

# **Parent-Student Handbook 2016-2017**



**“Let Your Dreams Set Sail  
at Alexander Elementary!”**

## **MISSION STATEMENT**

**Commerce Public Schools will encourage students to learn "how" to learn in a complex society, to be effective communicators and to be responsible, respectful members of the global community.**

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**This handbook belongs to:**

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

\_\_\_\_\_ **State** \_\_\_\_\_

**Zip Code** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**"Go Tigers!"**

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## OUR SCHOOL

Built in 1960, Alexander Elementary School in Commerce received its prestigious name after the successful and highly regarded Ms. Ethel Alexander. Ms. Alexander retired from Commerce Public Schools in 1950 after teaching twenty-five years of Business for the district. She had taught a total of thirty-three years throughout her career. She was a dedicated teacher with strong moral convictions and was held in the highest respect. Mrs. Alexander passed away in 1951. Before her death, Mrs. Alexander established an Award Scholarship to be given to one graduating Senior each year that meets a stringent list of qualifications. The funds are to be used by the recipient to apply toward college expenses. Alexander Elementary upholds the name it was given with pride and dignity.

Alexander Elementary is a Great Expectation School. It is a progressive school district with a multitude of traits that make it an ideal place to receive a strong education. Through distinct educational practices, innovative teaching techniques and a student centered approach Alexander provides students with the skills necessary to be productive citizens. Alexander Elementary has a committed staff that encourages student success and works hard to insure needed skills for life long learning is acquired.

The core curriculum is enhanced by additional enrichment programs and special activities designed to provide maximum learning opportunities. Computer aided instruction is a high priority at the school. All students are actively involved learning reading, English, and math through the schools two twenty-five-station computer labs. Additional opportunities include advance tutoring, speech therapy, special academic recognition programs, remediation, bi-lingual education, special education, volunteer programs, foster grandparents, career education, and counseling services.

The schools unique curriculum includes Shurley English, Classroom Phonics and Title 1 Reading. Accelerated Reading, Accelerated Math, Reading Sufficiency, Drug Education, Music, Physical Education, Migrant Education, and Nutrition Education. The school also supports an all-day four-year-old program.

Students have the opportunity to participate in the schools enrichment activities, which include but are not limited to: field trips, gifted and talented, Monday Morning Rise and Shine assemblies, other special assemblies, advanced placement, Spelling Bees, Career Day, and competitive contests.

The many programs to recognize student achievements are designed to highlight all students in some way. Some of the recognition programs at Alexander Elementary include: Hug-a-Bear, Honor Roll Celebrations, Perfect Attendance Awards, Monthly Birthday Parties, Student of the Year Award, individual achievement awards, as well as, prizes given through food service projects.

## TO THE STUDENTS AND PARENTS OF ALEXANDER ELEMENTARY

The staff at Alexander is proud to work with the young people in the Commerce community. We hope that you will

work with us to provide an educational experience that is appropriate for each student.

The success that students will enjoy this year will depend upon their willingness to work hard on academic assignments and to participate in programs and activities provided by the school. The level of student involvement will depend largely on how much encouragement is provided at home. We strongly recommend spending time discussing and working on school assignments with your children.

Each student is encouraged to establish his or her own personal goals for the year. Staff members are here to assist students in reaching those goals.

It is our hope that each day at Alexander will be enjoyable and academically rewarding to each child. If for some reason things are not going well, please contact your child's teacher or the principal to discuss ways to correct the problem.

We are in compliance with Title IX, the Family Educational Rights and Privacy Act, AIDS Prevention Education, and Drug Prevention Education. Commerce school does not discriminate because of sex or race and provides equal educational opportunities for boys and girls.

Curriculum taught at our school is derived directly from Oklahoma's State adopted academic standards.

#### **ALEXANDER ELEMENTARY CREED**

I am an Alexander Elementary School Student.

I have great expectations for myself.

I believe I am a capable and dependable student, full of possibilities and potential.

There is no limit to what I can achieve.

I accept the responsibility for my behavior and its results.

I will use each day that is given to me to the fullest, realizing it can never come back again.

I accept the challenge to become the best that I can be!!

#### **STUDENTS' BILL OF RIGHTS**

Our students deserve to learn in the best environment we can provide. Accordingly all staff and students will make every effort to observe the following:

1. To be treated with respect and kindness.
2. To receive guidance and assistance towards reaching their goals and dreams
3. To be provided with the best possible education the school can offer.
4. To learn in a safe disruption-free environment.
5. To receive praise and positive reinforcement each day.
6. To have their opinion and concerns heard.
7. To know what is expected of them at all times in every area of the school.

#### **TEACHER'S CREED**

I accept the challenge to be sagacious and tenacious in teaching every student, because I believe that every child can learn.

I actively pursue excellence for myself and for my students.

I cherish every child.

I am a teacher. I change the world one student at a time.

#### **TIME SCHEDULE**

Parents are asked not to send children to school before 7:40 a.m. The school cannot be responsible for supervision until this time. The Breakfast Program begins at 7:40 a.m. Students not participating in the Breakfast Program do not need to be at school until 8:05 a.m. Classes start at 8:10 a.m. Bus students will depart at 3:08 p.m. All other students will be released at 3:10 p.m. You can find a complete bell schedule on page 31.

#### **ATTENDANCE**

Students are expected to be in school except in cases of emergency or for reasons as explained in the code below. The code lists the following as the only legal excuses for being absent from school:

1. Personal illness- The school may require the certificate from a doctor if it is deemed advisable.
2. Illness in the family- All schoolwork should be kept current.
3. Quarantine in the home- absence arising from this condition is limited to three days, unless reasonable cause may be shown by the parent or guardian for a longer absence.
4. Observance of a religious holiday- Any student of any religion shall be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.
5. ANY OTHER REASON MUST BE EXCUSED BY THE SCHOOL PRIOR TO THE ABSENCE.
6. All students must have an admit slip from the Office before being re-admitted into class.

Steps to follow when absent.

1. Have parent or guardian phone the school and inform the office of your absence before 10:00 a.m. of the day of the absence.
2. Have parent or guardian write an excuse giving your name, date, days of absence, reason for absence and his/her signature
3. Present your excuse to your teacher.
4. Ask all teachers for make-up assignments. Assignments that are not made up will be reflected in your grade. (Each student is responsible for seeing that make-up work is completed.)
5. If an absence is due to work, travel, or some other reason, parents or a guardian should notify the school prior to the absences.
6. Excused absences will not adversely affect a student's grade if he/she makes up the missed work within the time allotted after returning to school. The student will be given the same number of days to make-up the work as the number of days absent. However, unexcused absences will adversely affect a student's grade because he/she will not be allowed to make up the work.

**If the student is absent ten (10) days or parts of days in one semester, whether excused or unexcused, the grade will be an "F". Exceptions due to extreme circumstances will be at the discretion of the building principal.**

### REPORTING TRUANCY TO DISTRICT ATTORNEY

If a student is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, he/she will be considered truant and will be reported to the District Attorney's office.

Approved school activity absences shall be excused absences.

It is the responsibility of the parent/guardian to notify the school if a student is going to be absent and the reason why. A phone call must be received by the school before 10:00 a.m. on the day of the absence. If a parent/guardian cannot contact the school due to an emergency, contact should be made the following day before 10:00 a.m. Calls from parent/guardians concerning the absence of a student will only be accepted as justification for the absence to be considered as excused in limited circumstances and at the sole discretion of the school.

In the event that contact cannot be made by phone, the parent/guardian may send a note regarding the absence with the student the following school day. All notes from parent/guardians must be received in the office by 10:00 a.m. the day the student returns to school. Notes from parent/guardians concerning the absence of a student will only be accepted as justification for the absence to be considered as excused in limited circumstances and at the sole discretion of the school. The school will only accept notes from parent/guardians who do not have a phone, nor access to a phone. Only a parent/guardian can attempt to excuse a student from school. Notes from friends, siblings, or other relatives will not be accepted.

Excused absences will typically be granted for the following reasons:

Illness of the student,  
Medical/dental appointments for the student,  
Legal matters/court appearances requiring the student's attendance,  
Observance of religious holidays, or  
Death and funeral in the immediate family, not to exceed three (3) school days. Provided, however, if a student is sent home from school with lice, not more than the next two (2) calendar days may be considered excused absences for that reason.

The school reserves the right to grant or withhold excused absences as it deems necessary due to extenuating circumstances. Provided, however, once a student has four (4) illness related excused absences in a semester, the school may, in its sole discretion require a doctor's note for any further illness related absence to be considered excused.

Once a student arrives at school, he/she may not leave prior to the end of the school day without permission from the school.

A student may be released from school, through the office. If: The student's parent/guardian calls the school office or the student's parent/guardian comes to the school office to check the student out of school.

Students who leave school without following the proper procedure are considered truant.

### MAKE-UP WORK

It is the sole responsibility of each student to make arrangements to complete any and all work missed due to an absence.

Excused Absences: Students will be allowed to receive credit for work missed due to an excused absence if the work is completed within the amount of time missed plus one day.

Activity Absences: Students who will not be attending class due to an approved school activity must notify each teacher prior to the absence in order to make arrangements for completing all work that is going to be missed.

### TARDY POLICY

- A. Promptness to class is very important.
- B. Students are to be in their seats with their pencil, pen, paper and textbooks ready to work when the bell sounds.
- C. A student is considered tardy if he/she is not properly seated in the classroom and ready to begin when the bell rings.
- D. Unexcused tardiness is an infraction and any student that violates this rule is subject to the provisions of the Policy on Student Behavior.
- E. The following procedures will be followed when dealing with tardies:
  1. 3<sup>rd</sup> Unexcused Tardy: Detention for each unexcused tardy; parents will be notified by student.
  2. Additional unexcused tardies will result in disciplinary action under the policy on student behavior.
- F. If a student must leave the room for any reason other than medical emergencies, he or she will be considered tardy unless prior permission from the teacher.
- G. All tardies will start over at the beginning of each (9) weeks.
- H. Tardiness is considered truancy and will be reported to the District Attorney's office as provided above.

### PICKING STUDENTS UP EARLY

Students are not allowed to be picked up early from school unless absolutely necessary or the absences will be considered unexcused. The school realizes it is not always possible but the best effort should be made to make medical and other appointments after hours or on non-school days (example: spring break, summer, etc).

When picking students up early, parents must come to the office and sign their child out. At that time the student(s) being picked up will be called to the office. When picking students up during the day parents are encouraged to arrive early enough at the school to allow for this time.

### ATTENDANCE AWARDS

Students, who have not been absent or tardy during the entire school year, will be given Perfect Attendance Certificates.

**\*PERFECT ATTENDANCE MEANS YOU ARE PRESENT EVERY MINUTE OF EVERY DAY THAT SCHOOL IS IN SESSION.**

## GRADE SCALE

90 -100 = A      70 - 79 = C      below 60 = F  
80 - 89 = B      60 - 69 = D

A grade mark of 'I' is an incomplete and will be changed when the course is completed within the time limit set by the teacher.

### STUDENT RETENTION (Regulation)

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district.

Students shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades one through eight must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies.

### PROMOTION AND RETENTION

The Commerce Board of Education believes the primary goal of the educational process is to educate. The board also believes that since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete twelve grade levels of work at the same rate. Therefore, for some children, more than twelve years will be necessary to achieve the minimal standards or an appropriate education.

Students in special education are excluded from this policy and will be advanced or retained in accordance with their Individual Educational Program as created by the IEP team. Grade level placement in the elementary and in the middle school will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and marks achieved. Standardized test results can be used as one means of judging progress. The grade marks earned by the child throughout the year shall reflect the probable assignment for the coming year. Assignment of grade marks will not be used as a means of discipline or reward under any circumstances. Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not receive a passing grade in a course; the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s) or guardian's reason(s) for disagreeing with the decision of the board.

A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting a child's progress to the child's parent(s) or guardian. Informal notes and personal conferences are necessary to help the teacher and the parent(s) or guardian understand the child's development and progress. The parent(s) or guardian shall be informed, and a conference scheduled if the parent(s) or guardian desire, when it becomes apparent that a child may need to remain at a grade level. Upon

request of a student, or the student's parent(s) or guardian, a student who has been recommended for retention, is failing a grade, or seeks advancement will be given the opportunity to demonstrate proficiency in the Priority Academic Student Skills (PASS) (Oklahoma C3 Standards) for the applicable grade level or course. Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area, for example: semester tests, portfolio, criterion-referenced test, thesis, project, or performance. (See also policy EIAE.)

Students demonstrating proficiency in a set of competencies at the 60% level shall be advanced to the next level of study in the appropriate curriculum area(s). This decision will take into consideration such factors as social, emotional, physical and mental growth. The school will confer with parents or guardians in making such promotion/acceleration decisions.

Elementary, middle level, or high school students may demonstrate proficiency in the PASS Outcomes for 9-12 high school curriculum areas. Appropriate notation will be placed on the high school transcript. The unit(s) shall count toward meeting the requirements for the high school diploma.

The superintendent is directed to establish a regulation containing criteria to be used by the administration in considering students for promotion or retention.

### STUDENT RETENTION Reading Sufficiency Act Regulation

1. Any student who demonstrates proficiency in reading at the third-grade level through a screening instrument which meets the acquisition of reading skills criteria shall not be subject to retention. Upon demonstrating proficiency through screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.
2. If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as scoring below proficient on a screening instrument which meets the acquisition of reading skills criteria, the district shall immediately begin a student reading portfolio and shall provide notice to the parent of the deficiency.
3. a. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade, the student may qualify for automatic promotion to the fourth grade based upon acceptable performance on Reading Comprehension and Vocabulary scores portion of the statewide third-grade criterion-referenced test.  
b. Prior to promotion however, the district shall provide notice to the student's parent(s) and/or guardian(s) that the child is not yet reading at grade level and provide the parent(s) and/or guardian(s) of the child the option for retention should they so desire. The notice shall contain, at a minimum, the most recently identifiable grade level on which the student is actually proficient, the opportunities for summer reading programs, school and/or community based reading tutoring, vendors which provide reading tutoring and the rights to the continuing intensive remediation pursuant to this paragraph.

c. A student so promoted shall be entitled to intensive remediation in reading until the student is able to demonstrate proficiency in reading at the grade level in which the student is enrolled. An intensive remediation plan shall be developed by a "Student Reading Proficiency Team" composed of:

- (1) the parent(s) and/or guardian(s) of the student,
- (2) the teacher assigned to the student who had responsibility for reading instruction in that academic year,
- (3) a teacher in reading who teaches in the subsequent grade level,
- (4) the school principal, and
- (5) a certified reading specialist, if one is available.

4. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered that meet the acquisition of reading skills criteria, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.

5. a. A student not qualified for automatic promotion under paragraph 4 of this subsection may be evaluated for "probationary promotion" by a "Student Reading Proficiency Team" composed of:

- (1) the parent(s) and/or guardian(s) of the student,
- (2) the teacher assigned to the student who had responsibility for reading instruction in that academic year,
- (3) a teacher in reading who teaches in the subsequent grade level,
- (4) the school principal (optional), and
- (5) certified reading specialist.

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school district superintendent and the superintendent approves the recommendation that promotion is the best option for the student. If a student is allowed a "probationary promotion", the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria, for the corresponding grade level in which the student is enrolled or transitions to the requirements set forth by the Achieving Classroom Excellence Act.

6. Students who score at the unsatisfactory level on the Comprehension/Vocabulary portion of the statewide third-grade criterion referenced test and who are not subject to a good cause exemption as stated below shall be retained in the third grade and provided intensive instructional services and supports.

7. The school district shall annually report to the State Department of Education the number of students promoted to the fourth grade as required by law.

A third grade student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

- (1) Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
- (2) Students with disabilities whose individualized education plans, consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
- (3) Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- (4) Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
- (5) Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and was previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade; and
- (6) Students who have received intensive remediation in reading through a program of reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade for a total of two years.

Requests to exempt students from the mandatory retention requirements based on one of the good-cause exemptions shall be made using the following process:

1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and promotion of the student is appropriate. Documentation shall be limited to the alternative assessment results or student portfolio work and the individual education plan (IEP), as applicable;
2. The principal of the school shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and
3. After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.

In the elementary and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the

parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

**REFERENCE: 70 O.S. §24-114.1  
70 O.S. §1210.508C**

### **HOMEWORK**

Homework is used primarily as reinforcement, make-up, catch-up, enrichment, or due to an unfinished classroom assignments. If a student works hard at school, little homework will be needed and he/she will have time for family involvement and extracurricular activities

### **ASSIGNMENTS**

It is important that students complete and hand in all classroom and homework assignments on a daily basis. Incomplete daily work can greatly affect the student's overall performance and will be a major factor in receiving a lower grade, or will be a factor for retention.

Parents need to check with teachers to see if there is any work that needs to be completed. Teachers will contact the parents if there is a problem with incomplete work. Good communication between home and school is an important factor concerning school assignments. If students repeatedly miss assignments detention will be assigned.

### **PROGRESS REPORTS**

Pupils' progress will be reported by grade cards each nine weeks, mid-quarter progress reports, and parent-teacher conferences. Parents are encouraged to arrange individual teacher conferences throughout the school year to keep informed about student progress.

### **STUDENT APPEARANCE Student Conduct Dress Code (Regulation)**

In accordance with the policy of the board of education, the following regulation shall establish a dress code.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is any way disruptive or offensive to the operation of the school will not be permitted.

Revealing or sexually provocative clothing or clothing of extreme style may not be worn. Pants or shorts will be worn at or above the point of the hips. All fasteners designed for use with an article of clothing will be used at all times with the exception of the top button of the shirt collar. All clothing must be in good repair.

If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student to make appropriate corrections. If the student declines, the principal shall notify the student's parent or legal guardian and take appropriate disciplinary action. Any class time the student misses to change clothing will be counted as an unexcused tardy or absence.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined. In extreme cases, students may be suspended until the violation is corrected. The following are specifically prohibited:

1. All clothing must be in good repair, clothing with holes will not be permitted, cutoffs, short-shorts, boxer shorts, bike shorts, racerback tank tops tube tops, halters, tops with spaghetti straps (during regular school hours), mini skirts, body suits, bandanas, oversized belts, chains, saggy pants, trench coats, sleepwear, leggings, yoga pants or other similar items will not be permitted by boys or girls.
  2. Shirts or blouses that do not overlap the skirts or trousers. Shirts should cover the chest.
  3. Clothing with writing or pictures which are suggestive or symbolic of drugs, alcohol, sex, or anything obscene, vulgar, illegal, immoral
  4. No gang related items.
  5. Body piercing (exception: ear piercing)
  6. No under garments should show regardless of current fashion.
  7. Because of the destructive nature, no metal cleats or taps will be permitted on boots or shoes.
  8. No hats, caps or head coverings of any kind may be worn in the school building by male or female.
  9. Hair coloring that is not a natural hair color.
  10. Hanging hair that covers a student's eye(s) or face.
- Any class time the student misses to change clothing will be counted as an unexcused tardy or absence. The final decision on appropriate dress will be up to the discretion of the principal.

### **DOGS ON SCHOOL GROUNDS**

We ask that all students and parents assist in reducing the number of dogs that follow children to school. This creates a potentially hazardous situation where children could be bitten. Animals should be made to stay home when children leave for school. Stray dogs will be reported to the city for pick up.

### **ALEXANDER PARENT FACULTY CLUB**

The purpose of this organization is to create the best possible learning environment for the children of Alexander. It is hoped that through working for the children at Alexander we can develop a strong and beneficial relationship between the community and the school.

Information concerning regular meetings of this organization will be sent home with children. Your participation in club activities is welcomed and would be appreciated.

### **STUDENT MEDICATION**

All medication must be brought to the Principal's office. No medication is to be kept in backpacks, lockers or carried around by the student. The only exception to this rule is for asthma students who use prescription inhalers or students who may require the use of an auto-injector containing epinephrine, used to treat severe allergic reactions. Special arrangements must be made with the Principal with written parent/guardian consent that the student is reliable and that it is medically necessary for the inhaler/auto-injector to be kept elsewhere. The school does not provide cough drops. It is the parent or guardians responsibility if you choose to send a few to school with your child. They cannot share with other students. If your child needs cough drops, they need their name on the original package and it must be given to their teacher for safe keeping. Students will not be given any medication (including Tylenol) without



parent/guardian consent. At the beginning of each school year, new nursing office release forms will be sent home. They contain very important information and need to be returned as soon as possible. They contain information such as allergies, history of medical/health problems and authorize the school to use the listed external and internal medications. If the student must take medication at school the parent or guardian must fill out a form giving the principal or a designee permission to administer the listed medication. Forms are provided at the beginning of each year to keep at home, "just in case" and are available at all times from the office secretary or school nurse. This form must accompany the medication stating the name of the medication, the amount to be given, the student's name, and the time it is to be given at school. The medication must be in a properly labeled container. Ziploc bags, loose pills, etc. will not be given and will be returned home.

All parents must bring any medicine to the principal's office for safekeeping. It will be kept in a locked location at all times. Transporting the medication back and forth to school is the legal responsibility of the parent or guardian. NOTE: Homeopathic remedies, vitamins, etc. cannot be given at school.

#### **ACCIDENTS AT SCHOOL**

Playgrounds, cafeteria, hallways, etc. are always well supervised, but accidents can happen. If a student is injured at school and requires more medical attention than a bandage or antiseptic the parents will be notified immediately. Teachers are required to fill out an accident report on major accidents.

If a student requires immediate medical attention and the parent cannot be reached, the Principal or designee in charge will make the decision as to the action to be taken. The nursing office release form is very important for the emergency information. If you move during the school year, or get a different phone number, please inform the school as soon as possible.

#### **STUDENT INSURANCE**

Student insurance forms will be sent home with all students the first week of school. If you do not receive one, please contact the school office. The school cannot assume responsibility for student accidents. The insurance policy is optional and will be explained in the brochures sent home.

#### **HEAD LICE**

Commerce Public Schools in accordance with recommendations from the Oklahoma State Health Department has the following requirements of a student that have been sent home with live head lice and/or nits (eggs).

1. The student must be rechecked by the Principal, School Nurse or school designee before re-admittance to class.
2. Absence of live crawling forms
3. Strictly NO NITS (eggs) present in hair.

Since there is a compulsory attendance law, a student should not miss more than 2 days of school because of treatment for head lice.

#### **THE OFFICE**

Your principals and office staff are here to help you. They will be glad to help in anyway possible. On any rare occasion where both principals are absent from the building, a qualified staff member will be appointed to be in charge.

#### **PHONE CALLS**

Students will be allowed to make phone calls to parents when given permission by a teacher. Students should use phones located in their classroom or in the main office. All calls should be limited to two minutes and only made when very important and reason relates to school. Parents are encouraged keep interruptions of class time to a minimum. Parents need to try and reach their child and/or teachers during scheduled lunch and recess breaks.

#### **VISITORS AT ALEXANDER**

The board of education believes that parent involvement is one of the ingredients of a successful school. Visitors are welcome at the school; however they are required to stop by the office and sign-in. At Alexander Elementary School visitors are required sign-in, obtain a pass, and sign-out.

**\*Students are not allowed to bring other children as visitors to the school.**

The superintendent or principal shall have the authority to order any person out of the school building and off school property when it appears the presence of such person is a threat to the peaceful conduct of school business and school classes. Any person refusing to leave should be reported to the appropriate peace officer in that he/she may be guilty of a misdemeanor, punishable by fine or imprisonment.

#### **PARENT VISIT'S**

Classroom visits are always welcome. Please call first so individual conferences can be arranged. Parents must report to office before going to any classroom.

#### **SCHOOL PARTIES**

Three classroom parties are held each school year (Halloween, Christmas, and Valentine's Day). Students are also welcome to bring snacks for their class on special occasions such as birthdays, for class projects, etc. Invitations to birthday parties are not allowed to be given out at school unless every child in the class receives an invitation. On occasions, such as birthdays, going away parties, etc., where parents pay for services such as catered snacks, entertainment, etc.; arrangements such as this will need to be cleared through the office. All visitors are required to check into the office before going to any classroom or other location within the school.

#### **CLOSED CAMPUS FOR LUNCH**

No student may leave the school for lunch. If the child has special diet needs that require eating away from school, parents are asked to contact the office. We will make arrangements to accommodate all reasonable requests. Special permission to leave for lunch must have prior approval by the principal.

#### **RECESS DURING COLD WEATHER**

Children need outdoor activity and will be expected to play outside, properly dressed. If a child is to stay in the building, the parent shall send a note indicating the reason.

If this request is abused, the teacher may request a note from a doctor. If the temperature is above 32°F, we will usually go out. Wind chill and dampness will also be considered.

#### **VANDALISM AND PROPERTY DAMAGE**

Our school buildings and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension, and subsequent expulsion may be necessary. If you should happen to damage something by accident, you must report it to a teacher or the office immediately.

#### **SAFETY**

If you are concerned about your safety or that of your friends, or know of a threat to your school, please call TOLL FREE 1-877-SAFE CAL(L), ext. OKI, or 1-877-723-3225 ext. 651. This is a free call in all 77 counties. You can remain anonymous and the call is confidential. SAFE CALL is a service of the Oklahoma State Department of Education.

#### **FIELD TRIPS**

When students participate in a field trip, all students must use school provided transportation to the location of the trip. A parent can request that their own child ride back from the trip with them. It is imperative that the parent inform their child's teacher of this decision. Students are not allowed to ride back from a field trip using transportation other than what is provided by the school district unless it is with their own parent. Exceptions may be approved if the arrangements are made and permission is granted from both parents involved 24 hours in advance from the time leaving for the trip.

Students are not allowed to go on any school field trips other than ones designated specifically for them, their class or grade. Students who miss school to attend a field trip not designated for them will receive an unexcused absence. The student will also be ineligible to attend the next designated scheduled trip.

#### **PARENTS ATTENDING FIELD TRIPS**

For security purposes, before an adult outside of the school can participate in any school-sponsored field trip, they must inform their child's teacher that they wish to attend. A 24 hour notice is required. An official school volunteer request form must be filed-out and on file before going. This must all be done 24 hours in advance.

#### **PARENTS RIDING SCHOOL BUS DURING FIELD TRIPS**

When space is available, parents who have met the above requirement can ride the bus with their child to and from locations during field trips. Parents are not allowed to bring other children or guests with them on the bus. Parents must request to ride the bus at least 24 hours in advance. In the event that space is not available after loading students, parents should be prepared to make other transportation arrangements.

#### **BUS REGULATIONS**

Riding the school bus is a privilege. Improper conduct on the buses will not be tolerated.

#### **STUDENTS MUST FOLLOW THESE RULES:**

1. Only regularly scheduled bus students are to ride the school buses.
2. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.
3. The bus driver may assign seats.
4. Be courteous and keep your hands to yourself.
5. No profanity.
6. Do not eat or drink on the bus; keep the bus clean.
7. Violence is prohibited.
8. Remain seated.
9. No smoking.
10. Keep your hands and head inside the bus.
11. Do not destroy property.
12. For your own safety, do not distract the driver through misbehavior.
13. The bus driver has the responsibility to maintain safety on the bus and the authority to report any misbehavior that interferes with that safety.

#### **MISBEHAVIOR ON BUS:**

Punishment for misbehavior on bus will be at the discretion of building principals depending on circumstances (may include removal from the bus for an extended period of time or permanent removal from the bus). In the case of permanent removal, parents can request to have a formal hearing. Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

#### **FIRE DRILL**

Alert -- Three (3) short rings  
All Clear -- One (1) continuous ring  
CLOSE ALL WINDOWS AND DOORS  
Exit building by previously designated routes.

#### **TORNADO DRILL**

Alert-- One (1) continuous ring  
All clear--One (1) continuous ring  
OPEN WINDOWS - CLOSE DOORS  
Sit facing the wall with your head down  
and covered with hands.

#### **DISTURBANCE EVACUATION DRILL**

Alert --Two (2) short rings followed by one (1) long ring  
All clear -- One (1) continuous ring  
CLOSE ALL DOORS  
Exit building by previously designated routes.

#### **PREVENTION AND RESPONSE PLAN**

Effective and safe schools are well prepared for any potential crisis or violent act. In the event of a serious disorder, or a disturbance, necessary procedures will be initiated to insure the safety of all students, staff, and visitors.

Alexander Elementary has established prevention and response plans that include both lock down and disturbance evacuation procedures. The purpose of this plan is to be prepared and insure students remain safe in the event a dangerous disturbance occurs.

The staff at Alexander Elementary is well trained in the area of prevention and response procedures. Both lock down and disturbance evacuation drills are held during the school

year at the minimum of once per semester. Employees at the Commerce School District also receive training in this area through staff in service. If you have any questions about our Prevention and Response Plan, please contact your child's teacher or the building principal.

### **DISCIPLINE POLICY OF COMMERCE PUBLIC SCHOOL**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person. Policy on student behavior is in accordance with School Laws of Oklahoma 2009, Section 487.2, Control and Discipline of Child, (70-24-100.4).

### **COMMERCE SCHOOL DISTRICT POLICY ON STUDENT BEHAVIOR**

The Board of Education of the Commerce School District adopts the following policy and procedures dealing with student conduct and behavior:

#### **General Expectations**

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Commerce Public Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

#### **Discipline Code**

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include detention, corporal punishment, alternative in-school placement options or out-of-school suspension:

1. Arson;
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
4. Cheating;
5. Conduct that threatens or jeopardizes the safety of others;
6. Cutting class or sleeping, eating or refusing to work in class;
7. Disruption of the educational process or operation of the school;
8. Extortion;
9. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval;
10. Failure to comply with state immunization records;
11. False reports or false calls;
12. Fighting;

13. Forgery;
  14. Gambling;
  15. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
  16. Hazing (initiations) in connection with any school activity;
  17. Immorality;
  18. Inappropriate attire
  19. Inappropriate behavior or gestures;
  20. Inappropriate public behavior;
  21. Indecent exposure;
  22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
  23. Obscene language;
  24. Physical or verbal abuse;
  25. Plagiarism;
  26. Possession of a caustic substance;
  27. Possession of obscene materials;
  28. Possession, without prior authorization, of a wireless telecommunication device;
  29. Possession, threat or use of a dangerous weapon and/or related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.);
  30. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), illegal chemical substances or any substance represented to be an alcoholic beverage, low-point beer or illegal chemical substance, regardless of its actual content;
  31. Possession of illegal and/or drug-related paraphernalia;
  32. Profanity;
  33. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;
  34. Theft
  35. Threatening behavior, including gestures, written or verbal expression, electronic communication or physical acts.
  36. Truancy;
  37. Use or possession of tobacco in any form;
  38. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school;
  39. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
  40. Vandalism;
  41. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations;
  42. Vulgarity;
  43. Willful damage to school property;
  44. Willful disobedience of a directive of any school official;
- In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include detention, corporal punishment, alternative in-school placement, out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school

personnel and concerns harassment, intimidation or bullying at school.

### **THE SCHOOL BULLYING PREVENTION ACT (70 OKLA. STAT. § 24-100.2)**

The Oklahoma Legislature established the *School Bullying Prevention Act* with the express intent of prohibiting peer student harassment, intimidation, bullying and threatening behavior. These terms include, but are not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will: harm another student; damage another student's property; place another student in reasonable fear of harm of the student's person or damage to the student's property; or insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's educational mission or the education of any student.

The Board has also adopted a policy prohibiting harassment, intimidation, and bullying and threatening behavior that defines and explains this conduct and the School District's plan to address it.

#### **DISCIPLINARY OPTIONS APPLICABLE TO STUDENT MISCONDUCT**

**Detention-** Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

**Alternative In-School Placement-** Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

**Corporal Punishment-** Corporal punishment is administered to students according to the following policy:

- 1) Corporal punishment is a form of discipline when the infraction by the student is considered serious or is a repeated infraction of school rules.
- 2) Corporal punishment will be administered by a certified staff member in an office or designated area and in the presence of another certified person. Punishment must be applied to the buttocks only. The witness should be informed of the infraction in the presence of the student.
- 3) A written report shall be made for each student receiving corporal punishment. The report will describe the offense and the disciplinary action taken. The report is to be signed by the staff member involved and the witness.
- 4) If parents or guardians do not wish for their child (children) to be paddled at school, they must have note saying so in the school files. Often there are medical or other reasons why a student cannot be paddled. The parent's wishes will be respected. Should the occasion arise that such student is involved in an incident where others would be paddled, then said student will attend level II alternative education for five (5) days. After five (5) days have been served, the student may return to the regular classroom.

**Student Suspension-** The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide

proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses.

#### **ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH WITHIN THIS POLICY.**

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian. Reference to "principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

#### **BEHAVIOR OR CONDUCT WHICH MAY RESULT IN SUSPENSION**

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

- a. violation of a school regulation;
- b. immorality;
- c. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
- d. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device without prior authorization, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and
- e. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the School District's policy related to firearms.

In the event of a suspension in excess of five (5) days for any of the reasons listed above, an education plan as discussed in the Individualized Plans for Out-of-School Suspension section of this policy, below, shall be applicable for acts which fall within parts "a" through "d," above. As allowed by law, no education plan will be provided for acts which fall within part "e," above.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

#### **SCHOOL DISTRICT'S OBLIGATION APPLICABLE TO ALL OUT-OF-SCHOOL SUSPENSIONS**

***Alternative In-School Placements:***

Before an administrator recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension.

**STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT-OF-SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM MAY REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.**

***Pre-Conference Applicable to Out-of-School Suspensions:***

- 1) When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OKLA. STAT. tit. 57, § 571), the principal shall conduct an informal conference with the student.
- 2) At the conference with the student, the principal shall read the policy, rule or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.
- 3) The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
- 4) If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.
- 5) The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. The written notice should state that alternative in-school placement or other available options have been considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

***Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference:***

- 1) A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.
- 2) In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

***Conferences With Parents:***

- 1) The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through

Friday, with consideration given whenever possible to the hours of working parents.

- 2) At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
- 3) At the conclusion of the conference, the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases, the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent of Schools, the Board of Education or a Hearing Officer appointed by the Board, or the out-of-school suspension review committee as provided by this policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a waiver of review.

***Out-of-School Suspension Requirements:***

- 1) An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
- 2) In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free Schools Policy. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.
- 3) Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
- 4) Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

***Individualized Plans for Out-of-School Suspension:***

Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve. A copy of the Plan shall be provided to the student

and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

**Records and Reports:**

The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

**LONG-TERM OUT-OF-SCHOOL SUSPENSIONS  
OUT-OF-SCHOOL SUSPENSIONS FOR MORE THAN  
TEN (10) SCHOOL DAYS**

- 1) Right of Appeal: A parent or the student may appeal the principal's out-of-school suspension decision in excess of ten (10) school days to the Superintendent of Schools and, following the appeal to the Superintendent, to the Board of Education or a Hearing Officer appointed by the Board of Education. At the student and/or parent or guardian's option the appeal may be directly to the Board of Education or the Board's appointed Hearing Officer.
- 2) Method of Appeal to the Superintendent of Schools or His/Her Designee: An appeal can be presented by letter to the Superintendent of Schools.
- 3) If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and nonappealable.
- 4) The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
- 5) At the conference, the Superintendent of Schools or his/her designee will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent of Schools or his/her designee if he/she understands the rule and the charges against the student.
- 6) At the conclusion of the conference, the Superintendent of Schools or his/her designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases, the parent shall be advised of the parental right to have the out-of-school suspension reviewed by the Board of Education or a Board-appointed Hearing Officer. If the parent is in agreement with the decision of the Superintendent of Schools or the Superintendent's designee, the parent shall be requested to sign a waiver of review by the Board.

**Method of Appeal to the Board of Education or the Board's Hearing Officer**

1. An appeal can be requested by letter to the Superintendent or to the Clerk of the Board of Education.

2. If no appeal is received within five (5) days after the decision of the Superintendent or designee is received by the parent or student, the decision of the Superintendent or designee will be final. A direct appeal to the Board or Board-appointed Hearing Officer requires the student, parent, or guardian to file the written request for appeal within five (5) days of receipt of the principal's decision.

***Hearing the Appeal:***

- 1) The Board will hear the appeal as soon as possible or it may appoint a Hearing Officer to hear the appeal. The Board's decision, or the Hearing Officer's decision, is final and nonappealable.
- 2) The parent and student will be notified in writing of the date, time and place of the hearing.
- 3) The parent and student will have the right to an "open" or "closed" hearing, at their option.
- 4) Reasonable efforts will be made to accommodate the work schedule of parents.

***Procedure for Student Out-of-School Suspension Appeal Hearing Before the Board of Education or Hearing Officer:***

- 1) The Board President or the appointed Hearing Officer should:
  - a) Announce that the next agenda item is an out-of-school suspension review hearing for the student. In order to protect the confidentiality and privacy of the student, the student's initials should be used and not the student's name.
  - b) Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.
- 2) The Board President or Hearing Officer should advise the parents/child:
  - a) That they are entitled to legal counsel, if they desire it.
  - b) That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
  - c) That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
  - d) That the Board or its Hearing Officer will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
  - e) That the parents/child may ask any questions about the procedure.
- 3) Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
- 4) Parents/child may call any witnesses and present any documents subject to cross-examination.
- 5) After each witness is presented, School Board members or the Hearing Officer may ask the witness any questions.
- 6) Parents'/child's closing statement.
- 7) Administration's closing statement.
- 8) Deliberate in private. (If the hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents or student.)
- 9) Return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: (1) affirm the out-of-school suspension; (2)

modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension. If the hearing is before a Hearing Officer, no motions will be required as a part of the hearing process; otherwise, the Hearing Officer will have the same obligations as the Board when rendering a decision.

**Attendance at School Pending Appeal Hearing:**

Pending the appeal hearing of an out-of-school suspension to the Board or Hearing Officer, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

- a) the conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property; or
- b) the conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

**SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS  
OUT-OF-SCHOOL SUSPENSIONS OF TEN (10) OR  
FEWER SCHOOL DAYS**

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed, at the Superintendent's discretion, of administrators, teachers, or both. The composition of the committee shall be reserved to the School District's discretion.

**Right of Appeal:**

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given a short-term out-of-school suspension and that student's parent has a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting an appeal.

**Method of Appeal to the Committee:**

- 1. An appeal to the committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent. The out-of-school suspension decision will become final and nonappealable if a request is not timely submitted.
- 2. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school

suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision as provided by this policy for long-term suspension.

**Hearing the Appeal:**

- 1. The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
- 2. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
- 3. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.
- 4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent of Schools.
- 5. The decision of the committee shall be final and nonappealable.

**STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER  
DISCIPLINARY OR CORRECTIONAL MEASURES**

Participation in and attendance at the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in and attending all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to

participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student. "Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

## **SUSPENSION OF DISABLED STUDENTS**

### **1. Short-Term Suspensions**

The school district may suspend a disabled student for a period of ten consecutive school days or less for any conduct that would warrant suspension for a non-disabled student.

### **2. Long-Term Suspensions**

Before implementing the suspension of a disabled student for more than ten consecutive school days, the school district will notify the student's parent or guardian in writing of the proposed suspension and convene a meeting of the student's Individual Education Plan team. The I.E.P. team will determine whether additional evaluation of the student is necessary and whether the misbehavior for which suspension is proposed is caused by the student's disability.

### **3. Emergency Suspensions**

If the student poses an immediate threat to his or her own safety or to the safety of others, the school district may immediately suspend the student for up to ten school days. During the suspension period, the student's I.E.P. team will meet to determine whether the misbehavior is caused by the student's disability and whether further evaluation is necessary.

### **4. Relationship Between Misbehavior and Disability**

#### **A. Misbehavior Caused by Disability**

If the I.E.P. team determines that the student's misbehavior is caused by his or her disability, the team will consider whether the student's current educational placement is appropriate and what, if any, modifications to the I.E.P. should be made. These modifications may include a more restrictive placement. If the I.E.P. team determines that the student's placement should be modified, the school district will give the student's parent or guardian written notice of the proposed modification and allow at least ten calendar days for response. The school district will also advise the parent that the student is entitled to all due process procedures available under the Individuals with Disabilities Education Act ("IDEA") and applicable state policies and procedures. The school district will maintain the student's current placement during the ten-day period, unless the student's parent or guardian agrees to the modification before the period expires or an emergency suspension is necessary under section 3 or 5 of this policy. If the I.E.P. team determines that the student's disability caused his or her misbehavior, the school district will not suspend the student as discipline for the misbehavior.

#### **B. Misbehavior Not caused by Disability**

If the I.E.P. team determines that the misbehavior is not caused by the student's disability, the child may be suspended from school as discipline for the misbehavior. If the school district proposes a

suspension that will cause the student's days suspended to total more than ten during the current school year, the school district will give the student's parent or guardian written notice of the proposed suspension and allow at least ten calendar days for response before implementing the suspension. The school district will also advise the student's parent or guardian that the student is entitled to all due process procedures available under IDEA and applicable state policies and procedures as well as the due process rights available to a disabled student for whom suspension has been recommended. The school district will not implement the suspension during the ten-day period, unless the student's parent or guardian agrees to the suspension before the period expires or an emergency suspension is necessary under Section 3 or 5 of this policy.

### **5. Stay Put**

If either the student or the school district initiates due process proceedings under the IDEA, the student will remain in his or her current educational placement until those proceedings have been completed, unless the school district and the parent or guardian agree otherwise. However, if the student poses an immediate threat to his or her own safety or the safety of others, the school district may bring civil action to enjoin the student from attending school for the duration of the due process proceedings or to seek other appropriate relief.

### **6. Continuing Educational Services**

The school district will not provide educational and/or related services to disabled students during short-term suspensions. The school district will provide appropriate educational and/or related services during long term suspensions to any student who is categorized as disabled under the IDEA, whether or not the student's misbehavior is caused by his or her disability. The student's I.E.P. team will determine an appropriate educational program for the student during the term of the suspension.

### **7. Multiple Suspensions**

The school district may suspend a disabled student for multiple periods of ten consecutive school days or less. When the student has been suspended for a total of 11 days during the current school year, the school district will implement the procedures described in Section 3 and 4 of this policy for any subsequent suspension.

### **8. Suspension from Transportation**

The school district may suspend a disabled student from transportation as a disciplinary measure.

## **OFF-CAMPUS CONDUCT**

The authority of administrators to suspend or otherwise discipline a student is not limited to the student's on-campus conduct. Students may be suspended out-of-school or otherwise disciplined for off-campus conduct, which has an adverse impact on good order, discipline or the learning environment at the school. (Reference: O.S. 70-24-101.3)

## **DETENTION**

Detention will be held every Tuesday and Thursday after school from 3:15 to 4:00 p.m. Detention will also be held every Saturday at the elementary from 9:00 a.m. to 12:00 p.m. Students assigned Saturday detention will enter the main entrance of the elementary building by 9:00 a.m. When assigned detention students must report to detention on time and have pencil, paper, and work. Students must



serve their detention on the day assigned. A student may reschedule one detention per semester. If a student misses an afterschool detention Saturday school will be assigned. If a student misses three detentions in a semester, level II alternative placement will be assigned. If a student misses three detentions in a semester, level II alternative placement will be assigned. If a student misses four or more detentions in a semester, out of school suspension will be assigned. Exceptions are not made to fit the student's schedule. If a student has a detention assigned on a day of a school activity in which they are involved, they cannot go to the activity if it falls during detention time.

When a student receives an after school detention for a school discipline problem, it becomes the responsibility of the student, parent or guardian to provide transportation home. Detentions are assigned on the detention day following the infraction.

1. Students are given a minimum of 24 hours notice before being asked to serve detention excluding Saturday detention, which may be assigned on Friday and must be served the next day.
2. Bus students must arrange alternate transportation.
3. Students who participate in after school activities can avoid detention by simply obeying the school rules. participation in sports or other after school activities is not a substitute for detention.
4. Parents are responsible to provide transportation.
5. Students serving detention must report to the detention room promptly. Any student not in his seat five minutes after the close of school is considered late and must serve one additional day.
6. Students in detention will not whisper, talk, write notes, or pass notes. Students will not be permitted to eat candy, other snacks, or have drinks. Students must remain seated at all times.

### **DISRESPECT**

Disrespect to school personnel and other students cannot be allowed. The use of rude, obscene, or vulgar language will not be tolerated toward anyone. Open defiance toward any personnel cannot be allowed. Students who use insulting or abusive language toward personnel or other students will be disciplined. A student should not interfere with the teaching and learning process in the classroom.

### **MANNERS**

- A. In the classroom
  1. Be a good listener.
  2. Think before you speak.
  3. Show care for all property.
  4. Do not bother anything belonging to another person.
  5. Avoid disturbing others in your class or in other classes.
  6. Follow directions carefully.
  7. Obey classroom rules set by teachers.
- B. In the Halls
  1. Walk single file on the right hand side of the hall.
  2. Move through the hallways quietly.
  3. Keep hands and feet to yourself.
  4. Be thoughtful of classes that you pass by.
  5. Running in the hallway is dangerous. Always walk.
  6. No fighting or pushing.
- C. In the Rest Rooms
  1. Each student is encouraged to help keep the rest

- rooms clean.
2. Paper should never be left on the floor.
3. The custodian should be notified of any particular cleaning needs.
4. The rest room is not a place for play. Students found playing will be disciplined.

### **PLAYGROUND GENERAL RULES**

- A. Safety and sportsmanship
  1. Equipment is for everyone, share.
  2. If you don't use equipment, you should still show responsible behavior by checking to see that no balls etc., are left on the playground when recess ends.
  3. Absolutely no profanity.
  4. No student is to leave the playground without permission from the duty teacher.
  5. Absolutely no fighting or play wrestling.
  6. No tackle in any sport.
  7. No dodge ball.
  8. No balls near building.
  9. Report to duty teacher any activity that may cause student injury or damage equipment.
  10. No tree climbing.
  11. No (gravel, rock, or sand) throwing.
  12. Stay out of ditch.
  13. No playing in front of North building or under breezeways.
  14. No one checks out equipment without approval of the P.E. instructor, if he is not present and instructions were not left to take equipment, it should remain in the building.
- B. Big Field
  1. All rules of the game must be followed.
  2. Individuals should never interfere with team games.
- C. Basketball Court
  1. Use one-half court for games.
  2. Don't interrupt game already in progress.
  3. Avoid rough contact in basketball.
  4. Help small children when needed.
- D. Soccer
  1. Avoid rough contact
  2. Do not intentionally kick or throw ball away from playing field.

NOTE: Play fair, play safe, and always use good sportsmanship at all times.

### **SPECIFIC EQUIPMENT**

- A. Slide
  1. Use hand rails
  2. Don't block or stand on end of slide.
  3. No walking up slide.
  4. No standing on slide.
  5. Don't crowd on ladder.
- B. Big Toy
  1. Only three at a time in tire swings- no standing in tire swing.
  2. No playing tag on big toy.
  3. No sand throwing.
  4. No walking on highest logs of big toy.
- C. Monkey Bars and Gym Set
  1. No standing on top.
  2. Always hold on with hands.
  3. No pushing or wrestling.
  4. No jumping off of top.
- D. Merry-Go-Round

1. Do not sit on top.
2. No wrestling or pushing others off merry-go-round.
3. No jumping off while merry-go-round is moving.

**E. Swings**

1. Always push from back.
2. No jumping out of swings.
3. No twisting swings.
4. No standing in swings.
5. Only one to a swing.
6. Do not run under while pushing.
7. Swinging on stomach not permitted.

**F. See-Saw**

1. Do not jump off.
2. Both students get off at same time.
3. No running up teeter totters.
4. No bouncing.
5. No more than one on each end.

**TO AND FROM SCHOOL**

**Walkers-** Walk on the left side of the street in a single file. DO NOT walk in the middle of the street. Cross only at corners and crosswalks. Respect the property of others. Stay off lawns on the way to and from school. Make no stops on the way to and from school unless instructed by parents.

**Bicycle Riders-** No bicycle should be ridden on the school grounds. Bicycle riders must exit the school at the crosswalks and must not ride their bikes down 6<sup>th</sup> street, between Maple and Cherry streets. Bicycles should be placed in the bike racks and locked.

**Bus Riders-** Riding the bus to and from school is a privilege. The bus is an extension of the classroom. If a student's conduct is unbecoming or in any way endangers the welfare of others, this privilege can and will be taken away.

The driver is the person in charge of the bus. Students should show them respect and be courteous at all times. The school's responsibility for the student begins when he/she enters the bus and ends when he/she leaves the bus.

Students, upon entering the bus, should find a seat and remain seated until the bus stops moving and they are to exit.

Students should refrain from any type of horseplay on the bus. Also, refrain from loud talking. Many people's safety depends upon the driver being able to concentrate on driving.

School personnel will be on duty in the afternoon. If a student needs help, he/she should go immediately to the teacher on duty.

There will be a bell to signal the completion of the loading of buses. No bus will leave before five minutes after the dismissal of school. Five minutes is ample time to board, so there is no need to run from the building to the buses.

**BUS LOADING AND UNLOADING**

It is extremely unsafe and against the law to pass any school bus that is in the process of loading or unloading.

This can be determined by the bus having its' red flashing lights on and stop arm extended out.

**PARKING**

During bus arrival and departure times parking is not permitted within the bus unloading and loading zone located directly in front of the main building. This includes times between 7:30 a.m. and 8:05 a.m. and times between 2:50 p.m. and 3:20 p.m.

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For safety purposes, no one is allowed to park behind buildings or drive near the playground area during school hours.

**CAFETERIA AND LUNCH**

Student behavior in the dining room should be based on courtesy and cleanliness. This means behaving responsibly at all times. The area in which you eat should be left neat and clean. While in the cafeteria, students are to remain seated. At no time are pupils allowed to take food outside of the cafeteria.

**TEXTBOOKS**

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. You will be required to pay for lost or damaged books.

**STUDENT LOSS**

It is not the responsibility of the school for loss of items brought from home by the students. While playing, students may have a tear in clothing or a personal item broken. The school district prohibits children to bring toys, such as dolls, radios, battery computer games, balls, rollerblades, etc. to school. Items that possess a monetary or personal value should be left at home.

**COMMERCE SCHOOL DISTRICT  
RULES FOR STUDENTS REGARDING DRUGS AND  
ALCOHOL**

Under the Drug-Free Schools and Communities Act Amendments of 1989

1. Illegal and Illicit Drugs and Alcohol
  - a. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
  - b. Students are prohibited from using, being under the influence of, possessing, furnishing, or selling alcoholic beverages, non-intoxicating beverages (as defined by law), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.
  - c. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.
  - d. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.
  - e. Student violation of this rule, which also constitutes illegal conduct, will be reported to law enforcement authorities.
2. Necessary Medications
  - a. Students may not retain possession of and self-administer any medication at school for any reason.

b. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.

c. Violations of this rule will be reported to the student's parents by the principal, and may result in discipline, which can include suspension.

3. Distribution of Information.

a. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal at each student's school.

b. Copies of these Rules shall be provided to all students and their parents at the beginning of each school year.

### **SEXUAL HARASSMENT OF STUDENTS**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. A separate policy applies to sexual harassment of employees.

1. Sexual Harassment

A. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.

B. For the purpose of this policy, demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking inappropriately to a student about sexual matters, hugging or touching a student inappropriately will constitute sexual harassment.

C. Writing graffiti, which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

2. Specific Prohibitions

A. Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.

2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of a student or tolerate such conduct by other employees shall be subject to sanctions, as described below.

3. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18) during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee.

3. Report, Investigation, and Sanctions

A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance Policy.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.

2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

REFERENCE: Title VII of the Civil Rights Act of 1964  
**42 U.S.C. §2000e-2**

29 C.F.R. §1604.1, et seq.

Compliance with the standards of conduct is mandatory.

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR COMMERCE PUBLIC SCHOOL DISTRICT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading,

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee, or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-58520

#### Directory Information

The District designates the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without written consent.

1. The student's name
2. The student's photograph
3. The student's grade level.
4. The student's achievement awards or honors
5. The student's weight and height if a member of an athletic team

After notification, parents or eligible students have two weeks to advise the School in writing (a letter to the superintendent's office) of any or all of the items they refuse to permit the District to designate directory information about that student.

#### Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
  - Political affiliations or beliefs of the student or student's parent;
  - Mental or psychological problems of the student or student's family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - 7. Religious practices, affiliations, or beliefs of the student or parents; or
  - 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of—*
  - Any other protected information survey, regardless of funding;
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use —
  - Protected information surveys of students;
  - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - Instructional material used as part of the educational curriculum.

Commerce Public School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Commerce Public School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Commerce Public School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

*Parent's/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

## **GUN-FREE SCHOOLS**

### **STUDENT SUSPENSION POLICY**

It is the policy of the Commerce School District that any student who is determined to have brought a weapon to a school under the jurisdiction of the School District shall be suspended out of school for a period of not less than one year.

Any out-of-school suspension imposed under this policy may be modified for any student on a case-by-case basis by the chief administrative officer of the School District. For the purposes of this policy, the following definitions shall control:

- 1) The term "weapon" means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
- 2) The term "chief administrative officer" means the superintendent of schools or the board of education of the District.
- 3) The term "determined to have brought a weapon to a school under the jurisdiction of the School District" means any student being in possession or control of a weapon on property owned, leased or rented by the School District, including, but not limited to, school buildings, parking lots and motor vehicles and any student who is in possession or control of a weapon at any School District sponsored function regardless of whether such function is conducted on School District property.

Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities.

It is the policy of this School District to refer to the appropriate criminal justice or juvenile delinquency system any student who violates this policy. Any firearm seized from a student by any school employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the School District's policy for the out-of-school suspension of students.

Before the School District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension, but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension and as a part of the chief administrative officer's case-by-case review of violations of this policy.

Consistent with Oklahoma law, for an out-of-school suspension under this policy, no education plan shall be implemented during the term of the suspension.

This policy applies only to students who are determined to have brought a weapon to school under the jurisdiction of the School District, as defined above; current School District policy on student suspensions for non-weapon violations are unaffected by this policy.

## **COMMERCE SCHOOL DISTRICT POLICY PROHIBITING STUDENT POSSESSION OF DANGEROUS WEAPONS**

4) In order to provide a safe environment for the students and staff of the Commerce School District, the Board of Education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.

5) Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the School District.

6) For the foregoing reasons and except as specifically provided in paragraph 10 below, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.

7) For purposes of this policy, "possession of a dangerous weapon" includes, **BUT IS NOT LIMITED TO**, any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) in his vehicle; (4) held by another person for his benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

8) A dangerous weapon includes, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY

DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.

9) Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school, barred from school property and all school activities for any period of time up to the maximum period authorized by law. Additionally, appropriate school staff members may seek to file criminal charges against the student.

10) If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.

11) If the principal or his designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure:

- a) Immediately investigate the matter and contact the police or campus security, if appropriate.
- b) If not already confiscated by an employee of the School District and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.
- c) Notify the superintendent of schools or designee.
- d) Notify the student's parents.
- e) Cooperate fully with the police.
- f) Transfer confiscated weapon to the police department, if feasible.

12) A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the School District.

13) An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the principal, in consultation with the superintendent of schools, is required.

14) A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle, or at a school activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

15) Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled

students must be observed in accordance with applicable law and school board policies.

#### **24/7 SMOKE FREE/TOBACCO FREE ENVIRONMENT POLICY**

Smoking, distribution, and the use or possession of tobacco or tobacco products or paraphernalia used with tobacco and tobacco products is prohibited on school property, in school vehicles, or at or going to or from any school-sponsored or authorized function.

It is specifically directed that this ban on the use of tobacco products will be in effect 24 hours a day, seven days a week, and will apply to all students, employees, visitors, and anyone providing service to the schools.

Additionally, students are prohibited from possessing or distributing tobacco products or simulated tobacco products in school buildings, on school grounds, in school-owned vehicles, and at all school affiliated functions on or off school campus.

Employees are prohibited from use or distribution of, tobacco products or simulated tobacco products in school buildings, on school grounds, in school-owned vehicles, and at all school affiliated functions on or off school campus.

Definitions:

1. "School Property" is defined as all property owned, leased, rented or otherwise used by any school in this district, including but not limited to the following:

a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.

b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.

c. All vehicles used by the district for transporting students, staff, visitors, or other persons.

2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking, or both.

3. "Simulated Tobacco Products" are defined as products that imitate or mimic tobacco products, including, but not limited to cloves, bidis, kreteks, and vapor smoking with/without nicotine.

4. "Use" is defined as lighting, chewing dipping, inhaling, or smoking any tobacco as defined within this policy.

Advertising of tobacco products on school property, school publications, and video-TV productions is prohibited. This prohibition also includes gear, paraphernalia, clothing, etc. that display and/or promote tobacco products.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited. The success of this policy will depend on the cooperation and consideration of

smokers/tobacco users and non-smokers/tobacco users. All individuals on school property share in the responsibility for adhering to and enforcing this policy. Those found in violation will be informed that they are in violation of board policy, and in the case of tobacco products, state law. Any individual who observes a violation on school property may report it in accordance with the procedures listed below:

**Students** – Any violation of this policy by students will be referred to the site administrator. Site administrators shall inform both students and parents that failure to comply with the policy may result in confiscation of paraphernalia and/or suspension from classes and school activities.

**Employees** – Any violation of this policy by staff will be referred to the appropriate supervisor. Continued violations will constitute willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal, and non-renewal of employee.

**Visitors and General Public** – Visitors who are observed smoking or using tobacco products on school district property will be asked to refrain from smoking or using tobacco on school property. If the individual fails to comply with the request, such violation of policy may be referred to the site administrator or other school district supervisory personnel responsible for the area or program during which

the violation occurred. The site administrator or supervisor shall make a decision on further action that may include a directive to leave school property. Repeated violations may result in a recommendation to the Superintendent to prohibit the individual from entering school district property for a specified period of time. If deemed necessary by the school administration, local law enforcement officials may be called upon to assist with enforcement of this policy with regard to removal of violators of this policy.

### **WIRELESS TELECOMMUNICATIONS DEVICES**

It is the policy of the Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent or guardian, and the superintendent or the superintendent's designee.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted.

### **WIRELESS TELECOMMUNICATION DEVICES RULES**

Students may not possess a wireless telecommunications device during normal school hours. A student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school except as previously prohibited. Student use of wireless telecommunications devices during school sponsored activities will be left to the discretion of the sponsor/coach. Wireless telecommunications devices include, but are not limited to: beepers, pagers, cellular telephones, iPods, mp3 players, mini-computers, or any other electronic communications device.

A student may request permission to possess a wireless telecommunications device by receiving written permission from the student's parent or guardian and the superintendent or designee. Such permission will be granted for the current school year. Circumstances that will be considered include, but are not limited to:

1. Medical emergency;
2. The device is attached to an automobile as equipment or an accessory;
3. The device is turned off and is unable to receive incoming communications while in the possession of the student;
4. The device is deemed necessary for the student's safety while commuting between home and school.

Students found to be in possession of a wireless telecommunications device in violation of this policy shall be subject to disciplinary action. Violation of this policy will be considered an infraction under the policy on Student Behavior and Discipline. Wireless telecommunications devices will be confiscated if found to be in the possession of students in classroom buildings during normal school hours. These devices will be released only to a parent or legal guardian on the 2<sup>nd</sup> and/or subsequent offense(s). 1<sup>st</sup> offense: the student will receive a Saturday detention and will be disallowed from carrying any personal communications device following the incident for one (1) week unless a bona fide health emergency exists; 2<sup>nd</sup> offense: the student will receive ISS (In-School-Suspension) for three (3) days and will be disallowed from carrying any personal communications device following the incident for one month unless a bona fide health emergency exists; 3<sup>rd</sup> offense: the student will receive out of school suspension for three (3) days and will be disallowed from carrying any personal communications device following the incident for the remainder of the current semester unless a bona fide health emergency exists.

### **TELEPHONES (REGULATION)**

In accordance with the telephone policy of the board of education, the following regulation shall govern the use of telephones by students and staff.

1. Students or staff may be called from the classroom only for urgent or emergency telephone calls.
2. Personal telephone calls are discouraged; however, students may obtain permission from office personnel to use the office telephones for business use only during class breaks.
3. Incoming messages will be accepted and delivered during class breaks, if time permits.
4. Teaching staff may use office telephones if necessary. Long distance calls will not be made without permission from the principal. When personal long distance calls are made, arrangements must be made to reimburse the district for the cost.

### **SEARCH AND SEIZURE**

Pupils shall not have any reasonable expectations of privacy towards school administrators or teachers in the contents of a desk, or other school property in order to properly supervise the welfare of pupils. School desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such a search.

### **MEAL CHARGES**

It is the policy of the Commerce Board of Education that Child Nutrition Program meal charges may not exceed (PK-5<sup>th</sup>: \$12.75) or (6<sup>th</sup>-12<sup>th</sup>: \$14.00)

1. Free/reduced meal applications will be distributed with enrollment papers. It is the policy of the Commerce Board of Education to have a 30-day carryover on applications from the previous year. The application must be returned and approved before the 30 days.
  - A. If the application is not returned before the 30 days lap, the student will need to pay all charges prior to approval of the application.
2. Payment reminders will be given to students weekly.

- A. At the elementary, reminders will go home with the student.
- B. At the middle and high school reminders will be at the time of service in the lunch line.
- 3. No student will be allowed to charge school meals when they owe \$12.75 (PK-5<sup>th</sup>) or \$14.00 (6<sup>th</sup>-12<sup>th</sup>) in meal charges until the account is paid in full. NO EXCEPTIONS. No student in grades 9-12 will be allowed to charge school meals the last 10 days of school.
- 4. Elementary students that owe \$12.75 will be checked each morning to see if they have brought a lunch to school. If the student did not bring a lunch, the kitchen manager will try to contact the parent at home or work to bring the money in full or the child a lunch. If a parent cannot be reached, the school will provide a sandwich and milk served on a regular tray.
- 5. If the school makes a mistake and serves a student a meal that should not have received a meal, under no circumstances shall the meal be taken away from the student.
- 6. All meal charges for the current school year must be paid in full before the final day of school. NO EXCEPTIONS.
- 7. Money left in the student's account at the end of the school year will be reentered into the student account for the coming school year.
  - A. A refund will be given upon request, if the amount of money left in the account at the end of the year exceeds \$5.00. Request must be made by June 10<sup>th</sup>.
  - B. If a student leaves the school district without asking for a return of the money, money will be used as a donation to CNP. The request must be made within 30 days of termination of enrollment.
  - C. When a student leaves the school owing meal money, the amount owed will be sent along with school records.

**TEACHER REQUEST**

Parents may request their child be placed in a specific teacher's classroom for the coming year. Teacher request forms can be picked up in the principal's office at the elementary and must be turned in to the same office no later than May 1. All teacher requests are reviewed. Your preference will be taken into consideration before placement of your child. Requests are not a guarantee of placement in the requested teacher's classroom. Should we not be able to accommodate your request, we will inform you in writing at least one week prior to the beginning of school.

**ELEMENTARY DANCES PROHIBITED**

School dances involving elementary students are not allowed. The teaching of different dance styles by school staff or hired services is permitted within a classroom or assembly environment. The exhibition of cultural dances is accepted in an assembly and/or classroom type format.

**POLICY AND GUIDELINES FOR OFF-CAMPUS CONDUCT BY STUDENTS ENGAGED IN EXTRACURRICULAR ACTIVITIES**

The Board of Education of the Commerce Public Schools recognizes that: (1) Participation in school sponsored and sanctioned extracurricular activities is a privilege and not a right; (2) Off campus conduct by a student, who has been permitted to represent Commerce Public Schools in competitive and non-competitive extracurricular activities, can reflect either positively or negatively on the Commerce

School System, its faculty and other students; and (3) the use of drugs and alcohol has been shown to have an adverse effect upon a student's training and performance in many extracurricular activities.

It is therefore the policy of the Board of Education of the Commerce Public Schools that:

- A. Any student, who is now or will be representing Commerce Public Schools in competitive and/or non-competitive extracurricular activities, shall not engage in any activity, whether on or off campus, which violates the criminal laws of the State of Oklahoma or any other State or Federal government and in addition, any such student shall refrain from the improper or illegal use of alcohol or other mind altering substances or controlled drugs; Before any student will be permitted to represent Commerce Public Schools in competitive and/or non-competitive extracurricular activities, the student and the student's parent(s) or guardian(s) must agree to abide by this policy.

**GUIDELINES FOR VIOLATION OF POLICY**

All disciplinary action imposed for violations of this policy as authorized below shall be in addition to any action or punishment required by the judicial and/or other governmental agencies and the Oklahoma Secondary Activities Association.

**FIRST OFFENSE:** Within one week of receiving information indicating a violation of this policy by any student, the involved principal, with input from the sponsors of all extracurricular activities in which the student is or might be involved, shall determine (a) whether the evidence establishes to their satisfaction or to a majority of them that the student has committed an act which violates this policy, and that the violation is both serious and of sufficient importance that it justifies disciplinary action. If so, the principal shall determine: if suspension is an appropriate disciplinary action; and the dates when the suspension will begin and end for each extracurricular activity.

Unless circumstances exist justifying either more or less suspension time, it is a recommendation, but not a requirement that suspension for a first offense should be for a minimum of ten percent (10%) the scheduled competitions/games of the in season activity or non-seasonal activities, as well as non competitive organizations.

While a student is serving his/her suspension, non-contact practice such as running, conditioning and/or weight training will be allowed. The student will not be allowed to participate in any scheduled events or activities.

**SECOND OFFENSE:** If a student violates this policy for a second time, the student shall immediately be suspended from participating in all extracurricular activities for a total of eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year(s) if necessary to fulfill the suspension.



**THIRD OFFENSE:** If a student violates this policy for a third time, the student shall immediately be suspended from participating in all extracurricular activities for life. Such suspension will extend into succeeding school year(s) if necessary to fulfill the suspension.

**APPEALS:** Any student suspended from participating in extracurricular activities, including his or her parent(s) or guardian(s), shall have a right to appeal by filing with the Superintendent A Notice of Appeal which shall specify in writing the action of which complaint is made and the relief requested.

**SHORT TERM SUSPENSION:** If the suspension is for ten percent (10%) or less of the scheduled competitions/games of the in season activity or non-seasonal activities, as well as non competitive organizations, the superintendent shall hear any evidence offered by the student and the principal and render a decision on the appeal within ten (10) days of the appeal. On appeal the superintendent may modify the suspension, establish new dates or provide for more or less days of suspension. The decision of the superintendent shall be final, unless the decision by the superintendent is to suspend the student for more than ten percent (10%) of the scheduled competitions/games of the in season activity or non-seasonal activities, as well as non competitive organizations, in which event, a further appeal may be made to the Board of Education as provided below.

**LONG TERM SUSPENSION:** If the suspension is for more than ten percent (10%) of the scheduled competitions/games of the in season activity or non-seasonal activities, as well as non competitive organizations, the superintendent shall docket the matter for discussion and possible action at the next Board of Education meeting. At that meeting the Board may either hear the appeal or postpone the appeal to a date certain for a special meeting of the Board. In order to properly rule upon the appeal, the Board may hear evidence in executive session or public session, but the vote to render a decision on the appeal must be made in public session and recorded in the minutes.

After hearing the evidence, the Board may modify the suspension, establish new dates or provide for more or less days of suspension. The decision of the Board shall be final.

If the appeal is while school is in session, the Board must make a decision on the appeal within sixty (60) days, otherwise the decision on the appeal must be made no later than thirty (30) days following the start of the next school year.

During the pendency of the appeal to the Board, the student shall not be suspended from extracurricular activities until a decision on the appeal has been made, unless the Board, on application of the superintendent and by a two-thirds (2/3) vote, finds that the circumstances are such that the suspension should be ordered during the appeal.

#### **PROFICIENCY BASED PROMOTION GUIDELINES**

Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to

demonstrate proficiency in one or more areas of the core curriculum.

1. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.

2. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. §11-103.6:

- a. Social Studies
- b. Language Arts
- c. The Arts
- d. Languages
- e. Mathematics
- f. Science

3. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.

4. The opportunity for proficiency assessment will be provided at least twice each school year, once in the fall, the week before school starts, and once in the spring, the week after school is out, between the hours of 8:00 a.m. and 3:30 p.m.. For further information, please contact the school counselors.

5. Qualifying students are those who are legally enrolled in the local school district.

6. The district may not require registration for the proficiency assessment more than one month in advance of the assessment date.

7. Students will be allowed to take proficiency assessments in multiple subject areas.

8. Students not demonstrating proficiency will be allowed to try again during the next assessment period.

9. Exceptions to standard assessment may be approved by a local district for those students with disabling conditions.

B. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

1. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth should be considered.

2. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. This shall be included in the permanent record of the student.

3. Failure to demonstrate proficiency will not be noted on the transcript.

4. Students must progress through a curriculum area in a sequential manner. Elementary, middle level or high school students may demonstrate proficiency and advance to the next level in a curriculum area.

5. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.

6. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.

C. Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority

academic student skills. In other words, assessment will be aligned with curriculum and instruction.

D. Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:

1. Individualized instruction
2. Correspondence courses
3. Independent study
4. Concurrent enrollment
5. Cross-grade grouping
6. Cluster grouping
7. Grade/course advancement
8. Individualized education programs

E. Each school district will disseminate materials explaining the opportunities of Proficiency Based Promotion to students and parents in the district each year. *Priority Academic Student Skills* and type of assessment or evaluation for each core curriculum area will be made available upon request.

II. Appropriate notation for core curriculum area completed  
Appropriate notation will be made for elementary, middle level or high school level students satisfactorily completing a 9-12 high school curriculum area. Completion may be recorded with a grade or pass. This unit will count toward meeting the requirements for the high school diploma.

### HARASSMENT

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

**REFERENCE: 21 O.S. §850.0  
70 O.S. §24-100.2**

### THREATENING BEHAVIOR (REGULATION)

Threatening behavior is defined as an activity, which portrays that another person, persons, or property may or will be harmed or killed. As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited by board policy. Any student exhibiting threatening behavior either verbally, in written form, or by gesture toward another student or

school personnel or others while under school supervision shall be subject to the following:

1. The student will be referred immediately to a site administrator or his/her designee for intervention.
2. The administrator will gather and evaluate incident information and either (a) document the incident and place the student on a five-day probationary period, or (b) implement the following intervention procedure:
  - A. The student will be subject to an immediate suspension from school for a minimum of three days.
  - B. The student's parent(s)/guardian will be notified.
  - C. The Commerce Police Department shall be notified.
  - D. A mandatory conference will be held with the parent(s)/guardian, student, school officials, and others as deemed necessary. ("Others" may include, but not be limited to, the following: police, Multi-County Youth Services, Office of Juvenile Affairs, Department of Human Services, and Child Welfare.) The conference shall take place as soon as possible.
  - E. The student must attend mandatory counseling with an appropriate counseling agency as determined by the school. The counseling agency will make recommendations to the school concerning the student's reentry to school.
  - F. A conference shall be held with the site school counselor, an administrator, and the student prior to the student's re-entry to school. If it is determined that the student may not return to school, further counseling and/or alternative placement will be implemented. The student will be re-evaluated at a later date as determined by the school. Any student who has been previously disciplined for threatening behavior is subject to alternative placement or suspension if the offense is repeated. The alternative placement or suspension shall not exceed the remainder of the current semester and the succeeding semester.

A site administrator shall file a report on any student disciplined under this policy and send the report to the superintendent. REFERENCE: 70 O.S. §24-100.2 CROSS-REFERENCE: School Safety Policy-Harassment Policy

### FUNDRAISERS

Only fundraisers approved by the Commerce Board of Education are allowed to be held at school. Any district fundraisers to be conducted at the elementary must be approved by the building principal.

### TITLE I PARENTAL NOTICE

Since this school district receives Title I funds, the No Child Left Behind Act requires us to provide you with notice that you may request the following information about the professional qualifications of your child's classroom teachers.

1. Whether the teacher has met state qualifications for the grade levels and subject areas taught.
  2. Whether the teacher is teaching under emergency or other provisional status.
  3. The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher, and the subject area(s) of the certification or degree.
  4. Whether the child is provided services by paraprofessionals, and, if so, their qualifications.
- If you request the above-listed information, we are required to provide the information in a timely manner. If we hire a teacher who is not highly qualified and the teacher teaches your child for four or more weeks, we are required to provide you notice that your child has been taught by a teacher who is not highly qualified.

### INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Commerce Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

**Personal Responsibility-** By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

**Term of the Permitted Use-** A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

#### Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.
2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of

programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.

D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

4. **Cyber Bullying** - Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

\*Sending mean or threatening messages via email, IM (instant messaging), or text messages.

\*Spreading rumors about others through email, IM, or text messages.

\*Creating a Web site or MySpace (or other social-networking) account that targets another student or other person(s).

\*Sharing fake or embarrassing photos or videos of someone with others via a cellphone or the Web.

\*Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Commerce Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

#### Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.

2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.

3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using Sonicwall for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

#### Privacy

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

#### Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

#### Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs

(including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

#### Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

**REFERENCE: 21 O.S. §1040.75, §1040.76 Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554) Communications Act of 1934, as amended (47 U.S.C. 254[h], [i]) Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)**

#### **SPECIAL EDUCATION CHILD FIND**

Each year the Commerce School District is mandated by Federal Law to coordinate a search and find effort to locate potential special education students. If you are aware of a child living in the Commerce school district who may have a handicapping condition, please contact: Trevor Brough, Director of Special Services, Commerce Public Schools, 601 East 6<sup>th</sup> Street, Commerce, OK 74339 (Phone: 918-675-4336)

#### **BOARD OF EDUCATION**

The public is invited to attend monthly meetings held by the Commerce Board of Education. Meetings are held in the school's central office conference room. Regular meetings are held the second Monday of each month and the last Thursday in June. The primary function of the Board is to develop school policy and write statements of intent, which guide the operation of the school program.

#### **BOARD OF EDUCATION PHILOSOPHY**

We believe in excellence in education for each student as best suits his/her needs, capabilities, and aspirations. Opportunity for learning is basic to our democratic heritage, and becomes an individual right to be nurtured, protected, and advanced through public education.

We commit ourselves to timely curricular and extra-curricular selections which stress academic disciplines, vocational development, aesthetic appreciation, physical development, moral objectives, social efficiency, and productive citizenship.

We recognize and encourage community interests, needs, and organizations which influence and complement educational purposes.

We stress the critical need to learn how to learn in a complex society while retaining the traditional values and a respect for proper authority. We believe in the individual worth of each student and in his future as a functioning citizen in today's society.

#### **Board of Education Members**

Kevin Reading- President, Kenny Smith- Vice President, Herb Logan- Deputy Clerk and Jamie Johnston- Deputy Clerk, Misty Hailey- Member.

**SCHOOLS, ADMINISTRATION AND OTHER SERVICES**

**Alexander Elementary School**

601 6<sup>th</sup> Street  
Kevin Wade, Principal  
[kwade@commercetigers.net](mailto:kwade@commercetigers.net)  
Trevor Brough, Assistant Principal  
[tbrough@commercetigers.net](mailto:tbrough@commercetigers.net)  
Counselor- Angela Brough  
[abrough@commercetigers.net](mailto:abrough@commercetigers.net)  
(918) 675-4336  
Fax (918) 675-5056

**Commerce Middle School**

500 East Commerce Avenue  
Jack Kelley, Principal  
[jkelly@commercetigers.net](mailto:jkelly@commercetigers.net)  
Kristy Moudy, Counselor  
[kmoudy@commercetigers.net](mailto:kmoudy@commercetigers.net)  
Rusty Barker, Athletic Director (675-4366)  
[rbarker@commercetigers.net](mailto:rbarker@commercetigers.net)  
(918) 675-4101  
Fax (918) 675-5353

**Commerce High School**

420 East D Street  
Jim Buttram, Principal  
[jbuttram@commercetigers.net](mailto:jbuttram@commercetigers.net)  
Jennifer Buttram, Counselor  
[Jennifer.buttram@commercetigers.net](mailto:Jennifer.buttram@commercetigers.net)  
Rusty Barker, Athletic Director (675-4366)  
[rbarker@commercetigers.net](mailto:rbarker@commercetigers.net)  
(918) 675-4343  
Fax (918) 675-4682

**Alternative Education Learning Center**

420 East D Street  
Rusty Barker, Director  
[rbarker@commercetigers.net](mailto:rbarker@commercetigers.net)  
(918) 675-4366  
Fax (918) 675-4366

**Special Education Services**

601 East 6<sup>th</sup> Street  
Trevor Brough, Director  
[tbrough@commercetigers.net](mailto:tbrough@commercetigers.net)  
(918) 675-4336  
Fax (918) 675-5056

**Child Nutrition Program**

217 Commerce Street  
Heather Pittman, Secretary  
[hpittman@commercetigers.net](mailto:hpittman@commercetigers.net)  
Rhonda Turner, AES Director  
[rtunrer@commercetigers.net](mailto:rtunrer@commercetigers.net)  
(918) 675-4316  
Fax (918) 675-4464

**Transportation**

420 East D Street  
Jim Buttram, Director  
[jbuttram@commercetigers.net](mailto:jbuttram@commercetigers.net)  
(918) 675-4343  
Fax (918) 675-4682

**Federal Programs**

500 East Commerce Avenue  
Steve Moss, Director  
[smoss@commercetigers.net](mailto:smoss@commercetigers.net)  
(918) 675-4101  
Fax (918) 675-5353

**Superintendent's Office**

217 Commerce Street  
Jim Haynes, Superintendent of Schools  
[jhaynes@commercetigers.net](mailto:jhaynes@commercetigers.net)  
Beverly Haynes, Superintendent's Secretary  
[bhaynes@commercetigers.net](mailto:bhaynes@commercetigers.net)  
Trish Price, Financial Secretary  
[tprice@commercetigers.net](mailto:tprice@commercetigers.net)  
Heather Pittman, Activity Fund Custodian  
[hpittman@commercetigers.net](mailto:hpittman@commercetigers.net)  
(918) 675-4316  
Fax (918) 675-4464

**BELL SCHEDULE**

7:30 Breakfast Program Begins (Doors Open)  
7:50 Teachers Report  
8:05 Breakfast Program Ends  
8:10 All Classes Begin  
9:10 Recess Begins (PK)  
9:25 Recess Ends (PK)  
9:30 Recess Begins (1<sup>st</sup> Grade)  
9:45 Recess Ends (1<sup>st</sup> Grade)  
9:50 Recess Begins (4<sup>th</sup>, 5<sup>th</sup> Grade)  
10:05 Recess Ends (4<sup>th</sup>, 5<sup>th</sup> Grade)  
  
11:00 1<sup>st</sup> Lunch Period Begins (PK)  
11:20 2<sup>nd</sup> Lunch Period Begins (K, 1<sup>st</sup>)  
11:40 1<sup>st</sup> Lunch Period Ends (PK)  
11:50 3<sup>rd</sup> Lunch Period Begins (2<sup>nd</sup>, 3<sup>rd</sup>)  
12:00 2<sup>nd</sup> Lunch Period Ends (K, 1<sup>st</sup>)  
12:20 4<sup>th</sup> Lunch Period Begins (4<sup>th</sup>, 5<sup>th</sup>)  
12:30 3<sup>rd</sup> Lunch Period Ends (2<sup>nd</sup>, 3<sup>rd</sup>)  
1:00 4<sup>th</sup> Lunch Period Ends (4<sup>th</sup>, 5<sup>th</sup>)  
  
2:00 Recess Begins (K)  
2:15 Recess Ends (K)  
2:25 Recess Begins (2<sup>nd</sup>, 3<sup>rd</sup> Grade)  
2:40 Recess Ends (2<sup>nd</sup>, 3<sup>rd</sup> Grade)  
3:03 Bus Riders Dismissed  
3:08 Buses Depart  
3:10 Car Riders and Walkers Dismissed  
3:20 Teachers Dismissed

## SIGNATURE PAGES

Please read the next two pages carefully, fill-out and sign the areas requested.

### **YOUR PARENT-STUDENT HANDBOOK**

Your handbook has been designed to help both parents and students be aware and understand the policies set forth by the Commerce Board of Education.

We ask that each parent read this handbook and go over the rules written within. Both the student and parent should sign below to indicate that you have read this page and reviewed the handbook together.

Student's Signature	Date
Parent or Guardian's Signature	Date

### **INTERNET ACCESS CONDUCT AGREEMENT**

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User's Name (print clearly) \_\_\_\_\_

Home Phone: \_\_\_\_\_

User's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Address: \_\_\_\_\_

Status: Student \_\_\_\_\_ Staff \_\_\_\_\_ Patron \_\_\_\_\_

I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks or his or her violation

of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or

ward to use the building-approved account to access the school district's computer network and the Internet.

Parent or Guardian (please print):

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

This agreement is valid for the **2016-2017** school year only.

### **STAFF-STUDENT COMMUNICATIONS Parent/Guardian Notification and Permission Form**

Dear Parent/Guardian:

At the beginning of this school year we are sending notice that our staff has been directed not to communicate with students via telephone, email, instant message, or Internet website without specific written permission from a parent or guardian. Attached please find a permission form that you may utilize to grant permission for school employees to contact your child outside school hours. Please feel free to contact school administration regarding any violations of this policy.

Sincerely,  
Administration

### **FORM**

I, \_\_\_\_\_, authorize Commerce Public Schools to communicate with my

child, \_\_\_\_\_, outside school for issues related to \_\_\_\_\_.

I approve communication through the following methods (check any that apply):

\_\_\_\_\_ Home telephone \_\_\_\_\_

\_\_\_\_\_ Cell phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Social Networking Site \_\_\_\_\_

\_\_\_\_\_ I do not authorize Commerce Public Schools or its staff to communicate with my child outside school.

Please contact me to relay information to my child.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Parent/Guardian

# **COMMERCE PUBLIC SCHOOL 2016-2017**

August 11, 2016 First Day of Classroom Instruction  
September 5, 2016 Labor Day Holiday  
September 30, 2016 Parent-Teacher Conference Day  
October 12, 2016 End of First Quarter  
October 13-14, 2016 Fall Break Days

October 17, 2016 Start of Second Quarter  
November 23-25, 2016 Thanksgiving Break  
December 16, 2016 End of First Semester  
December 23, 2016 – January 1, 2017 Christmas and  
New Year's Day Break  
January 2, 2017 Professional Day (Snow Day #1)

January 3, 2017 Start of Third Quarter  
February 24, 2017 Parent-Teacher Conference Day  
March 3, 2017 End of Third Quarter

March 6, 2017 Start of Fourth Quarter  
March 10, 2017 Professional Day (Snow Day #2)  
March 13-17, 2017 Spring Break Days  
April 14, 2017 Good Friday (No School) (Snow Day #3)  
April 28, 2017 (No School) (Snow Day #4)  
May 14, 2017 Senior High Commencement Day  
May 17, 2017 Last Day of Classroom Instruction  
May 18-19, 22-26, 2017 Make-Up Days (Snow Days #5-11)  
May 29, 2017 Memorial Day Holiday

**[www.commercetigers.net](http://www.commercetigers.net)**



#### **NOTICE OF NON-DISCRIMINATION**

The Commerce Public School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Jim Buttram, Coordinator, 420 D Street, Commerce, Oklahoma 74339-3139, (918) 675-4343