

**COMMERCE HIGH SCHOOL
COMMERCE MIDDLE SCHOOL**



Student – Parent Handbook

2025 • 2026

Commerce High School

420 Doug Furnas Blvd

Commerce, OK 74339-3122

Telephone: (918) 675-4343

<https://www.commercetigers.net/>

Mr. Rusty Barker

Principal

Commerce Middle School

500 Commerce St

Commerce, OK 74339-2401

Telephone: (918) 675-4101

<https://www.commercetigers.net/>

Mr. John Medlin

Principal

This handbook serves as a general guide for administrators, students, and parents. It is not intended to address every possible situation or circumstance. While board policies require advance notice and are placed on public agendas for review and comment prior to adoption, additional administrative policies and procedures may be implemented at any time, with or without prior notice.

Official board policies are available online at www.commercetigers.net or can be reviewed at any school office upon request.

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WELCOME AND FRAMEWORK

INTRODUCTION

Welcome to Commerce Schools! Our faculty is pleased to have you with us and looks forward to your cooperation in making your school experience both productive and enjoyable.

Education is not just a privilege—it is a responsibility you carry for your community, your state, and your nation. A strong democracy depends on informed, educated citizens. As such, we all share in the duty to pursue learning, not only for personal growth but also for the greater good of society.

Careful planning of your high school coursework is essential. Take time to review the requirements for graduation and consider the classes that best match your career goals, interests, and abilities.

Commerce Public Schools does not discriminate on the basis of race, color, sex, or national origin, and we are committed to providing equal educational opportunities for all students. We are in full compliance with Title IX, the Family Educational Rights and Privacy Act (FERPA), HIV/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 ALMA MATER

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.

COMMERCE SCHOOL COLORS

BLUE and WHITE

THE BOARD OF EDUCATION

The public is encouraged to attend the monthly meetings of the Commerce Board of Education, which are held at the Board of Education Building located at 217 Commerce Street. Regular meetings are typically scheduled for the second Monday of each month at 6:30 p.m. In August, September, and October, meetings are held on the Tuesday following the second Monday.

The primary role of the Board of Education is to establish school policy and provide direction through statements of intent that guide the operation and development of the district's educational programs.

Current board members are:

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

BOARD OF EDUCATION PHILOSOPHY

We believe in providing excellence in education for every student, tailored to meet their individual needs, capabilities, and aspirations. Access to learning is a fundamental part of our democratic heritage and must be nurtured, protected, and advanced through public education.

We are committed to offering timely curricular and extracurricular opportunities that promote academic achievement, vocational growth, aesthetic appreciation, physical development, moral character, social responsibility, and productive citizenship.

We value and support community involvement, recognizing that local interests, needs, and organizations play an important role in enriching and complementing our educational mission.

We emphasize the importance of learning how to learn in an ever-changing society, while upholding traditional values and respect for appropriate authority.

We affirm the unique worth of each student and their potential to become a contributing, responsible member of society.

SCHOOLS AND ADMINISTRATION

<p>Commerce High School 420 Doug Furnas Blvd Rusty Barker, Principal rbarker@commercetigers.net Janet Trease, Building Secretary jtreate@commercetigers.net Cary Ng, Counselor cng@commercetigers.net (918) 675-4343 Fax (918) 675-4682</p>	<p>Commerce Middle School 500 Commerce St John Medlin, Principal jmedlin@commercetigers.net Louise Kissee, Building Secretary lkissee@commercetigers.net Kristy Moudy, Counselor kmoudy@commercetigers.net (918) 675-4101 Fax (918) 675-5353</p>	<p>Alternative Education Learning Center 420 Doug Furnas Blvd Rusty Barker, Director rbarker@commercetigers.net Logan Cawyer, Assistant Director lcawyer@commercetigers.net (918) 675-4343 Fax (918) 675-4682</p>
<p>Special Education 601 East 6th Street Trevor Brough, Director tbrough@commercetigers.net (918) 675-4336 Fax (918) 675-5056</p>	<p>Child Nutrition Program 217 Commerce St Heather Pittman, Authorized Representative hpittman@commercetigers.net (918) 675-4316 Fax (918) 675-4464</p>	<p>Transportation 420 Doug Furnas Blvd Rusty Barker, Coi-Director rbarker@commercetigers.net Janet Trease, Coi-Director jtreate@commercetigers.net (918) 675-4343 Fax (918) 675-4682</p>
<p>Superintendent's Office 217 Commerce St Steve Moss, Superintendent smoss@commercetigers.net Jennifer Jauert, Financial Secretary jjauert@commercetigers.net Heather Pittman, Activity Fund Custodian hpittman@commercetigers.net Jodi Trease, Superintendent Secretary jtreate@commercetigers.net (918) 675-4316 Fax (918) 675-4464</p>	<p>Athletics 420 Doug Furnas Blvd Rusty Barker, Director rbarker@commercetigers.net Brooke Jackson, Assistant Director bjackson@commercetigers.net Logan Cawyer, Assistant Director lcawyer@commercetigers.net (918) 675-4343 Fax (918) 675-4682</p>	<p>Federal Programs 217 Commerce Street Jim Haynes, Director jhaynes@commercetigers.net (918) 675-4101 Fax (918) 675-5353</p>

ESSENTIAL INFO

2025–2026 KEY DATES

August 2025

- Aug 5 & 12 – Teacher Work Days
- Aug 6, 7, 8 & 11 – Professional Days
- Aug 11 – Open House / Professional Day
- Aug 13 – First Day of Classroom Instruction

September 2025

- Sept 1 – Labor Day Holiday
- Sept 26 – Parent-Teacher Conference Day

October 2025

- Oct 15 – End of First Quarter
- Oct 16–20 – Fall Break
- Oct 21 – Start of Second Quarter

November 2025

- Nov 24–28 – Thanksgiving Break

December 2025

- Dec 19 – End of First Semester
- Dec 20–31 – Winter Break
- Dec 24 – Christmas Eve Holiday
- Dec 25 – Christmas Day Holiday

January 2026

- Jan 1 – New Year's Day Holiday
- Jan 1–2 – Winter Break Continues
- Jan 5 – Professional Day (No School)
- Jan 6 – Start of Second Semester
- Jan 19 – Martin Luther King Jr. Day Holiday

February 2026

- Feb 13 – Parent-Teacher Conference Day
- Feb 16 – President's Day Holiday

March 2026

- Mar 6 – End of Third Quarter
- Mar 9 – Start of Fourth Quarter
- Mar 13 – No School
- Mar 16–20 – Spring Break
- Mar 28 – Professional Day (No School)

April 2026

- Apr 3 – Good Friday (No School)
- Apr 10 – No School
- Apr 17 – No School

May 2026

- May 14 – Last Day of Classroom Instruction
- May 15 – Teacher Work Day
- May 17 – Senior High Commencement
- May 18–22 – Make-Up Days (if needed)
- May 25 – Memorial Day Holiday

FIRST LUNCH	SECOND LUNCH
1st Period – 8:05 AM to 8:52 AM 2nd Period – 8:57 AM to 9:44 AM 3rd Period – 9:49 AM to 10:36 AM Enrichment/Reading – 10:41 AM to 11:06 AM 1st Lunch: 11:06 AM to 11:36 AM 4th Period: 11:41 AM to 12:28 PM 5th Period – 12:33 PM to 1:20 PM 6th Period – 1:25 PM to 2:12 PM 7th Period – 2:17 PM to 3:05 PM	1st Period – 8:05 AM to 8:52 AM 2nd Period – 8:57 AM to 9:44 AM 3rd Period – 9:49 AM to 10:36 AM Enrichment/Reading – 10:41 AM to 11:06 AM 4th Period: 11:11 AM to 11:58 AM 2nd Lunch: 11:58 AM to 12:28 PM 5th Period – 12:33 PM to 1:20 PM 6th Period – 1:25 PM to 2:12 PM 7th Period – 2:17 PM to 3:05 PM

SCHOOL VISITORS

Commerce Public Schools welcomes parent involvement and encourages positive interaction between families and staff. However, for the safety of all students:

- All visitors must check in at the school entrance kiosk upon arrival. The kiosk will scan a valid driver’s license and print a name badge for identification
- After receiving their name badge, visitors should proceed to the office to complete check-in.
- Visitors to CMS or CHS must sign out when leaving campus.
- Students may not bring younger children or guests to school during the day

The superintendent or principal has the authority to remove any individual from school property if their presence is disruptive or threatens the peaceful operation of the school. Refusal to leave may result in law enforcement involvement and possible misdemeanor charges under Oklahoma law.

PARENT/GUARDIAN NOTIFICATION OF STUDENT EMAIL ACCOUNTS

Each student is issued a school-managed Gmail (Google) account to access instructional materials, communicate with teachers, and complete assignments using Chromebooks and other internet-connected devices. These accounts are monitored and intended solely for educational use.

FIRE, TORNADO, AND SECURITY DRILLS

Commerce Public Schools conducts regular emergency drills to ensure students and staff are prepared to respond safely and calmly in the event of a real emergency. These drills include fire, tornado, and security procedures, and are conducted in accordance with state law.

Fire Drills

Fire evacuation procedures are posted in each classroom. Students should review these instructions and be familiar with their exit route.

- In the event of a fire alarm (continuous ringing), students must exit the building promptly and move to the designated safe area at least 500 feet away.
- Students must walk quietly and follow their teacher’s instructions at all times.
- Do not return to the building until given clearance by administration or emergency personnel.

Tornado Drills

Tornado shelter procedures are also posted in each classroom. A tornado drill or warning will be announced over the intercom system.

- Students must proceed in an orderly manner to the designated shelter or safe room for their area of the building.
- Students in portable buildings or gyms will be directed to specific shelter locations.
- Students should sit quietly and remain in the shelter area until an all-clear is given.

Security Drills

Security drills are held to practice procedures in the event of a threat inside or near the school, such as an intruder or a situation requiring restricted movement.

- During a security drill, classroom doors are locked and lights may be turned off.
- Students must remain silent and out of sight, following all instructions given by their teacher.
- Drills will end only when cleared by an administrator, School Resource Officer, or law enforcement.

These drills are not meant to cause fear, but to prepare students and staff to respond quickly and safely. Taking all drills seriously is essential to everyone's safety.

STUDENT ATTENDANCE

Regular attendance is essential to student success. Commerce Public Schools expects students to attend school daily unless illness or unavoidable circumstances prevent it. Students with a fever of 100.4°F or higher should stay home and may return only after being fever-free for 24 hours without medication.

GENERAL ATTENDANCE REQUIREMENT

- To receive credit for a course, a student must be present for at least 90% of the semester, which allows no more than 9 total absences (excused or unexcused) per semester.
- Attendance below 90% may result in no credit for one or more courses.
- Students who exceed the 10% absence limit may appeal to the Board of Education for reinstatement of credit.
- School-sponsored activities during the school day do not count toward the 9-absence limit.
- Bereavement for an immediate family member does not count toward the absence limit.

It is the responsibility of the parent/guardian to notify the school in a reasonable amount of time for excused absences. If no contact is made, a written note or phone call is required upon the student's return.

REPORTING ABSENCES

- Parents/guardians should notify the school by 10:00 a.m. on the day of the absence.
- If no contact is made, a written note or phone call is required upon the student's return.
- All medical documentation should be submitted within one week of returning to school.

MEDICAL EXCEPTIONS

Students with chronic or serious health conditions may qualify for a medical exemption through the district's Attendance Review Committee.

Absences documented by a licensed medical provider may be waived from the 90% attendance requirement.

While medical documentation is not required to excuse personal or family illness, a doctor's note may be requested in cases of excessive absence or to qualify for a waiver from the 90% rule.

Absences due to a significant medical condition, as determined by the Attendance Review Committee, will not count toward chronic absenteeism.

SCHOOL ACTIVITY ABSENCES

- Students may miss up to 10 days per semester for school-sponsored activities without additional administrative approval.
- Students must notify teachers in advance and complete all assignments within the regular make-up window.
- Absences for state or national-level competitions do not count toward the 10-day limit if:
 - The student has earned the right to compete, and
 - The activity has been approved by the Board of Education based on written criteria submitted by the sponsor.

TARDY POLICY

- A student is tardy if not seated and ready to work when the bell rings.
- Three tardies = one unexcused absence for attendance purposes.
- Tardies reset at the start of each 9-week period, except when related to semester test exemptions.
- A student must attend the majority of a class period to be counted present.
- Leaving class without permission may be counted as a tardy unless previously excused by staff.

Tardy Consequences

- 1–2 Tardies: Teacher warning (documented)
- 3 Tardies: Teacher contacts parent and assigns consequence
- 4 Tardies: Additional consequence and parent contact
- 5 Tardies: Office referral and administrative discipline
- 6+ Tardies: Progressive discipline (e.g., lunch detention, Saturday school, ISS)

TRUANCY

A student is considered truant if:

- Absent without school or parent knowledge
- Leaves campus without proper checkout
- A parent/guardian knowingly allows unlawful absences

Truant students may not be allowed to make up missed work. Excessive absences or truancy may be referred to the District Attorney, as permitted by law.

For more detailed information about student attendance, medical exemptions, and attendance regulations, parents and guardians are encouraged to review the following board-approved policies available on the district website or by request from the district office:

- FDC – Student Attendance
- FDC-P – Medical Exemption Review Committee Process for Eligible Exemptions and Documentation for Decision
- FDC-R1 – Attendance Policy Regulation

GRADUATION REQUIREMENTS

To earn a standard high school diploma, students must complete a minimum of 25 units of credit in grades 9–12. Oklahoma law requires students to complete the College Preparatory/Work Ready Curriculum, unless a parent signs a written opt-out form to enroll the student in the Core Curriculum.

REQUIRED COURSE CREDITS (COLLEGE PREP/WORK READY PATH)

Subject	Credits Required	Details
English	4	Grammar, composition, literature, or other courses approved for college admission
Mathematics	3	Algebra I and above (e.g., Algebra II, Geometry, Trigonometry, Calculus)
Laboratory Science	3	Biology, Chemistry, Physics, or other approved lab sciences
Social Studies	3	U.S. History (1), Oklahoma History (0.5), U.S. Government (0.5), and one additional approved credit
World Language or Computer Technology	2	Two years of the same foreign language or two years of approved computer technology (excluding keyboarding)
Additional Core Credit	1	Any course from the core subject areas listed above
Fine Arts or Speech	1	Art, music, drama, or speech
Electives	8	Chosen based on student interest and postsecondary plans

Total Required Credits: 25

Other Graduation Requirements

- Personal Financial Literacy: Completion of the Oklahoma Passport to Financial Literacy curriculum
- CPR & AED Instruction: One-time training in CPR and AED awareness, unless excused
- U.S. Naturalization Test: Civics test required by the state
- Minimum Course Load: Students must enroll in at least six class periods per day (or equivalent block scheduling)

Course Substitutions & Credit Options

- CareerTech and STEM courses may fulfill math or science requirements if aligned to standards and approved.

- High school credit may be granted for qualifying 8th grade coursework if taught by certified instructors at the appropriate level.
- Coursework taken through accredited supplemental education providers may count with approval from the State Board of Education and local board.
- Students may not earn credit more than once for the same course.

GRADING SYSTEM AND ACADEMIC POLICIES

ASSIGNMENT DEADLINES

If a student does not turn in an assignment on time:

- **1 day late** – eligible for up to **80% credit**
- **2 days late** – eligible for up to **60% credit**
- **3 or more days late** – receives **0% credit**

Teachers may adjust due dates in cases of illness, emergencies, or other extenuating circumstances.

MAKE-UP WORK

- Students have the number of days missed plus one to complete missed assignments.
- It is the student’s responsibility to arrange make-up work immediately upon return.

GRADING SCALE (ALL SUBJECTS)

In accordance with board policy, the following grading scale applies to all coursework, including special education:

Letter Grade	Percentage	Description
A	90–100	Excellent
B	80–89	Good
C	70–79	Average
D	60–69	Poor
F	Below 60	Failure

- A grade of **“I” (Incomplete)** must be made up within the time limit set by the teacher.
- Teachers are encouraged to review and adjust grading practices if grade distributions are unusually high or low.

SEMESTER GRADE CALCULATION

Semester grades for middle and high school students are calculated as follows:

- **90%** – Daily work, quizzes, and weekly tests
- **10%** – Semester test

ACADEMIC PROGRESS MONITORING

Commerce Public Schools does **not issue formal progress reports**. Instead, grades are available to students and parents **24/7 through the TeacherEase Student Information System**.

Parents and students are encouraged to:

- Monitor academic performance regularly through the **TeacherEase portal**
- Contact teachers with questions or concerns
- Stay informed about academic standing throughout the semester

School staff may reach out to families directly if a student is at risk of failure or falling behind.

REPORT CARDS

- Issued **twice per year** (at the end of each semester)
- Reflect final semester grades, which are recorded on high school transcripts or middle school cumulative folders
- **Report cards are not mailed**—they may be picked up at the **CHS or CMS main office**

SEMESTER TEST EXEMPTIONS

Students may be exempt from final exams based on **attendance** and **academic performance**:

- **Exempt from 2 exams:**
 - 3 or fewer absences
 - **B or higher** in all classes
- **Exempt from 1 exam:**
 - 3 or fewer absences
 - **C or higher** in all classes
- **Special Considerations:**
 - Requests due to extended illness, surgery, or other serious circumstances may be submitted to the administration. Final approval is at the administrator's discretion.

*Absences are counted by class period; missing one class = 0.5 day
Excused and unexcused absences both count; school activities do not
Exemption forms must be completed and signed before exam days*

ACADEMIC HONORS AND AWARDS

VALEDICTORIAN AND SALUTATORIAN – CHS

To be eligible for Valedictorian or Salutatorian honors at Commerce High School, a student must:

- Be enrolled as a full-time CHS student for the last five consecutive semesters (beginning no later than the second semester of 10th grade)
- Meet or exceed all graduation requirements for credits and coursework
- The Valedictorian shall be the senior with the highest cumulative GPA calculated over seven semesters (9th grade through the first semester of 12th grade), using a 4.0 scale
- If two or more students tie for the highest GPA, they will be recognized as Co-Valedictorians, and a Salutatorian will not be named.
- If there is only one Valedictorian, the student with the next highest GPA may be named Salutatorian.
- In the event of a tie for second place, Co-Salutatorians may be named — but only if there is no tie for Valedictorian.

Advanced Placement (AP) and Concurrent Enrollment courses receive an additional grade point per letter grade, as follows:

- A = 5 (counts as 4.0)
- B = 4 (counts as 4.0)
- C = 3 (counts as 3.0)
- D = 2 (counts as 2.0)
- F = 0

Note: The maximum GPA value for any course is 4.0.

VALEDICTORIAN AND SALUTATORIAN – CMS

To be eligible for Valedictorian or Salutatorian honors at Commerce Middle School, a student must:

- Be enrolled as a full-time CMS student for the last four consecutive semesters (beginning no later than the second semester of 6th grade)

Valedictorian

The Valedictorian shall be the eighth grade student with the highest cumulative GPA calculated over five semesters (6th grade through the first semester of 8th grade), using a 4.0 scale.

- In the event of a tie, Co-Valedictorians will be named.
- If Co-Valedictorians are selected, a Salutatorian will not be chosen.

Salutatorian

If only one Valedictorian is named, the student with the second-highest GPA may be honored as Salutatorian. In the event of a tie for second, Co-Salutatorians will be named. Honor Roll

An **Honor Roll** is published at the end of each semester:

- **All A Honor Roll**
- **A/B Honor Roll**

One grade lower than a B disqualifies a student. A **minimum of five (5) grades** is required to qualify.

TRANSFER STUDENTS

Students who transfer into Commerce High School after their junior year will not be denied a diploma due to differing graduation requirements, provided they meet Oklahoma minimum standards.

STATE HONOR SOCIETY

Students who rank in the top 10% of the student body based on academic performance during the last semester of the previous year and the first semester of the current year will be nominated to the Oklahoma State Honor Society.

ANNUAL SENIOR AWARDS

Outstanding seniors may be selected to receive one or more of the following awards in recognition of scholarship, leadership, character, and service:

- Alexander Award
- Melissa Douglas Award
- Jack Gilstrap Award
- Marcy Dyan Streeter Memorial Scholarship
- Tina Bachman Memorial Award
- Shanna Miller Memorial Scholarship
- Gene and Reba Davis Memorial Scholarship
- The Jim and Beverly Haynes Award
- The Kasey Keoni Ng Memorial Scholarship
- The Doug Furnas Memorial Scholarship
- American Legion Award – Selected based on Scholarship, Leadership, Citizenship, and Patriotism
- Masonic Award – Selected based on Scholarship, Leadership, Citizenship, and Service

Details and selection criteria for each award or scholarship are available through the CHS counselor's office.

STUDENT DISCIPLINE

DISCIPLINE PHILOSOPHY

Discipline is one of the most important lessons students can learn. While it's not taught as a separate subject, it is essential to a successful education. Discipline builds self-control, character, responsibility, and respect for others. It helps create an environment where everyone can learn and feel safe.

At Commerce Public Schools, we believe students should understand the purpose of discipline—not as punishment, but as guidance. By working together to follow school expectations, students can help make our schools better for everyone and build habits that will benefit them for life.

Our policies on student behavior and discipline align with Oklahoma law, including the School Laws of Oklahoma 2011, Section 487.2 (70-24-100.4).

STUDENT BEHAVIOR POLICY

The Commerce Board of Education has adopted the following guidelines for student behavior and discipline.

General Expectations

- Students do not give up their rights when they attend Commerce Public Schools.
 - Our schools function as communities, and all members share both rights and responsibilities.
 - Students are expected to follow school rules and respect others so that all students have the opportunity to learn in a safe and orderly environment.
-

PROHIBITED STUDENT BEHAVIORS

The following behaviors are prohibited at school, on school transportation, and during school-sponsored activities (on or off campus). Violations may result in disciplinary action, including but not limited to detention, corporal punishment, in-school placement, or out-of-school suspension.

This list is not all-inclusive. *Other conduct not listed here may also result in disciplinary action if it is disruptive, harmful, disrespectful, or interferes with school operations or safety.*

Academic Integrity

- Cheating/Plagiarism
- Forgery or falsifying documents

Attendance and Class Behavior

- Cutting class or skipping school (truancy)
- Refusal to work, sleeping, or eating in class
- Leaving school grounds without permission
- Failure to attend assigned detention or disciplinary placement

Disruption and Insubordination

- Disrupting the educational process
- Willful disobedience of school staff
- Use of obscene, profane, or vulgar language
- Repeated or flagrant disrespect toward staff or peers
- Disruptive use of electronic devices

Harassment, Bullying, and Threats

- Harassment, intimidation, or bullying (including verbal, written, physical, or electronic acts)
- Threatening behavior, including gestures or digital communication

- Inciting violence or hate speech based on race, color, religion, national origin, disability, gender, or sexual orientation
- Sexual harassment or misconduct
- Use of discriminatory or demeaning language or slurs

Violence and Harmful Behavior

- Fighting or physical aggression
- Verbal abuse or threats
- Assault or attempted assault
- Hazing or initiation rituals
- Endangering the safety of others
- Indecent exposure or lewd conduct
- Possession or use of caustic substances or irritants

Property and Theft

- Theft or possession of stolen property
- Extortion
- Vandalism or graffiti
- Willful damage to school or personal property

Substance Use and Contraband

- Possession, use, or distribution of:
 - Alcohol, low-point beer, illegal substances, or look-alike drugs
 - Prescription medication without authorization
 - Drug-related paraphernalia
- Being under the influence of drugs or alcohol
- Use or possession of tobacco or vape products

Weapons and Dangerous Items

- Possession or use of weapons, firearms, explosives, or related items
- Possession of replicas or facsimiles of weapons
- Use of any item to intimidate or harm others

Technology Misuse

- Cyberbullying or online threats
- Misuse of school technology (e.g., bypassing filters, searching for proxy services, accessing inappropriate content, phishing, hacking, etc.)
- Inappropriate use of AI or digital tools to cheat, harass, or deceive

Vandalism and Property Damage

- Destruction or defacing of school property
- Failure to report accidental damage

Other Violations

- Gambling
- Immoral or inappropriate behavior
- Inappropriate dress or public behavior
- Violation of school or Board of Education rules and policies
- Making false emergency calls or reports

Off-campus behavior that disrupts the school environment—including online harassment or bullying directed at students or staff—may also result in disciplinary action if it negatively affects the school's operations.

THREATS AND AGGRESSIVE BEHAVIOR

Threatening statements or physical aggression directed at any student, teacher, or school employee will not be tolerated. Threatening behavior includes verbal threats, physical intimidation, or acts of violence and may result in suspension, law enforcement involvement, or other disciplinary action.

All threats made against school staff will be reported to law enforcement in accordance with Oklahoma law and Board Policy FNCD.

DISCIPLINARY OPTIONS

The type of disciplinary action taken will depend on the nature and severity of the offense, the student's disciplinary history, and other relevant factors. The following options may be used alone or in combination, depending on the situation.

Detention

Detention is a corrective disciplinary measure assigned when a student violates school rules. It allows students to remain in an academic setting while addressing behavioral concerns.

Scheduling

- Detention may be assigned:
 - **Before school** (7:30–8:00 a.m.)
 - **After school** (3:10–4:00 p.m.)
 - **During lunch**
 - **On Saturdays** (9:00 a.m.–12:00 p.m.)
- Students will receive at least 24 hours' notice, except Saturday detention, which may be assigned on a Friday to be served the next day.

Expectations

- Students must report on time to the assigned detention room.
- Bring academic work, a pencil, and paper—students are expected to use the time productively for school-related tasks.
- Remain silent unless given permission to speak. Detention is a quiet, focused environment.
- No electronic devices unless approved by the detention supervisor for academic purposes.
- Follow all school rules and staff directions. Misbehavior during detention may lead to additional consequences.
- No sleeping, eating, or laying heads down.
- Students involved in extracurricular activities must serve detention as scheduled and will not be excused for practices, games, or events that conflict with detention.

Missed Detention

- 1st Missed Detention: May be rescheduled once per semester.
- 2nd Missed Detention: Saturday detention may be assigned.
- 3rd Missed Detention: May result in alternative disciplinary placement.
- 4 or More Missed Detentions: May result in out-of-school suspension (OSS).

Parent Responsibility

- Parents/guardians are responsible for all transportation arrangements related to detention, including after-school and Saturday sessions.
- Parents should reinforce school expectations at home and support their child's completion of detention requirements.
- Students must be picked up promptly after scheduled detention. Chronic late pickups may result in a loss of the after-school detention option.

Corporal Punishment

Oklahoma law and Commerce Board of Education policy permit the use of corporal punishment as a disciplinary measure. However, Commerce Middle School and Commerce High School have not used this method of discipline in many years. While it remains a legally authorized option, it is not part of the district's current disciplinary practice and would only be considered under exceptional circumstances and in accordance with all applicable policies and procedures. See Board Policy **FOB** for more information.

In-School Suspension (ISS)

ISS is a disciplinary option that allows students to remain in school in a supervised environment while separated from the general student population.

- Students are removed from their regular classes for a designated period.
- Assigned classwork must be completed during ISS.
- ISS helps students stay current academically while addressing behavioral issues.

Out-Of-School Detention (OSS)

Out-of-school suspension is a serious disciplinary action used when a student's behavior is severe, persistent, or dangerous. The student is removed from the school environment for a defined period of time and is not allowed to participate in any school activities during the suspension. Suspensions must have a specific start and end **date**. Indefinite suspensions are not allowed.

All OSS decisions will follow applicable laws and the student's due process rights under the Fourteenth Amendment and Oklahoma state law.

Reasons for Out-of-School Suspension

Students may be suspended out of school for:

- Repeated or serious violation of school rules or policies
- Immoral or dangerous conduct
- Possession of alcohol, drugs, or stolen property
- Possession of a dangerous weapon or controlled substance
- Assault or attempted injury toward a school employee or volunteer

Note: Students in grades 6–12 who assault or attempt to harm a school employee may be suspended for the remainder of the current semester and the following semester. The superintendent may modify the term based on the circumstances.

Before Out-of-School Suspension is Assigned

Unless there is an immediate danger or disruption, the student will be given:

1. An informal conference with the principal
2. A clear explanation of the rule or policy violated
3. A chance to explain their side of the story
4. Notification of the length of the suspension

Parents will be contacted by phone and in writing. Written notice will include:

- The reason for the suspension
- A summary of any alternative disciplinary options considered
- Appeal rights and next steps

Elementary and middle school students will not be released early without advance parental notice.

Immediate Suspension Without a Conference

In emergency situations where the student poses a danger or serious disruption, the principal may suspend the student immediately. A parent conference will be scheduled as soon as possible afterward.

- The school will explain appeal options
- The parent may be asked to sign a waiver of further review if in agreement

Length of Suspension

- **Short-Term OSS:** 10 or fewer school days
- **Long-Term OSS:** More than 10 school days (not to exceed the current and next semester)
- OSS related to **firearms** may extend up to one calendar year (see Gun-Free Schools section)

Appeals Process for Out-of-School Suspension

Students and parents have the right to appeal an OSS decision. The appeal process differs based on whether the suspension is short-term (10 or fewer days) or long-term (more than 10 days).

Short-Term Suspension (10 Days or Fewer)	Long-Term Suspension (More than 10 Days)
Right to Appeal: Students and parents may appeal, even though the suspension is considered less severe.	Right to Appeal: Students and parents may appeal to the Superintendent and, if needed, to the Board of Education.
Step 1 – Submit Appeal: Written appeal must be submitted to the principal within 5 calendar days of the suspension notice.	Step 1 – Appeal to Superintendent: Submit a written appeal within 5 calendar days of the principal’s decision.
Review Process: A disciplinary committee of administrators and/or teachers will review the case.	Superintendent Meeting: Superintendent (or designee) will meet with the student and parent to review the rule violation and evidence.
Notification: Student and parent will be notified of the date, time, and location of the hearing.	Superintendent Decision: May uphold, reduce, or revoke the suspension.
Hearing: The principal presents the violation; student and parent may respond.	Step 2 – Appeal to Board or Hearing Officer: If the parent disagrees with the Superintendent’s decision, they may submit a written appeal within 5 calendar days .

Legal Representation: Allowed with 24-hour notice.	Board/Hearing Officer Procedure: Hearing scheduled as soon as possible. Parent may request open or closed session. Both sides may present evidence and witnesses.
Decision: The committee issues a written decision after the hearing.	Possible Outcomes: The Board/Hearing Officer may affirm, modify, or revoke the suspension.
Final Decision: The committee’s decision is final and cannot be appealed.	Final Decision: The Board/Hearing Officer’s decision is final and cannot be appealed.
Student Attendance During Appeal: Student may attend school unless their presence poses a danger or serious disruption. The principal may restrict attendance until the appeal is resolved.	Student Attendance During Appeal: Same conditions apply – student may attend unless a danger or disruption. Principal may restrict attendance until the appeal is resolved.

DISCIPLINE AND STUDENTS WITH DISABILITIES

Students with disabilities are subject to the same disciplinary rules and consequences as all other students. However, the district is required by law to provide additional protections to ensure compliance with federal regulations, including:

- Individuals with Disabilities Education Act (IDEA)
- Section 504 of the Rehabilitation Act of 1973
- Title II of the Americans with Disabilities Act (ADA)

When a student with a disability is suspended out of school or otherwise removed from their educational placement:

- The school must ensure that the discipline does not result in a change of placement for more than 10 consecutive school days without a review by the student’s IEP or 504 team.
- For long-term suspensions or repeated short-term removals, a Manifestation Determination Review (MDR) must be conducted to determine whether the behavior was a result of the student’s disability.
- If the behavior is related to the student’s disability, alternative disciplinary action or behavior support services may be provided instead of OSS.
- If the behavior is not related to the disability, the student may be disciplined in the same manner as their peers, but the school must continue to provide educational services under IDEA/504 requirements.

Collaboration with Families

- The school will work with the student’s IEP or 504 team to determine appropriate consequences and supports.
- Parents will be notified of all disciplinary actions and due process rights related to their child’s disability status.

STUDENT PRIVILEGES DURING DISCIPLINARY ACTION

Participation in extracurricular activities is a **privilege, not a right**. Any student assigned detention, ISS, or OSS may be restricted from extracurricular activities, including:

- Athletics
- School clubs and organizations
- Ceremonies, dances, field trips, or assemblies
- Band or choir performances
- Student government or leadership roles
- Any school-sponsored event outside the school day

Restrictions apply for the duration of the disciplinary assignment and may extend further depending on the nature of the offense.

Note: In rare cases, the principal may allow limited participation if it supports the student’s rehabilitation or academic goals.

For More Information on Student Discipline, Please refer to the following board policies:

- **FO** – Student Discipline
- **FO-R5** – Restraints and Seclusion
- **FOB-E1** – Corporal Punishment Consent Form
- **FOB-E2** – Corporal Punishment Report Form
- **FOD** – Suspension of Students
- **FOD-R** – Suspension of Students, Regulation
- **FO-R1** – Control and Discipline Policy
- **FOB** – Corporal Punishment

Policies are available at www.commercetigers.net or upon request from your school office

SEARCH OF STUDENTS

The Commerce Board of Education is committed to maintaining a safe, secure learning environment. While students have rights under the Constitution, those rights must be balanced against the school's responsibility to protect the health, safety, and welfare of all students and staff.

School officials may conduct searches of students or their property when there is **reasonable suspicion** that a student is in possession of items that are illegal, unauthorized, or disruptive to the educational environment.

When Searches May Be Conducted

Authorized personnel—including the superintendent, principal, teachers, or security personnel—may search students under the following conditions:

- When there is **reasonable suspicion** the student is in possession of alcohol, controlled substances, weapons, stolen property, unauthorized electronic devices, or other items disruptive to school operations or in violation of school rules.
- When the student **consents voluntarily** to the search.
- When searching **school-owned property** such as lockers, desks, or other storage spaces.

Important Guidelines

- **School property:** Lockers and desks belong to the school and may be searched at any time, with or without suspicion. Students have no expectation of privacy in these areas and should not use them to store prohibited items.
- **Student consent:** Consent to search must be given freely. Consent obtained through threats or pressure is not valid.
- **Same-gender requirement:** Any personal search must be conducted by a school official of the same sex as the student and witnessed by another staff member of the same sex.
- **Strip searches are strictly prohibited.** No clothing other than jackets or outerwear will be removed during a search.

- **Items subject to seizure** include, but are not limited to:
 - Illegal or unauthorized drugs and medications
 - Tobacco or vape products
 - Weapons, including replicas
 - Pornographic material
 - Any object deemed dangerous or disruptive

Consequences

Students found in possession of illegal or prohibited items may be subject to school disciplinary action, including suspension for up to the current and following semester, as well as possible referral to law enforcement.

For More Information on Search of Students, Please refer to the following board policies:

- **FNF** – Search of Students
- **FNF-R** – Search of Students, Regulation
- **FNF-E** – Student Searches, Checklist

Policies are available at www.commercetigers.net or upon request from your school office.

BULLYING, HARASSMENT, AND THREATENING BEHAVIOR

Commerce Public Schools is committed to providing a safe, supportive environment for all students. In accordance with the Oklahoma School Bullying Prevention Act (70 O.S. § 24-100.2), bullying, harassment, intimidation, and threatening behavior are strictly prohibited.

These behaviors include, but are not limited to:

- Verbal or written insults, threats, or repeated demeaning remarks
- Electronic communication (text, email, social media) intended to harass, intimidate, or harm
- Physical aggression, intimidation, or damaging property
- Gestures, actions, or social behaviors meant to embarrass, isolate, or exclude others

Bullying is defined as a pattern of behavior that:

- Causes or is intended to cause harm to another student
- Damages or threatens to damage a student’s property
- Places a student in reasonable fear of harm
- Insults or demeans a student or group in a way that disrupts the school environment

This policy applies to behavior on school grounds, in vehicles, at school events, and off campus when it impacts the school setting or targets students or staff.

District Bullying Policy And Procedures

Commerce Public Schools has a board-approved bullying policy that includes:

- Clear definitions of prohibited conduct
- Steps for reporting incidents (including anonymous reports)
- Procedures for investigations and parent notifications
- Disciplinary consequences for confirmed violations
- Support resources for victims, offenders, and others affected

Students and parents are encouraged to report concerns to any teacher, counselor, or principal. All reports will be taken seriously and addressed in a timely and confidential manner.

For More Information on Bullying, Harassment and Threatening Behavior, Please refer to the following board policies:

- **FNCD** – Bullying Search of Students
- **FNCD-R** – Prohibiting Bullying, Regulation
- **FNCD-P** – Prohibiting Bullying – Investigation Procedures

Policies are available at www.commercetigers.net or upon request from your school office.

WEAPONS AND DANGEROUS ITEMS POLICY

Commerce Public Schools is committed to maintaining a safe learning environment. The possession, use, or threat of any dangerous weapon, whether real or imitation, is strictly prohibited at school, on school transportation, or at school-sponsored events.

Gun-Free School Act Compliance

In accordance with federal law, any student who brings a firearm to school will be suspended for no less than one calendar year.

- A firearm is defined under federal law (18 U.S.C. § 921) and includes any weapon that expels a projectile by explosive force.
- The superintendent has the authority to modify the suspension on a case-by-case basis.
- All firearm violations will be reported to local law enforcement and the appropriate juvenile or criminal justice system.
- No education plan is required during the period of a firearm-related suspension.

Prohibited Weapons And Dangerous Items

Students may not possess, use, or distribute any of the following:

- Firearms (real or fake)
- Explosives, fireworks, or incendiary devices
- Knives of any kind
- Bows, arrows, darts, or martial arts weapons
- Clubs, brass knuckles, or other striking objects
- Mace, pepper spray, or chemical irritants
- Ammunition, bullets, or shells
- Any item, tool, or material used or intended to cause harm, threaten others, or disrupt school safety

This includes possession in lockers, backpacks, vehicles, or carried by another person on the student's behalf. Inadvertent possession is not a defense but may be considered when determining consequences.

Replicas And Facsimiles

- Students may not bring replicas, facsimiles, or look-alike weapons that could reasonably be perceived as real or used to threaten others.
- Use of any item to intimidate, threaten, or cause fear may result in immediate suspension and possible law enforcement referral.

Disciplinary Consequences

Students found in violation of this policy may face:

- Immediate emergency suspension
- Long-term suspension (up to one calendar year for firearms)
- Referral to law enforcement
- Ineligibility for re-enrollment (in the case of transfer students suspended elsewhere for weapons violations)

Exceptions (With Prior Approval)

Exceptions may be granted for supervised, school-approved activities (e.g., archery, ROTC, historical demos) with prior written approval from both the principal and superintendent.

GENERAL CAMPUS LIFE

TEXTBOOKS AND LIBRARY BOOKS

Most coursework at Commerce Public Schools uses digital textbooks accessed through student Chromebooks. However, some teachers may loan physical books from classroom sets when needed. Students are responsible for the care of any book or resource they are issued:

- Treat all materials with care and keep them clean and undamaged
- Return any borrowed books by the teacher's deadline
- Lost or damaged books must be reported and may result in a replacement fee
- Library books are available for student use and should be returned on time and in good condition

HALLWAY CONDUCT

Students should only be in the hallways before school, after school, between classes, or with a hall pass during class time.

Expectations for hallway behavior:

- Move quietly and respectfully through the halls
- Stay to the right to allow smooth traffic flow
- Running, shouting, and disruptive behavior are not allowed
- Always carry a pass if you're in the hall during class

STUDENT DRESS CODE

Commerce Public Schools believes that student appearance should support a safe, respectful, and distraction-free learning environment. The school, parents/guardians, and students share responsibility in maintaining appropriate dress standards.

Look Good. Feel Good. Do Good.

Purpose and General Guidelines

- Students should dress neatly, cleanly, and appropriately for a school environment.
- Clothing or grooming that is disruptive, offensive, unsafe, or inappropriate—as determined by school administration—will not be permitted.
- Revealing, provocative, or extreme clothing styles are not allowed.
- Pants and shorts must be worn **at or above the hips**, with all fasteners properly secured (except the top shirt button).
- All clothing must be in **good repair** (no excessive holes, rips, or damage).
- Principals may set additional dress expectations for students participating in extracurricular activities or special events.
- Formal attire is expected for formal occasions such as banquets, coronations, and proms.

Prohibited Clothing and Accessories

The following are not permitted during the regular school day:

- **Revealing clothing:** tube tops, halters, racerback tanks, spaghetti straps, tops with less than 2-inch straps, crop tops, bodysuits, miniskirts, or short-shorts/skirts more than **6 inches above the knee**
- **Sheer clothing** unless worn with appropriate coverage underneath
- **Undergarments must not be visible**, regardless of current fashion
- **Sagging pants** or pants worn below the waistline
- **Sleepwear** of any kind, including blankets, pajamas, and slippers
- **Clothing with references to** drugs, alcohol, sex, violence, obscenity, gangs, or anything illegal, immoral, or vulgar
- **Chains, studded accessories, oversized belts**, or items that reflect gang affiliation or conceal contraband

- **Grills**, disruptive **body piercings**, or accessories that create distraction
- **Hats, caps, hoods, or head coverings** inside the school building
 - *(Note: hoodies are permitted, but the hood must not be worn inside.)*
- **Hair that covers the eyes or face**
- **Sunglasses**, earbuds, or headphones during the school day (unless permitted for medical or classroom purposes)
- **Metal cleats, wheels, or taps** on shoes

NOTE: Leggings are allowed if worn with a shirt or top that provides appropriate coverage.

Enforcement and Consequences

- Students found in violation of the dress code will be asked to make immediate corrections.
- Refusal to comply may result in a call to the parent/guardian and appropriate disciplinary action.
- Any time missed to change clothing will be marked as **an unexcused tardy or absence**.
- Repeated or serious violations may result in removal from extracurricular activities or **out-of-school suspension**.

Final authority rests with school administrators regarding interpretation of the dress code. Any issues not specifically addressed in this policy will be resolved at the discretion of the administration.

LOCKERS AND SCHOOL PROPERTY

Lockers are provided to students as a convenience and remain the property of Commerce Public Schools. Students should:

- Keep lockers clean and free from damage or graffiti
- Avoid storing money or valuables inside lockers
- Not share or switch lockers without principal approval
- Report locker issues to the office immediately
- Keep lockers locked at all times

Students **have no expectation of privacy** in lockers, desks, or other school property. These may be inspected at any time by authorized school personnel per state law (**70 O.S. §24-102**).

Damage or misuse of school property may result in disciplinary action or a maintenance fee.

For full details on Lockers and School Property, please refer to the following board policies:

- FNFA – *Responsibility for School Property, Lockers*
- FNFA-R – *Responsibility for School Property, Lockers, Regulations*
- FNFA-E – *Acknowledgment Concerning Use of Student Lockers*

Board policies are available at www.commercetigers.net or upon request from your school office.

ACADEMIC INTEGRITY: CHEATING AND PLAGIARISM

Students are expected to complete their own work and uphold standards of honesty in all academic assignments and assessments.

- Any student found cheating will receive a **zero (0)** on the assignment or test.
- The teacher will notify the **parent/guardian and the principal** immediately.
- A **second offense** may result in **suspension from school for up to three (3) days**.

Plagiarism (copying someone else's work without giving credit) is considered a form of cheating and will be handled the same way.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

To participate in extracurricular activities, students must meet the academic eligibility requirements set

by Commerce Public Schools and the Oklahoma Secondary School Activities Association (OSSAA).

Semester Eligibility

To be eligible at the start of a new semester, a student must have earned a passing grade in **at least five (5)** subjects counted for graduation during the previous semester—provided they were enrolled for at least **15 school days**.

Weekly Eligibility

To remain eligible during the semester, students must be **passing all subjects** they are enrolled in. Weekly grade checks will be conducted for all students participating in extracurricular activities. These checks apply to:

- Athletes
- Cheerleaders
- Band and color guard
- Student managers
- Members of clubs and organizations

Weekly eligibility periods begin on **Monday and end on Sunday**. If a student is failing one or more classes during a weekly check, they may be placed on probation or declared ineligible, depending on their current standing.

Attendance and Conduct Requirements

A student becomes **ineligible** to participate in extracurricular activities if they:

- Attend fewer than **90% of school days** in a semester (unless an exception is granted)
- Are placed in **alternative education** for disciplinary reasons
- Are serving **out-of-school suspension (OSS)**

Exceptions

The principal may grant exceptions to the attendance rule for valid and documented reasons, such as:

- Extended illness or injury
- Death in the immediate family
- Late enrollment or delayed start due to verified circumstances

Additional Rules

All students must also meet any additional **OSSAA eligibility requirements**, which are posted at each school site and available upon request.

EXTRACURRICULAR PARTICIPATION AND OFF-CAMPUS CONDUCT

Participation in extracurricular activities is a privilege—not a right. Students involved in athletics, clubs, leadership roles, performances, or other school-sponsored activities are expected to model good behavior both in and out of school.

Any student assigned detention, ISS, or OSS may be restricted from extracurricular activities during their disciplinary placement. This includes, but is not limited to:

- Practices, games, and competitions
- Club meetings, ceremonies, or field trips
- Band or choir performances
- Leadership roles or student government events
- Any school-sponsored activities outside the regular school day

OFF-CAMPUS BEHAVIOR AND CRIMINAL ACTIVITY

Students who engage in illegal activity off campus—especially involving alcohol, drugs, or violence—may face additional consequences related to extracurricular participation, even if the behavior does not occur on school grounds.

In these cases, a student may be suspended from extracurricular participation based on the severity of the incident and the student’s prior conduct. Recommendations include:

- **First Offense:** Suspension from a minimum of 10% of scheduled events or performances
- **Second Offense:** Suspension for 18 continuous school weeks
- **Third Offense:** Permanent suspension from all extracurricular participation

Students may be allowed to attend non-contact practices (e.g., running, conditioning, or meetings) during suspensions but may not participate in competitions, performances, or public events.

Appeals Process

Students and parents may appeal extracurricular suspensions. Appeals must be submitted in writing to the Superintendent within 5 calendar days of the decision.

- **Short-term suspensions** (10% or fewer events): The Superintendent will review and issue a decision within 10 calendar days.
- **Long-term suspensions** (more than 10% or 18 weeks): The Board of Education may schedule a hearing. Final decisions will be made in public session and recorded in Board minutes.

While an appeal is pending, the student may continue participation unless the Superintendent requests—and the Board approves by a two-thirds vote—a temporary suspension.

STUDENT EXTRA-CURRICULAR ACTIVITY DRUG TESTING POLICY

Commerce Public Schools require drug testing for all students in grades 6–12 who participate in extracurricular activities, including athletics, cheer, band, and clubs. Participation in these activities is a privilege and is contingent upon compliance with this policy.

- All participants must sign a **consent form** and will/may be tested:
 - Before participating in an activity,
 - Randomly throughout the school year,
 - Or based on reasonable suspicion.
- Tests are conducted respectfully and confidentially.
- **Positive test results** may lead to temporary suspension from activities and require counseling. Students who **self-report** may avoid suspension but will still be counted as a first offense.
- **Refusal to test** will result in a **180-school-day suspension from all extracurricular activities**, including meetings, practices, performances, and competitions. The student will remain ineligible until a drug test is completed and passed.

This policy does not affect academic standing and is not disciplinary in nature.

Violations Of The Student Drug Testing Policy

Commerce Public Schools enforces a three-strike policy for students participating in extracurricular activities who test positive for illegal or performance-enhancing drug use:

First Offense (Strike One):

- Suspension from all extracurricular activities for 30 calendar days.
- The student is required to complete counseling or a drug education program approved by school administration before resuming participation.

Second Offense (Strike Two):

- Suspension from all extracurricular activities for eighteen (18) continuous and successive school weeks.

Third Offense (Strike Three):

- The student will be placed on permanent suspension from participation in all extracurricular activities for the remainder of their enrollment in Commerce Public Schools.

For complete information, including testing procedures, consequences, and appeal rights, please refer to Board Policy FNCFD – Student Drug Testing Program on the district website.

Counseling And Support

Resources for **drug and alcohol counseling** or treatment referrals are available from your school principal.

For full details on the district’s drug- and alcohol-related policies—including reporting procedures, prohibited substances, student drug testing for extracurricular activities, and disciplinary consequences—please refer to the following official board policies:

- **FNCE** – Reporting Students Under the Influence
- **FNCF** – Drug-Free Schools
- **FNCF-R1** – Drugs or Mood-Altering Substances
- **FNCFD** – Student Drug Testing Program (Extracurricular)

Copies are available at www.commercetigers.net or upon request from your school office.

SEXUAL HARASSMENT OF STUDENTS

Commerce Public Schools is committed to maintaining a learning environment where all students feel safe, respected, and free from sexual harassment. Sexual harassment by students, staff, or others will **not be tolerated**.

What is Sexual Harassment?

Sexual harassment includes **unwelcome behavior based on sex** that:

- Involves **pressure for sexual favors** or relationships (including by staff)
- Is **severe, pervasive, and offensive** enough to interfere with a student’s education
- Involves **sexual assault, stalking, dating violence, or domestic violence**
- Happens **in person or online**, including messages, images, or comments

Examples May Include:

- Sexual jokes, name-calling, or gestures
- Inappropriate or unwanted touching
- Comments about a student’s body or appearance
- Sending or sharing sexual messages or images
- Repeated romantic advances after being told “no”
- Writing graffiti about a student
- Inappropriate conduct by an adult toward a student—even outside of school

How to Report Sexual Harassment

If a student feels they are being sexually harassed—or sees someone else being harassed—they should report it right away to a teacher, counselor, principal, or trusted adult.

Reports can also be made to the district’s **Title IX Coordinator**:

Title IX Coordinator

Trevor Brough

tbrough@commercetigers.net

918-675-4336

Students and parents may submit reports **in person, by phone, email, or in writing**. Reports will be handled promptly and seriously.

What Happens After a Report is Made?

- The school will **contact the student (complainant)** to offer support and explain the next steps.
- If a formal complaint is filed, the school will conduct a **thorough investigation**.
- Both the student making the complaint and the person accused will be **treated fairly**.
- Retaliation of any kind is **strictly prohibited** and may result in disciplinary action.
- Possible outcomes include counseling, schedule changes, disciplinary consequences, or suspension.

For full details on the school’s Title IX grievance process—including investigation steps, hearing rights, and appeal procedures—please see the official board policies:

- **FB – Sexual Harassment of Students**
- **FB-E1 – Sexual Harassment Incident Report Form**
- **FB-E2 – Written Notice to Known Parties**
- **FB-E3 – Written Report**

These are available at www.commercetigers.net or upon request from your school office.

DRUG AND ALCOHOL POLICY

Commerce Public Schools is a **drug-free school district**. The use or possession of drugs or alcohol by students is strictly prohibited.

Prohibited Behavior

Students may not:

- Use, possess, be under the influence of, sell, or distribute **alcohol, illegal drugs, mood-altering substances, or misused medications**
- Be involved with **vapes or inhalants** used to alter mood or behavior
- Bring these substances on **school grounds, school vehicles, or to school events**

Violations may lead to **long-term suspension** and will be reported to **law enforcement** when required.

MEDICATION POLICY

Students may not carry or self-administer medication on campus. Any necessary medications must be:

- Delivered to the **school nurse or principal**
- Accompanied by **written parent permission**
- Stored and administered according to **district policy**

All medications must be brought to the office by a parent or guardian. Parents must complete the district’s medication authorization form, and a physician’s signature is required for any prescription medication. Full requirements are outlined in Board Policy FFACA.

TOBACCO AND VAPE-FREE SCHOOL POLICY

Commerce Public Schools is committed to providing a healthy, tobacco-free environment for all students, staff, and visitors. The use or possession of any tobacco product or vapor product is strictly prohibited:

- On school property at any time (indoors or outdoors)
- In school vehicles
- At any school-sponsored event or activity, on or off campus
- 24 hours a day, 7 days a week, for all individuals—students, staff, and visitors

Prohibited Items Include:

- Cigarettes, cigars, pipes, chewing tobacco, and other tobacco products
- Electronic cigarettes (e-cigs), vapes, vape pens, and related cartridges
- Any vapor product, with or without nicotine, used to produce inhaled vapor

⚠ *Students are not allowed to possess tobacco or vape products at school. Any such items will be confiscated, and disciplinary action will follow.*

Consequences

- Students may face school discipline and may be required to complete education or counseling related to tobacco use.
- Employees who violate this policy are subject to disciplinary action under board policy.
- Visitors will be asked to leave school property if they fail to comply.

Clear signage is posted throughout school property as required by law.

For full details, please refer to board policy CKDA – Tobacco Use Prohibited, available at www.commercetigers.net or upon request from the school office.

PERSONAL ELECTRONIC DEVICES

In accordance with **Senate Bill 139**, Commerce Public Schools enforces a **bell-to-bell ban** on the use of personal electronic devices during the school day. This policy helps ensure that instruction is free from unnecessary distractions and disruptions.

From the beginning of first hour to the end of the last hour, students are **not permitted to use or display** the following devices during class periods:

- Cell phones
- Smartwatches
- Wireless headphones or earbuds (e.g., AirPods)
- Personal laptops, tablets, or smart glasses
- Any other device capable of calling, texting, recording, accessing the internet, or communicating digitally

⊘ PROHIBITED USE INCLUDES:

- Texting, calling, social media use, or entertainment during class
- Taking or sharing unauthorized photos or videos
- Recording or live-streaming school incidents without permission
- Using devices to cheat, harass, or bypass school internet filters

EXCEPTIONS

- Students with **medical needs** or documented **IEP/504 accommodations** may use approved devices as allowed by school personnel.

CONSEQUENCES FOR VIOLATION

1st Offense:

- Device confiscated and a parent/guardian must pick up
- May result in In-School Suspension (ISS) or Out-of-School Suspension (OSS)
- Refusal to surrender the device may result in an immediate 5-day OSS

2nd Offense:

- Device confiscated
- May result in OSS (up to 5 days)

3rd or Subsequent Offenses:

- Device confiscated
- Extended OSS
- Student may lose the privilege of bringing a device to school

SERIOUS VIOLATIONS

- Taking or sharing inappropriate pictures or videos:
 - Immediate 5-day OSS minimum, Additional offenses may result in extended OSS
- Recording or photographing any school incident without administrative approval may result in immediate 5+ day OSS

DEVICE SEARCHES

Confiscated devices may be reviewed by **authorized school staff or law enforcement** in situations involving safety concerns, illegal activity, or student discipline.

EVENT ETIQUETTE

To prevent interference with school microphones or performances, students should **turn off all devices** at concerts, ceremonies, banquets, and similar events.

For full details on the district's rules regarding student possession, use, and disciplinary procedures for personal electronic devices—including search authority, prohibited uses, and consequences—please refer to the following official board policies:

- **FNG – Wireless Telecommunication Devices**
- **FNG-R – Wireless Telecommunications Devices, Rules**

These policies are available at www.commercetigers.net or upon request from the school office.

BUS SAFETY & REGULATIONS

Riding a school bus is a **privilege**, not a right. To ensure safety for all passengers, students are expected to follow the rules listed below. Failure to do so may result in disciplinary action, including **temporary or permanent removal from bus transportation**.

GENERAL RULES FOR BUS RIDERS

- Only students assigned to a bus route may ride that bus.
- Go directly to your bus when school is dismissed.
- Follow the **bus driver's instructions at all times**—they may assign seats.
- Stay **seated** while the bus is moving.
- Keep **hands, feet, and belongings** to yourself.
- **No profanity, shouting, or inappropriate language.**
- **No eating or drinking** on the bus. Keep the bus clean.
- **No violence, threats, or physical aggression.**
- Keep **hands, head, and objects inside the windows** at all times.
- **Do not damage or deface** the bus or bus property.
- **Do not distract the driver** through misbehavior or noise.
- **No smoking, vaping, or possession of prohibited substances.**

CONSEQUENCES FOR BUS MISCONDUCT

Disciplinary action for misbehavior on the bus is at the discretion of the **principal and/or transportation director**, depending on the severity of the incident. Penalties may include:

- Verbal warning or parent contact
- Temporary **removal from the bus** (1 to 10 days)
- **Permanent removal from bus transportation** following a formal hearing
- **Suspension or expulsion from school** for serious or repeated offenses

For full details regarding school bus transportation services, rider expectations, and disciplinary procedures, please refer to the following official board policies:

- **FFFF – School Bus Program**
- **FFFF-R1 – School Bus Program, Regulations**

These policies are available at www.commercetigers.net or upon request from the school office.

COMMERCE HIGH SCHOOL STUDENT PARKING

Driving and parking on school property is a **privilege**, not a right. Commerce High School provides parking as a convenience to students and staff. With that privilege comes the responsibility to operate vehicles safely, respectfully, and in accordance with all school rules.

STUDENT RESPONSIBILITIES

To drive and park on campus, students must:

- Hold a **valid driver's license**
- Provide **proof of current insurance**
- Register their vehicle with school administration
- Know and follow all traffic and parking rules

Claiming not to know the rules will not excuse a violation.

PARKING AND TRAFFIC RULES

- Park **only in marked student spaces**
- **Do not park** in faculty, visitor, “no parking” zones, fire lanes, or on painted lines
- **Fire lane violations will result in immediate towing** at the owner's expense
- Park **within a single space**—not over or on the lines
- **No false registration** of vehicles
- **No reckless driving, speeding,** or aggressive behavior in the lot
- Obey all **verbal and written instructions** from staff
- **Do not move your vehicle** until officially dismissed from school
- **No sitting in parked cars or loitering in the lot** before, during, or after school
- **Permission from the office is required** to go to the parking lot during the school day

- **Motorcycles and scooters** follow the same rules as cars
- If you **loan your vehicle to another student**, you are responsible for any violations committed with that vehicle

🚫 **CONSEQUENCES FOR VIOLATIONS**

Depending on the nature of the violation, consequences may include:

- **\$10 fine**
- **Saturday Detention**
- **Loss of campus driving privileges** (temporary or permanent)
- **Referral to law enforcement or school resource officer**
- **Vehicle towing or impoundment**, without notice, for:
 - Parking violations
 - Unregistered or unidentified vehicles
 - Broken down, abandoned, or immobilized vehicles not claimed within 30 days

Any irresponsible behavior involving a vehicle may be treated as a **major or minor disciplinary infraction**, at the discretion of the building principal.

For full details on student vehicle use, parking regulations, and disciplinary procedures related to campus driving, please refer to the following official board policies:

- **FFFD – Vehicle Use and Parking, Students**
- **FFFD-R – Student Automobile Use, Regulation**

These policies are available at www.commercetigers.net or upon request from the school office.

STUDENT COUNCIL

Student Council provides students with leadership opportunities, a voice in school affairs, and a chance to contribute to the school community. Council members are elected to represent the student body and work closely with school staff to:

- Promote student activities and engagement
- Foster responsibility, citizenship, and leadership
- Address student concerns and ideas

All Student Council actions are subject to final approval by the principal to ensure alignment with the school's best interests.

Child Nutrition Meal Charge Policy

Through the **Community Eligibility Provision (CEP)**, all Commerce Public Schools students will receive **free breakfast and lunch** during the 2025–2026 school year. No application is required.

Additional notes:

- District staff must pay for meals daily or in advance
- While student meal applications are no longer required, families are asked to complete the Economic Disadvantage Form. This form does not affect eligibility for free meals but is critical to helping our schools qualify for funding through several federal and state programs that support academic services, staffing, technology, and more.

ATHLETICS

Athletic Event Spectator Expectations

Commerce Public Schools is proud to host and participate in extracurricular events that promote student growth, school spirit, and community engagement. As spectators, we represent our schools just as much as the athletes and coaches do.

We ask all fans to demonstrate good sportsmanship and help create a positive environment by following these expectations:

- Show respect to all players, coaches, officials, and fellow fans
- Cheer for your team, not against the opponent or officials
- Avoid negative or disruptive behavior (e.g., booing, taunting, obscene language, throwing objects)
- Follow all school and OSSAA event rules

- Treat visiting teams and fans as guests in our facilities
- Respect officials and accept their decisions as part of the game
- Encourage good sportsmanship in others by setting a positive example

Inappropriate behavior may result in removal from the event and/or loss of future attendance privileges.

Let's represent Commerce with pride—on and off the field.

Lettering Requirements

Lettering in each sport or activity is determined by the head coach or sponsor. At the beginning of the season, the coach will clearly explain the expectations for earning a Commerce "C" Letter Award. Requirements may include attendance, performance, sportsmanship, and overall contribution to the team or program. Final decisions rest with the coach or sponsor of the activity.

Letter Jackets

Seniors who letter during their senior year in band, athletics, or cheerleading are eligible to order a Commerce High School letter jacket. All CHS letter jackets are royal blue with royal blue leather sleeves.

Cost Coverage:

- 4-Year Letter Winners: Receive a free jacket (up to \$85).
- Senior-Only Participants: The school will pay 1/4 of the cost.
- All-State Honorees:
 - If selected All-State through an OSSAA-recognized activity or honor, the student may choose which jacket they would like (athletic, academic, or band/cheer).
 - If the Athletic Department pays for an All-State jacket, the student is not eligible for any additional letter jacket reimbursement.
 - Students who achieve Academic All-State will have their jacket paid for by the district.

Students must complete a Letter Jacket Application and submit it to the building administrator for reimbursement consideration.

The school will not fund more than one jacket of any kind per student.