

## INDEX

TEACHERS HANDBOOK	PAGE
Contents	T-1
Foreward	T-2
Philosophy	T-3
Objectives	T-3
Priority Need	T-4
Policies of Board	T-4
Principals	T-5-6
Teachers	T-7-8
Employment of Personnel	T-9
Student Discipline	T-9
Discipline Policy	T-10-11
Alexander Student Discipline	T-12
Grading	T-13
Guidance	T-14
Grievances and Complaints	T-14
Hall Duty	T-15
Honor Roll	T-15
Library	T-15
Lunch Room	T-15
Personal Leave	T-15
Publicity	T-16
Selling and Raising funds	T-16
Sick Leave	T-16
Sport Insurance	T-17
Student Council	T-17
Student Trips	T-17
Teaching Methods	T-17
Testing	T-18
Students	T-18
Use of School Facilities	T-19

*Commerce Public Schools*

*Teacher's*

*Handbook*

**Commerce, Oklahoma**

**1985-86**

TEACHER'S HANDBOOK

TABLE OF CONTENTS

- I. Foreword
- II. Philosophy
- III. Objectives
- IV. Priority Needs
- V. Policies of the Commerce Board of Education and the Administration
  - A. Superintendent
  - B. Principals
  - C. Teachers
    - Discipline
    - A Few Reminders
    - Employment
    - Grading
    - Guidance
    - Grievances and Complaints
    - Hall Duties
    - Honor Roll
    - Library
    - Lunchroom
    - Personal Leave
    - Publicity
    - Selling and Raising Funds
    - Sick Leave
    - Sports Insurance
    - Student Council
    - Student Trips
    - Teaching Methods
    - Testing
  - D. Students
    - Admission and Attendance
    - Extra Curricular Activities
    - Expenditure of Funds for Clinics, Workshops, Etc.
    - School Records and Lunch Program
    - Lost or Damaged Property
  - E. Buildings
    - Use of Buildings by Non-school Groups

## FOREWORD

This handbook is given to you with the view of helping you to meet and solve your problems in a more satisfactory manner. It does not attempt to project into or offer methods of approach to the solution of all problems which you may encounter. Many may develop which are not mentioned in this handbook. In such cases you should feel free to consult your principal and superintendent, who are always ready to assist you in whatever manner they can. Remember that the educational welfare of the student is of prime importance and of mutual interest to the teacher, parent, principal, superintendent, and board of education. You are always welcome to discuss your problems with your administrator.

We highly recommend teachers who conscientiously, congenially, and cooperatively strive to carry out the policies listed in this handbook. Each of us has a job to do; and, in his own way. The administration has no objection to this so long as in doing so you do not conflict with the policies set forth in this handbook and those which may later be included in current Superintendent's Leaflets.

The organization of authority in the Commerce Schools is arranged in such manner that each department should realize its duties and obligations to other departments within the system. Full cooperation is expected of each department or grade in order that the activities (academic or non-academic) of all departments may be carried on with the least possible interference within the regularly approved daily schedule.

The order of authority is: Board of Education, Superintendent, Principals, Teacher, and Pupil. It is highly commendable in any school or department when full use of this authority is granted and the slightest abuse of it is curtailed. None of us should ever by word, action, or attitude attempt to assume the responsibility for any phase of the school's program except the welfare of our own department or grade in an effort to coordinate such department into the whole school's program and philosophy. A good pupil-teacher-patron attitude is essential to the progress of a well balanced school program. This is our school. We should boost it. Let us promote the spirit of friendship and good will throughout the system.

A good patron attitude toward the school and its program is essential to the progress of a good school; we appreciate and commend those teachers who feel that it is their responsibility to help build the proper community relationship and patron attitude. We commend all teachers who practice ethical behavior in dealing with students, parents, and fellow employees. Ethical procedure demands that we attempt to strengthen the institution which we, as teachers, represent. Suggestions for improvement of the school are welcome and encouraged, when given through the proper channels.

Good order is essential to good teaching. Each teacher is requested and urged to be in command of his/her group at all times. Without order there is no attention; without attention, there is no learning; without learning, there is no progress; without progress, there is no demand for us as educators.

### PHILOSOPHY

The philosophy of the American School is founded on two theories: individual development and social efficiency. It is the duty of the Commerce Public Schools to serve as a tool to be used by and for the students in acquiring knowledge, widening interests, and developing skills and appreciation in the major fields of human life thought. It is our duty as teachers to attempt to translate the ultimate goals into educational practices and then to evaluate the educational practices into terms of ultimate goals. We recognize that the school exists primarily for the boys and girls of this community which are served by it.

### OBJECTIVES

The objectives of the Commerce Public Schools are to:

1. Help the student to be a happy well-adjusted individual.
2. Encourage the student to contribute more fully to himself and to society.
3. Provide opportunities through a well-balanced program of education for individual and group development in spiritual, moral, social, academic, and physical growth.
4. Help the student achieve a reasonable mastery of the academic fundamentals.
5. Encourage fair play, initiative, and the development of special talents by giving opportunities for pupil self-expression.
6. Assist the pupil to make evaluations of his/her life and his/her responsibilities.
7. Help the student reach a high degree of restraint, self-control and respect for the rights of others without sacrificing his own rights as an individual and to place high value on human rights.
8. Assist the student to interpret democracy with all its guarantees of freedom, responsibility, and the worth of the individual. Teach the student that democracy, in order to survive, must have certain restrictions on the individual conduct; that democracy is really a government of the people, by the people, for the people and that the student is part of that government NOW.

PRIORITY NEEDS AS DETERMINED BY  
THE NEEDS ASSESSMENT COMMITTEE

1. Develop skills in practical math
2. Acquire proficiency in reading, writing, and grammar skills
3. Develop efficient and satisfactory communication and listening skills
4. Develop skills in penmanship
5. Be able to assume responsibility for his own actions
6. Acquire skills in self control and the ability to hear and follow instructions
7. Develop self-understanding and self-awareness along with a feeling of positive self-worth, security, and self-assurance
8. Develop appreciation and respect for the worth and dignity of all individuals
9. Develop a healthy self image
10. Develop a love of God, Country and fellow man.

POLICIES OF THE COMMERCE BOARD OF EDUCATION AND ADMINISTRATION

The Board of Education, as governing authority of the District, is vested with the authority to operate and manage the school. In view of such authority, the Board, through its action as recorded in the minutes and by agreement growing out of discussions in regular meetings has set up the following to guide it in its actions. In order that the greatest degree of progress may be had, it delegates authority necessary to insure the progress.

1. The Superintendent of Schools is recognized by law as the executive officer of the Board of Education, who has the responsibility to carry out the policies of the Board.
2. He may be employed at a regular or special meeting in January each year.
3. The Superintendent of Schools is to attend all meetings of the Board of Education unless his own employment is under discussion, he may not be present at the descretion of the Board.
4. The Board will hold the Superintendent responsible for the following:
  - a. Carefully planned expenditures in accordance with the budget adopted.
  - b. Various reports as to expenditures, attendance, transportation, health, safety, and general conditions affecting the progress of the school, together with such other reports as will be necessary.

5. The Board of Education specifically delegates to the Superintendent the authority to:
  - a. Make and execute rules and regulations to insure pupil management or discipline.
  - b. Purchase necessary supplies for current operation.
  - c. Place, assign, replace, reassign principals, teachers and other personnel in any of the schools, grades, or departments.
  - d. Have general control of all employees in order that there may be control authority directly in charge at all times.
  - e. Make necessary adjustments in the curriculum to insure, in as far as possible, the greatest welfare of the pupils.
  - f. Formulate with his teachers and provide for them a handbook containing policies of the Board of Education and Superintendent in regard to the operation of the school.
  - g. Use his best judgment in deciding upon problems affecting the school, with the understanding that he may feel free to confer with the Board and seek their advice whenever he feels it is necessary.
6. The Board of Education will elect the professional staff upon recommendation of the Superintendent.
7. The Board of Education will deal with its professional staff members and other employees only through its Superintendent.
8. When misunderstandings arise in regard to decisions made by the Superintendent, the Board of Education will not pass upon the issue until it has complete information concerning both sides of the question involved.
9. No purchases may be made by any member of the school's personnel, except on approval of the Superintendent who acts as executive officer of the Board of Education in such matters. (This applies to all funds over which the school has control.) This must be rigidly observed. Requisition forms are provided.
10. All administrative policy and fiscal matters must have the prior approval of the Superintendent. Only the Superintendent may contract with suppliers and others in behalf of the school.

#### PRINCIPALS

The principals may be employed, upon the recommendation of the Superintendent, in February each year. His contract shall be for eleven months.

Leader behavior in this democratic society should be based on the moral and political values which are the foundation of our democracy: The worth of the individual, cooperation among peers, truth and moral responsibility, individual and social justice, freedom to pursue goals which do not infringe on the rights of others, and the application of reason by man as the best means for the resolution of his problems.

The Principal as an educational leader must:

1. Be professionally competent
2. Have the opportunity to make recommendations regarding the appointment and promotion of professional staff members. (No teacher will be recommended to the Board of Education by the Superintendent for re-employment without the recommendation of the building principal).
3. Be able to develop rapport with the staff
4. Encourage the instructional staff to become deeply involved in providing the leadership and contributions necessary for a good school program.
5. Help create a climate for teachers, children and youth to become more deeply involved in the life of the school and the decision-making process
6. Create a healthy and stimulating climate within which superior education will be possible
7. Have a deep commitment to the achieving of equality of educational opportunity
8. Work to create conditions which will permit all students to gain equal access to the school programs which will meet their needs
9. Pledge himself to make effective the integration of minority individuals and groups in the life of the schools
10. Accept the responsibility for the conduct of the students and other personnel in his building. He will:
  - a. Maintain a complete set of records of grades, test scores, transcripts, attendance, etc. and transmit same to the superintendent of the board when requested to do so.
  - b. Call for conferences with teacher, pupil, parent or guardian when conditions indicate a need, eg. failing grades, misconduct, etc.
  - c. Check with parents when children are absent.
  - d. Report persistent cases of absences or truancy to the superintendent.
  - e. Notify his teachers in advance of any break in the regular program. (Generally this will be done in the Monday morning Quarter Back meeting.)
  - f. Schedule all activities.
  - g. Assign students to classes, activities, buses, etc.
  - h. Handle difficult discipline problems. Keep a record of same.
  - i. Approve or disapprove school dances, parties, sale campaigns, class functions, and other miscellaneous activities.



- j. Provide each teacher with a list of students excused from class.
- k. Contact a substitute teacher, from a prior approved list by the Board and Superintendent, for day to day substitute teaching.
- l. Schedule extra duties for teachers, hall duty, bus duty, gate duty, class sponsor, activities, etc.
- m. Avoid excusing students promiscuously.
- n. Make announcements at the beginning or near the close of class periods.
- o. Make periodic reports to the superintendent and board as requested.
- p. Enforce the school policies.

Upon basis of experience, training, suitability, and recommendation of the Superintendent, the Board of Education will elect teachers and all other personnel to the various positions in the Commerce Schools. The Superintendent will work closely with the principals prior to recommending personnel to the Board.

#### TEACHERS

We feel that each teacher should be a part of the community in which he or she teaches. The best way to do this is to live in the community, and above all, to go to the church of your choice in the community. Support those establishments and institutions that are contributing their time and money to support the Commerce Schools. They are supporting you!

Each teacher is expected to be professional in his/her dealings with the administration, the staff, students and parents.

Teachers are expected to teach both by precept and example.

Those teachers who assume their responsibilities and discharge them fully, punctually, congenially and cooperatively will be highly commended.

Any activity which has not been specified in the schedule or on the school calendar shall not be sponsored or carried out by the school until the principal is consulted and his approval secured.

Your latest transcript and certificate must be filed with the Superintendent of Schools.

You are to make a strenuous effort to have class on schedule with no student excused except by approval of the principal.

Proper consideration and credit will be given for work carried on outside the classroom by the teacher. Such work will include: assembly programs, plays, operettas, coaching, junior-senior banquet, commencement preparation, etc.

Require high school students to present permits properly signed by the principal before admitting students to class or study hall following absences or tardiness.

Students must not be sent from or permitted to leave the building during school hours without the approval of the principal. Do not excuse pupils from classes except in case of emergency or absolute necessity. Inform the principal immediately.

Teachers must refrain from leaving their classes or study halls during the period, except in case of emergency. The principal should be notified then.

Teachers should never assume the responsibility for advising or directing the work of other departments. Such advice or directions are prerogatives of the administration.

All criticism should be constructive. It should be given directly to the persons for whom it was intended.

It is hoped that no teacher will give good grades merely to be popular with the students, nor that she will give poor grades because she has become "miffed" at them. Grades represent an evaluation of work, and/or achievement of the pupil.

All free textbooks must be checked by the teacher periodically at least each nine weeks.

Wise use of the buildings and facilities is admirable, unnecessary or misuse is deplorable.

~~Smoking on the school campus is permitted in the teachers lounge and offices by adults only. (Students have a designated area.)~~

In matters not covered by a written policy consult your principal. Many problems can be solved by proper exercise of sound judgment and common sense.

The librarian is requested to file a copy of the library rules with these persons: each study hall teacher, the high school principal, the superintendent of schools, one copy in the library section of the study hall and a copy in the student's sections of the study hall.

Communications between administration and teachers, teacher and teacher, etc., should be given directly rather than sending word by students. This avoids misunderstandings.

Work permits may be given upon written request by parents, certification by employers, and approval of the principal.

Teachers are to sit with their groups in assemblies.

Professional ethics demand that we consider all sides of a question from an unbiased standpoint.

Written lesson plans are required and each teacher is expected to set up objectives, procedures, and content outline or schedule for each unit of work he teaches. Grade books with lesson plans must be available for your substitute should one be needed. Plan books are provided for this purpose.

None of the policies or regulations given herein are intended to be burdensome, rather it is hoped that they will give each of us a clearer understanding of the multitude of problems which confront us from time to time and that with such understanding may come a stronger cooperative effort to find the solution to such problems.

#### EMPLOYMENT OF PERSONNEL

The Superintendent of Schools may be employed at a regular or special meeting during the month of January.

The building principals may be employed at a regular or special meeting during the month of February.

The classroom teachers may be employed at a regular or special meeting during the month of April.

Any personnel whose work is unsatisfactory shall be given ample notice before time for reemployment in order that they may have the opportunity to make needed corrections.

#### STUDENT DISCIPLINE

It is not the intent of school personnel to set a lot of rigid rules for students. But it is necessary to have rules so that the students will have the chance to learn without being abused by other students.

Since classroom disruption can vary from minor problems to problems of a more severe nature, it is impossible to define absolutely a step-by-step procedure to handle each individual case. Each case will be handled individually, the procedure depending upon the extenuating circumstances of each case. However, the general discipline procedure of the school will be the guideline followed for similar offenses. (Continue on page 10)

DISCIPLINE POLICY  
COMMERCE PUBLIC SCHOOLS  
NOVEMBER 1982

In accordance with H.B. 1816 and in keeping with our established policy, the Board of Education of the Commerce Public Schools hereby submits an adopted policy of disciplinary measures to be utilized within the Commerce School System.

It is not the intent of school personnel to set a lot of rigid rules for students. It is our intent, though, to have an orderly, learning atmosphere. Often times student misbehavior can be stifled by talking with the student, communication with parents, utilizing the principal or counselor, or as a last resort, the use of corporal punishment. Below is a procedure for handling student behavior problems at the Commerce School Systems.

OPTIONAL MEANS OF PUNISHMENT AND DEFINITIONS

- I. Corporal Punishment. as used in the school setting, is limited to spanking on the buttocks.
- II. Restraint. is the act of controlling the actions of pupil (s) when such actions may inflict harm to others or to himself. Teachers and administrators must feel free to use whatever reasonable means are appropriate at the moment if it is necessary to prevent a pupil from harming others and himself.
- III. Short-Term Suspension. is a period of time a pupil is removed from school not to exceed five (5) days.
- IV. Extended-Term Suspension. is a period of time a pupil is removed from school for more than five (5) days but does not extend beyond the current semester.
- V. Expulsion. is when a pupil is removed from school for the balance of the current school year.
- VI. Detention. is a means whereby a student may be required to spend time in a study hall or a punitive work situation during other than school hours. (Prior to; or after school)

ACTS OF BEHAVIOR CONSIDERED UNACCEPTABLE

Acts of behavior which interfere with the maintenance of good learning environment or which are antagonistic to the welfare of other pupils will not be considered acceptable.

Minor Infractions: Warning will be given the first time. If the minor infraction continues, parents will be contacted. If the infraction continues, corporal punishment will be used. Excessive misbehavior will result in suspension from school.

Major Infraction: No warning, student will either receive corporal punishment or be suspended from school. If the parents or guardian 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 parents wishes will be respected. Should the occasion arise that such student is involved in an incident where others would be paddled, then said student will be suspended from school for 24 hours.

Minor Infractions:

Tardiness  
 Running in hall  
 Pushing and shoving  
 Chewing gum  
 Disruption of class(1st offense)  
 Crowding in lunch line  
 Improper dress  
 Disobeying teachers  
 Talking back to teachers  
 Wearing hats in main building  
 Eating food in unauthorized place  
 Temper tantrums  
 Smoking or using tobacco without permit.

Major Infractions:

Truancy  
 Vandalism  
 Stealing  
 Using bad language  
 Fighting  
 Using alcoholic drinks  
 Using non prescribed drugs  
 Extortion  
 Possession or use of lethal weapon  
 Possession or sale of narcotics or drugs  
 Breaking school rules repeatedly  
 Intimidation  
 Open Defiance  
 Threats (by word or deed)

PUNISHMENT IS SOMETIMES NECESSARY

It is the firm belief of the board, administrators and teachers that the large majority of pupils are well-behaved, industrious, and eager to learn. The taxpayers' money and the schools' efforts should not be misspent by permitting the few unruly pupils to waste time, upset classes, and distract others who wish to learn. For a small percent of the pupils who do not respond to a positive approach, punishment of some kind is sometimes necessary. When involving punishment or restraint, good discipline should be fair, dignified, and administered without anger or malice.

Adopted this 1st Day of November 1982.

Tom Gilbert  
 Vice President

Gerald Mould  
 President

Gene Hulse  
 Clerk

Larry Halverson  
 Member

Ralph Cook  
 Member

## ALEXANDER STUDENT DISCIPLINE

It is not the intent of school personnel to set a lot of rigid rules for students. It is our intent, though, to have an orderly, learning atmosphere. Often times student misbehavior can be stifled by talking with the student, communication with parents, utilizing the principal, or counselor, or as a last resort, the use of corporal punishment. Below is a procedure for handling student behavior problems at the Alexander Elementary School.

**Minor infractions:** Warning will be given the first time. If the minor infraction continues, parents will be contacted. If the infraction continues, corporal punishment will be used. Excessive misbehavior will result in suspension from school.

**Major infraction:** No warning, student will either receive corporal punishment or be suspended from school. If the parents or guardian 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 parents wishes will be respected. Should the occasion arise that such student is involved in an incident where others would be paddled, then said student will be suspended from school for 24 hours.

### Minor Infractions

Tardiness  
Running in hall  
Pushing and shoving  
Chewing gum  
Disruption of class(1st.offense)  
Crowding in lunch line  
Improper dress  
Disobeying teachers  
Talking back to teachers  
Wearing hats in main building  
Eating food in unauthorized place

### Major Infractions

Truancy  
Vandalism  
Stealing  
Using bad language  
Fighting  
Using alcoholic drinks  
Using non prescribed drugs

## GRADING

Each teacher is requested to consider cases of individual differences in dealing with students. You should consider environment, study conditions, pupil experience, general cooperation and effort on the part of the student. It is the teacher's responsibility to encourage the student to achieve to the maximum of his or her ability. Check on him from time to time, encourage him, require make-up work in cases of excused absences, see that he turns in the make-up work properly prepared before you give him a grade for it. If a pupil can and won't do the work, call for a conference with his parents and state the facts in the case.

Punctuality is an admirable trait, the practices of which is necessary on the part of the administration, the faculty, and the student-body, if the promotion of general welfare of the school is to be carried out effectively.

When evaluating the work of the students, please consider ability, achievement and effort. Remember that it is better to consider carefully before grades are recorded. In case of low grades, every parent is entitled to a satisfactory explanation of the facts in the case, supported by the records. It is recommended that teachers use at least twenty minutes of the fifty-five minute period for constructive supervised study. This will mean much to the academic growth of the child, if we are consistent in the practice.

Record your grades on your daily class record before placing them on cards. See that your office grade sheets are filed with the principal each nine weeks. Elementary and junior high school teachers are expected to record their grades in the registers at the end of each semester.

All grades marked "I" shall become "F" after ten school days unless the pupil meets satisfactorily the condition which caused the "I" to be recorded against him. When comparing the student's progress in your class or subject, please bear in mind that he must be measured by the accumulation of experience which he has had an opportunity to gain rather than by experiences of adult life. A subject can be quite easy for a teacher and very difficult for the student.

If your class consists of average pupils, who work under average conditions and environment, you can expect a greater percentage of "C's" than "A's", "B's", "D's", or "F's". Under no circumstances shall the above statement be interpreted to mean that the administration expects you to grade on the curve of normal distribution. If a pupil does not have the ability, but puts forth the maximum effort, it will do little good to fail him. Give an "A" only in cases where the quality of work permits such grades--not because the pupil is the best in the class. This applies to "B's", "C's", "D's", etc.

## GUIDANCE

Teachers are to bear in mind that the specialization, departmentalization, newness of the situation, special rules, and regulations present a somewhat baffling problem to many of our students and especially those students entering our schools for the first time. Because of this situation, you are urged to avail yourself of every opportunity to help these students to become familiar with the general school set up and their responsibilities to it. With counselor, assist students by giving them timely advice whenever you have the opportunity.

1. Help them to correct handicaps or shortcomings which may hinder their progress or interfere with their happiness.
2. Help them to know more about vocations and professions.
3. Help them to better understand the school and their relationship to it.
4. Help them to be happy congenial persons while attending our schools.
5. Help them to understand that their most important responsibility is to themselves and this can best be served by regular, punctual daily attendance in school.
6. Help arrange for the student certain activities which will tend to enlarge and develop his best qualities and to minimize his poorer ones.
7. Assist the student in understanding himself.

We should bear in mind that the immediate interests of students and adults are often far apart and that in order to secure their confidence and respect, it is necessary for us to express frequently an interest in their use of these materials in preparations of their assignments. When students are not usefully employed in school, they often resort to vandalism and other destructive tactics. Teachers are especially requested to be on the look out for this and to report such cases to the office at once. (Keep them busily engaged in educational pursuits at all times.) Refer special cases to the guidance counselor.

## GRIEVANCES AND COMPLAINTS

- A. Grievances, complaints and communication from employees shall not be brought before the Board of Education until they have been taken up with the Principal and Superintendent of Schools. Any employee may at any time appeal to the Board from a decision by the Superintendent.
- B. Complaints against any employee which arise within the membership of the Board, or which came to the attention of the Board, except through the Superintendent, shall be referred to the Superintendent for decisions. In case either the employee or complainant is not satisfied with the decision of the Superintendent, appeal may be taken directly to the Board upon written request by the complainant.



- C. Grievances or complaints from the public shall be transmitted to the Superintendent of Schools in the manner prescribed in the paragraphs already given, and if an appeal from the Superintendent's decision is desired, it may be presented to the Board through the Superintendent.

All complaints shall be in writing and no anonymous correspondence may be considered officially by the Board.

#### HALL DUTIES

Hall, playground, and lunchroom duties shall be assigned by the building principals.

#### HONOR ROLL

Students enrolled in grades 6-12 are to be placed on the honor roll, if they have a "B" or better in scholarship. Students who make all "A's" in scholarship and citizenship are included on the Superintendent's Honor Roll. There must be no "D's". If average is 3.00, one "C" may be counted.

#### LIBRARY

The library should be kept quiet and orderly at all times. The teacher in charge should impress its value upon the minds of the students. The teacher should spend his/her time supervising the students, seeing that each has access to the library facilities subject to the rules set up by the librarian and her staff of student helpers. The teacher should not spend his/her time reading, writing letters, or grading papers. The teacher should ascertain the type and amounts of library materials which may be used in connection with their assignments, and should encourage their students to use the library materials.

#### LUNCHROOM

Lunches are made available for all students and personnel. Closed campus will pertain to faculty and students. Use of the lunchroom necessitates that: one of the cooks, head cook if feasible, is to be present at all times when this facility is in use by other than regular cooks. The cook is to be paid at the prevailing wage for her extra time, by the school if a school function or by such organization granted permission to use facilities.

#### PERSONAL LEAVE

Three days for personal leave shall be given with prior approval of the principal and notification to the superintendent.

## PUBLICITY

Most of the publicity of the Commerce Public Schools will be given through the columns of the Tri State Tribune, the Miami News Record, those of the student publication, The Tiger Chat, and by word of mouth as told by students and others on the streets, in the homes, and elsewhere. There is an adage which states, "It pays to advertise." Teachers should see to it that special activities from their group get proper recognition. Give the information to the class reporter. Bits of news may be sent to the desk of the principal or superintendent; either will see that it is sent to the proper place for publication. Each teacher and/or sponsor is responsible for seeing that this is done.

## SELLING AND RAISING FUNDS

The administration recognizes that certain classes and organizations within the school must raise funds to carry out their activities and to serve the purpose for which they were organized. In carrying on their money raising activities, the administration requests that the following procedure be followed:

1. Prepare budget of needs and secure its approval.
2. Suggest methods of raising funds to meet needs of the budget and secure its approval.
3. Keep selling activities to a minimum.
4. Avoid placing the school, the class, or the organization in competition with commercial institutions who must sell their commodities in Commerce in order to make a living.
5. Do not request that pupils be excused from class to engage in selling projects or activities.
6. *All fund raisers must be approved by the Board of Education.*

## SICK LEAVE

*120* State law provides a sick leave policy (ten days per year cumulative to ~~60~~ days). Leave begins with the first day of disability but a doctors certificate must be furnished if asked for by the superintendent.

In case of illness the substitute teacher is to be paid per day by the school district.

Accumulative sick leave may be transferred from one district to another school with proper verification from the previous school taught. However, any leave accumulated in the sending district shall not count toward paying for a leave accumulated over 60 days.

## SPORTS INSURANCE

The Commerce Board of Education requires that all junior and senior high boys participating in football be insured through the school or have a letter from the parent or guardian stating that they already have adequate insurance and do not wish the school to pay for any football insurance. The Commerce School District will pay the premium for those boys who do not already have insurance so that every boy participating in football will have insurance to take care of most of his injuries. Players must pay for base policy. Each boy must satisfactorily pass his physical examination and have a parent's or guardian's certificate of authority in the principal's office prior to practice.

## STUDENT COUNCIL

The Student Council in the Commerce High School is charged with three major responsibilities: 1. to promote better school spirit among the students, 2. to coordinate activities among the classes, and 3. to work with the faculty, the sponsors and the administration in promoting ideals of good citizenship. They shall at no time attempt to legislate policies. The principal of the school may approve or veto the action of the student council, if in his opinion the best interest of the school is served by such action.

## STUDENT TRIPS

- A. Adult must be either driving or riding in each car.
- B. Car operator must have sufficient insurance covering car and riders.
- C. Each student must be assigned by the principal to a particular car and/or driver. Students must go and return the same way.

## TEACHING METHODS

No effort has been made to go into detail as far as methods of teaching are concerned. Only a few suggestions are given. You may have better ones to pass on. We encourage teacher initiative and foresight in planning and presenting your work. All class work should be motivated so as to appeal to the students. Often subject matter is an accumulation of dry facts so arranged as to dull rather than arouse curiosity. Assignments should be clear, purposeful, and well-timed and should be elastic enough to challenge the most apt pupil and at the same time contain something that will compensate the slowest pupil for the effort which he puts forth.

Pupils fail because of certain sets of factors with which they must cope. These sets of factors are:

1. Factors resident in the pupil.
2. Factors resident in the curriculum.
3. Factors resident in the teacher.

## TESTING

A testing program is administered in the Commerce Schools. All students will be afforded the opportunity to take a battery of achievement tests each year. Intelligence tests will be given before the senior year. Through these tests we hope to obtain useful knowledge to use in assisting our students with their schedule of classes, assist them in solving their problems, and help them to better understand themselves.

## *Students*

Admission is granted to all legal age resident students. Kindergarten children must be five on or before November 1, first grade children must be six on or before November 1. No underage children shall be admitted school who show completion of the elementary level work. High school students are admitted who have satisfactorily completed the work of the junior high level.

Oklahoma School law requires regular attendance of all pupils from 5 to 18 years of age who have not graduated from high school.

Students with an excused absence shall be permitted to do make-up work.

Extra-curricular activities or organizations which take students away from school shall be kept to a minimum.

Progress records: Records of the student's progress and conduct from year to year shall be kept on file in the principal's office.

Health records: Sickness and accident cards must be kept by each principal. A record of immunizations shall be maintained by each principal.

School lunch program: Lunches are made available at the Alexander, Middle, and High School cafeterias for all students and school personnel. Tickets may be purchased on Monday each week.

School attendance: Students must attend at least 80% of the time each reporting period to be eligible for grades, except for all excused absences.

Lost or damaged property: Replacement costs must be paid by the student who loses or damages school property.

## USE OF SCHOOL FACILITIES

### by NON-SCHOOL GROUPS

It is the philosophy of the Board and Administration of Commerce High School that School Facilities should be utilized to their fullest in order to enhance the recreational and educational opportunities of patrons within our Community.

It is also recognized that the cost and labor of maintaining the school facilities along with the Safety Standard responsibilities fall directly upon the Board and Administration thereby creating a need for certain guidelines and restrictions in the use thereof.

#### I. Groups

- a. Groups will be made up largely of Commerce district residents.
- b. One Commerce person will be named as the responsible party for the Group activities. This person will be approved by the Board of Education.

#### II. Gymnasium

- a. No use of the Gym by outside groups will conflict with a school activity.
- b. An individual from the group using the gym will be approved by the Board of Education to pick up the key from the principal of the building and return same.  
It will be expected that the gym and premises will be kept clean and in good repair.  
If a custodian is required to clean up after use, a "user fee" may be charged or if a problem continues, the group may be denied use of the gym.

#### III. Football Fields

- a. The same rules apply for use of the football fields that apply for gyms, with the exception of a custodian being present.
- b. Dressing rooms will not be furnished for out of town groups. They should make plans to arrive dressed.

#### IV. School Building

- a. Use of school classrooms or other areas are allowed for certain quasi-educational groups; primarily established for the promotion of excellence in education at the Commerce Schools.
- b. Arrangements for the above named use will be made through the Building Principal and final approval by the Superintendent.

V. Approval

Approval for use of school facilities are delegated to the Superintendent of Schools with the Board of Education having final approval and/or veto powers.