

OPEN RECORDS ACT

It is the policy of the Cimarron Board of Education to recognize and facilitate the public's right of access to and review of public records. The district is not required to release information contained in its education records except in conformity with the provisions of the Open Records Act, Title 51, Oklahoma Statutes, Section 24 A.1. and only to the extent that said act does not violate federal law. (See GBA-R.)

An Administrative Assistant in the District office ~~The superintendent's secretary~~ shall be the district's custodian of public records and shall be responsible for the preservation and care of those public records. At least one person shall be available at all times to release records during the regular business hours of the school district. Additionally, the superintendent may establish reasonable rules of procedure by which public records may be inspected.

The superintendent shall charge a fee to recover the reasonable direct costs of copying district records. The superintendent shall also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches that cause excessive disruption to the district's essential functions. In no case shall a search fee be charged for records sought in the public interest including, but not limited to, releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. The fee schedule for searching for and copying of district records shall be as follows:

Copies:		Research:
8 1/2" X 11" or		\$25.00 per hour
8 1/2" x 14"	\$.25 per copy	
11" x 17" ledger	\$.50 per copy	
Certified copy	\$1.00 per page	

All confidential student records as defined by state and federal law shall remain confidential and accessible only to authorized personnel. The district may make requested records available online at the school district's website ~~the Internet~~ to comply with the obligation of providing prompt, reasonable access to records.

REFERENCE: 51 O.S. §24 A.1, et seq.

NOTE: If regular business hours are not maintained, the school district is required by law to post and maintain a written notice at the main office of the school district and with the county clerk, which notice shall include the following: (1) the hours records are available for inspecting, copying, and reproduction; (2) the name, address, and telephone number of the individual in charge of the records; and (3) detailed procedures for obtaining access to the records at least two days of the week, excluding Sunday.

**OPEN RECORDS ACT  
(REGULATION)**

In accordance with the policy of the board of education to recognize and facilitate the public's right of access to and review of the district's public records, the following regulations shall apply:

Public access to district records shall be provided in accordance with applicable federal and state laws and regulations. The district shall implement the following procedures to provide prompt and reasonable access to its records in a manner that protects the integrity and organization of its records and prevents excessive disruptions of its essential functions.

1. Records specifically exempted by law from public inspection and copying are also exempted from this policy, including but not limited to:
  - A. Records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation.
  - B. Records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, employment applications submitted by persons not hired by the public body, and transcripts from institutions of higher education maintained in the personnel files of certified public employees (may disclose degree obtained and curriculum on the transcripts of certified public employees).
  - C. Records of what transpired during meetings of the district's board of education lawfully closed to the public, such as executive sessions authorized under the Oklahoma Open Meeting Act. The following information may be kept confidential:
    1. Investigative evidence of a plan or scheme to commit an act of terrorism;
    2. Assessments of the vulnerability of government facilities or public improvements to an act of terrorism and work papers directly related to preparing the assessment of vulnerability;
    3. Plans for deterrence or prevention of or protection from an act of terrorism;
    4. Plans for response or remediation after an act of terrorism;
    5. Information technology of a public body or public official but only if the information specifically identifies:
      - a. Design or functional schematics that demonstrate the relationship or connections between devices or systems;
      - b. System configuration information;
      - c. Security monitoring and response equipment placement and configuration;
      - d. Specific location or placement of systems, components, or devices;

**OPEN RECORDS ACT, REGULATION (Cont.)**

- e. System identification numbers, names, or connecting circuits;
  - f. Business continuity and disaster planning, or response plans; or
  - g. Investigation information directly related to security penetrations or denial of services; or
6. Investigation evidence of an act of terrorism that has already been committed.

The term "terrorism" means any act encompassed by the definitions set forth in Section 1268.1 of Title 21 of the Oklahoma Statutes.

- D. The home address or social security number of any employee or former employee.
2. Requests for the inspection and copying of district records will be accommodated by district personnel designated to release district records for inspection and copying as soon as it is determined the requested records are not exempt from inspection and copying. Such determination may require the consideration of the superintendent and/or the district's attorney. Records shall only be available during the regular business hours of the district's administration building.
3. The superintendent shall charge a fee to recover the reasonable direct costs of copying district records. The superintendent shall also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches which cause excessive disruption to the district's essential functions. Search fees shall not be charged for records sought in the public interest, including, but not limited to releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. The fee schedule for searching for and copying of district records shall be as follows:

Copies: 8 1/2" x 11" - \$.25 per copy  
8 1/2" x 14" - \$.25 per copy

Search fee: \$25.00 per hour

The referenced fees shall be posted at the principal office of the school district and with the county clerk.

4. The following records shall be kept confidential by the district:
- A. Individual student records;
  - B. Teacher lesson plans, tests, and other teaching material; and
  - C. Personal communications concerning individual students;

**OPEN RECORDS ACT, REGULATION (Cont.)**

- D. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation; or
  - E. Personnel records whose disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired by the public body.
5. An employee of the district shall have a right of access to the employee's own personnel file.

**REFERENCE: 51 O.S. §24A.5  
51 O.S. §24A.27**

**PUBLIC RECORD ACCESS REQUEST  
OKLAHOMA OPEN RECORDS ACT**

To: Cimarron Public School District  
Lahoma, Oklahoma

- 1. Pursuant to the Oklahoma Open Records Act, the undersigned hereby requests access to the following school district records:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Describe records as specifically as possible; attach additional sheets if necessary.)

- 2. The undersigned requests access to the foregoing records for the following purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3. If copies of the documents are requested, the undersigned agrees to pay \_\_\_\_\_ per page for copies. If a search is necessary to furnish the documents and if this request is solely for commercial purposes or causes excessive disruption of essential school functions, the undersigned agrees to pay a search fee of \$ \_\_\_\_\_ per hour.

- 4. The undersigned is acting as representative or agent for \_\_\_\_\_.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Date)

Received by Cimarron School District  
on \_\_\_\_\_, \_\_\_\_\_

Record Request No. \_\_\_\_\_.

**NEWS MEDIA RELATIONS**

The Cimarron Board of Education recognizes its responsibility to provide accurate information concerning the school district to the community and seeks to establish a good working relationship with the news media.

Therefore, it is the policy of the board of education to cause any information that is to be released to the media to be carefully monitored. Such monitoring is intended to insure accuracy and to prevent any potential liability for the unauthorized disclosure of confidential information. The school district will comply fully with the Freedom of Information Act and Open Records Act.

Any issue that appears to be sensitive or which may involve confidential information shall be cleared through the superintendent or the superintendent's designee. It may, in the superintendent's discretion, be necessary to submit issues that could lead to community disruption to the board of education.

The welfare of our students and the community is important and information that could cause embarrassment to either should be carefully screened prior to release.

**GRIEVANCE PROCEDURE:  
PARENT-TEACHER**

The Cimarron Board of Education realizes that parents may have a grievance they wish to discuss with the district. However, it is also recognized that there must be an orderly procedure for hearing and resolving grievance issues.

If the grievance is directed toward a teacher, the parent shall be requested to make an appointment to visit with the teacher in an effort to resolve the grievance.

If the grievance is not resolved following a parent/teacher conference, the parent will be requested to discuss the problem with the principal.

If the grievance is not resolved following the principal/parent conference, the parent shall be requested to schedule an appointment with the superintendent.

If the grievance remains unresolved following the above conferences, the parent may appeal the grievance to the board of education. Parental grievances shall not be heard in executive session. The board's action shall be a final determination of the grievance.

**REFERENCE:** Atty. Gen. Op. No. 82-209

**GRIEVANCE REPORT**

Complainant's Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Employee(s) Involved: \_\_\_\_\_

Work & Home Phone \_\_\_\_\_

Specific Complaint

\_\_\_\_\_  
Complainant's Signature

Employee's Response

\_\_\_\_\_  
Employee's Signature & Date

Dist: Copy to Complainant  
Copy to Employee

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date



**ADVERTISING ON SCHOOL PROPERTY**

It is the policy of the Cimarron Board of Education that, except as indicated below, no advertising shall be permitted in school buildings, on school grounds, or on other school property.

Solicitation of advertising, or the use of the school system to promote any product, shall not be permitted.

Nothing herein shall be construed to prevent advertising in student publications that are published by student organizations.

## **DISTRIBUTION OF INFORMATION AND MATERIALS ON SCHOOL PREMISES**

It is the policy of the Cimarron Board of Education that students, school personnel, and school facilities may not be used in any manner for advertising, selling, fund raising, or promoting the interests of any non-school agency, organization, or individual without the prior written approval of the superintendent or the superintendent's designee.

Requests by individuals or groups for schools to use or distribute pamphlets, booklets, flyers, brochures, and other similar materials to students for classroom use or to take home must be submitted in writing to the superintendent's office. The materials and the proposed method of distribution shall be subject to review based on legitimate educational concerns. Such concerns shall include whether the material:

1. May be defamatory;
2. Is poorly written, inadequately researched, biased, or prejudiced;
3. Contains information that is not factual;
4. Is not free of racial, ethnic, or sexual bias; or
5. Contains advertising that violates public school laws, rules, and/or policy, is deemed inappropriate for students, or that the public might reasonably perceive to bear the sanction or approval of the district.

The superintendent or designee will determine whether acceptance of the material will contribute in a meaningful way to the educational program of the school. The educational program of the school is understood to include instruction, extracurricular activities, athletics, assemblies, and other similar activities carried out by the school.

The administration shall determine distribution procedures. Such procedures may include:

1. Distribution to each student before or after class if materials are not directly related to the instructional goals;
2. Notification to students or parents of the availability of the materials in a specified location if this procedure is deemed less disruptive to the educational process; or
3. Solicitation of school-related groups such as parent organizations to distribute materials.

Announcements of events sponsored by non-school groups must meet the same criteria and, if approved, may be posted in a central area within the school.

Commercial materials will not be distributed through the schools unless they are of benefit to the overall educational program of the school and are approved by the superintendent. These materials include, but are not limited to, equipment, supplies, printed matter, logos, slogans, trademarks, symbols, individuals and programs which are recognizable as representing a commercial firm, product, or service.

Any plans by an organization that would involve students in any manner must have the prior approval of the superintendent.

The practice of distributing pamphlets, booklets, flyers, brochures, and other similar materials shall be periodically reviewed to ensure that the mere volume of requests has not become an interruption to the educational process.

**SCHOOL VISITORS**

It is the policy of the Cimarron Board of Education that all visitors to any school facility obtain a visitor's pass at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom.

Staff members are not normally expected to have personal visitors during the school day.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent or principal of any school shall have the authority to order any person<sup>1</sup> out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. This authority shall extend to the removal of any individual attending an official school activity or field trip where students are present, including an activity or field trip not on school property, when the superintendent or principal determines that a threat to the peaceful conduct of students exists. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy GJ-P.

**REFERENCE: 70 O.S. §24-131  
21 O.S. §§ 1375, 1376**

***THIS POLICY REQUIRED BY LAW.***

<sup>1</sup> Does not include students, officers, or employees of the district.

**SCHOOL VISITORS  
(GRIEVANCE/APPEALS PROCESS)**

Any person who has been removed from this institution or from a school activity or event whether held on or off the premises shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the board of education by their receipt of a copy of this policy.

Filing a Grievance or Appeal

Within five (5) working days of being directed to leave premises, the individual (“complainant”) may request a hearing before the board of education regarding their removal from school premises. The request shall be submitted in writing to the superintendent. Such request shall be mailed certified mail, return receipt requested. If the complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the complainant’s request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator’s decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for hearing before the board of education.

Hearing

The hearing shall be conducted by the board of education as follows:

1. The administration shall present each of the board members with a copy of the written summary provided to the complainant;
2. The complainant shall present each of the board members with a copy of a written response to the administration’s paperwork;
3. Members of the board of education shall be afforded the opportunity to ask questions related to the summary and response;
4. The board of education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to complainant<sup>1</sup>.

The decision of the board of education shall be final and unappealable.

***THIS POLICY REQUIRED BY LAW.***

<sup>1</sup> Agenda language will need to reflect the individual’s name.

**STUDENT RECRUITMENT  
ACCESS TO STUDENTS AND DIRECTORY INFORMATION**

The Cimarron Public School District restricts recruiting access to students and directory information. Directory information or class lists of student names, addresses, and/or telephone numbers shall not be distributed without the consent of the parent or legal guardian of the student or by the student age 18 or over. Military services representatives shall have access to student directory information unless such access is specifically denied in writing by the parent, legal guardian, or student age 18 or over.

Military services representatives shall have the same access to secondary school students as is generally provided to postsecondary institutions or prospective employers. However, such access may be specifically denied in writing by the parent, legal guardian, or student age 18 or over.

This district will notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's right to request that information not be disclosed without prior written consent;
2. Notice that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent; and
3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

The notice will be provided to parents on an annual basis.

**REFERENCE: 10 U.S.C. §503 as amended by The National Defense Authorization Act for Fiscal Year 2002  
(P.L. 107-107)  
20 U.S.C. §7908**

**NOTE: Cited provisions of federal law apply to all LEAs receiving ESEA funds. A district's failure to comply with ESEA regulations may result in loss of funds.**

***A POLICY ON THIS TOPIC IS REQUIRED BY FEDERAL LAW***

**USE OF SCHOOL PROPERTY**

The Cimarron Board of Education believes that the first priority in the use of its school property is the education of children in the district. However, local citizens are encouraged to use the property for other reasonable general public use including religious, political, literary, community, cultural, scientific, mechanical, agricultural, or parental involvement purposes. The school district shall allow use of school buildings and facilities to youth groups listed in Title 36 of the United States Code as a patriotic society in accordance with the rules and requirements set forth in the school district's regulation on use of school facilities.

The school district will make school property available for public recreation before or after normal school hours, on weekends, or during school vacations. In making the determination as to whether property is available, the superintendent shall review current recommended guidelines regarding social distancing and gatherings to determine whether the district space that is requested will be able to be utilized. If a group is allowed to use school property, it will be the responsibility of the person who fills out the application for use to ensure that all appropriate steps are taken with regard to social distancing and that the CDC guidelines are followed with regard to sanitation and cleaning. Specific property that will be open includes: Junior High building. The school district will not provide supervision during these hours and any use should be carefully monitored by parents or legal guardians.

The school district will provide emergency shelter for patrons during weather emergencies. Animals will not be permitted in the school district's tornado shelter.

If the school renders emergency care, aid, shelter, or other assistance during a national disaster or catastrophic event, the school district shall not be liable for damages resulting from the rendering of the emergency care, aid, shelter or other assistance unless the damage was caused by the gross negligence or willful or wanton misconduct of the individual or entity rendering the emergency care, aid, shelter or assistance.

The board shall exercise its authority to fix and collect rentals, rates, and charges for the occupancy or use of school property in such amounts and in such manner as may be determined.

The superintendent is directed to establish rules and regulations in support of this policy. The rules and regulations will require evidence of appropriate liability insurance coverage. The school district will not permit the use of school property or equipment by any person or organization that does not furnish evidence of sufficient insurance coverage.

If the district has provided classroom space or other school facilities for a federally sponsored Head Start program and is planning to make a material change in the arrangement, the superintendent will give notice to the director of the Head Start program at least seven (7) days prior to a school board hearing on the matter.

**REFERENCE:** 20 USC §7905  
70 O.S. §§5-129.3 and 5-130  
11 O.S. §33-103

**NOTE:** Senate Concurrent Resolution 60 of 1994 recommends that school districts make school transportation equipment available to community-based organizations in transporting elderly persons.

**USE OF SCHOOL PROPERTY  
(REGULATIONS)**

Obtain from the district office the necessary application forms.

Application must be submitted at least one week in advance.

Return the forms to the district office.

If a rental charge is required, it shall be paid in the district business office. All checks shall be made payable to: Cimarron Public Schools.

School property shall not be available on occasions or during hours that have been scheduled in advance by the various school principals for school exercises or functions in connection with regular schoolwork.

Persons or organizations using school property that include a stage and stage equipment shall not be permitted to remove or displace furniture or apparatus. Pianos shall not be moved on or off the stage, except under the direction of the district personnel in charge.

Access to rooms or facilities, including playing fields, other than approved by application, shall not be permitted.

No intoxicants or narcotics shall be used in or about school buildings, premises, and transportation equipment, including playing fields; nor shall profane language, quarreling, fighting, or gambling be permitted.

Smoking in school buildings is prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization. The school district's policy regarding tobacco use will be provided, which policy discloses the school's rules regarding tobacco products on school premises.

Juvenile organizations must have adequate adult sponsorship and supervision.

The person or group receiving the permit shall be responsible in case of loss or damage.

No preparation shall be used on the floors at any time by groups using a building for dancing.

A school employee must be on the school grounds at all times when facilities are being used by outside groups. When custodians are normally not on duty, any group using school facilities must reimburse the school for all employment costs incurred by the district for such employment of school personnel, in addition to any rental fee as prescribed. The custodian is paid at his/her time and one-half rate.

All functions must close by midnight unless special arrangements have been made with the school principal.

Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of such applicant group and must present written authorization from such applicant group to make such application.

It is the responsibility of the organization to provide proof of liability insurance before using any facility or transportation equipment. A copy of the organization's liability insurance shall be maintained on file in the district administration office.

**USE OF SCHOOL PROPERTY, REGULATIONS (Cont.)**

The school district reserves the right to reschedule any or all school property for another purpose or group should a priority need arise.

**During School Hours**

School buildings, property, or equipment may be used only by student groups for student group meetings or activities that are related to the curriculum during normal school hours. Such use shall be arranged according to the official school schedule.

The use of school buildings, property, or equipment by students during normal school hours shall be free of charge. However, consent of the superintendent must be obtained. The building custodian and a member of the faculty must be present at the school.

**During Non-School Hours**

School buildings, property, or equipment may be made available to student or non-student groups for non-curriculum use of a general public interest during non-school hours. A schedule of fees, rates, and charges is outlined below.

These regulations shall be made available to applicants and the observance of these regulations is a condition of the use of the facilities.

**Schedule of Fees, Rates, and Charges for Non-Student-Led Groups**

Gyms - \$10.00 for practice (minimum rental of 3 hours).

Custodial service will be made available at the actual cost incurred by the school district for the employee's services.

Cafeterias - \$10.00 per hour (minimum rental of 3 hours). If the kitchen is used, at least one cafeteria employee regularly assigned to that kitchen must be used for an additional rate of the actual cost incurred by the school district for the employee's services. Custodial service will be available the actual cost incurred by the school district for the employee's services.

Classrooms - \$10.00 per hour per room (minimum rental of 3 hours).

Other buildings, property, or equipment may be available for use as described above at the discretion of the board of education.



CAFETERIA USE AGREEMENT
FOR
SCHOOL-RELATED BUT NOT SCHOOL-SPONSORED ACTIVITIES

Cimarron Public School organizations, classes, and support groups may make arrangements for the use of the school cafeteria for adequately sponsored dances or parties.

The following rules or guidelines must be observed:

- 1. Facility must be reserved at least two weeks in advance.
2. Activities may not be held on any night when classes will be held on the following day.
3. An adult sponsor must be in attendance in the kitchen.
4. Facility is to be left as originally found:
A. Tables, chairs, etc., must be set up.
B. All waste discarded.
C. Decorations moved for reasons of decorating for occasion are to be returned to original places.
D. Do not remove federal posters, clock, etc. Decorate over or around them.
E. Furniture, fixtures, or any items missing or damaged will be replaced or repaired at the user's expense.
F. Tables, chairs, or other fixtures or decorations borrowed for use of the activity are to be removed within 24 hours by the borrowers.

Any changes in the above rules must have the endorsement of the Cimarron Board of Education and the superintendent of schools.

Organization using facility Date of Request

Purpose Date to be Used

Chaperons (All must sign before the event!)

- 1. 2.
3. 4.

Key released to Date

Key returned by Date

AGREEMENT TO USE CIMARRON PUBLIC SCHOOL FACILITY/BANQUET SERVICES

The \_\_\_\_\_ organization wishes to reserve the \_\_\_\_\_ facility for the purpose of \_\_\_\_\_ on the date(s) of \_\_\_\_\_ during the following times: \_\_\_\_\_ Responsible person: \_\_\_\_\_ Phone: \_\_\_\_\_

RENTAL FEE AND PROJECTED SALARY

Facility Rent ..... \$ \_\_\_\_\_

Custodian service assignment and estimated fee:

Table with columns: NAME, HOURS WORKED (@1 1/2 times pay rate for person assigned), Hrs, x \$, Total Due \$

Food service staff assignment and estimated fee:

Table with columns: #1-4, Hrs, x \$, Total Due \$

Total Projected Cost \$ \_\_\_\_\_ Less Deposit \$ \_\_\_\_\_ Adjustments \$ \_\_\_\_\_

TOTAL AMOUNT DUE \$ \_\_\_\_\_

Attach this billing to Activity Fund Requisition when submitting to school administration office for payment. Note: NO SALARIES are to be paid directly to school personnel. Auditing regulations require that all monies must be receipted to and paid from the student activity account.

APPROVAL

The Cimarron Board of Education reserves the right to cancel any permission granted. The superintendent and/or board of education may make alternatives to the above requirements. All individuals below signify by signature that they understand and will fulfill their respective responsibilities in this agreement.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_ Cimarron Public Schools Authority

\_\_\_\_\_ Date \_\_\_\_\_ Organization Representative

**RELEASING STUDENTS TO POLICE**

It is the policy of the Cimarron Board of Education that students must be released to police officers who have proper arrest authority and a valid arrest warrant. Identification of the arresting officers shall be recorded. The parents or legal guardian shall be notified as soon as possible of the arrest.

School employees may permit law enforcement to interview students who are witnesses and not accused of a crime. School employees do not have the legal authority to require a student who is being investigated for a crime to submit to questioning by police officers. Questioning of students at school by police officers shall be permitted in accordance with the requirements set forth in Oklahoma law. No such law enforcement custodial interrogation shall commence until the youthful offender or child and the parents, guardian, attorney, adult relative, adult caretaker, or legal custodian of the youthful offender or child have been fully advised of the constitutional and legal rights of the youthful offender or child, including the right to be represented by counsel at every stage of the proceedings, and the right to have counsel appointed by the court if the parties are without sufficient financial means; provided, however, that no legal aid or other public or charitable legal service shall make claim for compensation as contemplated herein.

A custodial interrogation of a youthful offender over sixteen (16) years of age shall conform with all the requirements for the interrogation of an adult.

If a student is taken into custody, the arresting officer will be requested to complete a "Form for Signature of Arresting Officer."

**LEGAL REFERENCE: 10A O.S. §2-2-301**

**FORM FOR SIGNATURE OF ARRESTING OFFICER**

I, \_\_\_\_\_, a duly sworn peace officer and member of the \_\_\_\_\_ Department, have demanded that the minor \_\_\_\_\_ a student in the \_\_\_\_\_ school be surrendered to me, and pursuant to lawful authority, I have taken said student into my custody and am assuming full responsibility of said student.

\_\_\_\_\_  
Signature of Police Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Badge or Credential Number

\_\_\_\_\_  
Time

\_\_\_\_\_  
*(TO BE COMPLETED BY SCHOOL PERSONNEL)*

Parents notified: \_\_\_\_\_

Reason for arrest: \_\_\_\_\_

Signature of administrator \_\_\_\_\_

1 copy for School Records  
1 copy for Parent  
1 copy for Police officer

**LAW ENFORCEMENT AND  
BODY CAMERAS ON SCHOOL PREMISES**

A law enforcement agency that operates a body-worn camera program shall adopt a policy for the use of body-worn cameras that must ensure that a body-worn camera is activated only for a law enforcement purpose.

A peace officer may not keep a body-worn camera activated for the entire period of the officer's shift on school premises. The body camera should be activated when peace officer is involved in a criminal investigation on school premises.

Before a law enforcement agency may operate a body-worn camera program, the agency must provide training to peace officers who will wear the body-worn cameras and any other personnel who will come into contact with video and audio data obtained from the use of body-worn cameras.