

Faculty Handbook 2017-2018

Mission Statement

To guide all Fort Supply Bulldogs to achieve while building confidence and self-esteem in order to become self-directed, life-long learners who possess the knowledge, positive attitudes, and values to become productive, contributing citizens in a changing world.

Standards of Performance and Conduct for Teachers

Approved by the State Board of Education, March 1992
Professional Services Division
(70 O.S. Supp. 1990 § 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 students, 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. excludes any student from participation in any program,
 - b. deny benefits to any student, or
 - c. grants 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 information 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

- A. 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 of performance of duty,
 3. Mental or physical abuse to a child,
 4. Incompetency,
 5. Instructional ineffectiveness,
 6. Unsatisfactory teaching performance,
 7. Commission of an act of moral turpitude.
 8. Abandonment of contract.
- B. Subject to the provisions of the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause.
- C. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
- D. 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.

General Information

Care of Building and Equipment

Each teacher shall instill in all students the necessity of taking care of the building and equipment. Students and teachers should be conscious of waste. If an organization desires to use the school building at noon, after school, or on weekends, a sponsor must be with the group during the time the building is in use. After the members of the organization are admitted to the building, the doors should be secured so that outsiders may not enter. Sponsors are responsible for making sure the building is locked and secure after the organization is finished with its activity.

Students should not be in the school building before 7:30 a.m. or after school hours (3:30 p.m.) unless a faculty member is present and with the approval of the Principal or Superintendent.

Coaches and sponsors must stay in the building until all students have gone after athletic practices, games or activities.

Any faculty member admitting anyone into the school building is responsible for said persons as long as they are in the building.

Copier Machines

Students are not allowed to use the school copiers at anytime. Teachers are to organize their time so that they are able to make copies as needed. Limits will be placed on the use of machine if the administration feels it is necessary. Color copies should be made only for special occasions.

Curriculum

Approved by the Board of Education, the curriculum for the Fort Supply Public Schools will be in the process of continual development to adapt the school program to the changing of society; and to meet the requirements of the State Department of Education. Teachers are not to deviate from the adopted curriculum without the express approval of the Board of Education.

Dress Code

During the school year, administrator, teachers, teacher assistants, and office personnel are required to follow a basic dress code. The purpose and intent of the dress code is to assure that the school system staff projects a professional image to the public as well as to the students.

Appropriate Clothing Includes:

- ▶ Pinpoint or button-down dress shirt
- ▶ Knit shirt, turtleneck, and mock-turtleneck, polo style collared shirt
- ▶ Slacks or khakis
- ▶ Dress shoes, boots, athletic shoes, dress sandals, boots and casual shoes
- ▶ Socks
- ▶ Sport coat or sweater
- ▶ School sweater or shirt, school sweatshirts and school pullovers
- ▶ Jumper, dress, skirt (professional fit & knee length)
- ▶ Dress shorts (professional fit & knee length)
- ▶ Dress “crop slacks” that are loose fitting
- ▶ Jeans-Fridays and when permitted due to extreme cold weather
- ▶ Parent-Teacher meeting-teachers should dress in appropriate business wear

At the discretion of the Superintendent/Principal, specialty teachers (such as physical education and vocational agriculture) who require specific attire are permitted to dress according to restrictions of their job responsibilities during that specific time period. Athletic shorts may not be worn to the classroom or cafeteria.

Inappropriate Dress Includes:

- No revealing clothing
- Halters tops
- Tank tops
- Low cut tops that over expose the chest area or tops that expose the stomach area
- No “low-rise” jeans or trousers which reveal undergarments or stomach area
- Body art (no visible tattoos, no visible body piercing other than ears)
- No T shirts with logos other than *Fort Supply Schools*

Discipline Policies

All classroom management plans (rules) are to be in compliance with school board policies and approved in writing by the administration before being posted or disseminated.

Drills: Fire and Tornado Procedures

There will be a number of fire and tornado evacuation drills held during the school year. A plan of evacuation will be mapped out prior to the first drill and teachers should instruct their classes accordingly. All windows and doors should be shut and lights and equipment turned off as soon as the students are out of the room. Teachers should check classrooms and restrooms in their area to make sure that all students are out of the building before leaving. Teachers should take their grade books with them. Roll is to be called immediately upon exiting. "Missing" students are to be reported to the administration immediately.

- 2 fire drills within the 1st 15 days of the semester
- 2 tornado drills –September/March
 - Plus, one other drill, administrative decision

Drills: Intruder and Lockdown drills

In the event that there is an intruder in the building or the potential for violence has occurred, a stay put and take cover alarm will be sounded/announced. Teachers are to lock doors, turn off lights and move students to a place in the room that is out of sight and range of doors and windows. They are then to seat students on the floor and remain quiet and still with them until an all clear signal is given.

- 2 lockdown drills within the 1st 15 days of the semester
- 2 intruder drills within the 1st 15 days of the semester
 - Plus, one other drill, administrative decision

Faculty Meetings

Faculty meetings will be called by the administration on a regular basis. Teachers and teaching assistants, as well as some support personnel will attend these meetings unless permission to do so has been given in advance by administration.

Field trip and excursions

Field trips and excursions by various classes must be approved by the administration and Board of Education. When teachers find it necessary for such activities, the following actions will be taken:

1. Seek approval one week before the event through the Principal's office.
2. Submit the sign out sheets of the students attending the trip to the office no later than three days prior to the trip or event.

3. Make proper plans for your class prior to making the trip.
4. Secure permission from proper authorities who are to be visited.
5. If possible, plan the trip to coincide with the regular school day.
6. Make necessary arrangements for a bus driver through the Principal's office.

When students return after normal school hours, it is standard procedure for the sponsor to open the building for access to the telephone. Supervising teachers will remain with students until all are on their way home.

Fund Raising Activities

All fund raising activities must be cleared through the office and approved by the Board of Education. (Fund raising (receiving/dispersing/selling) activities are not to interfere in any way with the student's nor the teacher's time at school. Students will not be allowed to sell products, tickets, etc., during school hours. Receipts records maintained and turned in daily.

Grades/Grade Cards

Grades will be placed on the grade cards and grade sheets by the elementary teacher of each class. Each teacher will adopt the following grade scale for standardization purposes. 1st and 3rd nine week tests are mandatory for grades 5-12. Semester test will be required for all classes. Grades will be reported on the computerized system. High school/Jr. High grade cards will be mailed to parents/guardians.

Grading Scale

The following grading scale will be used by all teachers in all subjects:

90-100	Superior	A
80-89	Above Average	B
70-79	Average	C
60-69	Below Average	D
0-59	Failing	F

Fractions of 1/2 or more will be used to round up a grade. Grade books will be kept in a complete and orderly fashion as befits a legal document.

Employee Benefits

Illness

In the event that a teacher is ill and unable to report to work, he is to notify the secretary/principal as soon as possible. It is the teacher's responsibility to see that detailed lesson plans are provided for the substitute. Any time a teacher is absent due to illness, he/she is to call the Principal's office as soon as possible to notify the school of his plans for the next day. Failure to make contact can result in a loss of pay and a written reprimand.

Leave-Personal/Business

The Fort Supply School District shall provide for all teachers a minimum of three (3) days of Personal/Business leave, upon the request of the teacher.

Personal/Business leave shall not be accumulative. Such leave shall be limited to personal/business matters that cannot be conducted after school hours or on the weekend.

Request for personal/business leave shall be made in writing and in advance, when possible. If not possible, then the written request should be filed within one day after returning to work. This notice shall include a signed statement that the day was not used for personal entertainment, recreation, gainful employment, or to seek another position. The request will be made to the Superintendent/Principal of Schools.

The types of situations that may qualify for personal/business leave are varied and numerous. The following examples may serve as a guideline:

1. Family illness other than immediate family
2. Emergency business transactions
 - a. Loan closings
 - b. Other banking matters
 - c. IRS reviews
3. Legal matters
 - a. Meetings with attorney for personal or family business
4. Miscellaneous
 - a. Attendance of business convention with spouse

b. Attendance at a school activity if son/daughter is participating

The following are examples of types of absences that will not be approved for personal/business leave:

1. Pleasure trips or vacations
2. Attending school activities or sporting events when a son/daughter is not participating
3. To perform a service for compensation

This leave is not cumulative.

Leave-Professional Day

Teachers must request Professional leave for improvements in their area of concentration. This will be allowed at the discretion of the administration.

Leave-Sick

Each teacher will be granted ten (10) days sick leave accumulative to a maximum of sixty (60) days. The remainder of the sick leave is “banked” for use towards 120 days sick leave equals 1 year of service. Sick leave pertains to personal accidental injury, illness or pregnancy, or accidental injury or illness in the teacher’s immediate family. If, after exhausting all sick leave, a teacher is absent from his/her duties due to personal accidental injury, illness or pregnancy, the teacher shall receive the full contract salary less the amount actually paid a substitute teacher for his/her position for a period of twenty (20) additional days. After that the teacher will pay 1/180th of his/her actual contracted salary. The Board of Education will require written proof of reasons for leave when all sick leave has been exhausted. New teachers may transfer sick leave from Oklahoma schools. It may not exceed sixty (60) days. All absences from work will be docked against the appropriate leave. See Request for Leave form for additional information.

Bereavement Leave

Non-cumulative bereavement leave of up to five (5) days per occurrence shall be granted to an employee in the event of a death in the immediate family. Bereavement leave need not be taken on consecutive days but must be initiated within 15 days and completed within 30 days of the qualifying event.

Immediate Family definition

Immediate family shall include: spouse, parent, stepparent, child, stepchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, parent-in-law.

Vacation Guidelines and Privileges

All twelve (12) month employees, whose regular employment throughout the year is continuous, are eligible to earn vacation time with pay. A full year of service is defined as 12 months from your date of hire.

Leaving the Campus

Teachers and staff may not leave the school grounds or the building during the school day without notifying the Superintendent or Principal. Teachers may not leave the Ft. Supply city limits without permission. Teachers are not to give students permission to leave the building or school grounds during the school day. If it is necessary for a student to leave the building for any purpose during the school day, the teacher must send him/her to the Principal's office for permission to leave.

Lesson Plans

Teachers will be required to maintain detailed lesson plans at least one week in advance of use and submitted to the staff/share/lesson plan site on the last working day of the week. These plans will be such that they can be used by a substitute or covering teacher. These plans are to meet the requirements of the current state approved standards as established and revised by the Oklahoma State Department of Education. Alternative plans may be provided for the substitute or covering teacher, it is the responsibility of the teacher to leave the plans with the Principal. Plans should be of appropriate length and difficulty. Additionally at the beginning of the school year, each teacher should compose a week of generic plans for use in extreme situations of extended unexpected absence due to accident or illness. Lesson plans will be handed in at the end of the year.

Mail Boxes and Phone Calls

Teachers are not to send students to the workroom to pick up their mail. Check your box at least twice each day as personal messages will be placed in your box. Students are **NOT** to be in the teachers lounge for any reason. Teachers will not be called out of the classroom for phone calls unless it is an emergency. Telephone messages will be placed in the teachers' mail boxes. Teachers are not to be on the phone (personal or school) unless it is an emergency. Teachers are to use the telephone in the teacher's lounge in all instances to conduct school business.

Cell Phone Policy-Staff

The use of cellular telephones and like devices shall be prohibited during the academic school day. Cell phones may not be used while transporting students. If a call must be made or received the driver must stop the vehicle in a safe place before the call can be initiated or received. Students are permitted to use cell phones at the discretion of a coach or advisor **before or after the academic school day**. Disciplinary action may be taken if cell phone guidelines are not followed.

Social Media/Wireless Telecommunication

Fort Supply Schools recognizes the value of teacher inquiry and investigation using various technology tools in order to enhance the student learning experience. The school district also recognizes its obligation to teach and ensure responsible and safe use of these technologies. The school district takes no position on employees' decisions to participate in the personal use of social media networks on their own time. However, personal use of social media during contract hours and with district equipment is prohibited.

When employees choose to join or engage with members of the Fort Supply Schools community (students, parents, families, and fellow employees) in a social media context, they shall maintain their professionalism as district employees. They shall also adhere to district policies and the Standards of Performance and Conduct as well as applicable law, and remember even on personal time, they are representatives of Fort Supply Public Schools and should be thoughtful of comments, photos, and videos posted or distributed.

The following actions are prohibited in the use of social media:

- Use of district assigned e-mail addresses in the establishment of a social media account.
- Use of lewd, suggestive, harassing, threatening, defamatory, or other inappropriate speech, including photos and video.
- The posting of images of co-workers without that co-workers consent.
- The posting of student images without written parental/guardian consent.
- The disclosure of confidential information.

Any violation of this policy, district policy, applicable law, or the Standards of Performance and Conduct may be subject to discipline, including suspension, non-renewal, termination of employment, and/or reporting to the appropriate authorities.

Hourly Attendance

Students will not be allowed to go to their lockers after the tardy bell rings. Teachers are not to let students leave their room to interrupt other classes by visiting, borrowing, or generally conversing during school or class hours. Only in cases of absolute necessity should classes be interrupted by students or teachers or should students be out of the class during class time.

Purchases

All purchases of school supplies must be cleared with the Superintendent. All orders must be preceded by the completion in full of a purchase order giving the quantity, description, and cost of the product. Orders can only be made after the purchase order has been signed off on by the Superintendent and purchase order number given. Upon receipt of the product, the signed sales ticket, invoice, packing slip, etc are to be brought to the office. Failure to follow this procedure will result in the teacher's paying for the item from personal funds and the receipt of a written reprimand.

Recording of Absences

Every student must have an admit slip after an absence. The following procedures will be followed in regard to recording of absences:

1. Check the roll for absentees during the first period. Record names of absent students on the computer program.
2. Check the roll at the beginning of each period for the remainder of the day and log absences on the computer program. Proper attendance documentation is needed for each hour.
3. It is each teacher's responsibility to keep accurate attendance records in their classroom.
4. Students are to have an "Admit to Class" pass from the Principal's office when returning from an absence. Each teacher whose class was missed is to initial this pass.

Students are not to be admitted to class without an admit slip. Teachers must ask immediately for the admit slip if the student has not produced it. Students who are expelled from school will receive zeros for the time missed.

Room Care

Paper should be kept off the floors at all times. Students are to use furniture in the manner for which it was designed. Marking on furniture, sitting in an improper manner and defacing school property cannot be tolerated. Teachers need to take special note of these areas. Any activity that causes a room to need more than a few minutes of a custodian's time must be attended to by the teacher and the students. Prior to leaving each day, the teacher is to close and lock all windows, have students put chairs on desks, secure your desk, turn off lights, equipment, heater or air, etc and lock the door. Before leaving for weekends or holidays, unplug all electronic equipment.

School Day

School hours for all professional staff members will be from 7:30 a.m. until 3:50 p.m. All lights, equipment, heat and air should be turned off and doors locked when the teacher leaves. Classes will begin at 8:00 a.m. and conclude at 3:30 p.m. Teachers are to be on duty at 7:30 a.m. in the lunch room.

School Calendar

No school activities (during school hours, after or on weekends) are official until they have been cleared in writing by the Superintendent/Principal and placed on the school calendar.

School Lunches and Lunch Count

Regular daily breakfast, lunch and milk prices for the school year shall be as follows:

	Breakfast	Lunch	Extra Milk
Elementary	\$1.00	\$2.75	\$.35
Jr/Sr. High	\$1.00	\$2.75	\$.35
Teachers	\$1.00	\$3.00	\$.35
Adult Visitor	\$2.75	\$4.25	\$.35

Meals need to be paid for in advance; No student, teacher or adult visitor may incur more than 5 days of charges.

School Visitors

It is not in the best interest of our school to permit visitors in the school/classroom on a regular basis. Visits by spouses/children/friends, etc, should be strictly limited during the workday. Guest's speakers/performers should be cleared through the Superintendent's office at least 2 weeks in advance. All guest speaker/performers should be directed to the office to check in. All solicitors and salesmen are required to obtain approval through the Principal's office prior to meeting with teachers. Student visitors may not attend class while visiting friends or family members who attend school at Fort Supply.

Student Activities

Students are to be in school a full day on the day of an activity. If the student is absent from school for any part of a day on the day of an activity, they will not be allowed to participate in that activity unless the absence is cleared with the administration.

It is the responsibility of the student to obtain from their teacher(s), all work that is to be missed due to a school activity. Students must get all assignments and make up all work *prior* to the absence for a scheduled activity.

Students should be able to make up tests and should have adequate time to prepare for tests given on a day of an absence due to an emergency or illness.

If a student is absent on the day of a test which the student had prior knowledge of, the student will be expected to make up the test the day the student returns to school unless the teacher allows otherwise.

One day will be allowed for each day missed for illness, emergencies, or any other unforeseen absence.

The teacher/sponsor in charge of a school activity will give sign out sheets to students one week in advance of the activity. If the activity results in the student leaving on a Monday, the assignments will be given on the Friday prior to the regular week allowed for make-up work. Students must complete make up work, have all their teachers initial the sign out sheet and then turn it in to the sponsor of the activity by 3:30 the day before leaving on the activity. Completion of work in advance is mandatory, before teachers sign the activity slip. No work can be waived by teachers in advance of activity if assignment is required by students not participating in the activity. No variance from this policy without administrative approval.

Student Control

All teachers are urged to handle their management challenges effectively and with research-based methods that have been proven effective. (Great Expectations Methodology, for example). Teachers may certainly ask an administrator for assistance. However, many types of misbehavior may call for a team approach.

If it becomes necessary to remove a student from the classroom, a teacher may only do so with administrative approval. When a student is turned over to an administrator, the teacher has relinquished his/her part in the correction of that student's misbehavior.

Student Tardies

Any student is considered tardy when the bells rings and he/she is not in the classroom and ready to assume classroom activities. All tardies, unless accompanied by a written or verbal excuse by another staff member, are considered unexcused. The tardy will be recorded on the absentee sheet for that hour. Any student tardy to first hour class for any reason will be sent directly to the office with a written referral. Students that are habitually tardy will be disciplined.

Supervision

Supervision of students is a part of each teacher's duties whenever he/she is connected with the school or school activities. Setting high expectations of conduct for students by staff members will benefit all concerned. A teacher's presence in the hallway, in a restroom or at any related school event, reminds the students that they are part of the school community and have a responsibility toward that community. For this reason, teachers are to be in the halls, by their classroom door, during every class change and will situate themselves among the students during all assemblies. Teachers should position themselves to monitor students entering their classroom as well as the hall between bells. Teachers should be in the classroom immediately after the bell and should not linger in the hall.

Specific supervisory duties will be assigned to teachers throughout the year. These may involve hall duty or acting as advisor to clubs, activities, and classes. In addition, teachers will be assigned duties at athletic events. All assignments will be made as equitable as possible.

Textbooks and Teaching Supplies

The Board of Education will adopt textbooks recommended by the Superintendent who has received a recommendation from the textbook committee. Teachers may request the purchase of supplies for their classrooms by using the proper forms and by following proper procedure which is to contact personnel in the Principal's office. Any supplies requested of parents/community shall be cleared through the administration.

Valuables

Please make certain that money and/or articles of value are not left in your classroom unattended. All school monies collected, should be receipted and deposited daily.

Attendance at School Events

Students respond well to the presence of teachers at their special events. Although it is not mandatory to attend local livestock shows, sporting events or homecoming, teachers should make every effort to be present.

**Special note*-Graduation is a distinguished ceremony celebrating the successful accomplishments of students and their teachers. That being considered, teachers will be expected to attend High School graduation and will be seated as a group in a designated area.

Teacher Ethics

Teachers are certified professionals. There will be a professional level of ethics maintained at Fort Supply Schools. These ethics will manifest themselves in the way we work, in the way we interact with others, and in the way we look. Teachers should address each other with the proper title (Mr., Mrs., or Miss) while in the presence of students. No teacher should criticize another teacher in the presence of students, other staff members, or other members of the community. Failure to cooperate with the accepted school policies will be taken as sufficient evidence that the teacher is not interested in remaining in the school system. If a problem exists or questions need to be answered, contact the administration immediately. Not following the proper chain of command can be interpreted as an act of insubordination.

Standards of Performance and Conduct of Teachers

The following standards of conduct for teachers are adopted pursuant to HB1017, 70 O.S. Supp. and 6-101.21 and 6-101.22.

Commitment to Students

The teacher must strive to help each student realize his/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 a reasonable effort to protect the student from conditions harmful to learning, health or safety,
5. Shall not intentionally expose the student to embarrassment or disparagement,
6. Shall not, on the basis of race, creed, color, sex, national origin, marital status, political or religious beliefs, family, social or

cultural background, or sexual orientation, unfair.

- a. Exclude any student from participation in any program
 - b. Deny benefits to any student
 - 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 or required by law.

Commitment to 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 services of the teaching profession meets the expectations of the state and its citizens, the teacher shall exert every possible 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 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 any 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 attributes,
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 and is permitted or required by law,
7. Shall not knowingly make false or malicious statements about a colleague,
8. Shall not accept a gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

Teacher Evaluation

The purpose of teacher evaluation is improvement of the instructional environment of the school. Fort Supply Schools will ensure that every teacher be evaluated once every year, except for career teachers receiving a “superior” or “highly effective” rating under the TLE, who may be evaluated once every two (2) years. The evaluation process will be an ongoing process. All non-career teachers

will be evaluated at least twice each semester. All areas of the professional's responsibilities, as well as state adopted minimum criteria will be included in the evaluation and the evaluations will tie into each other throughout the teacher's professional career at Fort Supply. Other unscheduled evaluations may be done at the discretion of the administration or as directed by the Board of Education.

Evaluation tools used at Fort Supply Schools will include:

1. The Tulsa Evaluation Model

Failure to follow any of the policies outlined in the handbook will result in a formal write-up being placed in the teacher's file.

Teacher Due Process

1. Subject to the provisions of 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, or
 - g. Any reason involving moral turpitude.
2. Subject to the provisions of the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed without cause.
3. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
4. A teacher may be dismissed, refused employment or not reemployed after 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:

 - a. "Criminal sexual activity" means the commission of the 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.

Instruction is the heart of all school operations. Administration, building maintenance, and all other services are appraised in terms of their contribution to instruction. The administration seeks to establish an educational environment that will stimulate persons to pioneer in new ways to satisfy the educational needs of students and society.

Teaching Staff Defined

The teaching staff will consist of teachers, temporary teachers, and part-time teachers.

1. A regular teacher is one who provides optimal learning experiences for each student in a given subject area.
2. A substitute teacher is one who is called upon to fill temporary vacancies in teaching positions usually due to illness of the regular teacher.
3. A temporary teacher is one who is temporarily filling a position of a teacher on leave of absence.
4. A part-time teacher is one who is teaching a portion of the day.

Organization of Teaching Staff

The teaching staff is organized into administrative units as elementary and secondary. Teaching is done in close cooperation with curriculum work, research, guidance, health inspection and extracurricular activities.

Assignment to Teachers

Teachers will be assigned to a position by the administration and will be directly responsible to the Principal. Prior to change in assignment, a consultation will be held with a teacher, when possible.

Report to Parents

Progress and deficiency reports to parents and/or guardians shall be completely filled out indicating citizenship traits, progress in individual subjects, and number of times the student is absent or tardy. Deficiency reports will be sent to the parents at the middle of each 9 weeks.

Records and Reports

Teachers will keep daily attendance records and make reports as are required by law and the administration.

Other General Duties

Teachers will be responsible for the care, discipline, and instruction of their students during the prescribed school day or any additional time they are placed in the position of responsibility. They will enforce all rules governing the conduct of students as prescribed by the administration. They will endeavor to maintain optimal conditions and practices in their classrooms and shall report

to the administration any serious accident or illness affecting students in their charge. They will execute such control as would be exercised by a kind, firm and judicious person. Teachers are to uniformly enforce dress codes and rules as established for students.

General Overview of Teacher Duties

1. Teachers shall report at 7:30 a.m. Teachers are now at work and “on the clock”. Teachers performing supervision duty at meal time should be actively involved in observation. Duty teacher may bring their class to lunch 10 minutes early. No other students may be dismissed early to lunch without direct approval of administration.
2. Teachers are to prepare their rooms, set up material, get ready for the day, etc. and be at the classroom door to greet students
3. At 3:30 teachers are to guide/send students to the buses, straighten room, prepare materials for the next day, check papers and record grades, etc.
4. Teachers are instructed to be responsible for all students in their vicinity at all times.
5. Teachers are not to enter the Record room at any time, but, rather are to make their needs known to the secretary, who will provide assistance.
6. Secondary Teachers shall stand by their room doors or in the hall during class changes.
7. Teachers must not admit a late student to class without a tardy slip from the office. If a student has been absent, they must also have an admit slip from the office. The last teacher of the day is to collect these slips and turn them into the office.
8. Teachers are not to leave their classrooms unattended. If a teacher has an emergency they must make arrangements to have their room covered.
9. Teachers must be firm and fair in their classes. No unnecessary disturbances are to be allowed.
10. Teachers are never to take money without giving a receipt. Teachers are to receive a receipt from the office personnel when turning in money. Teachers should turn in funds before class begins in the morning. Funds will be reconciled and teachers will receive the receipt at the end of the day.
11. Teachers are not to send students to the workroom for any reason.
12. Good grammar, manners, and patriotism will be taught in all classrooms.
13. Teachers are to accompany their classes to lunch. Teachers are not to release their students early.
14. Teachers will promptly attend all meetings called by the Administration.
15. Teachers will report to the counselor in a timely fashion any student whose progress or advancement warrants reclassification.
16. Teachers will assign, grade and return in a timely fashion all work done by students including make-up work.
17. Teachers who must be unexpectedly absent from work will call the secretary/principal as early as possible, preferably the evening before. Substitutes will be contacted by the secretary/principal or his designee. The teacher is not to get their own substitute.
18. Teachers will not dismiss students before the regular dismissal bell and will not permit them to leave the building during school

hours without the permission of the principal.

19. If it becomes necessary to remove a student from the classroom, it is the teacher's responsibility to see that such student goes directly to the principal and the principal is to be notified in writing of the offense immediately. If a student refuses to accompany a teacher to the office, a teacher may enlist the aid of another teacher or a student in sending word to the office.
20. Other duties will be assigned to teachers and support staff at the direction of the Principal or Superintendent.
21. Teachers should refrain from holding discussions in class unrelated to their subject area. Complaints or discussions regarding co-workers, administration or students or their parents should at no time be voiced to students.

Employment Information

1. Teachers are employed or terminated by the Board of Education on recommendation of the Superintendent. The teacher's teaching assignment is at the discretion of the Superintendent on an annual basis. Teachers should expect to be assigned according to their certification.
2. The employment or non-reemployment of teachers and other staff members will be considered prior to at the May board meeting.
3. Teachers will be on a 10 month minimum contract (Section 96 Oklahoma School Law). (August 1st to May 31st).
4. Teachers and support personnel are required to attend in-service days through out the school year. Support personnel are also required to attend faculty and staff meetings unless otherwise excused. Teachers and staff may also be required to attend some evening functions.
5. Teachers new to our system will be given credit for previous experience up to five (5) years out of state and five (5) years military service.
6. If the Board of Education plans not to renew a teacher's contract, the teacher must be notified by registered mail prior to the first Monday in June. Support personnel will be notified as soon as possible.
7. If a teacher plans not to return to the school district for the following year, he/she must notify the Board of Education by registered letter or certified mail by no later than 15 days after the 1st Monday in June. Support personnel should give the Board at least two weeks notice of plans to terminate.
8. If a teacher has not notified the Board of Education of his/her intent not to be rehired within fifteen days after the first Monday in June, the teacher will be considered to be employed under a continuing contract basis.
9. The Board of Education has the authority to require a teacher to honor his/her contract if the board has not been notified within fifteen days after the first Monday in June. If such teacher does not honor the contract, then the certificate of the teacher

may be revoked for a year's time in the state of Oklahoma.

10. A teacher resigning after fifteen days from the first Monday in June, will not be let out of his/her contract unless a replacement can be found that will satisfy the administration and the Board of Education.
11. All teachers will be paid in accordance with the provisions of a uniform single salary schedule set by the State Department of Education.
 - a. The Board of Education reserves the right to make exceptions to the schedule.
 - b. The Board may amend the uniform salary schedule at its discretion.
 - c. Personnel with special assignments will have their salaries set by the Board and will serve at the discretion of the Board.

The following will be considered as personnel with special assignments: School Principal, Athletic Coaches, etc.

12. Each teacher and support staff will receive a monthly check.
13. Each teacher and support staff that signs a contract to teach or work in the Fort Supply School system will abide by School Board policy and the Teacher Handbook. Both are subject to change.
14. Any teacher with zero (0) years experience that graduated prior to February 1, 1982 will be assigned a teacher consultant. A teacher with zero (0) years experience that graduated after February 1, 1982 will enter an Entry Year Assistance program.
15. Each teacher must accumulate seventy-five (75) points (75 clock hours) of staff development activity every five (5) years beginning July 1, 1982. These points will be granted by the Staff Development Committee and kept on file in the teacher's personnel file.
16. Teacher's must have on file in the Superintendent's office an official, current copy of their transcript, teaching certificate and written verification of all teaching experiences.

Special Laws

State statutes require the teaching of certain subjects, observance of special days, child labor laws, qualification and employment of teachers and other provisions that the school must follow. All employees of the Fort Supply Public Schools whether directly or indirectly connected with the school, will abide and comply with these laws at all times.

Education for Exceptional Children

The Board of Education may, as needed, require, establish and maintain special education facilities in accordance with state laws for students whose education requires a modification of the normal classroom program.

Custodial and Non-custodial Parental Rights

It is the policy of the Fort Supply School Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, an appropriate written instruction should also be filed with the school. All staff are instructed to refer any questions to the appropriate building principal or to the superintendent. Absent a court decree to the contrary, both natural parents have the right to view the student's school records, to receive school progress reports, to visit the child briefly at school, and to participate in parent and teacher conferences (not necessarily together in the same conference).

Child Abuse

Every teacher of any child under the age of eighteen (18) years and every other person having reason to believe that a child under the age of eighteen (18) years has had physical injury or injuries inflicted upon him/her by other than accidental means where the injury appears to have been the result of neglect or physical abuse, shall report the matter promptly to the county office of the Department of Human Services in the county where the suspected injury occurred. It shall be a misdemeanor for a person to knowingly and willingly fail to report any incident as provided above. If the report is not made in writing in the first instance, it shall be reduced to writing by the maker thereof as soon as may be after it is initially made by telephone or otherwise and shall contain the name(s) and address(s) of the child and his/her parents or other persons responsible for his/her care, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries and any other information that the maker of the report believes might be helpful in establishing the cause of injuries and the identity of the person(s) responsible thereof if such information or any part thereof is known to the person making the report.

The county office receiving any report as herein provided shall immediately investigate said report and forward its finding to the district attorney's office in the county wherein the suspected injury occurred together with its recommendation as to disposition. All records concerning child abuse shall be confidential and shall be open to inspection only to persons duly authorized by the State of Oklahoma or the United States in connection with the performance of their official duties.

Any person participating in good faith and exercising due care in the making of a report pursuant to the provisions of Section 846 or 846.1 of this title, or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any participant shall have the same immunity with respect to participation in judicial proceeding resulting from such report.

Civil Rights Policy

In addition to the protection of Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance. Employment discrimination is covered by Title VI if the primary object of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive federal assistance.

Harassment

It is the policy of this school district that harassment of students by other students, personnel or the public will not be tolerated. This policy is in effect while the students are on school ground, in school transportation or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Harassment in any form whether by face to face direct personal contact, the spreading of malicious rumors or gossip or through the use of technology such as; text messages, telephone calls, or inappropriate comments on social media sights such as *Facebook* will at no time be tolerated.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

Harassment set forth above may include, but is not limited to the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one’s grades, achievements, etc;

4. Demeaning jokes, stories or activities directed at the student;
5. Unwelcome physical contact.

The Superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district.