

SHADY POINT

Warriors



Staff Handbook

2023-2024

*We prepare every student by name and need
for what is next, whatever that next may be.*

SHADY POINT SCHOOL
FACULTY AND STAFF HANDBOOK
2021-2022

PHILOSOPHY

Shady Point Public School strives to provide a foundation adequate for the needs and talents of our students. Our goal is to work with parents, community members and the students to further students' education and help them become responsible and conscientious citizens in our society and to meet or exceed minimum standards set by the Oklahoma State Department of Education.

OBJECTIVES

1. To impart knowledge in all academic subjects and to establish career awareness. All students will complete the year having demonstrated competency over challenging subject matter.
2. To impart knowledge useful to common sense judgment for daily living so students will be prepared for responsible citizenship, further learning, and will have a background for productive employment.
3. To provide a climate that is free of drugs and violence. Shady Point School will engage in a partnership between home and school to increase parental involvement and participation that promotes mental, physical and emotional growth in students and offers a safe and disciplined environment conducive to learning.
4. To teach a sense of fair play, honesty, lofty ideas, values and high purpose.
5. To make students aware of self-worth by accepting them as they are, regardless of race, color, or creed.
6. To develop a sense of cooperation and pride for team building.
7. To stimulate ambition as a spur to success.
8. To inspire wise use of leisure time.
9. To create dedication and loyalty to one's school, community and nation.

ACCIDENTS

For your protection, all accidents should be reported to the office. You must fill out an accident report. Leave one copy in the office and send one copy with the child. If you think it is necessary, call the parent to inform them of the accident.

ASSEMBLIES

All teachers must attend assemblies with their class. TEACHERS ARE TO SIT WITH STUDENTS AND BE IN CONTROL OF THEM AT ALL TIMES.

ATTENDANCE

It is the responsibility of each teacher to be at school ready to work on time every day and to stay until the scheduled departure time. If for some reason a teacher is unable to get to school on time, or if illness, personal business, or emergency keeps the teacher from coming in at all, it is the teacher's responsibility to promptly notify the designated administrator.

1. Employees who are out due to illness, personal business, or emergency will be expected to contact the administration the evening prior to the scheduled workday. If unable to make contact by the evening prior to the scheduled workday, it is expected that contact will be made by 6:30 a.m. so that arrangements can be made for a substitute.
2. The report of need for a substitute shall include a brief explanation of the reason for the request and an estimate of how long the substitute will be required.
3. Each teacher is required to leave lesson plans in his or her desk at school so that they may be used by a substitute when necessary. These lesson plans must be updated throughout the year.
4. Upon returning to school the employee will be expected to fill out a leave form in the office.

~~5. COVID related absences will be reviewed on a case by case basis. With final decision authority in the hands of the district administration.~~

SICK LEAVE

A. *Certified Personnel*

1. Sick leave will be provided and a teacher will receive ten (10) days sick leave per year. Those teachers employed on an eleven month contract will receive eleven (11) days sick leave and those on twelve month contract will receive twelve (12) days sick leave. A teacher may accumulate up to sixty (60) days of sick leave.
 - a. A teacher may use sick leave for personal accidental injury, illness or pregnancy, or accidental injury or illness, in the immediate family. Immediate family includes spouse, children, parents, and grandparents.
 - b. Sick leave may be used for routine dental or medical appointments. A doctor's statement may be required.
2. The cumulative sick leave allowances for permanent part time teachers shall be proportioned to the amount of time worked.

3. When a teacher has exhausted all accumulated sick leave, and is absent from duty for any of the reasons stated above, the teacher shall receive for a period of not to exceed twenty (20) days the full contract salary less the:
 - a. Amount actually paid the substitute teacher for his/her position, if a substitute teacher is hired; or
 - b. Amount normally paid to a certified substitute teacher for his/her position, even if a certified teacher is not hired.
4. Twenty (20) working days after a teacher exhausts accumulated sick leave and continues to be unable to return to work because of personal illness, the teacher will automatically be placed on sick leave without pay. To remain on sick leave without pay for the balance of the current school year, the teacher must have a doctor's statement certifying the teacher is not able to work.
5. A teacher who is unable to resume regularly assigned duties upon the expiration date of the leave of absence will be deemed to have resigned their employment.
6. A newly hired teacher shall be credited a maximum of sixty (60) days for sick leave earned in another Oklahoma public school district provided:
 - a. the teacher was employed by an Oklahoma public school district the preceding school year; and
 - b. the number of days to be transferred into the School District has been certified in writing by the sending District.

B. *Support Personnel*

1. Sick leave will be provided to support personnel at the rate of one (1) day for each month worked not to exceed the number of hours per day for which they are regularly employed. A support employee may accumulate up to sixty (60) days of sick leave.
 - a. A support employee may use sick leave for personal accidental injury, illness or pregnancy, or accidental injury, or illness in the immediate family. Immediate family includes spouse, children, parents, and grandparents.
 - b. Sick leave may be used for routine dental or medical appointments. A doctor's statement may be required.
2. The cumulative sick leave allowances for permanent part time support employees shall be proportioned to the amount of time worked.
3. When a support employee has exhausted accumulated sick leave and continues to be unable to return to work because of personal illness, the support employee will automatically be placed on sick leave without pay.

Legal References

1. *Title 70, Okla. Stat. sec. 6-104 A and B; School Laws, Section 115A and B.*
2. *Title 70, Okla. Stat. sec. 6-104.5; School Law, Section 116.*
3. *Title 70, Okla. Stat. sec. 5-117 E; School Laws, Section 65E.*

TARDIES

If tardiness becomes excessive the staff member will be notified and placed on a personal development plan. If the tardiness continues other actions may be taken.

MATERNITY LEAVE

The board of education shall provide maternity leave to all full-time employees of the school district who have been employed by the school district for at least one year and have worked for the school district for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of maternity leave shall be immediately following the birth of the school district employee's child.

CAFETERIA

Teachers are to accompany their students to the lunch room and make sure they are well supervised. Loud talking and bad manners are not to be tolerated. The students you bring to the cafeteria are your responsibility.

All teachers are to report to school at 8:00 a.m. unless they have early duty.

Duty teachers are to report to the cafeteria no later than 7:45 a.m.

CELEBRATE FREEDOM WEEK

Senate Bill 17

The bill states that in order to educate students about the sacrifices made for freedom on behalf of this country and the values on which this country was founded, the date of **November 11 is hereby designated "Veterans Day,"** and the week in which November 11 falls is designated **"Celebrate Freedom Week"** in and for the public schools of this state.

The bill requires that:

1. As part of a social studies class, during Celebrate Freedom Week or during another full week as determined by the board of education, appropriate instruction concerning the intent, meaning, and importance of the **Declaration of Independence and the United States Constitution, including the Bill of Rights, in their historical contexts shall occur.**

2. The religious references in the writings of the founding fathers shall not be censored.
3. **The study of the Declaration of Independence** to include the study and the relationship of ideas expressed in that document to subsequent American history, including the relationship of its ideas to the rich diversity of our people as a nation of immigrants, the American revolution, the formulation of the United States Constitution, and the abolitionist movement, which led to the Emancipation proclamation and the women's suffrage movement.
4. **Students in grades three through eight shall study and recite the following:** "We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness. To secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed."

In addition, each public school will on Veterans Day conduct and observe an appropriate program of at least one class period remembering and honoring American veterans.

CLASSROOM AND HALL

1. Those students who represent the Shady Point School in some activity during the day are required to make up class assignments which have been missed. Students who represent our school in extra activities should have no less than a 60% average in all of their subjects. This needs to be checked and reported to the coach or sponsor of the activity. No more than 10 days per year may be missed in any class by students participating in extracurricular activities, even if it is a school sponsored activity.
2. A student needs to be present at least 90% of the time in order to pass a subject or participate in sports, sports related activities, and some field trips. The only absence that does not count against the student is one in which he/she is representing the school. However, the 10 day rule mentioned in #1 above does apply even in school sponsored events.
3. The above 60% average and 90% attendance requirements shall also be maintained in order to attend any field trips.
4. There should be very few cases in which a student is excused from the classroom. Most discipline problems develop in the restrooms or other areas where students are not supervised. If students are out of your class excessively or consistently during class time, an administrator may call you in for a conference and note this in your evaluation.

5. Do **NOT** send students to an empty room or the hall. You are held accountable for them at all times. Send them to another teacher's room.
6. From the first day of school, emphasize the fact that students are here to learn and must come to class prepared to begin work immediately. They should have all necessary books, pencils, paper, etc. Teachers should be prepared to begin the lesson immediately. Many discipline problems develop when teachers are not ready to begin class when the bell rings or they end the lesson too soon.
7. **If you must be out of the room temporarily, you are responsible for getting another adult to watch your class (this does not mean the teacher across the hall opening both doors and watching both classes). Students must not be left unsupervised or under the supervision of another student.**
8. Classroom control is established during the first few days of school. Do not tolerate disrespect from students. Deal with the situation promptly, firmly, and fairly. Do not argue with a student. Be consistent, firm, but professional in your discipline. Students must know their boundaries. However, they must also be shown respect and they will usually respond with more respect. Do not threaten or punish an entire class for something a single student or a few students might have done.
9. As much as is possible, teachers are expected to handle their own classroom discipline. Keep an accurate record of the student's behavior. If you feel the student is uncontrollable and the situation warrants it, send for the administrator. Accurately record the student's infractions and what measures were taken. Students do have the right of appeal. You could be asked to relay the information to the School Board. Good records could prove very valuable. The uncontrollable student will be counseled with and put on warning. His/her next referral could result in **in-school** detention or suspension. If this does not solve the problem, the next suspension could be for a longer time period. **If you feel you MUST paddle a student, contact his/her parent/guardian first, then have an administrator witness the paddling.** A Discipline Report must be filed in the office at the time the child is paddled. (Some students are NOT to be paddled. Check to see if the student has a written exemption on file in the office. If so, other measures will need to be taken with this student.)

COMMUNICATIONS

TELEPHONE

Staff members are NOT to use cell phones while responsible for students. This includes recess duty. You are not to leave your classroom unattended or step into the hall to use the phone. **Excessive use of a telephone by staff may result in their placement on an improvement plan or other action as needed.**

EMAIL

All staff members will be given an email account to use. All staff are required to check this account daily unless told differently by an administrator. The district will utilize this method of communication and the staff is responsible for information given to them in this form.

CONSTITUTION DAY

Teachers must conduct an educational program pertaining to the U.S. Constitution on September 17 of every year (or, if the 17th falls on a weekend or holiday, such program must be conducted during the preceding or succeeding week) Public Law 108-447. Document this in your lesson plans.

COPY MACHINE

STUDENTS ARE NOT TO USE THE COPY MACHINE.

DISCIPLINE POLICY

We, at Shady Point School, are proud to say that our discipline problems are few and generally of a minor nature. However, as in any society, occasionally there will be a need for some type of discipline.

The following examples of behavior are not acceptable in society generally, and in a school environment particularly. When, in the judgment of the teacher or administration, the behavior of a student constitutes unacceptable behavior in the following areas, corrective action will be taken. These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

1. Bullying
2. Unexcused lateness to school/class
3. Disrespect for authority
4. Cheating on school work
5. Littering

6. Leaving school/class without permission
7. Refusing/skipping detention
8. Use of profanity/vulgarity
9. Possession, selling, using, or under the influence of drug/alcohol
10. Lying
11. Stealing
12. Fighting
13. Defacing/destroying property
14. Possession of a dangerous weapon or look-alike weapon
15. Any type of gang activity
16. Cell phones on or used
17. Clothing not appropriate for school
18. Any other action that is not covered, but warrants attention

In disciplining unacceptable behavior, the faculty/administration of the school will consider the severity of the offense and the age of the child before taking disciplinary action. However, the school is not limited to these various methods, nor does this list reflect an order of sequence of events in disciplinary actions. The district discipline rubric will be used to determine discipline. Examples of discipline include the following:

1. Conference with the student
2. Conference with the parent/guardian
3. Time out
4. Noon detention/recess
5. In-School Detention
6. Restriction of privileges such as recess
7. Writing assignment
8. Changing a student's seating assignment
9. Reimbursement for materials/equipment stolen, damaged or destroyed
10. Suspension from school
11. Corporal punishment (paddling)
12. Involvement of law enforcement
13. Requiring a student to change clothes if his/her clothing is inappropriate for school. (The school has a variety of tee shirts and shorts available for these occasions.
14. Other appropriate disciplinary action as required and as indicated by circumstances.

To ensure consistency in discipline across all students, a discipline rubric is used. Students will be punished based on the severity of the offense and the number of times the infraction has occurred. The rubric is attached in appendix A

Bullying/Hazing

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite,

and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Furthermore, no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

DISCRIMINATION

No discrimination shall be made in the placement or treatment of students, with regard to race, creed, color, sex, religion, national origin or ancestry.

DRESS AND PERSONAL APPEARANCE

Certificated employees within the district are expected to dress appropriately and in a manner in keeping with their professional status. Employees should keep in mind what constitutes good taste, appropriate grooming, and appearance. Good taste is defined as professional attire that would not offend students, parents, visitors, and fellow employees.

All staff members will be required to follow a business casual dress code Monday through Thursday. **On Fridays, casual wear (jeans) will be allowed when a Shady Point shirt is worn. This is a privilege that can be revoked at any time. Remember we are professionals and should look so at all times.**

Some positions such as cooks, janitors, and maintenance will dress according to the needs of their job and will be approved on a case by case basis. In addition, faculty dress code may be adjusted for special events as determined by the administration.

FIELD TRIPS

All field trips must be cleared through the office and put on the calendar. Plan these trips well in advance. Be sure that you have secured a bus driver. The teacher may, at his/her discretion, turn a student over to the parent/guardian if the teacher has spoken with the parent/guardian on the matter. The bus driver's time and meals are to be paid from class funds. Students must maintain a 60% average and 90% attendance in order to attend. Only parents that are preapproved may attend the trip with students.

FUND RAISING

A fundraising form must be approved by the administration or Board of Education.

GRADING SCALE

Numerical grades will be used on report cards and permanent files. Our grading system for grades 1st – 8th is as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	59% and below
S	Satisfactory
U	Unsatisfactory

Be sure to have an adequate number of grades recorded in your grade book during a nine weeks period. The general rule of thumb is two grades per week. In the event of questions about a child's grades, your grade book will substantiate the grades you put on the report card. Be sure students understand the grading system and that they know which grades will count more on the nine-week or semester grade. Be sure you return papers (or copies) to students. The parents and students have a right to see the papers and scores the student has received. Keep parents and students informed of the student's progress.

In the event a parent comes to see you regarding the grade or behavior of his/her child, be courteous, helpful, and above all, maintain your dignity, composure, and professionalism. However, if after trying to talk, you do not seem to be making progress, all those involved need to meet with an administrator. Document what happened.

HALL RULES

Closely monitor hall behavior between classes. Stand at your doorway and greet students as they enter the room.

JOB DESCRIPTIONS

Descriptions of job classifications are available upon request from the office or the superintendent.

LEAVING CAMPUS

We have a closed campus. Teachers are to remain on campus until 3:45p.m. or until the bus leaves campus. If any staff member must leave, the office is to be notified at the time of departure and return.

LESSON PLANS

Be sure to include the Oklahoma standard you are teaching in your lesson plans on planbook.com. Plans should be completed no later than every other Monday at 8:00 am.

LIBRARY

The library welcomes students and adults. Please follow the planned schedule. However, if a class needs to come at another time, prior arrangements need to be made and the class must be accompanied by their teacher.

PARENT-TEACHER CONFERENCES

Parent teacher conferences are scheduled four times per year. Two of them will be a long format (3:30 to 9:30) and two will be a short format (3:30 to 6:30) Teachers are to stay the entire time. You are not limited to these times, please feel free to schedule a conference with parents as often as you need.

PARTIES

We allow classes at the following parties during school time: Christmas, Valentine's Day, Easter and as approved by the administration. All parties are to be held from 2:30-3:30. Be sure you clean up after the party and take all trash to the trash bins outside.

RETENTION POLICY

Before we retain a child, the following conditions should be met:

1. Retention is to benefit the child.
2. There should be documented conferences between and among parents, teachers, administrators and children when teachers begin to consider if retention would benefit the student.
3. Each case is unique. Judgment of parent, teacher and administrator will determine grade placement. In the event of disagreement, placement is the legal prerogative of the school.
4. Generally, we do not retain a child more than once in the same grade.
5. Consideration should be given to the following conditions:
 - a. Age and size
 - b. Parent attitude
 - c. Mental capacity
 - d. Physical disabilities
 - e. Previous retention
 - f. Sibling grade placement

- g. Ability to profit from retention
- h. Failure of instructional objectives
- i. Less than 90% attendance, not supported by unusual circumstances.

The local district has the authority, even when a parent or guardian requests promotion, to retain a child at their present grade level. The final decision for promotion or retention will not be made until a consultation occurs between the appropriate school personnel and parents/guardians.

SAFETY DRILLS

Periodic safety drills will be conducted for the students to assure their safety in case of an emergency. The plan of escape from each area of the school will be posted and will be explained and practiced by each teacher with his/her classes. Other drills will be conducted as required.

SOCIAL MEDIA

Teachers and staff will be cautious in their use of social media (Facebook, Twitter, Instagram, et. al.) to contact students, parents, or other staff members.

The staff will be required to separate all personal social media accounts, and their associated media, from their professional ones. This may require the staff to create a professional version of these accounts under the persona of “Mr. or Mrs. Smith”. This account can then be utilized to contact and communicate to students, parents, and staff on a professional level. Furthermore, any personal account should not be linked to the professional one. This separation will ensure that a professional decorum is maintained on all school related information, pictures, or video posted to social media.

TEACHER EVALUATION

All certified personnel will be evaluated using the Tulsa Model TLE.

Any teacher, whose work is considered marginal or unsatisfactory, will be notified of his or her deficiencies and given a reasonable time, not to exceed two months, to make improvements. If deficiencies continue to exist, that teacher will be placed on a plan of improvement. If re-hired for the following year, that teacher evaluation will be ongoing throughout the year.

Unsatisfactory evaluations the second year could result in termination. If dismissal or non-renewal is recommended to the Board, it will be in writing. In the case of teachers with at least three years of experience, the recommendation to the Board will contain one or more of the statutory grounds for dismissal or non-renewal of contracts.

DUTIES AND RESPONSIBILITIES

In accordance with the policy of the board of education, the following regulation shall govern the duties and responsibilities of teachers employed by the Shady Point Public School system.

- Teachers shall be required to attend workshops before the beginning of the school term and following the end of the school term. These days are set by the administration and will vary depending upon the needs of the district.
- Teachers shall be present in their assigned work places at least 15 minutes before the beginning of class, or duty. Teachers shall remain at their workplaces until after all buses have left the campus in the afternoon.
- Teachers shall promptly attend all meetings called by the administration.
- Teachers shall devote themselves during school hours to the duties of their respective assignments and will give careful attention to instruction, discipline, manners, and habits of their students.
- Teachers shall be responsible for discipline of their respective classrooms. Students shall not be excluded from classes without good cause. The aid and counsel of the administrators shall be sought on questions of discipline and special misconduct cases shall be referred to the administration.
- Teachers shall be responsible and accountable for supplies, equipment, apparatus, and other school property within their area of instruction or supervision.
- Teachers shall report student misconduct.
- Teachers shall report to an administrator any student whose progress or advancement warrants reclassification, and any student who, for any cause, fails to properly complete assigned classroom work. Teachers shall assign, grade, and return to the student any required make-up work for excused absences.
- Teachers shall not be absent from their classrooms without prior notice to an administrator.
- Teachers who find that they will be late or absent because of unforeseen emergencies should notify the administration as soon as possible so that a substitute teacher may be obtained.

Teachers shall perform other duties as assigned by the administration.

At the end of the school year, each teacher must have the following completed and ready to hand in before checking out:

1. Completed inventory of classroom
2. Semester grade sheets completed
3. Inventory list of textbooks
4. Supply list for following school year
5. All incomplete grades changed
6. Textbooks properly stored
7. Sponsors must ensure all organizational bills are paid
8. Must be cleared by an administrator before departure

TEACHER ETHICS

The Shady Point Board of Education realizes that codes of ethics are normally developed by the professions themselves and are not imposed upon them by employers or any higher body. However, because the actions of school district employees are viewed and appraised by the community, professional associates, and students, activities by employees which adversely affect the educational goals of this district will not be condoned by the board of education. Therefore, all school employees are expected to maintain certain standards of conduct and to assume responsibility for providing professional leadership in the school and community. These standards include the following:

- The maintenance of just and courteous professional relationships with pupils, parents, staff members, and others.
- The maintenance of their own efficiency and knowledge of the developments in their fields of work.
- The transaction of all official business with the properly designated authorities of the school system.
- The establishment of friendly and intelligent cooperation between the community and the school system.
- The representation of the school system on all occasions that the contributions of the school system to the community are recognized.

- The placement of the welfare of the children as the first concern of the school system, thus appointments to positions and promotion must be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical.
- Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
- Directing any criticism of other staff members or of any department of the school system toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the superintendent if necessary.
- The proper use and protection of all school properties, equipment, and materials.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

Approved by the State Board of Education, March 1992
Professional Services Division (70 O.S. Supp. 190 6-101.21 and 101.22)

Teachers are charged with the education of the 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 desire of the respect and confidence of their colleagues, students, parents, 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

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
 - a. exclude any student from participation in any program,
 - b. deny benefits to any students,
 - c. grant any advantage to any student;
7. Shall not use professional relationships with students for private advantage; and
8. 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.

Principle II – Commitment to the Profession

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 qualification.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist entry into the teaching profession of any person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualification for a professional position.
5. Shall not assist an unqualified person in the unauthorized practice of the teaching 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.

8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decision or actions.

Principle III

1. Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:
 - A. Willful neglect of duty.
 - B. Repeated negligence in performance of duty.
 - C. Mental or physical abuse to a child.
 - D. Incompetence.
 - E. Instructional ineffectiveness
 - F. Unsatisfactory teaching performance.
 - G. Any reason involving moral turpitude.
2. A career teacher shall not be subject to dismissal or non-reemployment for items A, B, D, E, and F, above unless and until a written admonishment has been issued in accordance with relevant law.
3. A probationary teacher shall not be subject to dismissal or non-reemployment for inadequate teaching performance unless or until a written admonishment has been issued in accordance with relevant law.
4. A temporary teacher shall not accrue credit toward tenure except by board action upon recommendation of the superintendent.
5. Temporary teachers, substitute teachers, adult education teachers, and teachers employed in positions fully funded by private or federal grants shall not be protected by the provisions of the Teacher Due Process Act.
6. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
7. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties:
 - A. "Criminal sexual activity" means the commission of an act defined in section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
 - B. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity (70 O.S. 6-101.22).

DEFINITIONS

Terms to know for understanding

Certified Staff

Employees who are certified teachers and operating in a position that requires a certified teacher.

Non Certified Staff

Employees who may or may not be certified as a teacher and not operating in a position that requires it.

The Administration

Any personnel that the board of education designates in a leadership position.
Including but not limited to the superintendent, principal(s), or directors.

The School Board

The elected members of the community who serve to set policy and provide oversight to the operation of the school district.

Shady Point School Discipline Rubric

Includes classroom, building, property, and school events. Shady Point School District students who attend school sponsored activities after school hours off the SPS campus are subject to the same rules that apply during the school day or on the SPS campus (e.g., dances, field trips, and athletic contests, both home and away).

Behavior	1st Offense	2nd Offense	3rd Offense	4th Offense
Mild Behaviors (Any behavior that demonstrates a lack of respect for the feelings and well being of others) Such as: name calling, put downs, repeated incidents of rough play, rude gestures (eye rolling, dirty looks, sighing), taunting, writing on school property, failure to bring class materials, public display of affection, Dress Code, Cell Phone/Electronic Device, etc.	Conversation about behavior/choices Conference with victim Restitution Letter of apology Sentences or writing assignment Loss of recess Time out Detention	Discipline Referral Parent signature Restitution Letter of apology Sentences Loss of Recess Time out Detention Teacher-Parent Notification	Conference with student Loss of 3-5 recesses Week of Detention Restitution Letter of apology Sentences or writing assignment Extra Class Work	Conference with student and parent Restitution Swats Suspension
Moderate Behaviors (Any behavior may cause injury) Such as: damaging property, exclusion, gossip, grabbing, hair pulling, insults, kneeing, mean tricks, negative written notes, pinching, pushing, repeated behaviors toward specific person, stealing, shoving, slapping, spreading rumors, bullying, tackling, tripping, etc.	*Discipline Referral • Parent signature *Restitution • Letter of apology • Sentences or writing assignment • Loss of Recess • Time out Teacher-Parent Notification	*Conference with student Loss of 3-5 recesses Week of Detention *Restitution • Letter of apology • Sentences or writing assignment • Extra Class Work Principal	*Conference with student and parent phone call *Restitution • Swats • Suspension Principal	*Conference with student and parent *Restitution • Swats • Suspension Principal
Severe Behaviors (Any behavior that may cause injury) Such as: biting, harassment (racial, ethnic, gender or religious), fighting, vulgar language, repeated/chronic failure to comply with classroom rules, spitting, vandalizing, verbal or written threats, tobacco, drug, and alcohol use or possession etc.	*Conference with student Loss of 3-5 recesses Week of Detention Restitution Letter of apology Sentences or writing assignment Extra Class Work	Conference with student and parent phone call Restitution Swats Suspension	Conference with student and parent phone call Restitution Swats Suspension	Conference with student and parent phone call Restitution Swats Suspension

Threats of harm to self or others will be dealt with immediately on an individual basis in relation to severity. The severity of each incident will be individually evaluated and may warrant variance from the rubric as determined by building principal. Multiple infractions in close proximity may result in additional consequences as determined by the building principal. After 4th offense, individual behavior plans will replace the rubric.

