

Commerce Public Schools

420 D Street

Commerce, Oklahoma 74339

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B. GENERAL INSTRUCTIONS

1. All teachers shall be responsible to strictly enforce and administer the conditions set forth in the policies adopted by Commerce School.
2. All teachers will be at school either in their homeroom or on duty at their assigned post by 8:00 a.m. each day.
3. At the close of the school day, each teacher will be responsible for turning out their lights, closing the classroom windows, and turning down the heat to the minimum in their room. When the teacher leaves the room for lunch period or playground activities, all lights should be turned off. WE MUST WORK TO CONSERVE ELECTRICITY!
4. Teachers shall take attendance every hour placing attendance slip beside the door. Self-contained classes only need to take attendance twice a day. Each teacher is responsible for attendance records being maintained in grade book each hour.
5. The teacher shall present the students adequate opportunities through homework and tests to assure a sufficient number of scores and grades are available to fairly assess the students capabilities and proficiency in the course.
6. A parent should be notified if their child is not doing satisfactory work. A duplicate of the notification and failing grade record shall be kept on file in the Principal's office. If a child is in danger of failing, the teacher shall request a conference with the parent. A record of the conference or any correspondence from the parents about the conference shall be kept in the Principal's office.
7. Each teacher is responsible for a neat and orderly room for a more wholesome environment conducive to learning.
8. Lesson plans for each class must be prepared one week in advance. Each teacher must have Emergency Substitute Packets for five days on file in the Principal's office.
9. Students who are tardy because of being detained by another teacher (or administrator) must be given a note from that teacher (or administrator) to be excused.
10. Teachers shall not penalize students when school-sponsored activities conflict.
11. Teachers are discouraged from using the writing of repetitive sentences as punishment. This practice is counter-productive and unimaginative.

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B. GENERAL INSTRUCTIONS - Continued

12. Generally, class periods should include lectures, class assignments, lab assignments, projects and other class instruction. Teachers are not to spend valuable class hours grading papers. Homework assignments should take into consideration the time required by the student to prepare for other classes and it should be fairly distributed throughout the school week. The teacher needs to be available to the student to give his/her help and instruction. All classwork or homework assigned must be graded accurately and consistently.
13. We at Commerce Schools are proud of our students' accomplishments in the various activities which are available to them and firmly believe that each student should be encouraged to participate in as many activities as is practical. To this end, it shall be the policy of the Commerce Schools that students be given adequate time to complete assignments or homework on those occasions when it is necessary for the student to miss a class or be involved after school in an approved activity, (i.e., band program, sports event, scholastic event, field trips, etc.), which would not allow him/her to complete assignments at the normal time.
14. All events, field trips, assemblies, concerts, plays, contests, awards programs, ballgames, track meets, etc., MUST be listed on the school calendar in the high school office. To avoid conflict and to answer correctly all the telephone calls, please place the time of event on the calendar. NO EVENT will be placed on the official calendar without first approval and permission by the Building Principal.
15. School will be maintained in accordance with the Annual School Bulletin.
16. Planning periods and use of the faculty lounge are offered to Middle School and High School staff for the purpose of professional preparation for the school day. Misuse of faculty lounge will result in loss of privilege.
17. Fund raising activities shall not be conducted during regular school hours. All fund raising activities shall be school related, and must be approved by the Board of Education.
18. Teachers need to account for and receipt all monies received from students for fund raising, fees, or any money placed into a special activity account.
19. Teachers shall not pursue, promote, or solicit support for their personal belief or conviction of any political or religious cause on school property.

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B. GENERAL INSTRUCTIONS - Continued

20. Tobacco will be used in designated areas only in order to avoid exposing students to harmful habits.
21. Teachers and substitute teachers shall dress to project a professional image and a good example to the students. Denim blue jeans, T-shirts, caps, or hats are not considered proper attire unless a special activity outside the classroom warrants such attire.
22. School personnel will not be permitted to leave their classroom or school building during the school day to serve as a witness in a court of law, unless subpoenaed properly and the subpoena served by an officer of the court.
23. There will be a fire or storm drill held periodically at the discretion of the Administration and authorities. One fire drill and one storm or disaster drill will be held at least once each nine weeks.