



## **SECTION II: COMMUNITY RELATIONS POLICY 2010** **AUTHORITY TO ORDER NON-STUDENTS TO LEAVE INSTITUTION INTERFERENCE** **WITH THE PEACEFUL CONDUCT OF SCHOOL DISTRICT ACTIVITIES**

### **I. Interfering with Peaceful Conduct**

The Superintendent, or anyone designated by the Superintendent to maintain order in the District, shall have the authority and power to direct any person to leave District property who is not a student, officer or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on District property;:-
2. Interferes with the peaceful conduct of school activities off District property when students are present;
3. Commits an act which interferes with the peaceful conduct of activities on District property;:-
4. Commits an act that interferes with the peaceful conduct of school activities off District property when students are present;
5. Enters District property for the purpose of committing an act which may interfere with the peaceful conduct of activities on District property;:-
6. Enters non-District property when students are present for the purpose of committing an act that may interfere with the peaceful conduct of school activities.

Any person to whom this policy applies, who fails to leave District property as directed or returns within six (6) months thereafter, without first obtaining written permission from the Superintendent, or anyone designated by the Superintendent, may be charged with a misdemeanor.

### **Definitions**

For purposes of this policy, District property includes all Broken Arrow Public Schools District property; the entire school campus, parking lots, athletic fields, District vehicles, vacant District property, and District buildings. District property also includes off-District property used for school or District-sponsored events. District property covers all transportation, lodging and meal locations, event sites, and all other locations where students or employees are present while participating in or attending a District or school-sponsored event.

For purposes of this policy, the term “interferes with the peaceful conduct” includes, but is not limited to, actions that directly interfere with classes, study, student or faculty safety, housing or parking areas, or extracurricular activities; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the District; or direct interference with administration, maintenance or security of property belonging to the District.



## **SECTION II: COMMUNITY RELATIONS POLICY 2010** **AUTHORITY TO ORDER NON-STUDENTS TO LEAVE INSTITUTION INTERFERENCE** **WITH THE PEACEFUL CONDUCT OF SCHOOL DISTRICT ACTIVITIES**

### **II. Disturbing, Interfering, or Disrupting School District Business**

**A. Disturbing, interfering or disrupting.** Any person, alone or in concert with others and without authorization, who willfully disturbs, interferes or disrupts 1) school district business, including any publicly posted meetings; or 2) school district operations; or 3) any school district employee, agent, official, or representative, shall be guilty of a misdemeanor.

**B. Refusing to leave property.** Any person who is without authority or who is causing any disturbance, interference or disruption who willfully refuses to disperse or leave any property, building, or structure 1) owned, leased, or occupied by the school district or its employees, agents or representatives; or 2) used in any manner to conduct school district business or operations after proper notice by a peace officer, sergeant-at-arms, or other security personnel, shall be guilty of a misdemeanor.

#### **Definition of “disturb, interfere or disrupt”**

**C.** For purposes of Section II of this policy, the term “disturb, interfere or disrupt” means any conduct that is violent, threatening, abusive, obscene, or that jeopardizes the safety of self or others.

#### **Appeal Process**

After receiving a directive to leave District property under this policy, the person issued the directive may request reconsideration through the following process:

The person may request review of the initial decision by letter to the Superintendent or Superintendent’s designee. If no written request is received within five (5) calendar days of the person’s receipt of written notification of the directive to leave District property, the directive will be final and non-appealable.

The request for an appeal shall set forth in writing the reasons that the directive to leave district property 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 Superintendent’s designee, shall appoint a review committee of not less than three School District employees who shall be certified administrators. The review committee will be given copies of the written statements. After review of the written statements by the committee, the Superintendent, or Superintendent’s designee, will issue a statement notifying the individual as to whether the committee decides to uphold or modify the directive to leave District property. The decision of the review committee shall be communicated in writing and will be mailed by Certified U.S. Mail, Return Receipt Requested to the person appealing within (5) calendar days of the review. The decision of the review committee shall be the final decision of Broken Arrow Public Schools and non-appealable.



## **SECTION II: COMMUNITY RELATIONS POLICY 2010**

### **AUTHORITY TO ORDER NON-STUDENTS TO LEAVE INSTITUTION INTERFERENCE**

### **WITH THE PEACEFUL CONDUCT OF SCHOOL DISTRICT ACTIVITIES**

The Superintendent or person who issues the verbal directive to leave District property will give the person to whom the directive is issued a copy of this policy as soon as possible. During the appeal process, the person given the directive to leave District property must remain off school property unless the Superintendent or Superintendent's designee, in writing, instructs that the directive is to be stayed pending the appeal process.

Source: *Broken Arrow Board of Education policy adoption, February 25, 2008.*  
*Broken Arrow Board of Education policy adoption, April 6, 2009.*  
*Broken Arrow Board of Education policy adoption, July 13, 2009.*  
*Broken Arrow Board of Education policy revised, July 10, 2017.*  
*Broken Arrow Board of Education policy revised, December 11, 2017.*  
*Broken Arrow Board of Education policy revised, <DATE>.*

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## SECTION II: COMMUNITY RELATIONS POLICY 2150

### DELETESOCIAL MEDIA AND SOCIAL NETWORKING

Broken Arrow Public Schools district (the “district”) recognizes the appropriate use of social media as a method for communicating ideas and information. The forms of electronic and digital communications change rapidly. Social media includes all means of communicating or posting information or content of any nature on the Internet, including but not limited to one’s own or another’s web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the district, as well as any other form of electronic communication. This policy addresses common existing forms of electronic and digital communication (e.g., email, texting, blogging, tweeting, posting, etc.), but is intended to cover any existing or new form of electronic or digital communication which utilizes a computer, phone, tablet or other digital or electronic device.

#### Definitions

“Blog” means an online journal that contains entries or posts that consist of text, links, images, video or other media and is usually between 300-500 words.

“Comment” means a response to an article or social media content submitted by a commenter.

“Copyrights” protect the right of an author to control the reproduction and use of any creative expression that has been fixed in tangible form, such as literary works, graphic works, photographic works, audiovisual works, electronic works and musical works. It is illegal to reproduce and use copyrighted content publicly on the Internet without first obtaining the permission of the copyright owner.

“Hosted content” means text, pictures, audio, video or other information in digital form that is uploaded and resides in the social media account of the author of a social media disclosure. If an employee downloads content off of the Internet, and then uploads it to their own social media account, they are hosting that content. This distinction is important because it is generally illegal to host copyrighted content publicly on the Internet without first obtaining the permission of the copyright owner.

“Professional social media” is a work-related social media activity that is either school-based or non-school based.

“Cyberbullying” means the use of electronic information and communication devices, including, but not limited to email, instant messaging, text messaging, cellular telephone communications, Internet blogs, Internet chat rooms, Internet postings and defamatory websites.

“Social media account” means a personalized presence inside a social networking channel, initiated at will by an individual. You-Tube, Twitter, Facebook, Instagram, SnapChat, TikTok and other social networking channels allow users to sign-up for their own social media account, which they can use to collaborate, interact and share content and status. When a user communicates through a social media account, their disclosures are attributed to their User Profile.

“Social media channels” means blogs, micro-blogs, wikis, social networks, social bookmarking services, user rating services and any other online collaboration, sharing or publishing platform, whether accessed through the web, a mobile device, text messaging, email or other existing or emerging communications platforms.



## SECTION II: COMMUNITY RELATIONS POLICY 2150

### DELETESOCIAL MEDIA AND SOCIAL NETWORKING

“Social media disclosures” are blog posts, blog comments, status updates, text message, posts via email, images, audio or video recordings, or any other information made available through a social media channel. Social media disclosures are the actual communications a user distributes through a social media channel, usually by means of their social media account.

“Social networking” or “social media” means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro-blogs, video or photo sharing and social book marking.

#### Official Use of Social Media

The district is responsible for creating and maintaining its “official” online presence. Unless specifically authorized in writing by the Superintendent, no district employee may create an “official” district presence on or in any form of social media, now in existence, or created in the future, or represent themselves as a spokesperson or authorized representative of the district.

#### Professional Conduct

The district is committed to creating an environment in which all persons can interact in an atmosphere free of all forms of harassment, exploitation, or intimidation. Therefore, when communicating via social networks, employees are expected to act with honesty, integrity, and respect for the rights, privileges, privacy, and property of others. By doing so, employees will be abiding by applicable laws, school district policy and the core values of the district. The district prohibits abusive or offensive online behavior of employees at work when engaged in work-related activities; likewise, district resources are not to be used in abusive or offensive ways. The district also discourages out-of-school online abusive or offensive behavior because of its potential to interfere with and disrupt work and student relationships.

Employees are responsible for the material they publish online as well as the messages they send via computers and wireless telecommunication devices. Any conduct that negatively reflects upon the district, consists of inappropriate behavior, or creates disruption on the part of an employee may expose that employee to disciplinary action up to and including termination. Inappropriate behavior is defined as any activity that harms students, compromises and employee’s objectivity, undermines and employee’s authority or ability to maintain discipline among students or work with or around students, is disruptive to the educational environment, or is illegal. Moreover, employees should not engage in personal social media during working hours.

#### Expectations

District employees are role models and must exemplify ethical behavior in their relationships with students, parents/guardians, patrons, and other staff members. Online activity, including personal online activity, is public and therefore a reflection on the district as an organization. Employees should exercise good judgment and common sense, maintain professionalism, and immediately address inappropriate behavior or activity discovered on district networks. Inappropriate behavior or activity should be immediately communicated to a direct supervisor. The following should inform and guide employee judgment and actions:

1. The line between professional and personal relationships can become blurred; therefore, district



## SECTION II: COMMUNITY RELATIONS POLICY 2150

### DELETESOCIAL MEDIA AND SOCIAL NETWORKING

employees should always exercise discretion and maintain professionalism when communicating with students via computers or wireless telecommunication devices. Employees should limit this type of communication with students to matters concerning a student's education or extra-curricular activities for which the staff member has assigned responsibility. Excessive school-related messaging or other social media communication to an individual student should be avoided and an employee should only engage in social media communication with a student for a school-related purpose and with the consent of the employee's supervisor and the student's parent/guardian.

2. District employees are prohibited from engaging in private digital exchanges with students, and should only communicate with groups or in such a manner that the communication can be publicly viewed.

3. Photos of and videos featuring students should not be posted on social media without the informed consent of a parent/guardian. For personal protection, employees should never take a photo of an individual student.

4. Photos and videos of fellow employees should not be posted without their express permission.

5. Group student photos may be submitted to a principal or the superintendent for inclusion on official district accounts.

6. Students should not be cited, obviously referenced, or depicted in images without proper written approval of the student's parent/guardian; the confidential details of these individuals should never be disclosed.

7. Externally communicating any confidential information or information related to the district that is not intended for public dissemination is always forbidden and may be grounds for termination and legal action. Public information will be released through the superintendent or designee.

8. Copyright and fair use laws must be respected at all times. Trademarks such as logos, slogans, and digital content such as art, music, or photographs, may require permission from the copyright owner. It is the responsibility of the employee to seek and obtain written permission for any such trademarked content.

9. District employees are discouraged from sharing content or comments containing the following when it is directed at a colleague, parent, student or citizen of the State of Oklahoma or the United States:

- a. Obscene and/or sexual content or links to obscene and/or sexual content;
- b. Abusive and bullying language or tone;
- c. Conduct or encouragement of illegal activity; and
- d. Disclosure of information which a school district and its employees are required to keep confidential by law, regulation or internal policy.

10. The district is not interested in limiting an employee's ability to participate in personal social networks with a personal email address outside of the workplace. However, what is published on these sites should never be attributed to the district. Employees should make it clear that they are speaking for themselves. Furthermore, even if you do not mention the district, that information is readily ascertainable and could reflect poorly



## SECTION II: COMMUNITY RELATIONS POLICY 2150

### DELETESOCIAL MEDIA AND SOCIAL NETWORKING

upon the employee and the district. Employees are encouraged to use common sense when making online comments, even if they intend for those to be purely personal in nature.

11. Employees are cautioned to be aware of their association with the district online social networks. If an employee identifies themselves as a district employee, the employee should ensure their profile, photographs, and related content are consistent with how the employee wishes to present themselves with colleagues, students, parents/guardians, and others.

#### Personal Use of Social Networking Sites (e.g., Facebook, Tiktok, Twitter and Instagram, etc.)

1. Employees are personally responsible for all comments/information and hosted content published online. Employees should always be mindful that social media posts like tweets and status updates will be visible and public for an extended time.
2. By posting comments, having online conversations, etc. on social media sites, employees should remember that they are broadcasting to the world; accordingly, they should be aware that even with the strictest privacy settings, what one “says” online should be within the bounds of professional discretion. Comments expressed via social networking pages under the guise of a “private conversation” may still be shared by others in a more public domain.
3. Comments related to the district, its employees, and district events, should always meet the highest standards of professional discretion. Employees should always assume that every one of their postings is in the public domain.
4. Before posting personal photographs, employees should first consider how the posted images reflect on an employee’s professionalism.
5. District employees are not permitted to solicit or accept “friend” requests from enrolled district students on any personal social media account. This includes student accounts and district employee personal accounts.
6. District employees are not permitted to encourage students enrolled in the district to create social media accounts of any kind.
7. All district employees who choose to utilize Facebook, TikTok, Twitter, Instagram or any other social media platform to provide classroom or extracurricular activity information to students and parents must create a “teacher” page, and posts must be exclusively about classroom or school activities.

#### Accountability

All staff are expected to serve as positive ambassadors for the district and appropriate role models for students. Failure to do so could put an employee in violation of district policy. This guidance and emphasis on personal



## SECTION II: COMMUNITY RELATIONS POLICY 2150

### DELETESOCIAL MEDIA AND SOCIAL NETWORKING

Judgment is provided because violation of district policies and procedures may result in disciplinary action up to and including termination of employment. All employees who have reason to believe that their online conduct has generated public or media attention are expected to immediately report their activity and the attention generated to their supervisor.

#### Staff-Student Relationships

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers, e.g. writing personal letters or emails; “texting” students; calling students on a cellphone or allowing students to make personal calls to them unrelated to homework or class work; sending personal or inappropriate pictures to students; discussing or revealing to students’ personal matters about their private lives or inviting students to do the same (other than professional counseling by an assigned school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet or in writing.

Employees who post information on Facebook, Twitter or other similar platforms that include inappropriate personal information such as, but not limited to, provocative photographs, sexually explicit messages, use of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information, the employee’s actions will be investigated by district officials; if warranted, an employee will be disciplined up to and including termination, depending on the severity of the offense, and may have their case forwarded to the Oklahoma State Department of Education for review and possible sanctions.

#### Distribution of Policy

This policy shall be distributed to all employees via the district’s email system at the beginning of each school year and at the time of hiring to all new employees hired after the start of the school year.

Reference: 74 O.S. §840-8.1

Source: *Broken Arrow Board of Education policy adoption <DATE>.*