

**WRITTEN ADMONISHMENT
TEACHER**

It is the policy of the Commerce Board of Education that if a principal or the superintendent, acting through the principal, admonishes a teacher for any reason which may lead to the dismissal or nonrenewal of the teacher, the matter shall be brought to the attention of the teacher in writing. A copy of the admonishment shall be provided to the superintendent.

The principal shall make a reasonable effort to assist the teacher in correcting the cause of potential dismissal or nonrenewal. The principal shall develop and provide to the teacher recommendations and suggestions for corrective action. The teacher shall be allowed a reasonable time, not to exceed two months, for improvement. If the teacher does not correct the cause for the admonishment within the specified time, the principal shall recommend the dismissal or nonrenewal of the teacher to the superintendent.

A teacher shall not be prohibited or disciplined for:

1. Disclosing public information to correct what the teacher reasonably believes evidences violation of the Constitution, or law, or a rule promulgated pursuant to law;
2. Reporting a violation of the Oklahoma Constitution, or state or federal law. Reporting would be limited to providing a spoken or written account to a supervising teachers, administrator, school board member, representative from the State Department of Education, law enforcement official, district attorney and/or parent or legal guardian of a student directly impacted by the actions; or
3. Taking any of the above actions without giving prior notice to the teacher's supervisor or anyone else in the teacher's chain of command.

"Reporting" means providing a spoken or written account to a supervising teacher, administrator, school board member, representative from the State Department of Education, law enforcement official, district attorney, and/or parent or legal guardian of a student directly impacted by the actions.

The school district may discipline any teacher who violates students' or parents' rights to confidentiality and protection under the Family Educational Rights and Privacy Act (FERPA).

**REFERENCE: 70 O.S. §6-101.24
70 O.S. §6-101.6b**