

**CIMARRON PUBLIC SCHOOLS
CIMARRON SCHOOL DISTRICT NO. I-092**

SCHOOL POLICY MANUAL

TABLE OF CONTENTS

SECTION A	SCHOOL DISTRICT
SECTION B	SCHOOL BOARD OPERATIONS
SECTION C	BUSINESS AND SUPPORT SERVICES
SECTION D	PERSONNEL
SECTION E	INSTRUCTION
SECTION F	STUDENTS
SECTION G	COMMUNITY RELATIONS

CIMARRON BOARD OF EDUCATION
SCHOOL POLICY REFERENCE MANUAL
TABLE OF CONTENTS

A	<u>SCHOOL DISTRICT</u>
AE	PHILOSOPHY OF CIMARRON PUBLIC SCHOOLS
B	<u>SCHOOL BOARD OPERATIONS</u>
BAA	BOARD OF EDUCATION POWERS AND DUTIES
BAAB	NEPOTISM
BBB	SCHOOL BOARD MEMBERS TERM OF OFFICE
BBB-P	FILLING BOARD VACANCIES, PROCEDURE
BBB-E1	BOARD VACANCIES, SPECIAL ELECTION RESOLUTION
BBB-E2	BOARD OF EDUCATION OATHS OF OFFICE
BBB-E3	APPLICATION FOR VACANT BOARD POSITION
BBD	BOARD OF EDUCATION NEW MEMBERS
BBF	CODE OF ETHICS FOR BOARD MEMBERS
BBH	DEVELOPMENT OPPORTUNITIES, BOARD MEMBERS
BBH-R1	NEW BOARD MEMBER WORKSHOP
BBH-R2	SCHOOL BOARD MEMBER CONTINUING EDUCATION
BD	SCHOOL BOARD INTERNAL ORGANIZATION
BD-R1	BOARD OF EDUCATION - CLERK, REGULATION
BD-R4	BOARD OF EDUCATION - MINUTES/ENCUMBRANCE CLERK, REGULATION
BDAE	BOARD OF EDUCATION OFFICERS - TREASURER
BDAE-R	BOARD OF EDUCATION OFFICER DUTIES - TREASURER, REGULATION
BDFD	HEALTHY AND FIT SCHOOL ADVISORY COMMITTEE/SAFE SCHOOL COMMITTEE
BE	BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES
BEA	SCHOOL BOARD MEETINGS AGENDA PREPARATION AND DISSEMINATION
BEB	QUORUM, BOARD MEETING PROCEDURE
BEC	EXECUTIVE SESSIONS
BED-R	BOARD OF EDUCATION MEETINGS, PUBLIC PARTICIPATION, REGULATION
BED-E	REQUEST TO ADDRESS BOARD OF EDUCATION
BFA	BOARD POLICIES
BJ	BOARD OF EDUCATION EXECUTIVE OFFICER - SUPERINTENDENT
BJCD	EVALUATION OF THE SUPERINTENDENT
BJCD-R	SUPERINTENDENT EVALUATION FORM
BK	LINE IN STAFF RELATIONS
BKBB	SCHOOL SOCIAL MEDIA ACCOUNTS
BKBC	SCHOOL DISTRICT APPROVED SOCIAL MEDIA ACCOUNTS

C	<u>BUSINESS AND SUPPORT SERVICES</u>
CBA	FEDERAL FUNDS
CBB	POLICY FORBIDDING THE SUPPLANTING OF FEDERAL FUNDS AND GRANT MONIES FOR LOCAL REVENUE
CBBA	GRANT POLICIES AND PROCEDURES
CBBB	INTERNAL CONTROLS
CDA	MANAGEMENT AND INVESTMENT OF FUNDS
CDA-R	BIDS AND QUOTATIONS FOR SECURED INVESTMENT PROGRAMS
CDA-P	INVESTMENT PROCEDURES
CDAC	GENERAL FUND BALANCE
CDCC	EQUAL OPPORTUNITY EDUCATION SCHOLARSHIP TAX CREDIT
CE	ANNUAL BUDGET
CFB	ACTIVITY FUNDS
CFB-R1	ACTIVITY FUNDS, REGULATION
CFB-R4	EXEMPT FOOD FUNDRAISERS
CFBB	SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS
CFC	AUDITOR
CFEA	SALARY DEDUCTIONS
CHA	PURCHASING AND DISTRIBUTION
CHC	BIDS AND QUOTATIONS
CHC-R	BIDS AND QUOTATIONS, REGULATIONS
CHCB	SELECTION OF A CONSTRUCTION MANAGER
CI	DISPOSAL OF SURPLUS SCHOOL PROPERTY
CIA	DISPOSAL OF REAL PROPERTY
CKAC	EMERGENCY PLANS
CKAE	DRUGS, ALCOHOL AND CONTRABAND SEARCHES
CKAE-R	DRUGS, ALCOHOL AND CONTRABAND SEARCHES, REGULATION
CKBB	WARNING SYSTEMS, INCLEMENT WEATHER
CKC	SAFETY DRILLS
CKC-R1	FIRE DRILLS, RULES AND PROCEDURES
CKC-R2	TORNADO DRILLS, RULES AND PROCEDURES
CKCB	BOMB THREATS
CKDA	TOBACCO USE PROHIBITED
CKHA	ASSAULTS UPON SCHOOL EMPLOYEES
CKHA-R	ASSAULTS UPON SCHOOL EMPLOYEES, REGULATIONS
CL	BUILDINGS, EQUIPMENT, AND GROUNDS
CLB	EQUIPMENT ACCOUNTABILITY
CLBA	BUILDING AND GROUNDS MAINTENANCE
CMAA	USE OF SCHOOL PROPERTY BY DISTRICT EMPLOYEES

CN	SCHOOL TRANSPORTATION
CN-R1	SCHOOL TRANSPORTATION, REGULATIONS
CN-R3	BUS DRIVERS AND USE OF TECHNOLOGY
CO	CHILD NUTRITION PROGRAM
COB	PROCUREMENT
COB-R	PROCUREMENT, REGULATION
COB-P	PROCUREMENT PROTEST PROCEDURES
CRE	WORKERS' COMPENSATION INSURANCE
CVFA	FAIR LABOR STANDARDS ACT
CVFA-R	FAIR LABOR STANDARDS ACT, REGULATION
D	<u>PERSONNEL</u>
DA	SEXUAL HARASSMENT
DAA	NONDISCRIMINATION
DAA-P	DISCRIMINATION COMPLAINTS, PROCEDURES
DAA-P2	ADA GRIEVANCE PROCEDURE
DAA-E	DISCRIMINATION COMPLAINT FORM
DAA-E3	AMERICANS WITH DISABILITIES ACT GRIEVANCE FORM
DAAC	FEDERAL PROGRAMS, COMPLAINT RESOLUTION
DAAC-E	INVESTIGATION REPORT ON THE ADMINISTRATION OF FEDERAL PROGRAM ACTIVITIES
DAB	PERSONNEL POLICIES GOALS
DABB	RECORDS INVESTIGATION
DBA	PARAPROFESSIONALS
DBAA	TITLE I AND SPECIAL EDUCATION PARAPROFESSIONALS
DBCA	STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS
DBD	CONFLICTS OF INTEREST
DBH	ACCOMMODATIONS FOR LACTATING EMPLOYEES
DC	EMPLOYMENT PRACTICES
DC-R1	EMPLOYMENT PRACTICES, REGULATIONS
DC-R2	PERMANENCY OF EMPLOYMENT
DCBE	HIRING PERSONNEL
DCC	DRUG-FREE WORKPLACE
DCC-R	WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS
DCCB	DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS
DDA	CONTRACTS
DDC	EMPLOYEE RESIGNATIONS AND REFERENCE REQUESTS
DDC-E	EMPLOYEE RESIGNATIONS FORM LETTER
DDCA	ACCEPTANCE OF LETTERS OF RESIGNATION
DDF	NEGOTIATIONS
DE-R1	SALARY SCHEDULES

DEB	PERSONNEL HOLIDAYS
DEBA	PERSONNEL VACATIONS
DEC	PERSONNEL LEAVE PROGRAM
DEC-R1	SICK LEAVE, CERTIFIED PERSONNEL, REGULATIONS
DEC-R2	SICK LEAVE, SUPPORT PERSONNEL, REGULATIONS
DEC-R3	PERSONAL BUSINESS LEAVE, REGULATIONS
DEC-R4	EMERGENCY LEAVE, REGULATIONS
DEC-R5	JURY DUTY SERVICE AND WITNESS LEAVE, REGULATIONS
DEC-R6	MILITARY LEAVE, REGULATIONS
DECA	FAMILY MEDICAL LEAVE
DECA-E2	APPLICATION FOR FAMILY OR MEDICAL LEAVE
DECA-E3	MEDICAL CERTIFICATION
DECA-E6	APPLICATION FOR FMLA INTERMITTENT LEAVE OR LEAVE ON A REDUCED SCHEDULE
DECA-E7	HEALTHCARE PROVIDER CERTIFICATION, INTERMITTENT OR REDUCED LEAVE SCHEDULE
DED-R2	BEREAVEMENT LEAVE, REGULATIONS
DED-R5	PROFESSIONAL LEAVE, CERTIFIED PERSONNEL, REGULATIONS
DEE	EXPENSE REIMBURSEMENT
DEE-R	TRAVEL AND EXPENSES
DEEC	STUDENT ACTIVITIES, EXPENSE REIMBURSEMENT
DEEC-E	STUDENT EXPENSE VOUCHER
DEF	UNUSED SICK LEAVE, RETIREMENT PROGRAM
DEFA	LEAVE SHARING PLAN
DEFA-R1	LEAVE SHARING PROGRAM, REGULATION
DGBA	EMPLOYEE GRIEVANCES
DGBA-R	EMPLOYEE GRIEVANCES, PROCEDURE
DHAC	STAFF MEMBERS AND SOCIAL NETWORKING SITES
DIA	STAFF SAFETY
DIA-R	EMPLOYEE SAFETY TRAINING, REGULATION
DIA-P	STAFF SAFETY, WORKPLACE PROCEDURES
DIAF	HYGIENE AND SANITATION (BLOODBORNE PATHOGENS)
DIAF-R	HYGIENE AND SANITATION (BLOODBORNE PATHOGENS), REGULATION
DIAF-P	ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS
DMB	PROFESSIONAL GROWTH AND DEVELOPMENT
DMB-R1	PROFESSIONAL GROWTH AND DEVELOPMENT, REGULATION
DNA	TEACHER EVALUATION
DNAA	EVALUATION OF ADMINISTRATIVE PERSONNEL
DNB	PERSONNEL FILES, CERTIFIED STAFF
DNC	PERSONNEL FILES, SUPPORT EMPLOYEES
DOAC	SUPPORT PERSONNEL SUSPENSION, DEMOTION, NONRENEWAL, OR TERMINATION

DOB	DUE PROCESS FOR ADMINISTRATORS
DOBD	SUSPENSION OF CERTIFIED PERSONNEL
DOCA	REDUCTION-IN-FORCE, CERTIFIED PERSONNEL
DOCB	REDUCTION-IN-FORCE, SUPPORT PERSONNEL
DPAO	DIRECTOR OF FEDERAL PROGRAMS
DPB	SUBSTITUTE TEACHERS
DPB-R	SUBSTITUTE TEACHERS, REGULATION
DPBA	SUBSTITUTE TEACHER DUTIES
E	<u>INSTRUCTION</u>
EBA	SCHOOL HOURS
ECA	SCHOOL DISTRICT SCREENING PROTOCOL, SOCIAL DISTANCING, AND GATHERINGS
EFA	SCHOOL LIBRARY MEDIA CENTER
EFA-R1	SCHOOL LIBRARY MEDIA CENTER, SELECTION OF MATERIALS, REGULATION
EFA-R2	USE OF SCHOOL LIBRARY MEDIA CENTER, REGULATION
EFA-P	PUBLIC COMPLAINTS ABOUT LIBRARY CURRICULUM OR INSTRUCTIONAL MATERIALS, PROCEDURE
EFA-E1	REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL
EFBCA	INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY
EFBCA-R1	CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS
EFDA	SENIOR TRIPS
EFEA	USING COPYRIGHTED MATERIAL
EFEA-R	USING COPYRIGHTED MATERIAL, REGULATION
EGG	PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS
EGG-E	PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS, COMPLAINT FORM
EHA	BASIC INSTRUCTIONAL PROGRAM
EHAH	SEX EDUCATION
EHAK	PHYSICAL EDUCATION
EHBB	GIFTED AND TALENTED PROGRAM
EHBC	SPECIAL EDUCATION
EHBC-R1	CRITERIA FOR ELIGIBILITY, SPECIAL EDUCATION, REGULATION
EHBC-R2	SPECIAL EDUCATION, REGULATION
EHBC-R3	CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION, NOTICE TO PARENTS
EHBC-R4	SPECIAL EDUCATION SERVICES FOR CHILDREN ENROLLED IN PRIVATE SCHOOL
EHBC-P1	SPECIAL EDUCATION COMPLAINT PROCEDURES
EHBC-P2	SECTION 504 ELIGIBILITY PROCEDURES, SPECIAL EDUCATION SERVICES
EHBC-E3	REVOCATION FOR CONSENT FOR SPECIAL EDUCATION SERVICES
EHBCA	EXTENDED SCHOOL YEAR SERVICES

EHBDB	TITLE I PARENT INVOLVEMENT
EHBDB-R	TITLE I PARENT INVOLVEMENT, REGULATION
EHBDBA	PARENT PARTICIPATION IN THE SCHOOL DISTRICT
EHBE	LIMITED ENGLISH PROFICIENCY INSTRUCTION
EHBF	HOMEBOUND INSTRUCTION
EHBF-R	HOMEBOUND INSTRUCTION, REGULATIONS
EBH	ALTERNATIVE EDUCATION
EBHA	ALTERNATIVE SCHOOL
EHDD	CONCURRENT ENROLLMENT, STUDENT
EHDD-R	CONCURRENT ENROLLMENT, STUDENT, REGULATION
EHDF	ONLINE INSTRUCTION
EIA	PROMOTION AND RETENTION
EIA-R4	STUDENT RETENTION, REGULATION
EIAE	PROFICIENCY BASED PROMOTION
EIED	GRADUATION REQUIREMENTS
EIEDF	INDIVIDUAL CAREER AND ACADEMIC PLAN
EJ	SCHOOL COUNSELOR
EJB	SUICIDE AWARENESS AND TRAINING
EK	TESTING PROGRAM
EK-R1	TESTING PROGRAM, STUDENT SURVEYS, REGULATION
EKBA	READING SUFFICIENCY TESTING
EMC	GRADUATION POLICY
EMG	ANIMALS IN SCHOOL
EMH	CLASS INTERRUPTIONS
EMI	MOMENT OF SILENCE
EMIA	RELIGIOUS OBSERVANCES AND DISPLAYS
F	<u>STUDENTS</u>
FB	SEXUAL HARASSMENT OF STUDENTS
FB-E1	SEXUAL HARASSMENT INCIDENT REPORT FORM
FB-E2	WRITTEN NOTICE TO KNOWN PARTIES REGARDING ALLEGATIONS OF SEXUAL HARASSMENT
FB-E3	WRITTEN REPORT
FD	STUDENT RESIDENCY
FD-P	STUDENT RESIDENCY DISPUTE PROCEDURES
FDAAA	ELECTRONIC SIGNATURES
FDAH	ENROLLMENT OF MILITARY CHILDREN
FDAHA	EDUCATION OF MIGRATORY CHILDREN
FDC	STUDENT ATTENDANCE
FDC-R1	ATTENDANCE POLICY, REGULATION
FDC-P	MEDICAL EXEMPTION REVIEW COMMITTEE PROCESS FOR ELIGIBLE EXEMPTIONS AND DOCUMENTATION FOR DECISION

FD	LEAVING SCHOOL GROUNDS, CLOSED CAMPUS
FDF-R	CLOSED CAMPUS, CIMARRON HIGH SCHOOL
FE	STUDENT TRANSFERS
FEF	STUDENT TRANSFERS FOR CHILDREN OF TEACHERS
FEG	STUDENT TRANSFERS FOR CHILDREN OF ACTIVE DUTY MILITARY MEMBERS
FEH	TRANSFERS FOR SPECIAL EDUCATION STUDENTS
FEXX	WITHDRAWAL FROM SCHOOL
FFA	HEALTH, STUDENTS
FFAAC	BASIC COMPONENTS OF PANDEMIC PLANNING
FFAB	IMMUNIZATIONS, STUDENTS
FFACA	MEDICATION: ADMINISTERING TO STUDENTS
FFACA-R	MEDICATIONS GIVEN AT SCHOOL, REGULATION
FFACA-E1	MEDICATION, ADMINISTERING TO STUDENTS, AUTHORIZATION
FFACA-E2	PARENTAL AUTHORIZATION TO ADMINISTER MEDICINE AND LOG OF THE ADMINISTRATION OF MEDICINE
FFACA-E3	EMERGENCY AUTHORIZATION TO ADMINISTER NONPRESCRIPTION MEDICATION
FFACA-E7	AUTHORIZATION TO APPLY SUNSCREEN
FFACC	DIABETES MEDICAL MANAGEMENT
FFACD	MEDICAL MARIJUANA
FFACDA	ADMINISTRATION OF OPIATE ANTAGONISTS
FFACDAA	SEIZURE-SAFE SCHOOLS
FFAEA	CONCUSSIONS AND HEAD INJURIES
FFAEA-E	CONCUSSION AND HEAD INJURY ACKNOWLEDGEMENT & INFORMATION SHEET
FFFD	VEHICLE USE AND PARKING, STUDENTS
FFG	REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT
FFG-E	SUSPECTED CHILD ABUSE REPORT FORM
FG	AWARDS AND SCHOLARSHIPS
FJ	FUND RAISING BY IN-SCHOOL ORGANIZATIONS
FJ-R	ADMINISTRATIVE GUIDELINES FOR RAFFLES
FJ-P	STUDENT FUND RAISING ACTIVITIES, PROCEDURES
FJ-E	FUND-RAISER REQUEST, REPORT FORMS
FL	STUDENT RECORDS
FL-R	COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION
FLE	TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION
FLE-E1	PERMISSION FOR THE TRANSFER AND/OR RELEASE OF CONFIDENTIAL STUDENT INFORMATION
FLF	INFORMATION COORDINATOR
FM	STUDENTS ACTIVITIES, SCHOLASTIC ELIGIBILITY
FM-R	STUDENTS ACTIVITIES, ELIGIBILITY, REGULATION
FMA	EXTRACURRICULAR ACTIVITIES
FMA-R1	EXTRACURRICULAR ACTIVITIES, REGULATION
FMA-R2	EXTRACURRICULAR ACTIVITIES, PARTICIPATION REQUIREMENTS, REGULATION
FMA-R3	EXTRACURRICULAR ACTIVITIES, INTERNAL ACTIVITY REVIEW COMMITTEE
FMA-R4	EXTRACURRICULAR ACTIVITIES, ATTENDANCE REGULATIONS

FMAAA	EXTRACURRICULAR ACTIVITIES EMERGENCY MEDICAL SERVICES
FMAAA-E	EMERGENCY ACTION PLAN
FMAAA-E2	EVALUATION OF EMERGENCY ACTION PLAN
FMC	STUDENT CLUBS AND ORGANIZATIONS SPONSORS
FMCAA	GANG ACTIVITY
FMCAA-R	GANG ACTIVITY, REGULATIONS
FMF	ATHLETICS
FMF-R1	ATHLETICS, REGULATIONS
FMF-R3	ATHLETICS PROGRAM DISCIPLINE, REGULATION
FMFE	SPECTATOR CODE OF CONDUCT, ATHLETICS PROGRAM
FMG	SUMMER ACTIVITIES PROGRAM
FNCA	STUDENT CONDUCT, DRESS CODE
FNCC	HAZING
FNCD	BULLYING
FNCD-R	PROHIBITING BULLYING, REGULATION
FNCE	REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES
FNCE-R	DANGEROUS WEAPONS, NONINTOXICATING BEVERAGES, INTOXICATING BEVERAGES, CONTROLLED DANGEROUS SUBSTANCES, COUNTERFEIT DRUGS, OR OTHER ABUSABLE CHEMICAL SUBSTANCES
FNCF	DRUG-FREE SCHOOLS
FNCFD	STUDENT DRUG TESTING PROGRAM, EXTRACURRICULAR ACTIVITIES
FNCFD-E	STUDENT EXTRACURRICULAR ACTIVITIES CONTRACT
FNCGA	WEAPONS-FREE SCHOOLS
FNF	SEARCH OF STUDENTS
FNF-R	SEARCH OF STUDENTS, REGULATION
FNF-E	STUDENT SEARCHES, CHECKLIST
FNG	WIRELESS TELECOMMUNICATION DEVICES
FO	STUDENT DISCIPLINE
FO-R1	CONTROL AND DISCIPLINE POLICY
FOB	CORPORAL PUNISHMENT
FOD	SUSPENSION OF STUDENTS
FOD-R	SUSPENSION OF STUDENTS, REGULATION
FP	STUDENT FEES, FINES, AND CHARGES
G	<u>COMMUNITY RELATIONS</u>
GBA	OPEN RECORDS ACT
GBA-R	OPEN RECORDS ACT, REGULATIONS
GBA-P	PATRON REQUESTS FOR SCHOOL DISTRICT INFORMATION, PROCEDURES
GBA-E	PUBLIC RECORD ACCESS REQUEST, OKLAHOMA OPEN RECORDS ACT
GBC	NEWS MEDIA RELATIONS
GFB	GRIEVANCE PROCEDURE, PARENT-TEACHER
GFB-E	GRIEVANCE REPORT

GI	ADVERTISING ON SCHOOL PROPERTY
GIA	DISTRIBUTION OF INFORMATION AND MATERIALS ON SCHOOL PREMISES
GJ	SCHOOL VISITORS
GJ-P	SCHOOL VISITORS, GRIEVANCE/APPEALS PROCESS
GJBA	STUDENT RECRUITMENT, ACCESS TO STUDENTS AND DIRECTORY INFORMATION
GK	USE OF SCHOOL PROPERTY
GK-R1	USE OF SCHOOL PROPERTY, REGULATION
GK-E5	CAFETERIA USE AGREEMENT FOR SCHOOL-RELATED BUT NOT SCHOOL-SPONSORED ACTIVITIES
GK-E6	AGREEMENT TO USE THE CIMARRON PUBLIC SCHOOL FACILITY/BANQUET SERVICES
GKA	RELEASING STUDENTS TO POLICE
GKA-E	FORM FOR SIGNATURE OF ARRESTING OFFICER
GKAA	LAW ENFORCEMENT AND BODY CAMERAS ON SCHOOL PREMISES