

Parent-Student Handbook 2023-2024

ALEXANDER ELEMENTARY SCHOOL



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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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 lifelong 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. We are a 1:1 school where each student receives their own electronic learning device. We utilize the following electronic tools to help provide engaging virtual instruction: Clever, Seesaw, Google Classroom, Nearpod, IXL, MobyMax, EPIC Reading, Math Seeds, Reading Eggs, et.

In additions, 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 Handwriting Without Tears, Classroom Phonics and Title 1 Reading. We offer Reading Remediation, 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, Monthly 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.

Our school district also offers a full-time virtual program for PreK through 12th grade.

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 7:30 AM. The school cannot be responsible for supervision until this time. The Breakfast Program begins at 7:30AM. Students not participating in the Breakfast Program do not need to be at school until 8:00 a.m. Classes start at 8:05AM. Bus students will depart at 3:00PM. All other students will be released at 3:00PM.

ATTENDANCE POLICY (REGULATION)

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the co-curricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities.

ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by students' religious affiliation.
6. Death and funeral in the immediate family, not to exceed (3) school days. Provided, however, if a student is sent home from school with lice, not more than the next (2) calendar days may be considered excused absences for that reason.

It is the responsibility of the parent to notify the school by 10:00 a.m. on the day of the absence if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent/guardian must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty if the work is completed within the amount of time missed plus one day. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused

absence. 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. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

Once a student arrives at school, he/she may not leave prior to the end of the school day without permission from the school. (This means we have a closed campus.)

A student may be released from school, through the office. If:

- a. The student's parent/guardian call the school office
or
- b. 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. Students must attend a majority of a class to get credit for attendance.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
 - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
 - b. The student is on pace for on-time completion of the course as required by the school district,
 - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to two (2) days of absences by arrangement per semester.
2. A student may make up all work missed without penalty if the work is completed within the amount of time missed plus one day. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.
4. Absences by arrangement will count against a student's exemption from semester tests.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. Students will be allowed to receive credit for work missed due to an absence if the work is completed within the amount of time missed plus one day. A student who has not attended class 90% of the time will result in that student not receiving credit in that class for the semester. Exceptions may be made by the principal due to illness, injury, death in the immediate family, valid reasons for late enrollment, or late with the beginning of attendance.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school.

Tardies

1. A student is tardy who is not in the student's seat with their pencil, pen, paper, textbooks, and Chromebook ready to work when the bell to begin the period sounds.
2. A student must attend a majority of a class period to get credit for attendance.
3. Each three (3) unexcused tardies will constitute an unexcused absence from that class.

Any student who exceeds the 10% limit for absences may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absenteeism means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and

parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

*** LEGAL REFERENCE:** **38 O.S. §37**
 70 O.S. § 10-105
 70 O.S. § 3-145.8

A student who has not attended class 90% of the time for the semester will receive an "F". Exceptions may be made by the principal due to illness, injury, death in the immediate family, valid reasons for late enrollment, or late with the beginning of attendance.

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. 3rd 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 for by law.

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.

1. Any first-grade, second-grade, or third-grade 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. 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 as required by law, 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.

4. For the 2016-2017 school year, a student not eligible for automatic promotion under paragraph 3 of this subsection and who scores at the unsatisfactory level on the reading portion of the third-grade statewide criterion-referenced test, may be evaluated for "probationary promotion" by the Student Reading Proficiency Team. Beginning with the 2017-2018 school years, a student not eligible for automatic promotion as provided for under paragraph 3 of this subsection and who scores at the unsatisfactory or limited knowledge levels on the reading portion of the third-grade statewide criterion-referenced test may be evaluated for "probationary promotion" by the student Reading Proficiency Team. The Student Reading Proficiency Team shall be 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 who is responsible for reading instruction and is assigned to teach in the next grade level of the student and,
- (4) a certified reading specialist if one is available.

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school principal and the school district superintendent and the principal and the superintendent approve 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.

5. Students who score below the proficient level on the reading portion of the statewide third-grade assessment and who are not subject to a good cause exemption as provided in subsection K of this section, and who do not qualify for promotion or "probationary promotion" shall be retained in the third grade and provided intensive instructional services and supports.

6. 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 assessments 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. Parents may log onto Powerschool daily to access all current grades.

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, hair or grooming which is any way disruptive or offensive to the operation of the school process or offensive to the operation of the school as determined by the administration 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. The following are specifically prohibited: no inappropriate clothing will be allowed, 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, 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. Sheer clothing is to be worn with appropriate clothing underneath. Undergarments should not be visible.
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. No 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 any way 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. All visitors must use the security kiosk and get verified with drivers license before coming into the building. A visitor pass will be issued to them.

***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 -- Direct Announcement
All Clear -- Direct Announcement
CLOSE ALL WINDOWS AND DOORS
Exit building by previously designated routes.

TORNADO DRILL

Alert-- Direct Announcement
All clear--Direct Announcement
OPEN WINDOWS - CLOSE DOORS
Sit facing the wall with your head down
and covered with hands.

DISTURBANCE EVACUATION DRILL

Alert – Direct Announcement

All clear -- Direct Announcement
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:

Corporal punishment is a form of discipline when the infraction by the student is considered serious or is a repeated infraction of school rules.

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.

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:

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.

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.

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.

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.

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:

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.

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:

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.

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.

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:

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.

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.

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.

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 noncompliance 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 unappealable.

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:

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 unappealable.

The parent and student will be notified in writing of the date, time and place of the hearing.

The parent and student will have the right to an "open" or "closed" hearing, at their option.

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:

The Board President or the appointed Hearing Officer should:

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.

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.

The Board President or Hearing Officer should advise the parents/child:

That they are entitled to legal counsel, if they desire it.

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.

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.

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.

That the parents/child may ask any questions about the procedure.

Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.

Parents/child may call any witnesses and present any documents subject to cross examination.

After each witness is presented, School Board members or the Hearing Officer may ask the witness any questions.

Parents'/child's closing statement.

Administration's closing statement.

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.)

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:

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

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 unappealable 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 unappealable.

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 3:00PM to 4:00PM. 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 after school 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 6th 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.

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. Students will NOT be permitted to share drinks. We have a closed campus for breakfast and lunch.

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 Commerce 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. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;

b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or

c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

For the purpose of this policy, examples of sexual harassment include, but are not limited to:

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.

Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

Writing graffiti that 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. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

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 students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

3. The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. 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. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.

3. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.

4. Reporting Allegations of Sexual Harassment

A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.

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, or have their parents 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. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.

2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that

arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

- B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.
5. Grievance Procedure.
 - A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.
 - B. Objective Evaluation of Evidence. All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.
 - C. Conflict of Interest. Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.
 - D. Presumption. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.
 - E. Timeliness. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.
 - F. Possible outcomes. A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.
 - G. Standard of Review. The school district will utilize (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility. *** The standard selected by the school district will need to be the same standard that is applied to all formal complaints including those against employees.
 - H. Privileged Information. The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.
 6. Written Notice. Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:
 - A. Notice of the grievance process, including any informal resolution process;

- B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;
- C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
- D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.
- E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

1. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.
 - A. The burden of proof and of gathering evidence remains on the school district.
 - B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.
 - C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.
 - D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.
 - E. Written notice of the date, time, participants, purpose and location of any investigate interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.
 - F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.
 - G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.
2. Hearing. The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is

held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

3. Determination of Responsibility. A decisionmaker, who is not the Title IX coordinator or the investigator, will apply (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility, and will issue a written determination of responsibility that:
 - A. Identifies the allegations that potentially constitute sexual harassment;
 - B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination;
 - C. Includes findings of fact to support the determination;
 - D. Includes conclusions regarding applicants of the discipline code to the facts;
 - E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and
 - F. The procedures and permissible basis for appeals.
4. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:
 - A. A procedural error affected the outcome.
 - B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
 - C. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator or the original decision maker. The appeal decision maker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decision maker will receive training as mandated by law. The decision of the appeal decision maker will be final and unappealable. The written decision of the appeal decision maker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

11. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will

include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

The district will also post the training materials used to train Title IX coordinators, investigators, and decision makers on the district website at: <https://www.commercetigers.net/>. These materials will also be available to the public.

12. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

REFERENCE: Title VII of the Civil Rights Act of 1964 42 U.S.C. §2000e-229 C.F.R. §1604.1, et seq U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment.

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:

The term "weapon" means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.

The term "chief administrative officer" means the superintendent of schools or the board of education of the District.

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

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.

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.

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.

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.

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.

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.

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.

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:
Immediately investigate the matter and contact the police or campus security, if appropriate.
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.
Notify the superintendent of schools or designee.
Notify the student's parents.
Cooperate fully with the police.
Transfer confiscated weapon to the police department, if feasible.

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.

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.

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.

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.

TOBACCO USE PROHIBITED

The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity.

1. "Educational facility" is defined as any property, building, permanent structure, facility, auditorium, stadium, arena or recreational facility owned, leased, or under the control of the school district.
2. "School Vehicle" is defined as any transportation equipment or auxiliary transportation equipment as defined in 70 O.S. § 9-104.
3. "Chewing tobacco" is defined as any Cavendish, twist, plug, scrap, and any other kinds and forms of tobacco suitable for chewing.
4. "Smoking tobacco" is defined as any granulated, plug cut, crimp cut, ready rubbed, and any other kinds and forms of tobacco suitable for smoking in a pipe or cigarette.
5. "Tobacco product" is defined as any bidis, cigars, cheroots, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof. Tobacco product will also include any vaping product.
6. "Vapor product" is defined as noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor product shall also include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetics Act.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited.

Students are also prohibited from possessing tobacco on, in, or upon any school property. If students are found to be carrying cigarettes or other tobacco products, the tobacco product will be confiscated.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined.

REFERENCE: 21 O.S. §1247

63 O.S. §1-1522, et seq.

70 O.S. § 1210.212

20 U.S.C. §6083

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 wireless telecommunications 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 wireless telecommunication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of or using 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. Punishment for violation will be determined by the administration on a case-by-case basis. 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 in-coming 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 2nd and/or subsequent offenses. 2nd 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; 3rd 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; 4th 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

The Commerce Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

REFERENCE: 70 O.S. §24-102

SEARCH OF STUDENTS (REGULATION)

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school

semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

REFERENCE: 70 O.S. §24-102

70 O.S. §24-101.3

CHILD NUTRITION MEAL CHARGE POLICY

The School District offers nutritious school meals to students at a minimal cost. In order to avoid adversely affecting the school lunch program financially, the School Board establishes policy regarding the charging of school lunches. Negative student balances affect the ability of the lunch program to operate in a fiscally responsible manner.

- The District discourages the charging of student lunches. Students that have charged meals shall not exceed (PK-5th: \$15.00) or (6th-12th: \$16.25) in unpaid charges. If this amount is exceeded and not paid in a timely manner, then the student will be offered an alternate lunch.
- Notices of unpaid charge balances will be sent to the parents/guardians on a regular and consistent manner to avoid the lunch program carrying charge balances. All communications will be directly with the parent or guardian. Under no circumstances will a child receive a handstamp or any other physical marking to show that they have unpaid charge balances.
- If no response to unpaid lunch charges is received by the District from parents/guardians and several attempts are made to collect the balances, students will not be able to charge again until the charges are paid. All excessive balances may be subject to referral to a collection agency. The student will be provided an alternative meal.
- Employees of the District will need to pay for their breakfast and lunch daily.
- Parents who could be eligible are encouraged to apply for Free and Reduced Lunch under the federal government guidelines. Applications are available at the schools and on the district website.

Students will be treated with courtesy and respect regardless of whether or not the parent has provided payment to the school district. If a meal has been served to a child in error, the child will be allowed to consume the food that was provided to the student in error. Staff members will be instructed to adhere to this policy. If a staff member fails to adhere to the policy, disciplinary action shall be taken.

PLACEMENT OF STUDENTS

The administration of the school district shall create a fair and equitable system for placement of students. Parents shall not be entitled to select their child(ren)'s teacher. State law will be followed with regard to the placement of multiple birth siblings.

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

1. 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.
 - A. 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.
 - B. Students shall have the opportunity to demonstrate proficiency in the core areas twice each year: once before the beginning of the school term and at the end of the school term as identified in 70 O.S. §11-103.6:
 1. Social Studies
 2. Language Arts
 3. The Arts
 4. Languages
 5. Mathematics
 6. Science
 - C. Students may obtain credit by examination in lieu of Carnegie Units for courses, but subject to compliance with the Oklahoma School Testing Program.
 1. Courses not tested under the Oklahoma School Testing Program. The school district will make available assessment tools to determine proficiency for credit by examination for courses without corresponding Oklahoma School Testing Program assessments. The assessment tools will be aligned to the school district's curriculum and will accurately measure the student's demonstration of sets of competencies in standards adopted by the State Board of Education.
 2. Courses tested under the Oklahoma School Testing Program. If a student seeks to "test out" of a course under the Oklahoma School Testing Program, a student must obtain a score of at least "Proficient" on the Oklahoma School Testing Program assessment corresponding to the course.
 - D. Qualifying students are those who are legally enrolled in the local school district.
 - E. The district may not require registration for the proficiency assessment more than one month in advance of the assessment date.
 - F. Students will be allowed to take proficiency assessments in multiple subject areas.
 - G. Students not demonstrating proficiency will be allowed to try again during the next assessment period. Failure to demonstrate proficiency will NOT be noted on the student transcript.
 - H. Exceptions to standard assessment may be approved by a local district for those students with disabling conditions.
2. 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.
 - A. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social, emotional, and intellectual needs of the student will be used in the consideration of the promotion/acceleration decision.
 - B. 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.
 - C. Failure to demonstrate proficiency will not be noted on the transcript.
 - D. 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.

- E. 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.
- F. Units earned through proficiency assessment will be transferrable with students among school districts within the state of Oklahoma.
3. 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.
4. Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:
 - A. Individualized instruction;
 - B. Correspondence courses;
 - C. Independent study;
 - D. Concurrent enrollment;
 - E. Cross-grade grouping;
 - F. Cluster grouping;
 - G. Grade/course advancement;
 - H. Individualized education programs.
5. Each year the school district will disseminate materials explaining the opportunities of Proficiency Based Promotion to students and parents in the district. Priority Academic Student Skills and type of assessment or evaluation for each core curriculum area will be made available upon request.

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.

CROSS-REFERENCE: Policy EIA, Promotion and Retention

BULLYING

It is the policy of this school district that 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. Bullying or 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. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. 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 or to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district.
15. 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.

A copy of this policy will be furnished to each student and teacher in this school district.

**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 email is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her email 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 email (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, Facebook, Snapchat, Instagram (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 Fortinet's Fortigate and Go Guardian 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,

MENINGITIS

What is meningitis?- Meningitis is an inflammation of the tissues that cover the brain and spinal cord. Bacteria, viruses, or fungi may cause meningitis. Viral meningitis is the most common form of meningitis and is caused by an infection with one of several types of viruses.

Meningococcal meningitis is caused by the bacteria *Neisseria meningitis*, and causes a more severe disease that requires prompt treatment of the patient with antibiotics. There are other types of bacterial meningitis, so it is also important to confirm which type of bacteria is causing the meningitis to determine if antibiotics are needed to prevent possible illness in exposed people.

What are the symptoms of meningitis?- Symptoms of meningitis may include fever, rash, headache, stiff neck, nausea, vomiting, and fatigue. These symptoms are often difficult to identify in infants, who, when suffering from viral meningitis, may become irritable, lethargic, inconsolable, or refuse to eat. Since viral and bacterial meningitis often have similar symptoms, it is important to see a health care provider immediately if you or your child has these symptoms.

What causes meningitis and how is it spread?-

Approximately 90% of viral meningitis cases are due to a group of common intestinal viruses called enteroviruses. These viruses are typically spread from person-to-person through direct or indirect contact with fecal material, usually on unclean hands or contaminated environmental items. Viruses can be passed on to others beginning about three days after someone is infected until about 10 days after symptoms occur, although very few exposed persons develop meningitis. Bacterial meningitis can be caused by bacteria such as *Haemophilus*, *Streptococcus*, or *Neisseria meningitis*, which are spread by direct contact with saliva or respiratory droplets from the nose and throat of an infected person.

How is meningitis diagnosed and treated?-The type of meningitis can be confirmed through laboratory tests performed on spinal fluid if needed. There is no specific treatment for viral meningitis, most patients will completely recover on their own with bed rest and plenty of fluids. However, health care providers often will recommend medicine to relieve fever and headache. For bacterial meningitis, antibiotics are needed that treat the specific bacterial cause.

Should people who have been around a person infected with meningitis receive any treatment?

Antibiotics are only recommended as a preventative measure for those persons exposed to a person with meningitis caused by the bacteria *Neisseria meningitis* or certain forms of *Haemophilus*. When a single instance of *Neisseria meningitis* occurs, the state and county health departments work together to insure that appropriate contacts obtain antibiotics. Only people who have been in close contact with saliva or respiratory secretions such as household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, and

day care center playmates are recommended to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician or through the health department. Casual contacts including classmates, co-workers, or those in a workplace setting are not usually at increased risk of disease and do not need treatment with the antibiotic. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitis*. For persons exposed to a person with viral meningitis or meningitis caused by most bacteria, antibiotics are not a necessary preventative measure.

Oklahoma State Department of Health Acute Disease Service Public Health Fact Sheet

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 except in August, September, and October when they are held the Tuesday after the second Monday at 6:30 p.m. 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

Board members are: Leslie Bissell, President, Emily Burkybile, Vice President, Adam Bruton, Clerk, Herb Logan, Deputy Clerk, Tony Durham, Member

SCHOOLS, ADMINISTRATION AND OTHER SERVICES

Alexander Elementary School

601 6th Street

Trevor Brough, Principal

tbrough@commercetigers.net

Jake Sharp, Vice Principal
jsharp@commercetigers.net
Angela Brough, Counselor
abrough@commercetigers.net
(918) 675-4336
Fax (918) 675-5056

Commerce Middle School
500 East Commerce Avenue
John Medlin, Principal
jmedlin@commercetigers.net
Kristy Moudy, Counselor
kmoudy@commercetigers.net
(918) 675-4101
Fax (918) 675-5353

Commerce High School
420 East D Street
Rusty Barker, Principal
rbarker@commercetigers.net
Cary Ng, Counselor
cng@commercetigers.net
(918) 675-4343
Fax (918) 675-4682

Alternative Education Learning Center
420 East D Street
Rusty Barker, Director
rbarker@commercetigers.net
Logan Cawyer, Assistant Director
lcawyer@commercetigers.net
(918) 675-4366
Fax (918) 675-4366

Special Education Services
601 East 6th Street
Trevor Brough, Director
tbrough@commercetigers.net
(918) 675-4336
Fax (918) 675-5056

Child Nutrition Program
217 Commerce Street
Heather Pittman, Secretary
hpittman@commercetigers.net
Stacy Custer, AES Director
scuster@commercetigers.net
(918) 675-4316
Fax (918) 675-4464

Transportation
420 East D Street
Rusty Barker, Co-Director
rbarker@commercetigers.net
David Anderson, Co-Director
danderson@commercetigers.net
Janet Trease, Co-Director
jtrease@commercetigers.net

Federal Programs
500 East Commerce Avenue
Jim Haynes, Director
jhaynes@commercetigers.net
(918) 675-4101
Fax (918) 675-5353

Athletics

420 Doug Furnas Blvd
Rusty Barker, Director
rbarker@commercetigers.net
Brooke Jackson, Assistant Director
bjackson@commercetigers.net
(918) 675-4366
Fax (918) 675-4366

Superintendent's Office

217 Commerce Street
Steve Moss, Superintendent of Schools
smoss@commercetigers.net
Jennifer Jauert, Financial Secretary
jjauert@commercetigers.net
Heather Pittman, Activity Fund Custodian
hpittman@commercetigers.net
(918) 675-4316
Fax (918) 675-4464

INTERNET ACCESS CONDUCT AGREEMENT *Every student, regardless of age, must read and sign below:*

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 clear): _____

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: _____

Signature: _____

Date: _____

Address: _____

This agreement is valid for the **2023-2024** 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

PARENT/GUARDIAN NOTIFICATION OF STUDENT EMAIL ACCOUNTS

Notice: Students are issued school Gmail (Google) email accounts in order for students to receive instruction and communicate through Chromebooks and other online internet connected devices.

WHY DO WE ISSUE EACH STUDENT A STUDENT-PARENT HANDBOOK?

Your Student-Parent Handbook has been designed, so that you can take an active part in controlling your academic achievement.

Commerce Public Schools requires each student to keep up his/her Student-Parent Handbook throughout the year, so if you lose your Student-Parent Handbook, you will be required to buy a new one.

Teachers, when they assign homework, will expect students to record assignments in their Student-Parent Handbook. In addition, students may be expected to keep a record of their achievements, test scores, and marks for assignments, presentations or projects in the Student-Parent Handbook. This should mean that all students, and parents, are aware of what each teacher expects and when it is due. All students should also be aware of their standing in each course at any time during the year.

The CPS staff will ask to see your Student-Parent Handbook periodically and will be able to help you keep closer control over your academic progress by giving you some advice about your Student-Parent Handbook use.

The Student-Parent Handbook may also be used to relay messages from the school to home about routine matter such as Student Led Conferences, and for sending notes about absences and appointments from home to school.

Everyone should be successful in school. Students who are successful attend regularly, are prepared and ready to learn in the classroom, and do their homework. At Commerce Public Schools we believe that problems can be overcome by thinking ahead and planning. Your teachers are prepared to discuss the use of this Parent-Teacher Handbook with you and your parents to help you use it and make the most of your school activities.

Help us to help you by showing this section of the Student-Parent Handbook to your parents. Both you and your parents should sign below to indicate that you have read this page and reviewed the Student-Parent Handbook together.

Student's Signature

Parent/Guardian Signature

COMMERCE PUBLIC SCHOOLS ONE TO ONE CHROMEBOOK AND OTHER DEVICE USER AGREEMENT

Commerce Public School District's technology and electronic services exists for the purpose of enhancing the educational opportunities and achievement of students. It is not possible to cover every situation, and this document should not be considered all-inclusive. Rather, it expresses the District's philosophy and sets forth general principles that all users should apply when using these electronic services. Electronic services are assets provided through taxes and other funding. The District is the custodian of that property and must ensure use of electronic resources serves to facilitate and support the District's educational goals. This document is intended to support existing District policies.

Terms

The device (Chromebook) is legally the property of Commerce Public Schools. A yearly device fee must be paid for each device before it is distributed to the student. Additional financial obligation will be assumed by the student/parent/guardian if loss or damage is a result of handling, transport, storage, use, or if reporting of loss/damage is not in complete compliance with the Device User Agreement. Failure to meet financial obligation will result in repossession of the device. Once a student is no longer attending Commerce Public Schools, the device must be immediately returned. All devices must be returned no later than the last day of school for that student. Any device not returned by the designated deadline will be considered stolen property.

User/Maintenance Fee

The yearly device fee is \$25 per device, per year, to be paid to Commerce Public Schools. This fee is nonrefundable. Families with three or more children in grades 6-12 will only pay for two device fees. Students will check out the same device and maintain its use each school year unless otherwise specified. Students will not be denied access to a device for failure to pay the usage fee. Failure to pay the usage fee will prohibit the student from taking the device home.

No Expectation of Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the District's technology resources including, but not limited to, internet usage, camera, email, and network drives. By using the District's Network and technology resources, all users are consenting to having their technology usage monitored. All electronic communications and all data stored on the District's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by District administrators or their designees at any time. Any such search, access, or interception shall comply with all applicable laws. Users are required to return District technology resources to the District upon demand.

Damage, Loss, or Theft

In the event of accidental damage, each student will have 1 instance where they can have their device repaired or replaced for a maximum fee of \$100.00. Students are only allowed 1 instance throughout their entire school career. After the 1st instance, students and their guardian will be responsible for the full repair or replacement cost of the device.

Note: Special consideration will be given to those individuals that request a payment plan when having a device repaired or replaced. Request shall be made to the Superintendent of Schools in writing.

If the device is damaged, lost, or stolen, a report must be filed with the school administration within one school day. If the device has been stolen, a police report must be filed within 24 hours of the incident. Documentation of the police report must be submitted to the school office the next school day. If a stolen device is not reported in the aforementioned fashion, it will be considered lost. Student is financially responsible for the total cost of a lost or carelessly-handled device.

Student is responsible for safely transporting, storing, and care of the device.

- Transport device in school-issued bag at all times with lids down.
- Use stable platform when working on the device
- Avoid extreme temperatures, especially in automobiles
- Do not eat or drink near device
- Use clean hands
- Insert/disconnect accessory devices and power cords carefully, and use the correct angle
- Store device in a secured area, as much out of sight as possible, to avoid theft

Repossession

Non-compliance with user agreement will result in repossession of the device, which could involve District personnel coming to your place of residence. Not returning the device by the end of the year would be considered non-compliance with the user agreement.

Accommodations

Any request to limit student use of this device must be submitted in written form to administration. Administration reserves the right to restrict student use of the device for non-compliance with terms of agreement.

Objectionable or Harmful Material Prohibited

Users are prohibited from viewing, accessing, or downloading material that is unlawful, abusive, objectionable, pornographic, or otherwise prohibited by District policy or applicable laws.

"Hacking" and Vandalism Prohibited

Users are prohibited from accessing restricted resources, defacing technology resources (both physical and electronic defacement), or circumventing any security or access control measures used to protect District resources.

Security and Safeguarding Accounts and Passwords

The District recognizes that the security of the network is an extremely high priority and poses challenges for collective and individual users. One fundamental need for acceptable use of the District's electronic resources is respect for, and protection of, password security. Personal passwords may be created to protect students utilizing electronic resources. These passwords shall not be shared with others; nor shall students or other users use another person's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects all users from wrongful accusation or misuse of electronic resources or violation of the District policy, state or federal law. All users will be held accountable for the consequences of intentional or negligent disclosure of this information.

The passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the users sharing his/her password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges, as well as other disciplines. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system, as well as other appropriate discipline.

All users are expected to lock and secure their device when it is left unattended. This includes locking the screen with a password at all times.

All users are required to immediately report any abnormality in the system to the designated technology staff member as soon as they observe it.

Network Etiquette and Privacy

Users are expected to abide by the generally accepted rules of electronic network etiquette. These general rules include, but are not limited to, the following prohibitions: (1) Users are expected to use appropriate language and are expected to be polite. Use of the District's technology or electronic resources to cyber-bully or to create or transmit messages that are abusive, insulting, harassing, bullying or threatening to others is prohibited. (2) Users should avoid transmitting confidential information (including individually identifiable information or records about any particular student) through email and must use care to protect against negligent disclosure of such information. (3) Users are expected to maintain the privacy and confidentiality of sensitive information, just as they would in non-electronic communications. Students should avoid sharing personal information. (4) Users may not use the District's technology or electronic resources in such a manner that damages, disrupts, or prohibits the use of the system by others.

Inappropriate and/or Frequent Personal Use

This policy allows occasional, incidental personal use of the District's electronic services but sets restrictions on such use. District resources are to be used primarily for school-related

purposes and must not violate any of the rules contained in this policy or any other District policy and must not damage the District hardware, software, or network systems.

Violations of Copyrights and Software License

This policy prohibits illegal publication or copying of copyrighted material, or other use of copyrighted materials without the permission of the copyright holder. This policy also prohibits illegal copying of software or other use of software. Students will be held personally liable for any of their own actions that violate copyright laws or software agreements.

A consistently high level of personal responsibility is expected of all users granted access to the District's technology resources. The consequences for any violation or attempted violation of the District's acceptable use policy may include, but are not limited to, one or more of the following:

- temporary suspension of device access,
- permanent suspension of device access,
- disciplinary action up to OSS,
- referral to law enforcement agency,
- temporary suspension of privileges during investigation.

General Chromebook Rules

Inappropriate Content

- Inappropriate content will not be allowed on Chromebooks.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols, or pictures will result in disciplinary action.
- You will be charged for replacement parts if damaged or if damaged beyond repair.

Chromebook Integrity

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in computer failure, will interfere with your ability to complete class work and may affect your grades.
- Do not loan Chromebooks to other students.
- Do not borrow a Chromebook from another student.
- Do NOT share passwords or login credentials, Music, Video Games, or Programs.
- Music, videos, and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.
- Copyright infringement also violates the Commerce Public Schools Internet agreement, and could lead to limitation or suspension of your Internet use and services.
- Your Chromebook will be confiscated if you are found with illegally downloaded or distributed files on your device. Your device will be re-imaged, and you will be charged a \$15 re-imaging fee.
- Any tampering, changing, hacking, or modifying the ChromeBook OS or ChromeBook without consent from CPS Administration is a direct violation. Device will be removed from Student(s) and will be factory wiped and reset. You will be charged a \$15 re-imaging fee.

Daily Chromebook Use

- Students are expected to charge their chromebook every night and arrive at school with a full battery.

- Access to another person's account or Chromebook without their consent or knowledge is considered hacking and is unacceptable.
- To prevent damage, Chromebooks should be in a protective sleeve and/or carrying case between classes
- Lids down when transporting at all times.

AES BELL SCHEDULE

7:30 Breakfast Program Begins (Doors Open)
 8:00 Breakfast Serving Ends
 8:05 All Classes Begin
 9:40 Recess Begins (4th & 5th Grade)
 9:55 Recess Ends (4th & 5th Grade)
 10:00 Recess Begins (1st Grade)
 10:15 Recess Ends (1st Grade)
 10:55 1st Lunch/Recess Begins (PK & K) (Paxson/Wall)
 11:20 2nd Lunch/Recess Begins (K & 1st) (Wright)
 11:35 1st Lunch/Recess Ends (PK & K) (Paxson/Wall)
 11:50 3rd Lunch/Recess Begins (2nd & 3rd)
 12:00 2nd Lunch/Recess Ends (K & 1st) (Wright)
 12:20 4th Lunch/Recess Begins (4th & 5th)
 12:30 3rd Lunch/Recess Ends (2nd & 3rd)
 1:00 4th Lunch/Recess Ends (4th & 5th)
 2:00 Recess Begins (PK & K)
 2:15 Recess Ends (PK & K)
 2:25 Recess Begins (2nd & 3rd)
 2:40 Recess Ends (2nd & 3rd)
 2:55 Bus Riders Dismissed
 3:00 Buses Depart
 3:00 Car Riders and Walkers Dismissed

ALEXANDER ELEMENTARY—IMPORTANT DATES TO REMEMBER 2023-2024

LABOR DAY (NO SCHOOL)--MONDAY, SEPTEMBER 4
PROGRESS REPORTS--FRIDAY, SEPTEMBER 22
PARENT-TEACHER CONFERENCES--TUE. SEPT. 26 & THUR. SEPT. 28
NO SCHOOL--FRIDAY, SEPTEMBER 29
END OF FIRST QUARTER--THURSDAY, OCTOBER 12; Grade Cards online OCT. 19
FALL BREAK--OCTOBER 13 & 16
PROFESSIONAL DAY--MONDAY, NOVEMBER 6
VETERAN'S DAY ASSEMBLY--FRIDAY, NOVEMBER 10
PROGRESS REPORTS--FRIDAY, NOVEMBER 17
THANKSGIVING BREAK--NOVEMBER 20-24
END OF FIRST SEMESTER--TUESDAY, DECEMBER 20
CHRISTMAS BREAK--DECEMBER 21--JANUARY 2
PROFESSIONAL DAY (MIAMI)--WEDNESDAY, JANUARY 3
GRADE CARDS online--FRIDAY, JANUARY 5
MARTIN LUTHER KING DAY--MONDAY, JANUARY 15
PROGRESS REPORTS--FRIDAY, FEBRUARY 9
PARENT-TEACHER CONFERENCES--TUE. FEB. 13 & THUR. FEB. 15
NO SCHOOL--FRIDAY, FEBRUARY 16
PRESIDENT'S DAY--MONDAY, FEBRUARY 19
END OF THIRD QUARTER--FRIDAY, MARCH 1; Grade Cards online MARCH 8

NO SCHOOL--FRIDAY, MARCH 15
SPRING BREAK--MARCH 18-22
GOOD FRIDAY (NO SCHOOL)-- FRIDAY, MARCH 29
NO SCHOOL--FRIDAY, APRIL 5
PROGRESS REPORTS--THURSDAY, APRIL 11
NO SCHOOL--FRIDAY, APRIL 12
NO SCHOOL--FRIDAY, APRIL 19
NO SCHOOL-- FRIDAY, MAY 10
LAST DAY OF SCHOOL--FRIDAY, MAY 17; Grade Cards online
TEACHER WORK DAY--MONDAY, MAY 20

School Website
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: