon determining that a student is at risk of attempting suicide, teachers, counselors, principals, administrators, or other school personnel shall notify the parents or legal guardians that such risk exists. Teachers, counselors, principals, administrators, and other school personnel shall be immune from liability and discipline as provided for by law.

**Mental Health Protocol:** A mental health crisis is any situation in which a person's behavior or distress puts them at risk of hurting themselves or others and/or prevents them from being able to function or care for themselves. District staff members are trained to identify warning signs including, but not limited to, self-harm or substance abuse, an inability to perform daily tasks, increased agitation, isolation, loss of touch with reality, paranoia, and rapid mood swings. In the event of a suspected or identified mental health crisis, District staff members shall begin with an assessment of the situation followed by holding a conversation with the student in a safe, quiet space. The student should be supervised at all times and safety protocol will be followed, which may include a referral to crisis services. The 9-8-8 Mental Health Lifeline offers 24/7 call, text and chat access to trained crisis counselors for those who are experiencing mental distress including but not limited to suicidal thoughts and mental health crisis. Parents/guardians will be contacted as soon as possible and asked to come to the school. District staff will provide the parent/guardian with Form BC-F and will provide additional referral information as it deems necessary, up to and including services provided through its mental health partner.

In the event that a student is out of school for more than two (2) school days due to a mental health crisis, the student's caregiver should expect to meet with the student and District's counselor prior to returning to school. The meeting will consist of discussing and documenting a re-entry procedure relating to both academic and emotional transition as well as address any concerns the student or parent/guardian may have. Any necessary accommodations should be documented and designated staff, in addition to the counselor, should continue to monitor and communicate with the student and the parent/guardian regarding the ease or difficulty of the transition. District staff will maintain detailed documentation regarding the steps taken and concerns addressed. District staff will comply with the Health Insurance Portability and Accountability Act ("HIPAA") and Family Educational Rights and Privacy Act ("FERPA") at all times.

**Restrooms and Changing Areas:** In accordance with 70 O.S. § 1-125, every multiple occupancy restroom or changing area on District property shall be designated for the exclusive use of the male sex or for the exclusive use of the female sex. District will provide a reasonable accommodation for individuals who do not wish to comply with this policy, which may include a single occupancy restroom or changing room. The provisions of this policy shall not apply to individuals entering a multiple occupancy restroom or changing area designated for use by the opposite sex when entering under the following circumstances: 1) for custodial, maintenance, or inspection purposes; 2) to render emergency medical assistance, including, but not limited to, assistance with hygienic needs and/or disciplinary issues; or 3) if a suitable meeting room or area is unavailable, a coach may enter a locker room or changing area before, during or after a school-sponsored athletic activity provided that:

1. all students present are fully clothed;
2. the coach is accompanied by at least one additional adult at all times; and
3. any coach who is the opposite sex of the students present is accompanied by at least one adult of the same sex of the students present who is not a current high school student.

- I. **Discipline.** Individuals who fail to comply with Oklahoma law regarding the use of school bathrooms or changing facilities may be disciplined as follows:
  - a. **Students:** Students may be subject to disciplinary methods listed in the student discipline code.
  - b. **Staff:** Staff members may be subject to disciplinary action. Due process procedures will be followed as required by law or negotiated agreement.
  - c. **Patrons:** Patrons may be removed from the premises for interfering with peaceful orderly conduct in accordance with 21 O.S. §§ 1375 and 1376.
- II. **Definitions.**
  - a. **Sex:** the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate.
  - b. **Multiple Occupancy Restroom or Changing Area:** an area that is designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. This may include, but is not limited to, a school restroom, locker room, changing room, or shower room.
  - c. **Individual:** any student, teacher, staff member, or other person on District property.
  - d. **Coach:** a person who is employed by the District and who is involved in the teaching or training of students who participate in school-sponsored athletic activity.
  - e. **School-sponsored athletic activity:** a sporting event that is supported and affiliated with the school such as games, matches, and tournaments.

Adopted: September 14, 2020

Revised: August 4, 2021; August 30, 2022; June 20, 2023; June 28, 2023, December 4, 2023;  
September 9, 2024; August 11, 2025