



Board of Education

BOARD POLICY EHB

Administrative Citations & Fees

Adoption Date: _____ **Revision Date:** _____
Board of Education Meeting Date: _____

1. Purpose

The Choctaw–Nicoma Park School District (CNP) is committed to maintaining a safe and orderly educational environment. The District authorizes the use of administrative citations for specific, non-instructional violations that relate to campus operations, property use, or privilege systems. Administrative citations are civil and administrative in nature; they are not criminal citations and do not create a criminal record.

2. Policy Statement

Under 70 O.S. § 5-117, the Board of Education has the authority to adopt rules and regulations for the governance of the district. This policy establishes the framework for issuing administrative citations and collecting reasonable fees to recover costs associated with parking regulation, property damage, and replacement of district-issued items.

3. Scope

This policy applies to students, employees, and visitors on district property or at district-sponsored events. Administrative citations may only be issued for violations specifically authorized in the corresponding Administrative Regulation. They shall not be used for general behavioral discipline governed by the Student Code of Conduct.

4. Due Process

All recipients of administrative citations are entitled to due process, including written notice and an opportunity to appeal. Students and parents/guardians will be notified within 48 hours of issuance. Appeals follow the procedures in the Administrative Regulation.

5. Fee Limitations

Administrative fees must reflect actual costs or reasonable administrative amounts. Fees shall not be punitive. Nonpayment of fees shall not result in denial of educational services, withholding of grades, transcripts, or diplomas. The District will provide alternative consequences such as community service or educational modules and offer hardship waivers when appropriate.

6. Authorized Violations

Administrative citations may be issued only for the following categories:

- Parking and campus traffic violations (non-criminal)
- Property or facility misuse
- Lost/damaged district-issued IDs, parking permits, or access tags
- Lost/damaged technology, textbooks, or materials (cost recovery only)

Behavioral issues (e.g., attendance, dress code, bullying, substance use) are not eligible for administrative citation.

7. Appeals

Recipients have five (5) school days from the date of issuance to request review. Appeals follow a two-level process:

1. **Informal Review** with a designated administrator or officer's designee.
2. **Formal Appeal** before a neutral administrator, with a written decision within five (5) school days.

Final review rests with the Executive Director/Principal or designee.

8. Collections and Enforcement

The District will not engage in third-party collections or deny education for nonpayment. Acceptable enforcement measures include temporary holds on privileges (e.g., parking), offering alternative service options, and providing hardship relief as outlined in regulation.

9. Transparency & Equity

The District will monitor citation data each semester for disparities and ensure accommodations for language access and disability under Section 504 and ADA. The fee schedule and appeals process will be published in student handbooks and on the district website.

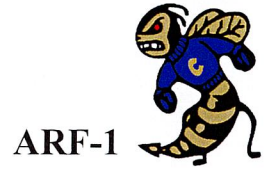
10. Legal References

- 70 O.S. § 5-117
 - 34 C.F.R. Part 300 (IDEA)
 - 29 U.S.C. § 794 (Section 504)
 - 42 U.S.C. § 12101 et seq. (ADA)
 - *Goss v. Lopez*, 419 U.S. 565 (1975)
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BOARD ACTION

- Motion made by: _____
- Seconded by: _____
- Vote: _____
- Date of Board Action: _____

Choctaw–Nicoma Park School District



Board of Education

ADMINISTRATIVE REGULATION

Subject: Administrative Citations & Fees

Related Policy: EHB-~~R~~ Administrative Citations & Fees

Effective Date: _____

Responsible Department: District Police Department / Site Administration

1. Purpose

This regulation provides procedures for the issuance, appeal, and resolution of administrative citations in accordance with Board Policy EHB. The intent is to ensure consistency, fairness, and legal compliance while maintaining campus safety and property protection.

2. Authorized Violations

Administrative citations may be issued **only** for the following categories:

1. **Parking and Campus Traffic Violations** (non-criminal)
 - Parking without a valid permit
 - Parking in prohibited areas, fire lanes, or blocking traffic
 - Unsafe driving on campus not rising to the level of a state traffic violation
 - Parking in ADA spaces or access ramps without proper placard
2. **Property/Facility Misuse**
 - Minor damage to school property (e.g., lockers, desks, furniture)
 - Unauthorized use of district facilities resulting in cost recovery
3. **ID, Permit, and Access Items**
 - Lost/damaged student or staff ID
 - Lost/damaged parking permit or access tag
4. **Technology, Textbooks, and Materials**
 - Lost or damaged technology devices (e.g., Chromebook charger, screen)
 - Lost or damaged textbooks or library books
 - Fees reflect **actual replacement or repair cost** with caps as listed below.

3. Citation Issuance Procedure

A. Completion of Citation Form

- CNP PD or authorized administrator will issue a standardized Administrative Citation Form including:
 - Name of recipient
 - Date/time/location
 - Violation description
 - Applicable rule or regulation
 - Fee amount or cost basis
 - Alternative option (if applicable)
 - Appeal instructions and deadlines

B. Notification

- Students will receive a copy at the time of issuance.
 - Parent/guardian notification will be sent within 48 hours by email or mail.
 - The citation will be logged in the district's tracking system.
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4. Fee Schedule

Violation	Fee
Parking without permit	\$50
Parking in prohibited area	\$50
Unsafe on-campus driving (non-criminal)	\$75
ADA space violation	\$100
Parking in a Reserved Space	\$50
Parking in a non-designated space	\$50
Replacement of Access Card	\$10
Replacement student ID	\$10
Replacement parking permit/access tag	\$15
Minor property damage ($\leq$ \$25)	Actual cost
Moderate property damage (\$25–\$100)	Actual cost
Technology (charger/screen)	Actual cost
Lost textbooks/library books	Replacement cost

Notes:

- Fee schedule will be reviewed annually by administration and approved by the by the Choctaw-Nicoma Park School Board.

5. Appeals Procedure

1. Level 1 – Informal Review

- Request must be submitted within **5 school days** of issuance to the issuing officer's designee.
- Review should occur within **5 school days**; decision provided in writing.

2. Level 2 – Formal Appeal

- If unresolved, the recipient may request a hearing with a **neutral administrator** not involved in the original decision.
- A written decision must be provided within **5 school days** after the hearing.

3. Final Review

- Appeals may be submitted to the Executive Director/Principal (or designee) for final review on procedural and policy grounds.
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6. Payment & Alternatives

- Payment is due within **10 school days** after issuance or final appeal decision.
 - The District shall offer **alternative options** (e.g., community service) in lieu of fees.
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7. Enforcement

- The District **will not** deny enrollment, grades, transcripts, or graduation for unpaid administrative fees.
 - Acceptable enforcement measures include:
 - Temporary holds on **parking privileges**
 - Offering community service or educational alternatives
 - Administrative follow-up with families for resolution
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8. Students with Disabilities & Equity

- Students with disabilities are entitled to reasonable accommodations in the citation and appeal process.
- Violations resulting from disability-related behavior must follow IDEA/504 requirements.
- Campus administrators must review citation data for **disparities** and take corrective action as needed.

9. Transparency & Training

- This regulation and the fee schedule will be published annually in the student handbook and on the district website.
- CNP PD officers and administrators will receive annual training on:
 - Proper citation issuance
 - Due process and appeals
 - IDEA/504 accommodations
 - Equity and non-discrimination practices

Board Approval _____

Date of Approval _____