

**COMMERCE HIGH and MIDDLE SCHOOLS**  
**Student – Parent Handbook**  
**2023 • 2024**



**Commerce High School**

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**Mr. Rusty Barker**  
**Principal**

**Commerce Middle School**

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**Mr. John Medlin**  
**Principal**

This handbook belongs to:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ STUDENT # \_\_\_\_\_  
\_\_\_\_\_

**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: Trevor Brough, Coordinator, 500 Commerce St, Commerce, Oklahoma 74339-2401, (918) 675-4336

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## INTRODUCTION

Students of Commerce Schools:

The faculty of Commerce Schools extends to you a cordial welcome. We solicit your cooperation in our efforts to make your school years profitable and happy.

Getting an education is more than a privilege, it is an obligation to your community, state, and nation. Democracy will remain strong only if we have educated, enlightened people.

As individuals, we do not have the right to neglect our education since the rights and freedom of others are dependent upon us.

Care in planning your high school course is very important. Study carefully the subject requirements for the various courses and select the ones that best fit your vocational and cultural needs, your interest and aptitude.

Commerce School does not discriminate because of sex or race, and provides equal educational opportunities for boys and girls.

We are in compliance with Title IX, the Family Educational Rights and Privacy Act, AIDS prevention education, and Drug Prevention Education.

## 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.

## GENERAL PERFORMANCE GOALS

Students will be able to perform as follows:

1. Express ideas in speech and writing.
2. Possess and use reading skills.
3. Demonstrate a command of mathematical skills and scientific processes.
4. Learn independently and think critically.
5. Assume responsible social roles while maintaining acceptance of oneself and others.

## COMMERCE STUDENTS ARE:

Responsible ☺ Responsive ☺ Respectful ☺ Resourceful

COMMERCE SCHOOL COLORS: **BLUE AND WHITE**

## SCHOOL SONG

Loyal and true, we pledge allegiance to you  
This is our motto: "We are one for all and all for Alma Mater."  
Here's to our school, and long on high may she rule.  
Forever more, you will find us always loyal and true.

## THE BOARD OF EDUCATION

The public is invited to attend the monthly meetings of the Commerce Board of Education held in the Board of Education Building at 217 Commerce Street. The 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 members are: Leslie Bissell, Emily Burkybile, Adam Bruton, Herb Logan and Tony Durham.

## 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.

## SCHOOLS AND ADMINISTRATION

### Commerce High School

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**Board of Education**  
 Leslie Bissell, President  
 Emily Burkybile, Vice President  
 Adam Bruton, Clerk  
 Herb Logan, Deputy Clerk  
 Tony Durham, Member

#### 2023-2024 CALENDAR

August 10, 11 & 16 2023	Teacher Work Days
August 9, 14 & 15 2023	Professional Days
August 14, 2023	Open House/Professional Day
August 17, 2023	First Day of Classroom Instruction
September 4, 2023	Labor Day Holiday
September 29, 2023	Parent-Teacher Conference Day
October 12, 2023	End of First Quarter
October 13-16, 2023	Fall Break Days
October 17, 2023	Start of Second Quarter
November 6, 2023	Professional Day No School
November 20-24, 2023	Thanksgiving Break
December 20, 2023	End of First Semester
December 21-31, 2023	Winter Break
December 22, 2023	Christmas Eve Holiday
December 25, 2023	Christmas Day Holiday
January 1, 2024	New Year's Day Holiday
January 1-2, 2024	Winter Break
January 3, 2024	Professional Day No School (Miami)
January 4, 2024	Start of Third Quarter
January 15, 2024	Martin Luther King Jr. Day Holiday
February 16, 2024	Parent-Teacher Conference Day
February 19, 2024	President's Day Holiday
March 1, 2024	End of Third Quarter
March 4, 2024	Start of Fourth Quarter
March 15, 2024	No School
March 18-22, 2024	Spring Break Days
March 29, 2024	Good Friday No School
April 5, 2024	No School
April 12, 2024	No School
April 19, 2024	No School
May 10, 2024	No School
May 17, 2024	Last Day of Classroom Instruction
May 19, 2024	Senior High Commencement Day
May 20, 2024	Teacher Work Day
May 20-31, 2024	Make-Up Days

## TIME SCHEDULE

### CMS/CHS Class Periods 2023-2024

#### Blue- day Mon./Fri.

1<sup>st</sup> Period.....8:05 am – 8:55 am

2<sup>nd</sup> Period.....9:00 am – 9:55 am

3<sup>rd</sup> Period.....10:00 am – 10:50 am

1<sup>st</sup> Lunch.....10:50 am – 11:20 am

4<sup>th</sup> Period.....with 11:25 am – 12:15 pm

or

4<sup>th</sup> Period.....10:55 am -- 11:45 am

2<sup>nd</sup> Lunch.....with 11:45 am -- 12:15 pm

5<sup>th</sup> Period.....12:20 pm – 1:10 pm

6<sup>th</sup> Period.....1:15 pm – 2:05 pm

7<sup>th</sup> Period.....2:10 pm – 3:05pm

#### White- day Tues./Wed./Thur.

1<sup>st</sup> Period.....8:05 am – 8:52 am

2<sup>nd</sup> Period.....8:57 am – 9:44 am

3<sup>rd</sup> Period.....9:49am – 10:36 am

ER (Enrichment/Remediation).....10:41 am – 11:06 am

1<sup>st</sup> Lunch.....—11:06 am – 11:36 am

4<sup>th</sup> Period.....with 11:41 am – 12:28 pm

or

4<sup>th</sup> Period.....11:11 am -- 11:58 am

2<sup>nd</sup> Lunch.....with 11:58 am -- 12:28 pm

5<sup>th</sup> Period.....~12:33 pm – 1:20 pm

6<sup>th</sup> Period.....12:55 pm – 1:42 pm

7<sup>th</sup> Period.....2:17 pm – 3:04 pm

**This handbook is a guide for the administration, students, and parents. It is not intended to be all inclusive to every situation or circumstance. Other administrative and board policies can be implemented at any time and without prior notice.**

### **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 100.4 degrees Fahrenheit should not be at school or school activities. Students should be fever free for 24 hours before returning to school. The board recognizes, however, that the co curricular program of the school also has educational benefits. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular 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 a student's 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.

### **School Activity**

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating. **Students must notify each teacher prior to the absence in order to make arrangements for completing all work that is going to be missed, if the work is completed within the amount of time missed plus one day for full credit.**

### **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 (if exemptions are allowed).

### **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 absentee 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**

### **COMMERCE MS/HS TARDY POLICY 2023-2024**

#### **1. Tardiness**

Both the Commerce Public Schools Board of Education and Commerce Middle School & High School staff expect all students to be on time for school and to participate in the entire school day. In order to benefit from the instructional program, students should develop habits of punctuality, self-discipline and responsibility.

#### **A. Middle / High School Tardiness Guidelines**

All tardies will be counted unless the student has an excused note from the office or a note from a teacher/staff member giving permission to be late to class, not to be abused.

**B.** Students are to be in their seats with their pencil, pen, paper, textbooks, and Chromebook 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:

1-2. Warning by teacher and documented online by teacher.

3. Warning by teacher and parent notified / documented online by teacher and assigns their own consequence.

4. Teacher contacts the parent and assigns their own consequence.

5. Office notified, administration notifies parent, disciplinary action at the discretion of administration.

6+. Additional unexcused tardies will result in disciplinary action under the discretion of the administration, such as Saturday detention, multiple lunch detentions, In School Suspension, etc.

**F.** If a student must leave the room for any reason other than medical emergencies, he or she will be considered tardy unless receiving 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.

(Note: In the Exemption Policy, unexcused tardies accumulated the whole semester.)

### **Make-Up Work**

- A. It is the sole responsibility of each student to make arrangements to complete any and all work missed due to an absence.
- B. Absences: 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.
- C. 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.

### **RE-ENTRY PROCEDURE AFTER AN ABSENCE (HOURLY OR DAILY)**

Re-entry into the school day must be completed in the office before admittance into scheduled class periods.

### **TEN DAY RULE**

The maximum number of absences for activities sponsored by the school which removes the student from the classroom shall be (10) for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity must be submitted in writing by local school sponsors and approved by the local Board of Education. This is a state regulation.

### **LEAVING SCHOOL**

If it is necessary for a student to leave school, he/she must have written or at least verbal permission from the parent. In case of unavoidable medical appointments, the student brings the written excuse to the office **prior to first** period and secures a permit. Before a student leaves the school property, he/she must sign out in the office. Failure to check out through the office will be considered truancy.

### **LATE ASSIGNMENTS**

If a student does not turn his/her assignment in on time, he/she will be able to turn in the assignment one (1) day late for 80% credit or two (2) days late for 60% credit. An assignment that is more than two (2) days late will receive zero (0) credit. It is at the teacher's discretion to adjust the due date of an assignment due to extenuating circumstances.

### **GRADING**

In accordance with the policy of the board of education, the following grading system will be used for all subjects, including special education:

90-100	=	A-Excellent
80-89	=	B-Good
70-79	=	C-Average
60-69	=	D-Poor
59-Below	=	F-Failure

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

Teachers who find that an excessive number of students are earning A's and B's may wish to examine and modify their methods of grading. Teachers who find that an excessive number of students are earning D's and F's may wish to examine and modify their methods of grading.

### **Grading System** (Middle School & High School)

Semester:

Daily work – weekly tests \_\_\_\_\_6/7

Semester test \_\_\_\_\_1/7

### **REPORT CARDS**

Report Cards are available two (2) times per year at the conclusion of each semester. Report Cards include the student's final semester grade for each course. Those final semester grades are recorded on the student's High School Transcript/Middle School Cumulative Folder. Report Cards for First Semester are made available for students to pick up in January and Report Cards for Second Semester are made available for students to pick up in June. Report Cards are not mailed to the home but can be picked up in the main office at Commerce High School/Commerce Middle School.

### **PROGRESS REPORTS**

Students receive a Progress Report one (1) time per semester, two (2) times per year. Progress Reports include the student's grade at that time for each class as well as other important dates and relevant information. Progress Reports are distributed to the students through the English classes and the students are expected to take the Progress Report home for their parent/guardian to review. (See the Commerce Schools website for exact dates for the current year.) Progress Reports serve as a notification of possible failure of a course for students and parents/guardians. Students/parents may log onto Powerschool daily to access all current grades.

## **SEMESTER TESTS**

Students maybe exempt from taking final exams if they meet the criteria based on attendance and grades.

1. Students may be exempt from 2 exams (of their choice) if they have 3 or less absences in the semester and a B or higher in all classes. An absence for 1 period will count as a ½ day (0.5). Example....If a student misses only 1st hour this would count as a 0.5. Excused and unexcused will be counted. School activities will not count. Students must fill out a form and have teachers and office sign to be approved. This would need completed prior to the first day of semester exams.

2. Students will be exempt from 1 exam (of their choice) if they have 3 or less absences in the semester and a C or higher in all classes.

## **HONOR ROLL**

An Honor Roll will be published at the end of each semester grading period. This is not an average or point system. It will be an all A or B Honor Roll. One grade lower than a B will eliminate a student from the Honor Roll. This requires a minimum of five (5) grades.

## **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 (3) 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.

**(The third grade reading proficiency/retention portion of this regulation has been omitted.)**

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. This committee shall consider standardized test scores and the student's age.

Whenever a teacher or the 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) 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**

## **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 transferable 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**



### **GUIDANCE**

The purpose of the guidance program is to help each individual student achieve his highest growth mentally, emotionally, and socially. We try to do this in several ways:

1. Helping the new student feel at home in our school with new teachers and friends in a different setting.
2. Individual conferences whenever a student, a teacher, or the counselor deems it necessary.
3. A testing program designed to help the student learn as much as possible about his capabilities.
4. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.
5. The school district must provide to parents, students, and the public at large the proper meaning and use of tests.
6. Concurrent enrollment at approved colleges or universities is an option for high school students. Approval is subject to school administrator and counselor.

### **GRADUATION REQUIREMENTS**

The Commerce Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 25 units of credit be earned in the subject areas listed below to be eligible for graduation. All students, in order to graduate from an Oklahoma public school, will be required to complete the "college preparatory/work ready curriculum units or sets of competencies" at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the "core curriculum" option. The "college preparatory/work ready curriculum" will include the following:

4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;

2 units of the same foreign or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

1 additional unit selected from the above categories or career and technology education courses, concurrently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and

1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech plus electives to equal 25 credits.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

### **Science**

- 3 units or sets of competencies of laboratory science approved for college admission requirements:
  - 1 unit or set of competencies of life science, meeting the standards for Biology I;
  - 1 unit or set of competencies of physical science, meeting the standards for Physical Science, Chemistry or Physics; and
  - 1 unit or set of competencies from the domains of physical science, life science or earth and space science such that content and rigor is above Biology I or Physical Science.

### **Language Arts**

- 4 units or sets of competencies
  - 1 unit of Grammar and Composition and
  - 3 units, which may include
    - American Literature
    - English Literature
    - World Literature
    - Advanced English Courses
    - Other English courses with content and/or rigor equal to or above grammar and composition

### **Social Studies**

- 3 units or sets of competencies
  - 1 unit of United States History
  - $\frac{1}{2}$  to 1 unit of United States Government
  - $\frac{1}{2}$  unit of Oklahoma History
  - $\frac{1}{2}$  unit to 1 unit, which may include:
    - World History
    - Geography
    - Economics
    - Anthropology
    - Other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma history

### **Mathematics**

- 3 units or sets of competencies
  - 1 unit of Algebra I<sup>1</sup> and
  - 2 units, which may include:
    - Algebra II
    - Geometry<sup>1</sup>
    - Trigonometry
    - Math Analysis or Precalculus
    - Statistics and/or Probability
    - Calculus
    - Computer Science or acceptance and successful completion of one (1) year of a full-time, three-hour career and technology program leading to an industry credential/certificate or college credit. The list of accepted industry valued credentials shall be reviewed annually and updated at least every three (3) years by the State Board of Career and Technology Education;
    - Intermediate Algebra
    - Mathematics of Finance
    - Contextual mathematics courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education
    - Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education
    - Other mathematics courses with content and/or rigor equal to or above Algebra I
    - A science, technology, engineering and math (STEM) block course.

### **The Arts and Computer Education**

- 1 unit or set of competencies which may include, but is not limited to, courses in Visual Arts and General Music and 1 unit or set of competencies of computer technology, whether taught at a high school or a technology center school, including computer programming,



hardware and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing classes

#### **Electives**

10 units or sets of competencies

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act.

All students are strongly encouraged to complete two units or sets of competencies of foreign language classes and two units or sets of competencies of physical and health education as part of the core curriculum.

Credit may be given for the above-referenced classes when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher and which provide for the teaching and learning of the appropriate skills and knowledge in the Oklahoma Academic Skills (OAS) may, upon approval of the State Board of Education and the school district board of education, be counted for academic credit and toward meeting state graduation requirements.

No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exceptions from the graduation requirements will be based on rules established by the State Department of Education. All exceptions and the reasons therefore shall be reported to the State Department of Education on or before July 1 of each year.

All course credit earned through examination by students in required curriculum areas shall be appropriately noted on the student's transcript and/or student record. Completion may be recorded with a letter grade or pass notation, credits earned by a student through examination in accordance with the provisions of 210:35-27-2 shall be transferable to or from any other school district within the State of Oklahoma in which the student was enrolled, is currently enrolled, or may be enrolled. Credit for units of secondary coursework in curriculum areas required for graduation count toward meeting the requirements for the high school diploma.

Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

#### **HIGH SCHOOL CLASSIFICATION POLICY**

Students will be classified according to the following schedule:

Students must have completed the following credit totals at the beginning of the school year for these Classifications-Sophomore-5, Junior-11, Senior-18, and Diploma-25.

#### **HIGH SCHOOL GRADUATION**

All students who have completed the requirements for graduation may participate in graduation exercises at the time the student would have normally completed eight semesters of high school, including

students who completed requirements early. Students may participate in the graduation exercises if they are within one credit of graduation. Participating in graduation exercises is a privilege and may be revoked if any of the following violations are observed: 1. Decoration on hat or robe. 2. Wearing flip-flops or tennis shoes. Caps and Gowns will be required for graduation exercises.

#### **VALEDICTORIAN/SALUTATORIAN**

To be eligible for consideration a student must:

- Must be a full-time student at CHS for his/her last 5 consecutive semesters.
- Must have met or exceeded all other grade and credit requirements of graduation.

The High School Valedictorian shall be the twelfth grade student with the highest Grade Point Average (GPA) figured on a 4-point scale over 7 semesters (9<sup>th</sup> grade through first semester of 12<sup>th</sup> grade year). AP (Advanced Placement) Courses and College Concurrent Enrollment Courses will be weighted with (1) additional grade point up to 4.0. In the event of a tie, there shall be Co-Valedictorians, etc. If there are two or more Valedictorians, each will be honored as Co-Valedictorians and a Salutatorian will not be selected. The Salutatorian may be the twelfth grade student with the second highest GPA. In the event of a tie for salutatorian, there shall be Co-Salutatorians.

#### **ANNUAL SENIOR AWARDS**

As recognition for their excellent school record, certain seniors will be chosen to receive one of the following.

- Alexander Award - qualifications listed below:
- Melissa Douglas Award - qualifications listed below:
- Jack Gilstrap Award - considered for the following:
- Marcy Dyan Streeter Memorial Scholarship – qualifications listed below:
- The Tina Bachman Memorial Award – qualifications listed below:
- The Shanna Miller Memorial Scholarship
- Gene and Reba Davis Memorial Scholarship
- American Legion Award - selection based on the following: Scholarship, Leadership, Citizenship, and Patriotism
- Masonic Award - selection criteria below: Scholarship, Leadership, Citizenship, Service

#### **STATE HONOR SOCIETY**

A student who ranks in the upper ten percent of the student body during the last semester of the preceding year and first semester of the current year will be nominated to the **STATE HONOR SOCIETY**.

#### **SELECTION OF MIDDLE SCHOOL VALEDICTORIAN(S)/SALUTATORIAN**

The Middle School Valedictorian shall be the eighth grade student with the highest Grade Point Average (GPA) figured on a 4-point scale over 5 semesters (6<sup>th</sup> grade through first semester of 8<sup>th</sup> grade year). In the event of a tie, there shall be Co-Valedictorians, etc.

If there are two or more Valedictorians, a Salutatorian shall not be selected. The Salutatorian may be the 8<sup>th</sup> grade student with the second highest GPA. In the event of a tie for salutatorian, there shall be Co-Salutatorians.

To be eligible for consideration a student must be a full-time student at CMS for his/her last 4 consecutive semesters.

#### **DISCIPLINE**

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 2011, Section 487.2, Control and Discipline of Child, (70-24-100.4).

## POLICY ON STUDENT BEHAVIOR AND DISCIPLINE

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, when not following school procedures.
29. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
30. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess 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 including all Vape items.
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 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 in-school placement options or 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.

### School Bullying Prevention Act (Okla. Stat. tit. 70, § 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:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm to the student's person or damage to the student's property; or
4. 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, bullying and threatening behavior that defines and explains this conduct and the 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 weekday or on a Saturday, as deemed appropriate.

#### Alternative In-School Placement

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

#### Corporal Punishment

Corporal punishment is administered to students according to the following policy:

1. Corporal punishment is a form of discipline when the infraction by the student is considered serious or is a repeated infraction of school rules.
2. Corporal punishment will be administered by a certified staff member in an office or designated area and in the presence of another certified person. Punishment must be applied to the buttocks only. The witness should be informed of the infraction in the presence of the student.
3. A written report shall be made for each student receiving corporal punishment. The report will describe the offense and the disciplinary action taken. The report is to be signed by the staff member involved and the witness.
4. If parents or guardians do not wish for their child (children)

to be paddled at school, they must have a 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 a 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 District's policy 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 (1) 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 HEREIN.**

The reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

The reference to "principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

#### **A. Behavior or Conduct that 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:

1. violation of a school regulation;
2. immorality;
3. 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 Okla. Stat. tit. 57, § 571. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
4. possession of an intoxicating beverage, low-point beer, as defined by Okla. Stat. tit. 37, § 163.2, wireless telecommunication device, 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
5. 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 District's policy related to firearms.
6. In the event of a suspension for any of the reasons listed above, an education plan as discussed in Out-of-School Suspension Requirements below shall be applicable for acts, which fall within paragraphs 1. through 4. above. However, no education plan shall be necessary for acts that fall within paragraph 5. above.

Any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the District's superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education pursuant to a timely appeal.

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.

#### **B. District's Obligation Applicable to All Out-of-School Suspensions**

##### **Alternative In-School Placements**

Before the 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 corrective actions that may be used, if warranted, as an alternative to out-of-school suspension.

##### **Students with Disabilities**

**THE DISTRICT WILL PROVIDE ADDITIONAL PROCEDURAL SAFEGUARDS AS REQUIRED BY LAW FOR STUDENTS IDENTIFIED AS HAVING DISABILITIES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT/TITLE II OF THE AMERICANS WITH DISABILITIES ACT WHO ARE SUSPENDED OUT OF SCHOOL OR ARE OTHERWISE SUBJECT TO DISCIPLINARY REMOVAL.**

#### **C. Pre-Out-of-School Suspension Conferences**

1. When a student violates Board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in Okla. Stat. tit. 57, § 571), the principal shall conduct an informal conference with the student.
2. At the conference with the student the principal shall read the policy, rule or regulation that the student is charged with having violated and shall discuss the conduct of the student that is a violation of the policy, rule or regulation.
3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.
5. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. The written notice should state what 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.

#### **D. Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference**

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

#### **E. Conferences with Parents**

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

2. At the conference, the principal will read the policy, rule or regulation the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
3. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent, the Board of Education or a Hearing Officer appointed by the Board, or the Out-of-School Suspension 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.

**F. Out-of-School Suspension Requirements**

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

**G. 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") that 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.

**H. Records and Reports**

The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time

duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

**I. Long-Term Out-of-School Suspensions (Out-of-School Suspensions in Excess of Ten (10) School Days)**

1. Right of Appeal: A parent or the student may appeal the out-of-school suspension decision of the principal to the Superintendent and 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 or Designee: An appeal can be presented by letter to the Superintendent.
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.
4. The Superintendent or 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 regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
5. At the conference, the Superintendent or designee will read the policy, rule or regulation 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 or designee if he/she understands the rule and the charges against the student.
6. At the conclusion of the conference the Superintendent or designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases, the parent shall be advised of his/her 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 or designee, he/she shall be requested to sign a waiver of review by the Board.

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

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

**Hearing the Appeal**

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

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

1. The Board President or the appointed Hearing Officer should:
  - a. Announce that the next agenda item is an out-of-school suspension review hearing for the student stating her/his name.
  - b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If

parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.

2. The Board President or Hearing Officer should advise the parents/child:
  - a. That they are entitled to legal counsel, if they desire it.
  - b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
  - c. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
  - d. That the Board or its Hearing Officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.
  - e. That the parents/child may ask any questions about the procedure.
3. Following presentation of 1. and 2. above, all administration witnesses and documents should be presented subject to cross-examination.
4. Parents/child may call any witnesses and present any documents subject to cross-examination.
5. After each witness is presented School Board members or the Hearing Officer may ask the witness any questions.
6. Parents'/child's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the Board or its Hearing Officer may deliberate in executive session only with permission of the parents or student.)
9. Return to the 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:

1. 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
2. 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.

#### **J. 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 (referred to as "long-term out-of-school suspensions"). 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 of administrators and/or teachers. The composition of the committee shall be reserved to the 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 parents have 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 parents shall be informed by the principal of this right and the method of submitting an appeal.

#### **Method of Appeal to a Committee**

1. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) 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 non-appealable 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 to the Board of Education.

#### **Hearing the Appeal**

1. The Superintendent 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 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 that 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.

5. The decision of the committee shall be final and non-appealable.

K. Student Privileges While Under Out-of-School Suspension or Under Other Disciplinary or Correctional Measures

Participation in 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 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.

Revised: June 14, 2010

### 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.

### POLICY PROHIBITING STUDENT POSSESSION OF DANGEROUS WEAPONS

1) 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.

2) 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.

3) 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 pocket knife, 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, garrottes, 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 weapons 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.

13) Students found to be in violation of this policy shall be referred to the appropriate criminal juvenile justice system. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to local law enforcement per state law requirements.

#### DETENTION

Detention hall will be held on designated afternoons from 3:10 to 4:00 p.m. Also, a morning detention may be held on designated days, if necessary, from 7:30 to 8:00 a.m. 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 detention, Saturday detention from 9:00 a.m. to 12:00 p.m. may be assigned. If a student misses three detentions in a semester, other alternative placement will be considered. If a student misses four or more detentions in a semester, out of school suspension may 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. Students are to be picked up by 4:00.

#### OUR RULES ARE SIMPLE:

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 for providing 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.

#### STUDENT CONDUCT DRESS CODE (REGULATION)

The intent of the dress code is to provide appropriate standards and guidelines for student appearance to assist in the learning environment for all CPS students. The learning environment is a cooperative effort of the school, parents/guardians, and students. Look Good, Feel Good, Do Good.

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

public school system.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress, hair, or grooming which is in any way deemed inappropriate, disruptive to 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 on the collar. All clothing must be in good repair.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals. Athletic participants must abide by the rules and regulations of the OSSAA. Formal attire is appropriate for formal occasions such as coronations, banquets and proms.

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 request that person to make the necessary correction. If both the student and parent or legal guardian refuse, the principal shall 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 by removal or exclusion from extracurricular activities. 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, no inappropriate clothing will be allowed, cutoffs, skirts (more than six inches above the knee regardless of undergarment), short-shorts (more than six inches above the knee regardless of undergarment), boxer shorts, bike shorts, racerback tank tops, tube tops, halters, tops with spaghetti straps (during regular school hours), tops with straps less than two-inches wide (during regular school hours), miniskirts, bodysuits, bandannas, oversized belts, chains, saggy pants, pants worn below the waistline, trench coats, sleepwear or other similar items will not be permitted by boys or girls.
2. Sleepwear, pajamas, and/or blankets cannot be worn or be carried in school.
3. Leggings with a shirt covering what needs to be covered are permitted.
4. **Shirts or blouses that do not overlap their skirts or trousers. Shirts should cover the chest, midriff and sides of torso.**
5. Clothing with writing or pictures, which are suggestive or symbolic of drugs, alcohol, sex, or anything obscene, vulgar, illegal or immoral.
6. Clothing items can not be worn in any way that reflects gang affiliation, conceals contraband, or creates a distraction.
7. Body piercings that are a disruption.
8. Grills
9. No undergarments should show regardless of current fashion. Sheer clothing is to be worn with appropriate clothing underneath. Undergarments should not be visible.
10. Because of the destructive nature, no metal cleats, wheels or taps will be permitted on boots or shoes.
11. No hats, caps, or head coverings of any kind may be worn in the school building by male or female.
12. Hanging hair that covers a student's eye(s) or face.
13. Additional prohibited items include; studded or chained accessories, sunglasses (except for health purposes), earbuds/headphones, cannot be worn as part of dress during school hours (unless permitted in the classroom by the admin and/or teacher).
14. Hoodies are permitted but hoods can NOT be worn in the building during school hours.

Administrators will have complete and final judgment on all matters concerning interpretation of the student dress code. Matters concerning appearance and dress not specifically covered in dress code policy shall be within the discretion of the



administration.

**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 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.

**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 products 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 cigarette 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.

**Students may be required to complete education/counseling requirements for violations.**

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**

**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 non-appealable. 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-2  
29 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.**

#### **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 ensure 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**

#### **CHEATING**

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office immediately as to the action taken. The parent shall be notified that a second offense may bring automatic suspension from school for three school days.

#### **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 may be necessary. If you happen to damage something by accident, you should report it to a teacher or the office immediately.

#### **WIRELESS TELECOMMUNICATION 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, but not limited to 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.

**REFERENCE: 70 O.S. §24-101.1, et seq.  
70 O.S. §24-102**

#### **WIRELESS TELECOMMUNICATION DEVICES RULES**

Realizing that cell phones can be a valuable tool for parents and students, we appreciate the need for this communication to be very important to the daily lives of our families. However, class time should be uninterrupted and student's attention should be directed towards the instruction during this time.

1. All cell phones and/or communication devices are required to be turned **OFF** in class. (Silent or vibrate is not acceptable as most phones still make a noise when a message is left or when batteries become low). Airpods or similar devices are NOT allowed during class time.
2. 1st Violation of this rule will result in the cell phone being taken and a parent must come to retrieve it. Students

refusing to give up their cell phones and/or communication devices will face an immediate five (5) day out of school suspension. Cell phones will be taken up for any succeeding violation.

3. 2nd Violation of this rule will result in a three (3) day out of school suspension. All other violations may result in a three (3) day out of school suspension.
4. Any inappropriate pictures and/or videos will result in an immediate five (5) day out of school suspension. All other subsequent inappropriate pictures or videos will result in additional five (5) day out of school suspensions. Videoing and/or taking pictures is not allowed unless approved by the administration. This may involve discipline measures when violated. It will include all school incidents and may face an immediate five (5) day out of school suspension.
5. Phones may be confiscated, depending on the severity of the act. Students may also be disallowed from carrying or bringing a cell phone to school. All student cell phones may be viewed by authorized staff members and law enforcement.
6. Commerce Public School recommends that all cell phones be turned off at all banquets, ceremonies, and especially during vocal performances as the frequencies often interfere with the schools' cordless microphones.

#### **BUS REGULATIONS**

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

#### **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:**

Penalty at discretion of principal and/or transportation director depending on circumstances (may include removal from bus for one (1) to ten (10) days or permanent removal from bus by a formal hearing). Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

#### **COMMERCE HIGH SCHOOL PARKING PERMITS STUDENT RESPONSIBILITIES**

Every student enrolled at Commerce High School operating a motor vehicle on campus must have valid driver's license and insurance verification.

#### **VIOLATION OF TRAFFIC REGULATIONS**

Students in violation of the traffic regulations are subject to:

1. Fine
2. Loss of driving privileges on school property
3. Contact law enforcement

#### **VIOLATIONS**

1. Parking in faculty spaces, visitor parking, NO PARKING areas. Parking in the fire lane will result in the car being towed at the owner's expense.
2. No parking on the lines of marked parking spaces (using two parking spaces)
3. False registration of vehicles
4. Driving recklessly or speeding
5. Failure to heed instructions either written or verbally by Commerce High School officials or staff.
6. Failure to park in assigned parking space

#### **FURTHER INFORMATION**

Motorcycles – Are subject to the same rules as automobiles



If you loan your vehicle to another student, you are subject to any penalties that may be incurred.

Unidentified vehicles on the Commerce High School campus are subject to impoundment (towed).

Broken down, immobilized, or abandoned vehicles will be impounded without notice and will be disposed of if not claimed within one month.

Students are not to be in the parking lot or cars at any time during the school day without permission from the administration.

#### **PARKING AND DRIVING REGULATIONS**

To know the rules is your responsibility, therefore, claims of not knowing the rules will not be honored.

You are to know if and when you are in violation of rules at the time of the actual occurrence.

Commerce High School considers the students' and faculty's use of motor vehicles, in and about the campus area, a convenience to those who operate such. Whatever controls are imposed by Commerce Public Schools, are simply made to insure safety and convenience to everyone. Therefore, Commerce Public Schools hold all operators responsible for proper registration, use, and operation of respective vehicles on the Commerce High School campus.

Parking violations may result in a parking fine of \$10.00 or a Saturday Detention. Serious parking/driving violations will be turned over to the school resource officer and/or local police.

Repeated violations may result in loss of parking privileges.

#### **PARKING LOT**

Students are allowed to bring their vehicle on the campus, however:

- a. no sitting in cars after arriving on campus.
- b. no loitering around vehicles parked in the lot.
- c. no moving of cars or cycles until excused from school.
- d. no reckless or fast driving on or around the campus.
- e. permission from the office must be granted before a student can go to the lot for whatever reason.
- f. cars that are not parked in marked spaces are subject to towing at the owner's expense.
- g. any violation or irresponsible behavior of the use of a motor vehicle can be handled as a major or minor infraction and could include partial or permanent suspension of driving privileges at the discretion of the building principal.

#### **HALLS**

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time must have passes. Students are asked to be courteous at all times and keep to the right when moving in the halls. Running and shouting in the halls is never permitted.

#### **TEXTBOOKS**

All basic textbooks are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully.

Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books.

#### **RESPONSIBILITY FOR SCHOOL PROPERTY:**

##### **LOCKERS**

It is the policy of this district that school lockers will be assigned to students on the first day of school or as soon as possible thereafter.

Locks are provided for each locker and students are encouraged to have lockers locked at all times. They are to be kept clean and never defaced in any manner. This applies to the inside as well as the outside. Locker mates are not changed without the principal's permission.

Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers.

Students have no expectation of privacy concerning lockers, desks, or other school property. All student lockers, desks, and other school property are subject to periodic inspection. When such inspections are announced, each student shall open his or her locker and remain present during the inspection.

The superintendent will develop, or cause to be developed, rules and regulations for the issuance, use, and maintenance of the lockers.

**REFERENCE: 70 O.S. §24-102**

#### **RESPONSIBILITY FOR SCHOOL PROPERTY:**

##### **LOCKERS**

##### **(REGULATIONS)**

In accordance with the policy of the board of education, lockers are loaned to students during the school year but remain the property of the school and may be inspected periodically to insure that they are being properly cared for and that contents are in no way harmful to the owners, other students, or to the school building. If, at the end of the school year, the locker has not been maintained in good condition, a maintenance fee will be assessed. These rules should be followed:

1. All lockers should be cleaned out weekly.
2. Under no circumstances should a student tamper with another student's locker.
3. Students should remain quiet while at lockers and refrain from banging the locker door or closing it by kicking it shut.
4. Students are not permitted to change locker partners unless special permission is given by the principal.

##### **SEARCH OF STUDENTS**

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**

#### **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.

#### **ASSEMBLIES**

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, and talking during a program.

#### **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.

#### **ANNOUNCEMENTS**

A weekly bulletin will be provided by the school office. Announcements for the next week should be in the office not later than Wednesday. Classes will be interrupted only when necessary by the principal's office.

#### **LIBRARY SERVICES--H.S. AND M.S.**

The library will be opened at 8:00 a.m. and remain open throughout the day until the last bus departs. You are encouraged to use the library as much as possible. From time to time it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his particular need.

#### **SCHOOL VISITORS**

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 to Commerce Middle and High Schools are required to sign-in, obtain a pass, and sign-out.

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

**The superintendent or principal shall have the authority to order any person out of the school building and off school property when it appears that 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 an appropriate peace office in that he/she may be guilty of a misdemeanor, punishable by fine or imprisonment.

#### **SCHEDULE CHANGES**

Students must make changes in their schedule the first three (3) class days of each semester. All changes must be made through the counseling office. It also must be approved by the principal.

#### **STUDENT COUNCIL**

Your Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise.

Members of the Council are your representatives and have direct access to the school administration.

The school principal may approve or veto the actions of the Student Council if, in his opinion, the best interest of the school is served by such action.

#### **FIRE AND TORNADO DRILLS**

Fire and tornado drills are held at irregular intervals throughout the school year.

Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
2. Walk. No talking. Move quickly and quietly to the designated area.

#### **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-5<sup>th</sup>: ~~\$15.00~~) or (6<sup>th</sup>-12<sup>th</sup>: ~~\$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 hand stamp 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.

#### **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.

#### NOTIFICATION OF RIGHTS UNDER FERPA

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 are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, 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 to 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 the 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. 20202-8520

#### 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)—

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. 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—*

1. Any other protected information survey, regardless of funding;
2. 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
3. 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 —

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. 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

#### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules reinspection of all asbestos present in the school.

The management plan may be reviewed at your child's school during normal working hours.

#### **SEX EDUCATION**

It is the policy of the Commerce Board of Education that all curriculum and materials, including supplementary materials which will be used to teach or will be used for or in connection with a sex education class or program which is designed for the exclusive purpose of discussing sexual behavior or attitudes, or any test, survey or questionnaire whose primary purpose is to elicit responses on sexual behavior or attitudes, shall be available through the superintendent or designee for inspection by the parents or guardians of the students who will be involved with the class, program, test, survey, or questionnaire.

Such curriculum, material, class, program, test, survey, or questionnaire shall include information about consent and shall have as one of its primary purposes the teaching of or informing students about the practice of abstinence.

The term "consent" means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time. Consent cannot be:

1. Given by an individual who:

a. is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or  
b. is under duress, threat, coercion or force; or

2. Inferred under circumstances in which consent is not clear including, but not limited to:

a. the absence of an individual saying "no" or "stop", or  
b. the existence of a prior or current relationship or sexual activity.

The superintendent or designee shall provide prior written notification to the parents or guardians of the students of their right to inspect the curriculum and material and of their obligation to notify the school in writing if they do not want their child to participate in the class, program, test, survey, or questionnaire.

No student will be required to participate in a sex education class or program that discusses sexual behavior or attitudes if a parent or guardian of the student objects in writing. If the type of program referred to is a part of or is taught during a credit course, a student may be required to enroll in the course but shall not be required to receive instruction in or participate in the program if a parent or guardian objects in writing.

The superintendent or designee shall approve all curriculum and materials which will be used for the purpose of discussing sexual behavior or attitudes and any test, survey or questionnaire used to elicit responses on sexual behavior or attitudes prior to the use of such materials.

Teachers involved in the class, program, test or survey shall submit curriculum, materials, tests, or surveys to the superintendent or designee for approval before they are used in the classroom or school.

**REFERENCE: 70 O.S. §11-105.1**

**21 O.S. § 113**

#### **VOCATIONAL TECHNICAL PROGRAMS**

All Middle School and High School students attending Commerce Public Schools are eligible for enrollment in vocational technical education programs. Students interested in attending NE Tech must submit an application to attend and be approved by NE Tech.

All disadvantaged (economically or academically) or handicapped students in grades 6 through 12 in the Commerce Public School System are encouraged to consult their school counselor regarding the opportunities available in vocational technical education.

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

Each year the Commerce School District is mandated by Federal Law to coordinate a search and find an 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  
500 Commerce Street  
Commerce, Oklahoma 74339-2401  
(918) 675-4101

#### **EXTRA CURRICULAR ACTIVITY ELIGIBILITY REQUIREMENTS**

To be eligible to participate in extracurricular activities, a student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. To remain eligible and/or free from probationary status, a student must be passing in all subjects he/she is enrolled in during a semester. All participating athletes (including cheerleaders, managers, color guards, and band) as well as all other clubs and organizations within the school will be checked each week that this activity occurs. The eligibility periods will begin on Monday and end on Sunday. A student who has not attended classes ninety (90%) of the time for the semester, who is assigned alternative education placement, or who is on out of school suspension becomes ineligible. 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. All other OSSAA eligibility requirements will be posted at each school site.

#### **SCHOOL INSURANCE**

Students playing six (6) through twelve (12) athletics must provide signed evidence that they are covered by adequate insurance or do not have insurance but know that the school will not be held liable for any injuries sustained through athletics or activities. Parent/Guardian/Student will be responsible for any medical bills regardless of insurance status.

#### **ATHLETICS/CONDUCT CODE FOR SPECTATORS**

The following conduct code for spectators was drafted by the Oklahoma Secondary School Activities Association and should serve as a model for sports fans at all school athletic events.

**BELIEVING THAT** sportsmanship is a by-product of a spirit of tolerance and good will, and the centering of attention on the good qualities involved; and

**BELIEVING THAT** my conduct is an important part of the school's athletic program, I pledge myself to act in accordance with these principles.

As an Athletic Spectator I will:

- Exemplify the highest moral character, behavior and leadership so as to be a worthy example.
- Maintain and exhibit poise, self-discipline and restrain during and after the contest.
- Conduct myself in such a manner that attention is drawn not to me, but to the participants playing the game.
- Regulate my action at all times so that I will be a credit to the team I support knowing the school gets the praise or blame for my conduct since I represent the school the same as does the athlete.
- Support all reasonable moves to improve good sportsmanship.
- Treat the visiting team and spectators as guests, being courteous and fair.
- Avoid actions, which will offend the individual athlete.
- Accept the judgment of the coach.
- Honor the rights of visitors in a manner in which I would expect to be treated.
- Respect the property of the school.
- Display good sportsmanship by being modest in victory and gracious in defeat.
- Pay respect to both teams as they enter for competition.
- Appreciate the good plays by both teams.
- Show sympathy for an injured player.
- Regard the officials as guests and treat them as such.

16. Direct my energies to encourage my team rather than booing the officials.
17. Believe that the officials are fair, and accept their decisions as final.
18. Learn the rules of the game in order to be a more intelligent fan.
19. Consider it a privilege and duty to encourage everyone to live up to the spirit of the rules of fair play and sportsmanship.
20. Realize that privileges are invariably associated with great responsibilities, and that spectators have great responsibilities.
21. Obscene cheers, littering of basketball courts, the throwing of objects, and verbal indignities directed toward visiting athletes or spectators or referees have no place in school athletics.

#### LETTERING

Lettering in the various sports is left to the discretion of the head coaches. The coach, before the beginning of a sports season, should explain to the team members what will be expected of the athlete if he/she is to earn a letter "C" award.

#### AWARDS JACKETS

1. Seniors who have lettered during their senior year in band, athletics, or cheerleading are eligible to order a letter jacket.
2. Letter jackets for Commerce High School are all standard royal blue with royal blue leather sleeves.
3. For the senior who participates successfully during the senior year only, the school will pay 1/4 cost. A student who participates and letters four years will receive a free jacket - not to exceed \$85.00. Students must submit an application for reimbursement to the building administrator.
4. The school will not purchase more than one jacket of any kind for the student. Students who qualify for an All State Honor through a bonafide Oklahoma High School Activity Association, contest, or selection will be allowed to make a choice of which jacket they desire.
5. For students who make All-State, the Athletic Department will pay in full for band, athletics or cheerleading jacket. If the Athletic Department pays for a student's All-State jacket, the student will not be eligible to receive any money toward their letter jacket. For students who achieve academically (all-state), the district will pay for their All-State jacket.

#### 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;
- B. 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.

#### STUDENT EXTRA-CURRICULAR ACTIVITY DRUG TESTING POLICY

The Commerce Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an

example for all other students of the Commerce Public School District, adopts the following policy for drug testing of students participating in extracurricular activities.

## **1. STATEMENT OF PURPOSE AND INTENT**

- a. It is the desire of the Board of Education, administration, and staff that every student in the Commerce Public School District refrain from using or possessing illegal drugs. Notwithstanding this desire, the administration and Board of Education realize that their power to restrict the possession or use of illegal drugs is limited. Therefore, the sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to supplement and complement all other policies, rules and regulations of the Commerce Public School District regarding possession or use of illegal drugs.
- b. Participation in school sponsored extracurricular activities at the Commerce Public School District is a privilege. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs.
- c. The purpose of this policy is to prevent illegal drug use, to educate students as to the serious physical, mental and emotional harm caused by illegal drug use, to alert students with possible substance abuse problems to the potential harms of illegal drug use, and to strive within the Commerce Public School District for an environment free of illegal drug use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of this policy to participate in extracurricular activities. There will be no academic sanction for violation of this policy.
- d. Illegal drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Commerce Public School District. For the safety, health and well-being of the students of the Commerce Public School District, the Commerce Public School District has adopted this policy for use by all participating students in grades 6-12.

## **2. DEFINITIONS**

- a. "Student Athlete" or "Athlete" means a high school (grades 9-10-11-12) / middle school (grades 6-7-8) member of any Commerce Public School District sponsored interscholastic sports team, including athletes, and cheerleaders.
- b. "Extra-Curricular" means those activities that take place outside the regular course of study in school and those students involved in those activities.
- c. "Drug Use Test" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.
- d. "Illegal Drugs" means any substance, which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal Drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.
- e. "Performance-Enhancing Drugs" includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "Performance-Enhancing Drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins, which can be lawfully purchased in over-the-counter transactions.
- f. "Positive" when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
- g. "Reasonable Suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a participating student, and reasonable inferences

drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.

## **3. PROCEDURE**

- a. A physical examination signed by parent/guardian is required before a student may participate on a Commerce Public School athletic team. A urine screen to detect the presence of illegal or performance-enhancing drugs which could have a harmful effect on the prospective athlete's health and athletic performance shall be included as part of that physical examination.
- b. Each student in extra-curricular activities shall be provided with a copy of the "Student Extracurricular Drug Testing Policy" and "Student Extracurricular Drug Testing Consent" which shall be read, signed and dated by the student, parent or custodial guardian, and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activity. The consent shall be to provide a urine sample:
  1. as part of the required physical examination for participation in athletics,
  2. on a random selection basis from a list of all extra-curricular participants in off-season or in-season activities, and (The Commerce Public School District will draw at random 5% of the extra-curricular activity participants to provide a urine sample for drug use testing for illegal or performance-enhancing drugs every one to fourteen days.)
  3. at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs.

No student shall be allowed to practice or participate in any extra-curricular activity unless the student has returned the properly signed "Student Extracurricular Drug Testing Consent".

Each head coach/head sponsor shall be responsible for explaining this policy to all prospective students under his/her charge.

- c. The Commerce Public School District will determine any necessary fees to be collected from students who are drug tested and when those fees will be collected.
- d. Any drug use test required by the Commerce Public School District under the terms of the policy will be administered by or at the direction of a professional laboratory chosen by the Commerce Public School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.
- e. All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal shall designate a coach or school employee of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.
- f. If the initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same

specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six (6) months.

- g. If the drug use test for any student has a positive result, the laboratory will contact the Principal with the results. The Principal will contact the Drug Education Coordinator, the student, the head coach/head sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the principal will solicit any explanation of the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the drug use test. If the student and his/her parent or custodial guardian desire another test of the remaining portion of the specimen, the principal will arrange for another test at the same laboratory or at another laboratory agreeable to the principal. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian.
- h. If the student asserts that the positive test results are caused by other than consumption of an illegal drug or performance-enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the principal. The Commerce Public School District will rely on the opinion of the laboratory, which performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or performance-enhancing drug.
- i. A student who has been determined by the drug test results to be in violation of this policy shall have the right to appeal to the Principal. Such appeal must be lodged within 72 hours (3 days) of notice of the initial report of the offense as stated in paragraph 3.g. of this policy, during which time the student will remain ineligible to participate in any extra-curricular activity. The Principal shall convene a Review Committee composed of himself/herself, one certified school staff member identified by the parent or custodial guardian of the student and one certified school staff member identified by the Principal. This committee shall then determine whether the original finding was justified and shall deliver such finding to the Superintendent of Schools for review. There is no further appeal right from the Superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent, which shall be final and non-appealable.
- j. Before a student who has tested positive in a drug use test may rejoin his/her extra-curricular activity after a first or second offense, such student may be required to undergo one or more additional drug use tests to determine whether the student is no longer using illegal drugs or performance-enhancing drugs. The Commerce Public School District will rely on the opinion of the laboratory which performed or analyzed the additional drug use test in determining whether a positive result in the additional drug use test was produced by illegal or performance-enhancing drugs used by the student before the offense or by more recent use.

#### 4. VIOLATION

- a. Any student who tests positive in a drug use test under this policy shall be subject to the following restrictions:
  1. For the first offense, the student shall be suspended from participation in all extra-curricular activities for one (1) month. During this time, an appointment will be made at an adolescent care unit for a professional evaluation to determine the extent of drug involvement. The appointment will be made by the parent/guardian and when needed with help from the school counselor and/or school administration. Information for students and their parents about drug and alcohol counseling and rehabilitation programs in the geographic area is available from the counselor and/or principal at each school. A parent or legal guardian must attend the evaluation with the student. It will be the responsibility of the parent or legal guardian to complete the recommendations made by the adolescent care unit and keep the school informed of the recommendations and the progress made by the student and parent/guardian. In addition, the student must successfully complete substance

abuse education/counseling provided by the school. These restrictions and requirements shall be consecutive in nature and begin immediately following the reporting of the results of a positive drug use test as stated in paragraph 3.g. of the policy. A student who self-refers to the Principal/Athletic Director, Athletic trainer, Drug Education Coordinator, or Coach/Sponsor after the initial drug screening as part of the athletic physical and before being notified to submit to a random drug test will be allowed to remain active in all extra-curricular activities pending approval from a medical professional; such student will, however, be considered to have committed his/her first offense under this policy and will be required to re-test as would a student who has tested positive. Self-referral may be used only once in a student's lifetime.

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

2. For the second offense, complete suspension from participation in all extra-curricular activities including all meetings, practices, performances, and competition for eighteen (18) continuous and successive school weeks from the date of the initial report of the offense as stated in paragraph 3.g. of this policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.
3. For the third offense, complete suspension from participation in all extra-curricular activities including all meetings, practices, performances, and competition for the student's lifetime from the date of the initial report of the offense as stated in paragraph 3.g. of this policy. Such suspension will extend into a succeeding school year(s) if necessary to fulfill the suspension.

#### 5. REFUSAL TO SUBMIT TO DRUG USE TEST

- a. If a participating student refuses to submit to a drug use test authorized under this policy, such student shall not be eligible to participate in any extra-curricular activities including all meetings, practices, performances, and competitions for 180 school days, and until such time that a drug test has been administered and passed. After the 180 school days, the participating student shall again be subject to the Commerce Public School Student Extracurricular Drug Testing Policy.

#### STUDENT EXTRA-CURRICULAR ACTIVITY DRUG TESTING CONSENT Statement of Purpose and Intent

*Participation in school sponsored extracurricular activities at the Commerce Public School District is a privilege. Such privilege is governed by the attached Commerce Public School District Student Extracurricular Drug Testing Policy. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students that participate in extracurricular activities carry a responsibility to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs.*

*Drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Commerce Public School District. For the safety, health, and well-being of the students of the Commerce Public School District, the Commerce Public School District has adopted the attached Student Extra-Curricular Activity Drug Testing Policy and this Student Extra-Curricular Activity Drug Testing Consent for use by all participating students at the middle school and high school level.*

#### Participation in Extracurricular Activities

Each participating student shall be provided with a copy of the Student Extra-Curricular Activity Drug Testing Policy and Student Extra-Curricular Activity Drug Testing Consent, which shall be read, signed and dated by the participating student, parent or custodial guardian, and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activity. The consent shall be to provide a urine sample:

- a. as part of the required physical examination for participation in athletics,

- b. on a random selection basis from a list of all extra-curricular participants in off-season or in-season activities, and (The Commerce Public School District will draw at random 2.5% of the extra-curricular activity participants to provide a urine sample for drug use testing for illegal or performance-enhancing drugs everyone to fourteen days while school is in session.)
- c. at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular activity unless the student has returned the properly signed Student Extracurricular Drug Testing Consent.

Student's Last Name First Name MI Student ID Number

I understand after having read the "Student Extra-Curricular Activity Drug Testing Policy" and "Student Extra-Curricular Activity Drug Testing Consent" that out of care for my safety and health, the Commerce Public School District enforces the rules applying to the consumption or possession of illegal and performance-enhancing drugs. As a member of a Commerce Public School extra-curricular activity, I realize that the personal decision that I make daily in regard to the consumption or possession of illegal or performance-enhancing drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate school policy regarding the use or possession of illegal or performance-enhancing drugs, I understand upon determination of the violation I will be subject to the restrictions of my participation as outlined in the policy.

Signature of Student Date

We have read and understand the Commerce Public School District "Student Extra-Curricular Activity Drug Testing Policy" and "Student Extra-Curricular Activity Drug Testing Consent". We desire that the student named above participate in the Extra-Curricular Activity programs of the Commerce Public School District, and we hereby voluntarily agree to be subjected to its terms. We accept the method of obtaining urine samples, testing and analysis of such specimens, and all other aspects of the program. We further agree and consent to the disclosure of the sampling, testing, and results as provided in this program.

Signature of Parent or Custodial Guardian Date

Signature of Head Coach/Head Sponsor Team/Activity Date

#### **MEDICATION LIST**

(This medication list may be submitted to the lab in a sealed and confidential envelope.)

I, \_\_\_\_\_,  
am currently taking or have taken the following drugs, substances, or medications in the last 96 hours (4 days):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information:

#### **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 Website, or 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], [l])**  
**Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)**

### **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 meningitidis*, 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 meningitidis*, 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 meningitidis* or certain forms of *Haemophilus*. When a single instance of *Neisseria meningitidis* occurs, the state and county health departments work together to ensure 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 meningitidis*. 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**

#### **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 clearly) \_\_\_\_\_

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

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

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

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

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

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

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

Parent or Guardian: (If the 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.**

**ACKNOWLEDGMENT CONCERNING USE OF STUDENT LOCKERS**

I acknowledge and understand that:

Student lockers are the property of the school system.

Student lockers remain at all times under the control of the school system.

I am expected to assume full responsibility for my school locker.

The school system retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

\_\_\_\_\_  
STUDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LOCKER NUMBER

**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 require 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 matters 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 attending, 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 USER AGREEMENT

Commerce Public School District's technology and electronic services exist 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 1<sup>st</sup> 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. Requests 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. Students are financially responsible for the total cost of a lost or carelessly-handled device.

Students are 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.