



Chouteau-Mazie Public Schools

Faculty handbook 2022-2023 Introduction

Welcome to Chouteau-Mazie Public Schools!

If you are joining our faculty for the first time, welcome! You have joined a group of very caring people who are always willing to help.

This handbook will be a great source of information for you to utilize during your school year. All organizations have policies and procedures with which they must comply, but remember these policies are made for the betterment of all.

Our students are the most important of all. They are the main reason why most of us chose this profession. Teaching is our life, and motivation is our task. Work hard and you will be blessed!

As professional educators, we need to adopt and follow these key principles:

1. Believing that all students can learn
2. Believing that we can teach any and all students
3. Believing that all classes and all subjects are important and cannot exist without each other
4. Believing that our responsibility is to all classes, all grades and all departments
5. Believing that support is earned and not unconditionally given
6. Believing what we do is for the right thing, the right reason, and in the right way

Statement of Nondiscrimination

The Chouteau-Mazie Public School system does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, or disability or veteran status in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of the operations. The Chouteau-Mazie Public School system also does not discriminate in its hiring or employment practices.

Central Office Administration and Staff 476-8376

Lori Helton	Superintendent
Phil Brumley	Athletic/Trans Director
Dusty Harrison	Special Education Dir
Steven Coblentz	Plant/Facilities Dir

Chouteau-Mazie Mission Statement and Goals

Chouteau-Mazie Public Schools

Where excellence becomes a habit.

Goals of Chouteau-Mazie Schools:

1. Develop and implement a curriculum that is rigorous, intentional and aligned to state and local standards and that utilizes available technology resources to facilitate instruction and learning.
2. Use multiple evaluation and assessment strategies to continuously monitor and modify instruction to meet student needs and support proficient student work.
3. Provide an instructional program that actively engages all students by using effective, varied, and research-based practices to improve student academic performance.
4. Encourage the development of personal student learning goals that are age appropriate to engage the student in some personal responsibility in their learning process.
5. Engage our students through parent involvement.
6. Develop stronger partnerships between our district and our community, local business, regional universities, and technology centers, Cherokee Nation, Creek Nation, and MAIP.
7. Strengthen our ability to utilize current state reforms: A-F, RSA, TLE, ACE and Implementation of Oklahoma State Standards. 8.

Develop Staff and School Board Competencies:

- a. Content/Job Knowledge
 - b. Pedagogy
 - c. Technology
9. Institute Character Education Programming, incorporating student behavior and discipline. Achieve a general education with an understanding and appreciation of history, literature, fine arts, and science with adequate skills in math, reading, writing, speaking, and listening.

General Policies and Procedures

Parking

All staff members are being asked to park in staff parking.

Faculty Dress and Personal Grooming

The Chouteau Board of Education's policy is that principals will dress in the appropriate fashion to maintain a professional image and encourage all school personnel to dress appropriately to reflect pride and professionalism.

The board also feels that the faculty members are professional people whose dress should be a compliment to the profession and a positive example for the students and the community.

All teachers shall dress appropriately considering the accepted custom and style of the community and the educational profession. Teachers shall refrain from any style of dress, hairstyling, or personal grooming that might subject the faculty or school to undue criticism. Immodest or suggestive clothing styles or designs, T-shirts, exposed midriff, low-cut or see-through blouses, flip flop shoes, etc., are not acceptable.

No cut-offs of any kind shall be worn inside the school building. The coaching staff, when coaching in the areas of their assignment, may wear shorts. However, when coaches and physical education teachers are teaching in the main buildings during school hours, they must wear appropriate attire.

Teachers shall not wear blue jeans during the school day. Exceptions may be made for spirit days, certain field trips, and excursions. Spirit days will be announced by building principals. Jeans and school shirts will be allowed on Spirit Days.

The administration shall be held responsible for interpreting and implementing these regulations.

Use of Alcohol, Drugs and Controlled Substances by Employees In order to maintain a healthy educational and working environment in the School District, and to comply with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 for purposes of receiving federal assistance, the Board of Education adopts the following policies and regulations:

1. Use, possession, dispensing, manufacture, sale or distribution or conspiring to sell, distribute or possess or being in the chain of sale or

distribution, or being under the influence of a controlled substance, alcoholic beverage, or low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) in any of the School District's facilities on School District property (including vehicles) or at a School District sponsored function or event by a School District employee is prohibited. Violation of this prohibition shall result in disciplinary action, which may include dismissal or nonrenewal of employment. Violations which constitute criminal acts will be referred for prosecution.

2. Employees who are engaged in the performance of work under the terms of a federal grant must, as a condition of their employment, notify the superintendent in writing of any drug conviction (including a plea of nolo contendere) for a violation of a criminal drug statute which occurred at a School District workplace within five calendar days after conviction. The conviction shall result in dismissal or nonrenewal.
3. The conviction shall be reported in writing by the School District's grant administrator to the relevant federal granting agency within 10 calendar days of the notification by the employee or other actual notice of the conviction.
4. This policy statement shall be included in the School District's employee manual, and shall be distributed to all employees at the commencement of each school year.
5. The employee in-service training period prior to the commencement of each school year shall include a review and discussion of the dangers of drug and alcohol abuse in the workplace, the School District's policy for a drug and alcohol-free workplace, the penalties for violating the policy, and available sources of information, counseling, rehabilitation and re-entry programs regarding drug and alcohol use.

Teacher Absences

Teachers who are ill or will be absent for any reason, need to notify the Principal by 7:00 am on the day of the absence. If you plan to be absent, please notify your principal as soon as possible. It is important that absences are reported as early as possible in order to find a substitute. All teachers will need to have plans for a substitute.

1. Teachers will leave the following in a folder on their desk or in the office with the principal's secretary:
 - a. Lesson plans
 - b. Student roster
 - c. Seating chart
 - d. Classroom rules
 - e. Special student medical needs
 - f. Information regarding special duties
2. Teachers will provide at least three (3) days of emergency work at all

times for students. This should be updated upon returning from your absence.

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Length of school day

All teachers are to report to campus by 7:35 and will be expected to stay until 3:10 each school day. Teachers on duty may be expected to report early and leave late.

Telephone Usage

Personal calls should be kept to a minimum and made during lunch and planning period

Scheduling School Events

All school sponsored events and activities of any nature must be scheduled through the Principal. The sponsor of each activity must personally ensure that any meeting or event is on the school calendar at least one week prior to the day of the meeting. In no event should a meeting be scheduled less than one day before the meeting time. A sponsor must be in attendance at all meetings.

Request for Guest Speakers

Because care must always be exercised in the selection of speakers, resource or guest speakers will not be scheduled without approval. All speakers must be approved by the school administrator.

Faculty Communication

Each faculty member will have a mailbox in the teacher workroom. Teacher will also be assigned an email address. Both should be checked first thing in the morning and periodically throughout the day.

Occasionally it is imperative to use the intercom for announcements. We will attempt to do this only at the beginning or ending of the hour. At the beginning of the day each day, we will do the Pledge of Allegiance, daily announcements and a moment of silence. Please send any announcements you have to be made to the office before first hour (this time is subject to change based upon activities during the school day). It is important that ALL CLASSES ARE QUIET AND LISTEN TO THE DAILY ANNOUNCEMENTS. Many times critical information regarding organizations, scholarships and important events is announced at this time.

Faculty Meetings

Faculty meetings will be held periodically before and/or after school. All teachers are required to attend these meetings. If for some reason you cannot attend, please notify the principal so a time can be scheduled to distribute the information that

was missed. Per negotiated agreement, with 24 hour notification, faculty can be asked to stay up to one hour twice a month, absent exigent circumstances.

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Faculty Lunch

Faculty members may eat lunch in the lounge or cafeteria. There will be no charging in the cafeteria. Teacher lunches are thirty minutes. Teachers are expected to return promptly from lunch and have their rooms open before students return from lunch. There will be no students allowed in any teacher's room in order to eat lunch and/or hold activity meetings. Exceptions may be given by school administration in rare instances.

Visitors

No visitors will be allowed in the building unless cleared through the office. All visitors will wear an ID badge. If visitors are seen in the halls without proper identification, please ask them to go to the principal's office to sign in and receive an ID Badge.

Staff Leaving the Building

No employee is to leave the building and/or the campus during the school day unless he or she notifies the building principal.

Finances and Purchases

Each department will be given a budget from which to work. The department head will be in charge of ordering material for the department. The following procedures need to be followed when purchases are made.

1. No teacher, organization or activity is to make purchases without the authorization of the principal/Athletic Director.
2. Upon the principal's approval, the department head will receive a requisition form and complete all information, which includes the total cost and shipping.
3. Absolutely no phone orders will be allowed.

Sexual Harassment

The Chouteau-Mazie Public School system forbids discrimination or harassment of any employee by other employees on the basis of sex. The school district will impose discipline, including suspension for such behavior by employees. Any employee who is or has been subjected to sexual harassment shall report all such incidents to either the superintendent, principal, and/or board member of the school district. It is preferred that all such reports be made in person or in writing and signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above designated persons. The report should state the name of the employee involved, the nature, context and extent of the prohibited

activity, the date or dates, and any other information necessary to a full report and investigation of the matter.

Planning Period

All teachers are provided planning periods. These are not “free periods” to be used for personal reasons. Planning periods should be used to accomplish such tasks as are necessary to improve instruction. Teachers are sometimes needed in order to cover classes or to be reached during emergencies. It is important that teachers remain in the building during their planning times.

Teacher’s Assigned Areas

You should never leave your classroom when students are present for instruction or other events that require teacher supervision, including assemblies. You must be prompt in arriving at school and at your classroom each morning no later than 7:35am. Teachers are expected to be in assigned areas until 3:15. Do not release your class until the bell rings each period, including lunch.

Teachers outside the main building are responsible for the areas outside their assigned building. You may be assigned to teach in any classroom as deemed necessary by the administration. It is important that the classrooms be kept neat and orderly. Teachers need to report any classroom damage or general maintenance to the office.

Teacher Responsibility for Controlling Student Behavior in the Halls All faculty members should be outside in the hallway of your classroom before/after school and between classes. It is the joint responsibility of all members of the faculty to supervise and correct student behavior. Be stationed by your classroom door between classes to ensure proper conduct and discourage tardiness. Students should not be grouped up between classes due to hall congestion in the building. If you see this, ask them to continue to their next class. Students have a three-minute break between classes. This break is not intended to be a social event, but rather a time to obtain materials needed for the next class, to go to the restroom, etc. These activities need to be done within this three-minute time.

NO students (for any reason other than illness or being sent for by the office or student office aide) will be allowed in the hallway during class time. If a trip is necessary, please give students a hall pass.

Teachers will be asked to perform morning and afternoon duties of supervision. A schedule of duties, days and locations will be provided before school begins.

Assemblies

Assemblies are a valuable learning and sharing experience. Students should always practice common courtesy and show respect to others during assemblies. The following rules will apply at all assemblies:

1. Students will go to the assembly in a quiet and orderly manner. 2. Teachers will walk their class to the assembly and sit with them in the assembly.
3. If group behavior becomes detrimental to the program, the assembly will be stopped and students returned to class.
4. A list of students involved in the assembly will always be given to the principal at least one day before the assembly.

Student Files

The academic records and achievement scores of all students are kept in the principal's office. You are encouraged to use these files to find information about students in your class. These files are considered confidential. These files are not to leave the principal's office.

Accident Reports

A reportable injury is an injury to any student (including those in competitive sports) and all school personnel which is referred to a doctor or results in an absence of one-half day or more.

1. If the accident occurs at school, or on the way to or from school, or during a school-sponsored activity, it must be reported.
2. All students and employees should report to the office when an accident has occurred.
3. Accident Report forms must be completed and returned to the principal. These can be picked up in the office.

Procedures for the Classroom

Taking Attendance

Attendance must be taken at the beginning of each period (every day) in order to account for the whereabouts of our students. Teachers will mark attendance on the computer, but it is not necessary to hit the submit button until after the first five minutes of class. This allows you to correct any entries for students who were tardy.

It is essential that you take attendance every period that you have a class so that we are aware that students are in a safe environment. In addition, when attendance

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records are taken accurately throughout the day, it reflects well on your professionalism.

Student Attendance

The Chouteau-Mazie Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive credit for any course in which the student is enrolled.

Make-up Work

All work missed during a period of absence may be made up without penalty, with the exception. For each day of absence, a student shall have two (2) school days to make up the work missed, unless granted additional time by the teacher. During the period of make up time allowed, the work missed shall not be calculated in the students' grade until the work is turned in or the makeup time has expired. For example, if absent on Monday, make up work is due to the teacher by the beginning of the class period on Thursday. It is the responsibility of the student on the day of return to make arrangements to see that the work is made up.

Any examination or assignment, announced during the student's presence in class or which is regularly scheduled (e.g. semester test, research paper, etc.), which is missed by the student due to any type of absence, shall be made up on the day the student returns to class. If a test is first administered on the day the student returns to class, he shall be obligated to take the test on that day. Should the student be absent at the time the test is announced and if it is not regularly scheduled, either of which would prevent him from being aware of the scheduled test, then the test shall be administered to him one day following his return to class. If a student is absent for part of a class period but present for the majority of the class period, work assigned the same day is due without extended time.

Any exceptions to the policy concerning administering the tests shall be limited to those exceptions made by the building principal. In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Documentation of chronic or recurring illness will not extend beyond the end of the current school year.

In the case of a short-term suspension (5 days or less), the following will apply:

1. Full credit for missed work in core class areas will be given if the student follows the educational plan submitted by the administration.
 2. Semester projects or term papers that have previously announced due dates must be submitted on the due date unless arrangements are made with the teachers.
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3. When Semester tests are missed, the student will make up the test at a time set by the administration. Failure by the student to report for the test will result in a zero being recorded.
 4. The Principal will give a suspension packet, and the student will be responsible to complete this work in addition to already assigned schoolwork. Full credit for missed work will be given if the suspension packet and already assigned work are completed. Missed work, information, and notes will be made available so that the student is able to maintain course continuity.

Students who are suspended on a ten-day contract are allowed to make up all of their work if they meet all of the conditions of the contract. Teachers will receive requests for their work at the time of the suspension. If they return in ten days, teachers should enter all of the grades for their make-up work. If the terms of the contract are not met, the student will not be returning to school and will be dropped from the teachers' class rolls.

Grading Procedures

All students that are awarded letter grades will receive them within the following framework:

100% - 90% = A
89% - 80% = B
79% - 70% = C
69% - 60% = D
59% - 0% = F

MAS Gradebook

All grades will be recorded on the computer in MAS GradeBook. If you are not familiar with the procedure for entering grades or need help in setting up your folders, please contact your administrator.

Grading of Student's Work

Every classroom teacher, in grades 3-12, is required to post at least two grades per

week in the online grade book by 5 pm on Sunday. All work on students' official records will be done by the teacher and *never* by the students. No teacher will ask or permit a student to record grades, fill in grade sheets or copy grades. Students' recorded grades shall be kept confidential at all times. Grades should not be called out in class for the purpose of recording. Papers should be collected and grades recorded by the teacher. Discuss students' recorded grades only with the student, parents, counselors or administrative staff. Be sure the person has a "need to know." Grades should not be discussed "over lunch".

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Referring Students to the office

Minor offenses, such as talking, disruptive behavior, and failure to follow directions should be dealt with in the following manner:

- 1st offense – talk with the student(s);
- 2nd offense – assign appropriate classroom discipline, contact parent(s)/guardian, and document the discipline and parental contact,
- 3rd offense – refer to Principal with documentation of prior discipline and parental contact.
- Students should not be sent out of class for minor discipline infractions.

Tardy Policy

Chouteau-Mazie Public Schools believes that punctuality is important, thus responsibility for punctuality rests with the student. Teachers will use appropriate classroom management skills to curb student tardiness according to the student handbook, including before or after school detention. Teachers will be required to contact the parent prior to these discipline measures. The school believes that punctuality to assigned duties is among the most important things a student can learn and should be learned as early as possible. Good time management skills will serve students regardless of their direction following graduation. Student tardiness to any class is not permitted. If the teacher is unable to modify the student's behavior and a student is repeatedly tardy to class, the teacher may refer the student to the attendance office for the development of a behavior management plan. This plan may include, but is not limited to, In-house placement, suspension from school, restriction of extracurricular activities, loss of on campus parking privileges, etc.

Procedure

1st Offense - Verbal Warning

2nd Offence - Detentions

3rd Offence - ISD

Eligibility Statement

Extracurricular Activities

Participation in extracurricular activities at Chouteau-Mazie Schools is a privilege, not a right. Therefore, it is assumed that students' behavior during those times that they are representing Chouteau-Mazie Public Schools in extracurricular activities (out of class field trips, performances, games, contests etc.) is to be above reproach.

Grades for weekly eligibility will be pulled from MAS at 5 pm every Sunday evening. At least 2 grades MUST be entered weekly in order to insure the accuracy and fairness of the student's grade.

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It should be understood by all students participating in extracurricular activities that their eligibility to participate is governed by this policy statement, all regular student discipline codes, as well as the rules and regulations of the OSSAA. It is therefore possible for two students found guilty of the same inappropriate behavior to have different punishments. That is, the extracurricular student may receive the same punishment as the regular student, in addition to being declared ineligible to participate in extracurricular activities.

Participation in extracurricular activities shall be subject to the following minimum restrictions:

- A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days.
- If a student does not meet the minimum scholastic standard, he/she will not be eligible during the first six weeks of the next 18-week grading period. ● A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
 - Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding grading period should be obtained from the records in the school last attended.
- During a trimester, the student must be passing in all subjects he/she is enrolled in.
- A student must attend three classes the day of an activity in order to participate.
- A student who has not attended classes 90 percent of the time for the semester becomes ineligible.
- A student, whose conduct or character at school is under discipline or whose conduct or character outside the school is such as to reflect discredit upon the school, shall be ineligible until reinstated by the principal.

In general, the following guidelines will be followed:

A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct will forfeit the right to participate in at least one contest. Repeated offenses of this type will result in the forfeiture of at least two contests and may cause the student to lose his/her eligibility for the remainder of the school

year.

Other issues not specifically addressed in this statement will be addressed by the building principal.

Reduction of Grades for Punishment

Student's grades cannot be adjusted because of disciplinary reasons. 14

Assignment of Extra Credit

Extra credit may not be given in exchange for items that are brought into the classroom, such as Kleenex, paper, pens, etc.

Progress Reports

All students who are in academic jeopardy with the equivalent of a 'D' or 'F' must receive a progress report by mail. Each student will receive a progress report at six week intervals. All students shall sign a form showing that they received the report which will be turned into the Principal. Progress reports should also be issued when a student's academic standards decline in respect to previous performance. Progress reports can also be given as positive reinforcement for excellent work and improvement in grades. If progress reports are not returned in a reasonable amount of time, then teachers should call parents to report the student's progress. This telephone call should be logged for future reference.

New Students Enrolling at the End of the Semester

Teachers will assign a grade to all students who have been enrolled in their class sixteen or more days. Students who meet this criterion will be given grades based on work done in their class. For students who are enrolled fifteen or fewer days, grades will be recorded based on work from the previous school they attended.

Students Out of Class

As mentioned earlier, students need not be in the hallways during class time. We may periodically call for a student out of your class via the intercom. Do not release a student to anyone else. If you send a student to the office with a disciplinary referral, call the office from your intercom and let us know who is coming. Hall passes should be written each time a student leaves your class and students need to sign in and out.

Student Dress Code

The Chouteau-Mazie Board of Education believes that most of the students in the public schools recognize their own individuality and have no need to express themselves in extreme dress or grooming styles.

It is the responsibility of the entire staff to monitor the dress code. Take a few minutes at the beginning of the class to survey your students for violations of the

dress code policy. If students are out of dress code, please send them to the appropriate Principal.

The Board of Education has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning.

Please refer to the student handbook regarding specific dress code policies and procedures for students.

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Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. Appearance that interrupts classes or draws undue attention will not be allowed.

Revealing or sexually provocative clothing or clothing of extreme style may not be worn.

If the principal believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals, the principal, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity.

If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student make appropriate corrections before returning to class. If the student declines to make the corrections to clothing, the principal shall notify the student's parents or legal guardians and request these persons make the necessary correction. If both the student and parent or legal guardian, refuse the principal shall take appropriate disciplinary action.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities or suspended from school until the violation is corrected.

Religious and Health Accommodations

When a bona fide religious belief or health need of a student conflicts with the dress code, reasonable accommodation shall be provided. Any parent or legal guardian of a student desiring accommodation on the basis of a religious or health requirement shall notify the school principal in writing of the requested accommodation and factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

Provisions of the dress code are applicable to the school day and to school-related

activities. Exceptions or modification of the dress code may be authorized by the building principal for a specific school-related activity on a single-event basis.

Note: Refer to the Student Handbook for a complete list of rules and policies concerning student conduct.

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Joy Hofmeister

State Superintendent of Public Instruction

Standards of Performance and Conduct for Teachers

Teachers are charged with the education of youth of this State. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the respect and confidence of their colleagues, students, and the community, teachers are to be guided in their conduct by their commitment to their students and their profession.

PRINCIPLE I

COMMITMENT TO THE STUDENTS

Oklahoma Administrative Code (OAC) 210:20-29-3 – Effective June 25, 1993

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning,
2. Shall not unreasonably deny the student access to varying points of view,
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress,
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety,

5. Shall not intentionally expose the student to embarrassment or disparagement,
 6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly
 - o Exclude any student from participation in any program;
 - o Deny benefits to any students; or
 - o Grant any advantage to any student.
- Shall not use professional relationships with students for private advantage,
Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

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PRINCIPLE II

COMMITMENT TO THE PROFESSION

Oklahoma Administrative Code (OAC) 210:20-29-4 – Effective June 25, 1993

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the State and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not, in an application for a professional position, deliberately make a false statement or fail to disclose a material fact related to competency and qualifications;
2. Shall not misrepresent his/her professional qualifications;
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute;
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position;
5. Shall not assist an unqualified person in the unauthorized practice of the profession;
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law;
7. Shall not knowingly make false or malicious statements about a colleague; and
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

PRINCIPLE III

Title 70, Oklahoma Statute, Section 6-101.22

Subject to the provisions of the Teacher Due Process Act of 1990, a career teacher may be

dismissed or not reemployed for:

1. *Willful neglect of duty;*
2. *Repeated negligence in performance of duty;*
3. *Mental or physical abuse to a child;*
4. *Incompetency;*
5. *Instructional ineffectiveness;*
6. *Unsatisfactory teaching performance; or*
7. *Commission of an act of moral turpitude.*
8. *Abandonment of contract.*

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Subject to the provisions of the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause.

A teacher shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued, if during the term of employment the teacher is convicted in this state, the United States, or another state of:

1. *Any sex offense subject to the Sex Offender Registration Act in this state or subject to another state's or the federal sex offender registration provisions; or*
2. *Any felony offense.*

A teacher may be dismissed, refused employment or not reemployed after a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties. As used in this subsection:

1. *"Criminal sexual activity" means the commission of an act as defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and*
2. *"Sexual misconduct" means the soliciting or imposing of criminal sexual activity.*

As used in this Section, "abandonment of contract" means the failure of a teacher to report at the beginning of the contract term or otherwise perform the duties of a contract of employment when the teacher has accepted other employment or is performing work for another employer that prevents the teacher from fulfilling the obligations of the contract of employment.

Signed into Law
April 25, 2006

Last updated on February 21, 2012

