



KIPP TULSA PUBLIC CHARTER SCHOOLS

KIPP Tulsa Public Charter Schools - Regular Board Meeting

July 29, 2025

Published on July 27, 2025 at 10:59 PM CDT

Date and Time

Tuesday July 29, 2025 at 9:00 AM CDT

Location

Wompa

3306 Charles Page Blvd, Tulsa, OK 74127

Members of the public shall be allowed to submit requests to address the board of directors. To expedite requests to comment, the public may send those requests to the board at kfinley@kippok.org at least 1 hour prior to the start of the meeting. The final determination of whether an item will appear as a public comment will be at the discretion of the board chair. Comments will take place in the order they were received via email, will be limited to three (3) minutes, and must be related to an agenda item or topic. Your comment can be heard when the Board Chairperson acknowledges you. A spokesperson must be selected when several people wish to address the same subject. The Board Chairperson may interrupt and terminate any comments that do not meet these criteria. Board members may not respond directly to speakers' comments.

Board Members:

Jacob Odom, Dewayne Dickens, Michael Epps, Darnell Blackmon, Brett Krieg, Kim Boyd, Kyara Smith, Jumoke Akingbola

School Representatives:

Donterrio Marzett, Superintendent; Keet Finley, School Operations Support; Mayra Burke, Finance Specialist; Sienna Scott, Director of Teaching and Learning; Janey Nemard, Development Director; Jamia Irons, Principal; Melanie Rathod, Principal; and Bill Hickman, Legal Counsel

Access to the board agenda will be posted on the KIPP Tulsa Website: <https://www.kiptulsa.org> *Click on the KIPP Tulsa drop-down menu, then click on Tulsa Board of Directors, and scroll down to Meeting Dates, Agendas & Minutes of scheduled meetings for the agenda.

Official action can be taken only on items that appear on the Agenda. The KIPP Tulsa Board of Directors may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the Board or the Chair may refer the matter to the Superintendent or Legal Counsel. The Board may also refer items to staff or committees for additional study. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely.

Agenda

	Purpose	Presenter	Time
I. Opening Items			9:00 AM
A. Call the Meeting to Order		Dewayne Dickens	1 m
B. Welcome		Dewayne Dickens	1 m
C. Roll Call		Dewayne Dickens	1 m
D. Agenda Review		Dewayne Dickens	2 m
E. Mission Moment		Hugo Sosa	10 m
II. Public Comment			9:15 AM
A. Public Comment	FYI	Dewayne Dickens	5 m
III. Board Committee Reports			9:20 AM
A. Finance Committee	FYI	Brett Krieg	10 m
B. Academic Committee	FYI	Dewayne Dickens	10 m
C. Development Committee	FYI	Janey Nemard	7 m

	Purpose	Presenter	Time
IV. Executive Director Report			9:47 AM
A. Compliance Update	FYI	Keet Finley	5 m
B. Executive Director Updates	FYI	Donterrio Marzett	4 m
Executive Director Report			
V. Consent Agenda			9:56 AM
Motion and vote on recommendations.			
A. Approve June 27, 2025 Special Board Meeting Minutes	Approve Minutes	Dewayne Dickens	1 m
B. Approval of the June Financial Reports	Vote	Brett Krieg	3 m
C. Approval of General Fund Purchase Orders and any changes to any prior existing purchase orders	Vote	Dewayne Dickens	1 m
<ul style="list-style-type: none"> • PO 2025-11-181 through 2025-11-187 • PO 2025-11-106 from \$270 changed to \$981 - NCrowd 			
D. Approval of Activity Fund Purchase Orders	Vote	Dewayne Dickens	1 m
<ul style="list-style-type: none"> • PO 2025-60-115 through 2025-60-117 • PO 2025-60-3 from \$6,131.51 changed to \$9,689.6 - Amazon 			
E. Approval of Building Purchase Orders	Vote	Dewayne Dickens	2 m
<ul style="list-style-type: none"> • PO 2025-21-20 through 2025-21-21 			
F. Approval of Activity Fund Transfer	Vote	Dewayne Dickens	1 m
<p>This item seeks board approval for a transfer of funds between accounts within the Activity Fund to support student programming and ensure proper alignment with intended use. The proposed transfer is within board-approved purposes and complies with state regulations governing school activity funds.</p>			

	Purpose	Presenter	Time
G. Routine Staffing Items Approve Routine Staffing Items	Vote	Dewayne Dickens	1 m
H. Approval of the KIPP Tulsa School Handbook	Vote	Melanie Rathod and Jamia Irons	5 m

The Board of Directors is asked to review and approve the 2025–2026 School Handbook for both KIPP Tulsa College Preparatory (KTCP) and KIPP Tulsa University Preparatory (KTUP). The updated handbook outlines key policies, procedures, and expectations for students, families, and staff for the upcoming school year.

Updates for 2025–2026 include:

- Revisions to the student discipline policy
- Updates to the uniform and dress code guidelines
- Clarified attendance and tardy protocols
- Adjustments in alignment with new state requirements (e.g., SB 139 cell phone policy)
- School-specific operational details tailored to each campus

The handbook serves as a foundational resource for ensuring consistent, equitable, and transparent practices across both schools and will be distributed to all families before the start of the academic year.

VI. Action Agenda 10:11 AM

A. Approve to Amend the Employee Leave Policy Amendment	Vote	Mayra Burke	2 m
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The Board of Directors is asked to review and approve additional amendments to the KIPP Tulsa Employee Leave Policy. While a version of the policy was approved at the June 27, 2025, special board meeting, it did not include specifications regarding the number of sick days and PTO (paid time off) days. These critical details have since been added to ensure clarity for all staff and alignment with organizational expectations.

In addition to adding the designated number of leave days, the updated policy includes further refinements to improve clarity, ensure compliance with applicable laws, and support staff well-being and operational consistency.

	Purpose	Presenter	Time
B. Authorization to Establish a Section 457(b) Deferred Compensation Plan with American Fidelity	Vote	Mayra Burke	2 m

The Board of Directors is asked to approve a resolution to establish a Section 457(b) Eligible Deferred Compensation Plan for KIPP Tulsa Public Charter Schools, to be administered by American Fidelity Assurance Company. This plan will allow eligible employees to voluntarily defer a portion of their compensation on a pre-tax basis, enhancing their retirement savings options beyond traditional pension and 403(b) offerings.

In alignment with the Internal Revenue Code Section 457(b) and the Economic Growth and Tax Relief Reconciliation Act of 2001, this plan provides additional flexibility and tax advantages for employees of governmental entities.

The resolution authorizes the designation of an Authorized Employee to:

- Adopt the plan on behalf of the organization
- Define eligible classes of employees (e.g., all employees, certain groups, or independent contractors)
- Execute all necessary agreements with American Fidelity
- Take all required steps to implement and manage the plan in accordance with IRS regulations

C. Approval of KIPP Tulsa Strong Readers Act Policy	Vote	Donterrio Marzett	3 m
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The Board of Directors is asked to approve the KIPP Tulsa Strong Readers Act Policy, effective July 1, 2025, to ensure compliance with Oklahoma’s Strong Readers Act (70 O.S. §1210.508A, et seq.). This policy affirms KIPP Tulsa’s commitment to early literacy and outlines the school’s responsibilities for identifying reading deficiencies, providing scientifically based reading instruction, and supporting students and families with targeted interventions.

Key provisions of the policy include:

- Prohibition of the three-cueing system model (MSV, balanced literacy, whole language) beginning in 2025–2026
- Universal reading assessments for students in grades K–3 at the beginning, middle, and end of the year
- Individualized reading intervention plans for students with deficiencies

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> • Use of high-quality, evidence-based instructional materials • Family access to free, online literacy resources • Required dyslexia screening for students not meeting reading targets • Development of a strong reading plan to be updated annually and approved by the State Board of Education 		

D.	Authorization to File 501(c)(3) for the KIPP Tulsa Foundation and Designation of Representative	Vote	Donterrio Marzett	3 m
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The Board of Directors is asked to approve the formation and filing of a new nonprofit entity, KIPP Tulsa Foundation, with the IRS for 501(c)(3) tax-exempt status. The Foundation will serve as a supporting organization to enhance fundraising capacity, manage philanthropic assets, and advance the long-term financial sustainability and strategic growth of KIPP Tulsa Public Charter Schools.

As part of this action, the board is also asked to authorize Bill Hickman to serve as the designated representative for the filing process, including submission of the IRS Form 1023 application and any required supporting documentation.

This step is aligned with our strategic plan and will position KIPP Tulsa to strengthen donor partnerships, steward capital campaign funds, and support long-term facility and programmatic expansion.

E.	Approval of the 2025–2026 KIPP Tulsa Employee Handbook	Vote	Mayra Burke	2 m
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The Board of Directors is asked to review and approve the **2025–2026 KIPP Tulsa Employee Handbook**, which outlines key policies, expectations, benefits, and procedures that govern employee conduct and operations across the organization.

This updated version includes:

- Revisions to reflect current federal and state employment law
- Updates to leave policies, including clarification on PTO and sick days
- Enhancements to employee conduct, safety, and professionalism
- Clarified grievance procedures and performance management protocols
- Updates to the progressive discipline, drug-free workplace, and scholar non-fraternization policy

The handbook is a foundational document for ensuring consistency, compliance, and transparency for all KIPP Tulsa staff and has been reviewed by legal counsel for alignment with applicable statutes and organizational policies.

	Purpose	Presenter	Time
F. Election of Board Officers	Vote	Dewayne Dickens	3 m

Discussion and possible action to elect officers of the KIPP Tulsa Board of Directors for the following positions, in accordance with the organization's bylaws:

1. Vice-President

Action Item(s):

- Consideration and possible action to elect a Vice-President of the Board.

VII. New Business

VIII. Closing Items

A. Adjourn Meeting	Vote	Dewayne Dickens
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This agenda was posted by Mayra Burke at kipptulsa.org and at the front entrances of KIPP Tulsa College Preparatory and KIPP Tulsa University Prep on 7-28-25 at 8:00 am in compliance with the Oklahoma Open Meeting Act.

Regular Meeting, July 29, 2025

Coversheet

Finance Committee

Section: III. Board Committee Reports
Item: A. Finance Committee
Purpose: FYI
Submitted by:
Related Material: July 2025 Finance Committee Packet.pdf

KIPP TULSA
MONTHLY FINANCIAL REPORT

June 30, 2025 and Year to Date

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JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

July 16, 2025

Honorable Board of Trustees
KIPP Tulsa College Preparatory
Tulsa, Oklahoma

We have compiled the accompanying statement of assets, liabilities, and net assets – cash basis for the KIPP Tulsa College Preparatory as of June 30th, 2025, and the related statements of revenues and expenses – cash basis for the year then ended. Our compilation was performed in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The financial statements have been prepared on the cash basis of accounting and the budget laws of the State of Oklahoma, which is a basis of accounting other than generally accepted accounting principles.

A compilation is limited to presenting, in the form of financial statements and supplemental information that is the representation of the management. We have not audited or reviewed the accompanying financial statements and supplemental information and, accordingly, do not express an opinion or any other form of assurance on them. However, we did become aware of a departure from the cash and budgetary basis of accounting that is described in the following paragraph.

The regulatory basis of accounting requires a specific format of presentation of governmental funds and the accompanying presentation does not comply with that format. Additionally, fixed assets and any related debt are not included in the statement of assets, liabilities and net assets presented on a cash basis. Any such accounts are reflected in the statement of revenues and expenses as a corresponding receipt and/or expenditure of funds. The effects of these departures on the financial statements have not been determined.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the school's assets, liabilities, net assets, revenues and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to KIPP Tulsa College Preparatory.

Sincerely,

Jenkins & Kemper
Certified Public Accountants, P.C.

KIPP TULSA COLLEGE PREP
STATEMENT OF ASSETS, LIABILITIES, NET ASSETS - CASH BASIS
JUNE 30, 2025

	General Fund	Building Fund	Gifts Fund	Activity Fund	Totals
Assets					
Cash & Investments	\$ 752,358.69	494,756.28	999,523.44	80,421.34	2,327,059.75
Due to Activity Fund					-
Total Assets	<u>752,358.69</u>	<u>494,756.28</u>	<u>999,523.44</u>	<u>80,421.34</u>	<u>2,327,059.75</u>
Liabilities					
Outstanding Warrants	242,069.82	22,264.95	228.16	15,859.19	280,422.12
Reserves	36,488.11	4,491.53			40,979.64
Funds held for student activities				64,562.15	64,562.15
Total Liabilities	<u>278,557.93</u>	<u>26,756.48</u>	<u>228.16</u>	<u>80,421.34</u>	<u>385,963.91</u>
Unrestricted	172,600.68	467,999.80	884,420.28		1,525,020.76
Restricted	301,200.08		114,875.00		416,075.08
Total Net Assets	<u>\$ 473,800.76</u>	<u>467,999.80</u>	<u>999,295.28</u>	<u>-</u>	<u>1,941,095.84</u>
 Cash Breakdown:					
Primary Checking	\$ 949,531.68				
Redbud Funding	392,252.39				
Activity Checking	80,421.34				
Savings	866,041.75				
Adjustments to cash	38,812.59				
Totals	<u>\$ 2,327,059.75</u>				

See Accountant's Compilation Report

**KIPP TULSA COLLEGE PREP 2024-25 FISCAL YEAR
STATEMENT OF REVENUE AND EXPENSES - GENERAL FUND - CASH BASIS**

	Source Codes	2023-24 Actual	2023-24 6/30/2024	% of YTD to Actual	2024-25 Budget	2024-25 6/30/2025	% of YTD to Budg.
Revenue							
Interest Earnings	1310	\$ 2,095.16	\$ 2,095.16			3,227.60	N/A
Misc. Reimb/Other Contributions	1590	30,507.13	30,507.13	100.0%		44,845.85	N/A
United Way Donations (Proj. 169)	1610	353,875.00	353,875.00	100.0%	353,000.00	353,875.00	100.2%
918 Fund Rising Charter (Proj. 230, 245)	1610				112,000.00	240,905.19	215.1%
Donations	1610	183,289.78	183,289.78		497,000.00	138,916.28	28.0%
KIPP Foundation	1650	78,325.33	78,325.33		185,735.00	193,298.24	104.1%
Refund Prior Year	1680					6,362.50	N/A
Studen Lunches	1710				15,000.00		0.0%
Foundation & Salary Incentive	3210	3,634,356.47	3,634,356.47	100.0%	3,566,751.51	3,585,281.47	100.5%
Flexible Benefit Allowance	3250	364,145.68	364,145.68	100.0%	371,377.60	366,055.00	98.6%
State Textbook	3420	34,087.98	34,087.98	100.0%	34,087.98	32,194.59	94.4%
State Safety Funding	3436			N/A	172,000.00	183,829.62	106.9%
Homebound Students	3690	4,991.14	4,991.14	100.0%		4,020.38	N/A
State Matching	3720	2,549.96	2,549.96	100.0%		2,223.48	N/A
Title I, Part A	4210	317,496.01	317,496.01	100.0%	310,466.50	220,455.41	71.0%
Title II Programs	4271	41,027.17	41,027.17	100.0%	43,949.03	43,166.15	98.2%
Special Ed Flowthrough	4310	148,169.76	148,169.76	100.0%	123,183.33	80,198.43	65.1%
Title IV LEAs	4442	19,105.20	19,105.20	100.0%	17,966.35	17,966.35	100.0%
ESSER III (795)	4689	793,225.23	793,225.23	100.0%	53,556.23	53,556.23	100.0%
NSLP CARES Emergency Funding	4705	18,100.66	18,100.66	100.0%	19,000.00		0.0%
Federal Lunches	4710	170,835.36	170,835.36	100.0%	155,000.00	183,395.07	118.3%
Federal Breakfasts	4720	52,920.21	52,920.21	100.0%	50,000.00	71,841.17	143.7%
National School Lunch Program	4780					16,612.51	
Correcting Entry	5600	41,745.63	41,745.63	100.0%		87,609.18	N/A
Donations - Transfers from Gift Fund	6200	446,125.04	446,125.04				N/A
Total revenue		6,736,973.90	6,736,973.90	100.0%	6,080,073.53	5,929,835.70	97.5%
Expenditures							
Payroll	100-200	4,361,676.17	4,361,676.17	100.0%	3,868,319.29	4,058,009.00	104.9%
Accounts Payable	300-900	2,138,802.17	2,138,802.17	100.0%	2,290,775.00	2,168,261.79	94.7%
Total expenditures		6,500,478.34	6,500,478.34	100.0%	6,159,094.29	6,226,270.79	101.1%
Revenue over (under) expenses		236,495.56	236,495.56		(79,020.76)	(296,435.09)	
Net Assets - Beginning	6110	500,000.00	500,000.00		764,629.81	764,629.81	100.0%
Other Financing Sources (Uses):							
Lapsed approp./Estopped Warrants	6130-40	28,134.25	28,134.25		5,606.04	5,606.04	
Net Assets - Ending		\$ 764,629.81	764,629.81		691,215.09	473,800.76	

See Accountant's Compilation Report

**KIPP TULSA COLLEGE PREP 2024-25 FISCAL YEAR
STATEMENT OF REVENUE AND EXPENSES - BUILDING FUND - CASH BASIS**

	Source Codes	2023-24 Actual	2023-24 6/30/2024	% of YTD to Actual	2024-25 Budget	2024-25 6/30/2025	% of YTD to Budg.
Revenue							
Interest Earnings	1310	\$ 689.57	\$ 689.57	100.0%		1,228.40	N/A
Misc. Reimb/Other Contributions	1610					240.00	
Redbud	3435	298,907.05	298,907.05	100.0%	496,000.00	291,913.73	58.9%
Correcting Entry	5600	518.00	518.00	100.0%			N/A
Total revenue		300,114.62	300,114.62	100.0%	496,000.00	293,382.13	59.1%
Expenditures							
Custodial Services	421					7,042.84	N/A
Tech Services Computers	432	116,492.27	116,492.27	100.0%		21,933.06	N/A
Electrical Services	434	1,300.00	1,300.00	100.0%		2,405.00	N/A
Other Building Svcs	438	3,650.00	3,650.00	100.0%	210,000.00	242,871.54	115.7%
Other Rentals/Lease	449	11,279.90	11,279.90	100.0%			N/A
Painting & Glazing	456	4,000.00	4,000.00	100.0%			N/A
Appliances/Furniture/Fixtures	651	1,057.36	1,057.36			7,095.87	N/A
Supplies - Technology Related	653				20,000.00		
Technology Related	733	5,830.84	5,830.84	100.0%		2,656.08	N/A
Reimbursement	930	518.00	518.00	100.0%			N/A
Total expenditures		144,128.37	144,128.37	100.0%	230,000.00	284,004.39	123.5%
Revenue over (under) expenses		155,986.25	155,986.25		266,000.00	9,377.74	
Net Assets - Beginning	6110	302,635.81	302,635.81		764,629.81	458,622.06	60.0%
Net Assets - Ending		\$ 458,622.06	458,622.06		1,030,629.81	467,999.80	

See Accountant's Compilation Report

SUPPLEMENTAL INFORMATION

**KIPP TULSA COLLEGE PREP - 2024-25 FISCAL YEAR
STATEMENT OF EXPENDITURES BY OBJECT CODE - GENERAL FUND - CASH BASIS**

<u>Classification</u>	<u>Object</u>	<u>2024-25 Budgeted</u>	<u>Jun-25</u>	<u>2024-25 Year-to-date</u>	<u>% of YTD to Actual</u>
<u>Personnel</u>					
Payroll	100	\$ 3,014,427.89	6,197.06	3,114,358.51	103.3%
Employee Benefits	200	853,891.40	2,768.31	902,775.57	105.7%
Worker's Comp.	290			40,874.92	N/A
Total Personnel Codes		<u>3,868,319.29</u>	<u>8,965.37</u>	<u>4,058,009.00</u>	104.9%
<u>Direct Student Expenses</u>					
Appliances	731			16,612.51	N/A
Awards, Gifts, Decorations	682		1,626.76	18,559.71	N/A
Books	641	90,000.00	286.68	157,824.12	175.4%
Classroom & Office Supplies	619	70,000.00	12,947.95	43,841.08	62.6%
Copy Supplies	611	70,000.00	4,790.67	63,991.13	91.4%
Communication Services	530	15,000.00	1,558.67	11,362.60	75.8%
Diesel	623				N/A
First Aid	616			177.00	N/A
Food Service	570	267,650.00	19,697.15	330,343.52	123.4%
Furniture and Fixtures	651	30,000.00		12,738.23	42.5%
Instruments	655			5,500.00	N/A
Non Technical Services	431			328.00	N/A
Other Services	599	25,000.00			0.0%
Printing and Binding	550	70,000.00		4,621.01	6.6%
Professional Employee Training	359	17,500.00	926.59	21,459.50	122.6%
Professional Services	320	245,000.00	11,175.25	202,721.13	82.7%
Staff Registration	860	2,000.00	514.45	2,664.45	133.2%
Security Services	344	92,000.00		5,160.00	5.6%
Student Transportation	510	197,500.00	2,105.20	210,545.78	106.6%
Technology Related Equipment	653	55,000.00		40,496.68	73.6%
Technology Services	432	126,000.00	2,129.55	158,175.02	125.5%
Techonology Related Hardware	733				N/A
Testing Supplies	614	20,000.00	3,812.00	11,391.62	57.0%
Tuition	561	27,125.00	12.20	17,962.27	66.2%
Vehicles	762				
Total Direct Student Expenses		<u>1,419,775.00</u>	<u>61,583.12</u>	<u>1,336,475.36</u>	94.1%
<u>Facilities Expense</u>					
Cleaning Service/Pest Control/Lawn Care	420				N/A
Cleaning Supplies	618	3,000.00			0.0%
Electric	624	66,666.67		90,195.25	135.3%
Water/Sewer	410	66,666.67		19,541.53	29.3%
Natural Gas	627	66,666.66		12,743.07	19.1%
Repairs & Maintenance (Bldg)	430			718.49	N/A
Building Lease/Rent	443	245,000.00	20,338.40	244,060.80	99.6%
Other Rentals/Lease Services	449			379.00	
Total Facilities Expense		<u>448,000.00</u>	<u>20,338.40</u>	<u>367,638.14</u>	82.1%
<u>Administrative Expenses</u>					
Administrative Fee	805	37,000.00	3,227.83	35,852.81	96.9%
Administrative Services	310	40,000.00	9,000.00	9,808.25	24.5%
Advertising	540	50,000.00	7,306.00	41,417.51	82.8%
Accounting-Auditing/Treasurer	311,331	48,000.00	500.00	16,000.00	33.3%
Dues & Fees	810	50,000.00	41,553.29	82,596.28	165.2%
Legal	357	18,000.00	1,500.00	18,000.00	100.0%
Liability Insurance	522	85,000.00		82,307.00	96.8%
Other Services	337	20,000.00	2,983.33	35,674.99	178.4%
Reimbursement	930		9,816.25	74,652.27	N/A
Travel	580	75,000.00	9,176.92	67,839.18	90.5%
Total Administrative Expenses		<u>423,000.00</u>	<u>85,063.62</u>	<u>464,148.29</u>	109.7%
Totals		\$ 6,159,094.29	175,950.51	6,226,270.79	101.1%

For Internal Use Only

**KIPP TULSA COLLEGE PREP - 2024-25 FISCAL YEAR
3 YEAR COMPARISON - CASH BASIS**

	2022-23 Expenditures		2023-24 Expenditures		2024-25 Expenditures	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
July	\$ 154,319.60	54,535.37	354,760.20	85,236.57	276,447.76	94,981.55
August	338,465.67	145,978.25	366,652.71	137,540.30	342,683.11	238,028.30
September	518,900.51	212,191.90	518,888.48	224,769.41	323,411.26	248,279.95
October	349,858.43	336,490.78	332,225.46	101,762.70	337,623.77	132,102.13
November	355,119.49	225,540.19	354,146.47	207,836.02	355,103.39	205,541.36
December	362,419.59	175,571.79	365,417.05	195,347.84	340,638.97	119,318.27
January	345,008.18	121,966.52	326,994.33	168,661.19	339,594.37	199,990.22
February	361,904.23	120,862.83	336,124.60	69,257.55	335,884.36	43,363.77
March	374,539.88	189,783.67	337,668.85	134,498.51	290,218.89	310,893.86
April	357,882.84	174,312.98	341,203.05	157,207.73	390,265.59	216,051.33
May	895,052.22	191,724.36	723,086.08	225,249.93	699,104.07	174,305.87
June	31,103.37	183,811.78	4,508.89	431,434.42	27,033.46	185,405.18
	<u>4,444,574.01</u>	<u>2,132,770.42</u>	<u>4,361,676.17</u>	<u>2,138,802.17</u>	<u>4,058,009.00</u>	<u>2,168,261.79</u>
		<u>6,577,344.43</u>		<u>6,500,478.34</u>		<u>6,226,270.79</u>

FOR INTERNAL USE ONLY

KIPP TULSA COLLEGE PREPARATORY

Revenue/Expenditure Summary

Options: Fund: 81, Date Range: 7/1/2024 - 6/30/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
000	\$0.00	\$545,467.29	\$0.00	\$0.00	\$545,467.29	\$0.00	\$545,467.29
141 MANOA'S DREAM LITERACY	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
152 GEORGE KAISER FAMILY FNDR	\$0.00	\$270,000.00	\$0.00	\$0.00	\$270,000.00	\$0.00	\$270,000.00
156 QUIKTRIP	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
168 Foundations	\$0.00	\$87,527.44	\$0.00	\$0.00	\$87,527.44	\$0.00	\$87,527.44
171 Individual Donors	\$0.00	\$17,973.04	\$0.00	\$0.00	\$17,973.04	\$0.00	\$17,973.04
172 Corporate Donors	\$0.00	\$31,154.65	\$0.00	\$0.00	\$31,154.65	\$0.00	\$31,154.65
186 DUE FROM GIFTS TO ACTIVITY FUND CLEARING ACCOUNT	\$0.00	\$530.20	\$0.00	\$530.20	\$0.00	\$0.00	\$0.00
204 MARKETING & DEVELOPMENT	\$0.00	\$0.00	\$0.00	\$866.84	(\$866.84)	\$0.00	(\$866.84)
232 AYSTAK FUNDRAISER EVENT	\$0.00	\$0.00	\$0.00	\$450.00	(\$450.00)	\$0.00	(\$450.00)
234 BETTER TOGETHER BREAKFAST	\$0.00	\$39,297.86	\$0.00	\$1,308.16	\$37,989.70	\$0.00	\$37,989.70
Total	\$0.00	\$1,002,450.48	\$0.00	\$3,155.20	\$999,295.28	\$0.00	\$999,295.28

KIPP TULSA COLLEGE PREPARATORY

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/2/2024 - 6/30/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
804 8TH GRADE END OF YEAR	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$15.00
805 8TH / 12 TH GRADE DANCE/ PROMO	\$4,445.70	\$27,860.27	\$0.00	\$23,916.28	\$8,389.69	\$0.00	\$8,389.69
806 UNITED WAY FUNDRAISER	\$15.60	\$0.00	\$0.00	\$0.00	\$15.60	\$0.00	\$15.60
807 SHOWTIME BAND	\$15,842.33	\$25,740.38	\$0.00	\$41,412.80	\$169.91	\$0.00	\$169.91
808 STAFF INCENTIVES	\$1,525.35	\$9,871.85	\$0.00	\$10,034.91	\$1,362.29	\$0.00	\$1,362.29
809 SCHOOL EVENTS/PARENT ENG	\$2,774.63	\$1,599.53	\$0.00	\$3,490.87	\$883.29	\$0.00	\$883.29
810 BOOKSTORE/STUDENT UNIFORMS	\$0.00	\$2,500.00	\$0.00	\$1,197.03	\$1,302.97	\$0.00	\$1,302.97
812 SCHOOL SUPPORT TEAM	\$6,102.29	\$3,295.25	\$0.00	\$1,405.67	\$7,991.87	\$0.00	\$7,991.87
814 STUDENT LEADERSHIP	\$2,000.95	\$9,532.27	\$0.00	\$6,169.57	\$5,363.65	\$0.00	\$5,363.65
817 MONTHLY FIELD LESSONS/INCENTIV	\$7,527.73	\$19,602.81	\$0.00	\$27,130.54	\$0.00	\$0.00	\$0.00
818 PITCH COMPETITION SCHOLARSHIP FUND	\$0.84	\$0.00	\$0.00	\$0.00	\$0.84	\$0.00	\$0.84
821 SPEECH AND DEBATE TEAM	\$4.48	\$1,916.00	\$0.00	\$84.00	\$1,836.48	\$0.00	\$1,836.48
822 KIPP FORWARD STUDENT ACTIVITIES	\$0.00	\$5,160.72	\$0.00	\$5,160.72	\$0.00	\$0.00	\$0.00
885 CHILD NUTRITION CLEARING	\$11,107.02	\$3,056.22	\$0.00	\$13,828.84	\$334.40	\$0.00	\$334.40
886 DONATIONS GIFTS FUND RECEIVED BY AF CLEARING ACCT	\$0.00	\$12.00	\$0.00	\$12.00	\$0.00	\$0.00	\$0.00
887 ONLINE PAYMENTS GENERAL FUND CLEARING ACCOUNT	\$1,554.87	\$2,639.10	\$0.00	\$3,933.48	\$260.49	\$0.00	\$260.49
888 ONLINE PAYMENTS GIFTS FUND CLEARING ACCOUNT	\$0.00	\$29,090.29	\$0.00	\$29,090.29	\$0.00	\$0.00	\$0.00
889 ACTIVITY FUND PAYROLL REIMB. TO GENERAL	\$0.10	\$0.00	\$0.00	\$0.10	\$0.00	\$0.00	\$0.00
900 TRACK AND FIELD	\$197.60	\$7,802.40	\$0.00	\$1,563.73	\$6,436.27	\$0.00	\$6,436.27
901 BASKETBALL BOYS	\$4,116.95	\$19,790.14	\$0.00	\$19,658.78	\$4,248.31	\$57.00	\$4,191.31
902 CHEERLEADING	\$1,001.32	\$4,332.80	\$0.00	\$4,139.18	\$1,194.94	\$0.00	\$1,194.94
903 BOYS BASKETBALL BOOSTER	\$0.00	\$481.04	\$0.00	\$256.73	\$224.31	\$0.00	\$224.31
904 VOLLEYBALL	\$727.87	\$2,272.13	\$0.00	\$284.00	\$2,716.00	\$0.00	\$2,716.00
905 BASKETBALL GIRLS	\$2,975.00	\$22,118.73	\$0.00	\$17,547.00	\$7,546.73	\$57.00	\$7,489.73
906 HIGHSCHOOL WRESTLING	\$4,000.00	\$1,913.78	\$0.00	\$5,740.53	\$173.25	\$0.00	\$173.25
907 FOOTBALL	\$960.00	\$35,802.67	\$0.00	\$27,393.00	\$9,369.67	\$0.00	\$9,369.67
908 ESPORTS HIGHSCHOOL	\$5,000.00	\$0.00	\$0.00	\$2,386.08	\$2,613.92	\$0.00	\$2,613.92
909 SOCCER	\$0.00	\$5,184.84	\$0.00	\$3,200.82	\$1,984.02	\$0.00	\$1,984.02
911 GIRLS BASKETBALL BOOSTER	\$0.00	\$128.25	\$0.00	\$0.00	\$128.25	\$0.00	\$128.25
Total	\$71,895.63	\$241,703.47	\$0.00	\$249,036.95	\$64,562.15	\$114.00	\$64,448.15

KIPP TULSA COLLEGE PREPARATORY

Purchase Order Register

Options: Year: 2024-2025, Fund(s): GENERAL FUND, Date Range: 6/1/2025 - 6/30/2025

PO No	Date	Vendor No	Vendor	Description	Amount
181	06/01/2025	50371	US GAMES	PE CLASS MATERIALS	7,251.97
182	06/02/2025	15	SCHOOL SPECIALTY, LLC	PE CLASS MATERIALS	2,606.56
183	06/02/2025	90007	OK STATE EMPLOYEES GROUP INS BD	DENTAL PREMIUM DUE	143.04
184	06/02/2025	97	T-MOBILE	IPADS FOR STUDENT RECRUITMENT AND SERVICE	627.75
185	06/24/2025	90012	AMERICAN FIDELITY ASSURANCE COMPANY	ASSURANCE PAID	2,204.62
186	06/24/2025	50374	META PLATFORMS, INC	STUDENT RECRUITMENT ADVERTISEMENT	900.00
187	06/30/2025	80209	JAMESHA MORRISON	COMPUTER SCIENCE PD	251.36
Non-Payroll Total:					\$13,985.30
Payroll Total:					\$0.00
Report Total:					\$13,985.30

KIPP TULSA COLLEGE PREPARATORY

Purchase Order Register

Options: Year: 2024-2025, Fund(s): BUILDING FUND, Date Range: 6/1/2025 - 6/30/2025

PO No	Date	Vendor No	Vendor	Description	Amount
20	06/02/2025	50373	BUDGET BUX MOBILE STORAGE	STORAGE CONTAINER	0.00
21	06/02/2025	808	WIRED! TECHNOLOGY	TECHNOLOGY DEVICES	2,656.08
Non-Payroll Total:					\$2,656.08
Payroll Total:					\$0.00
Report Total:					\$2,656.08

KIPP TULSA COLLEGE PREPARATORY

Purchase Order Register

Options: Year: 2024-2025, Fund(s): SCHOOL ACTIVITY FUND, Date Range: 6/1/2025 - 6/30/2025

PO No	Date	Vendor No	Vendor	Description	Amount
115	06/01/2025	50372	ANDERSON BASKETBALL CAMP	GIRLS BASKETBALL SUMMER CAMP	525.00
116	06/02/2025	784	BAND SHOPPE	BAND SUPPLIES	268.65
117	06/30/2025	50379	VYPE MEDIA	BASKETBALL VIDEO	114.00
Non-Payroll Total:					\$907.65
Payroll Total:					\$0.00
Report Total:					\$907.65

KRISTIN KARLIN
TULSA COMMUNITY FOUNDATION
7030 S. YALE AVE. SUITE 600
TULSA OK 74136

25189

FINANCIAL STATEMENT
FOR THE PERIOD
JUNE 01, 2025 THROUGH JUNE 30, 2025

TULSA COMMUNITY FOUNDATION INVESTMENT MA
NAGEMENT AGENCY

ACCOUNT 0260-0001130.28





TULSA COMMUNITY FOUNDATION INVESTMENT MANAGEMENT AGENCY

Account Number: 0260-0001130.28

For the Period June 01, 2025 - June 30, 2025

Previous Account Number: 910061P95

Trade Date Basis

Report Name	Page
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Brokerage Commissions Detail	16
Disclosures	17

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Account Reconciliation
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

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Description	Cash	Cost	Market Value
Beginning Value	0.00	824,708.57	847,201.86
Income Received			
Dividends	2,323.85	0.00	2,323.85
Interest	86.50	0.00	86.50
Other Income	288.77	0.00	288.77
Total Income Received	2,699.12	0.00	2,699.12
Security Transaction			
Purchases	(2,699.12)	2,699.12	0.00
Total Security Transaction	(2,699.12)	2,699.12	0.00
Total Changes This Period	0.00	2,699.12	2,699.12
Accrued Income			
End of Period			2,218.53
Beginning of Period			1,978.67
Change in Accrued Income			239.86
Market Appreciation/Depreciation			
End of Period			38,634.06
Beginning of Period			20,514.62
Change in Market Appreciation/Depreciation			18,119.44
Ending Value	0.00	827,407.69	868,260.28



Account Balance Summary
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

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Description	Cost	Market Value	Accrued Income	Unrealized Gain/(Loss)	Estimated Annual Income	% of MV
Cash and Equivalents						
Sweep Vehicle	28,141.31	28,141.31	89.48	0.00	1,137.28	3.25
Total Cash and Equivalents	28,141.31	28,141.31	89.48	0.00	1,137.28	3.25
Fixed Income						
Intermediate Core Bond Funds	450,635.81	420,269.97	1,148.58	(30,365.84)	16,679.97	48.53
MultiSector Bond Funds	93,597.85	85,863.46	438.48	(7,734.39)	5,518.87	9.91
High Yield Bond Funds	22,775.25	22,925.36	132.24	150.11	1,559.55	2.65
World Bond	34,119.23	33,544.03	125.83	(575.20)	1,359.07	3.87
Total Fixed Income	601,128.14	562,602.82	1,845.13	(38,525.32)	25,117.46	64.96
Equities						
Other Equity	198,138.24	275,297.62	283.92	77,159.38	3,562.23	31.79
Total Equities	198,138.24	275,297.62	283.92	77,159.38	3,562.23	31.79
Total Market Value	827,407.69	866,041.75	2,218.53	38,634.06	29,816.97	100.00
Accrued Income	0.00	0.00	2,218.53	0.00	0.00	0.00
Total Assets	827,407.69	866,041.75	2,218.53	38,634.06	29,816.97	100.00



T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

Bond Maturities

For the Period June 01, 2025 - June 30, 2025

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No data in the reporting period



Detailed Holdings
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

Description	Shares/ Par	Total Cost/Unit Cost	Total Market/ Unit Price	% of Total Net Assets	Unrealized Gain/(Loss)	Accrued Income	Estimated Annual Income	Market Yield (%)
Cash and Equivalents								
Sweep Vehicle								
BOK SHORT-TERM CASH FUND I - PRINCIPAL SWEEP Cusip: JAC081831	28,141.3100	28,141.31 1.00	28,141.31 1.00	3.25	0.00	89.48	1,137.28	4.04
Total Sweep Vehicle		28,141.31	28,141.31	3.25	0.00	89.48	1,137.28	4.04
Total Cash and Equivalents		28,141.31	28,141.31	3.25	0.00	89.48	1,137.28	4.04
Fixed Income								
Intermediate Core Bond Funds								
CAVANAL HILL BOND-INST #0046 Cusip: 14956P851, Ticker: AIBNX N/R	6,647.0560	61,471.41 9.25	56,566.45 8.51	6.53	(4,904.96)	177.50	2,159.36	3.82
DODGE & COX INC-I #0147 Cusip: 256210105, Ticker: DODIX N/R	4,464.9740	55,990.15 12.54	56,437.27 12.64	6.52	447.12	0.00	2,384.30	4.22
FIDELITY US BD INDX-INST PREM #2326 Cusip: 316146356, Ticker: FXNAX N/R	15,795.7530	169,580.79 10.74	164,907.66 10.44	19.04	(4,673.13)	491.47	5,993.27	3.63
TCW MET WEST TOT RET BD-I #4776 Cusip: 592905509, Ticker: MWTIX N/R	15,643.8010	163,593.46 10.46	142,358.59 9.10	16.44	(21,234.87)	479.61	6,143.04	4.32
Total Intermediate Core Bond Funds		450,635.81	420,269.97	48.53	(30,365.84)	1,148.58	16,679.97	3.82
MultiSector Bond Funds								
PIMCO INC-INST #1821 Cusip: 72201F490, Ticker: PIMIX N/R	7,972.4660	93,597.85 11.74	85,863.46 10.77	9.91	(7,734.39)	438.48	5,518.87	6.43
Total MultiSector Bond Funds		93,597.85	85,863.46	9.91	(7,734.39)	438.48	5,518.87	6.43



Detailed Holdings
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

Description	Shares/ Par	Total Cost/Unit Cost	Total Market/ Unit Price	% of Total Net Assets	Unrealized Gain/(Loss)	Accrued Income	Estimated Annual Income	Market Yield (%)
Fixed Income (continued)								
High Yield Bond Funds								
ARTISAN HI INC-INST #2468 Cusip: 04314H568, Ticker: APHFX N/R	2,483.7880	22,775.25 9.17	22,925.36 9.23	2.65	150.11	132.24	1,559.55	6.80
Total High Yield Bond Funds		22,775.25	22,925.36	2.65	150.11	132.24	1,559.55	6.80
World Bond								
PIMCO INTL BD USD HEDGED-INST #0103 Cusip: 693390882, Ticker: PFORX N/R	3,374.6510	34,119.23 10.11	33,544.03 9.94	3.87	(575.20)	125.83	1,359.07	4.05
Total World Bond		34,119.23	33,544.03	3.87	(575.20)	125.83	1,359.07	4.05
Total Fixed Income		601,128.14	562,602.82	64.96	(38,525.32)	1,845.13	25,117.46	6.80
Equities								
Other Equity								
DODGE & COX INTL STOCK-I #1048 Cusip: 256206103, Ticker: DODFX N/R	177.3530	7,367.10 41.54	10,830.95 61.07	1.25	3,463.85	0.00	199.34	1.84
DODGE & COX STOCK-I #0145 Cusip: 256219106, Ticker: DODGX N/R	78.1420	15,747.09 201.52	21,170.23 270.92	2.44	5,423.14	0.00	307.25	1.45
EUPAC FUND-F3 #0716 Cusip: 298706110, Ticker: FEUPX N/R	173.5160	10,236.11 58.99	10,548.04 60.79	1.22	311.93	0.00	105.50	1.00
INVESCO DEV MKT-R6 #7038 Cusip: 00143W859, Ticker: ODVIX N/R	231.4060	8,557.79 36.98	9,783.85 42.28	1.13	1,226.06	0.00	36.79	0.38
ISHARES CORE S&P SMALL-CAP 600 ETF Cusip: 464287804, Ticker: IJR N/R	129.0000	14,412.83 111.73	14,098.41 109.29	1.63	(314.42)	0.00	304.96	2.16



Detailed Holdings
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

Description	Shares/ Par	Total Cost/Unit Cost	Total Market/ Unit Price	% of Total Net Assets	Unrealized Gain/(Loss)	Accrued Income	Estimated Annual Income	Market Yield (%)
Equities (continued)								
Other Equity (continued)								
JOHN HANCOCK DISC VAL M/C-R6 #6006 Cusip: 47803W703, Ticker: JVMRX N/R	627.6690	14,595.57 23.25	17,913.67 28.54	2.07	3,318.10	0.00	173.86	0.97
JPM L/C GRWTH-R6 #2148 Cusip: 48121L841, Ticker: JLGMX N/R	250.5670	12,719.33 50.76	22,368.12 89.27	2.58	9,648.79	0.00	43.60	0.19
VANGUARD DEV MKTS INDX-ADM #0127 Cusip: 921943809, Ticker: VTMGX N/R	633.7720	9,722.11 15.34	11,617.04 18.33	1.34	1,894.93	0.00	311.82	2.68
VANGUARD FTSE EMERGING MARKETS ETF Cusip: 922042858, Ticker: VWO N/R	199.0000	8,927.12 44.86	9,842.54 49.46	1.14	915.42	0.00	275.62	2.80
VANGUARD GRWTH INDX-INST #0868 Cusip: 922908868, Ticker: VIGIX N/R	100.3200	13,113.53 130.72	22,643.23 225.71	2.61	9,529.70	26.03	102.93	0.45
VANGUARD INSTL INDX-INST #0094 Cusip: 922040100, Ticker: VINIX N/R	105.0440	27,453.79 261.36	52,976.84 504.33	6.12	25,523.05	0.00	652.53	1.23
VANGUARD M/C GRWTH INDX-ADM #5832 Cusip: 921937728, Ticker: VMGMX N/R	151.1470	15,371.63 101.70	18,500.39 122.40	2.14	3,128.76	27.75	116.08	0.63
VANGUARD M/C INDX-INST #0864 Cusip: 922908835, Ticker: VMCIX N/R	232.3880	10,992.64 47.30	17,803.24 76.61	2.06	6,810.60	68.09	271.89	1.53
VANGUARD S/C INDX-INST #0857 Cusip: 922908876, Ticker: VSCIX N/R	124.7050	12,760.08 102.32	14,166.49 113.60	1.64	1,406.41	47.40	199.40	1.41



Detailed Holdings
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

Description	Shares/ Par	Total Cost/Unit Cost	Total Market/ Unit Price	% of Total Net Assets	Unrealized Gain/(Loss)	Accrued Income	Estimated Annual Income	Market Yield (%)
Equities (continued)								
Other Equity (continued)								
VANGUARD VAL INDX-INST #0867 Cusip: 922908850, Ticker: VIVIX N/R	305.0700	16,161.52 52.98	21,034.58 68.95	2.43	4,873.06	114.65	460.66	2.19
Total Other Equity		198,138.24	275,297.62	31.79	77,159.38	283.92	3,562.23	0.38
Total Equities		198,138.24	275,297.62	31.79	77,159.38	283.92	3,562.23	0.38
Total Market Value			866,041.75	100.00	38,634.06	2,218.53	29,816.97	



Earned Income
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

Description	Shares/ Par	Ending Accrual	Beginning Accrual	Income Paid on Purchases	Income Received on Sales	Earned Income Received	Net Income for Period
Cash and Equivalents							
Sweep Vehicle							
BOK SHORT-TERM CASH FUND I CUSIP: JAC081831	28,141.31	89.48	86.50	0.00	0.00	86.50	89.48
Total Sweep Vehicle		89.48	86.50	0.00	0.00	86.50	89.48
Total Cash and Equivalents		89.48	86.50	0.00	0.00	86.50	89.48
Fixed Income							
Intermediate Core Bond Funds							
CAVANAL HILL BOND-INST #0046 CUSIP: 14956P851	6,647.06	177.50	178.05	0.00	0.00	178.05	177.50
FIDELITY US BD INDX-INST PREM #2 CUSIP: 316146356	15,795.75	491.47	499.12	0.00	0.00	499.12	491.47
TCW MET WEST TOT RET BD-I #4776 CUSIP: 592905509	15,643.80	479.61	522.38	0.00	0.00	0.00	(42.77)
Total Intermediate Core Bond Funds		1,148.58	1,199.55	0.00	0.00	677.17	626.20
MultiSector Bond Funds							
PIMCO INC-INST #1821 CUSIP: 72201F490	7,972.47	438.48	436.21	0.00	0.00	436.21	438.48
Total MultiSector Bond Funds		438.48	436.21	0.00	0.00	436.21	438.48
High Yield Bond Funds							
ARTISAN HI INC-INST #2468 CUSIP: 04314H568	2,483.79	132.24	131.45	0.00	0.00	131.45	132.24
Total High Yield Bond Funds		132.24	131.45	0.00	0.00	131.45	132.24



Earned Income
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

Description	Shares/ Par	Ending Accrual	Beginning Accrual	Income Paid on Purchases	Income Received on Sales	Earned Income Received	Net Income for Period
Fixed Income (continued)							
World Bond							
PIMCO INTL BD USD HEDGED-INST #0 CUSIP: 693390882	3,374.65	125.83	124.96	0.00	0.00	124.96	125.83
Total World Bond		125.83	124.96	0.00	0.00	124.96	125.83
Total Fixed Income		1,845.13	1,892.17	0.00	0.00	1,369.79	1,322.75
Equities							
Other Equity							
VANGUARD M/C GRWTH INDX-ADM #583 CUSIP: 921937728	151.15	27.75	0.00	0.00	0.00	0.00	27.75
VANGUARD M/C INDX-INST #0864 CUSIP: 922908835	232.39	68.09	0.00	0.00	0.00	0.00	68.09
VANGUARD VAL INDX-INST #0867 CUSIP: 922908850	305.07	114.65	0.00	0.00	0.00	0.00	114.65
VANGUARD GRWTH INDX-INST #0868 CUSIP: 922908868	100.32	26.03	0.00	0.00	0.00	0.00	26.03
VANGUARD S/C INDX-INST #0857 CUSIP: 922908876	124.71	47.40	0.00	0.00	0.00	0.00	47.40
Total Other Equity		283.92	0.00	0.00	0.00	0.00	283.92
Total Equities		283.92	0.00	0.00	0.00	0.00	283.92
Total		2,218.53	1,978.67	0.00	0.00	1,456.29	1,696.15



Transaction Statement
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

Date	Transaction	Description	Cash	Cost	Market Value	Realized Gain (Loss)
Income Received						
Dividends						
06/02/25	Cash Dividend	CAVANAL HILL BOND-INST #0046 Rec Dt 06/01/2025 Pay Dt 06/01/2025 CUSIP: 14956P851	178.05	0.00	178.05	0.00
06/03/25	Cash Dividend	FIDELITY US BD INDX-INST PREM #2326 Rec Dt 06/01/2025 Pay Dt 06/01/2025 CUSIP: 316146356	499.12	0.00	499.12	0.00
06/03/25	Cash Dividend	ARTISAN HI INC-INST #2468 Rec Dt 06/01/2025 Pay Dt 06/01/2025 CUSIP: 04314H568	131.45	0.00	131.45	0.00
06/03/25	Cash Dividend	PIMCO INC-INST #1821 Rec Dt 06/01/2025 Pay Dt 06/01/2025 CUSIP: 72201F490	436.21	0.00	436.21	0.00
06/03/25	Cash Dividend	PIMCO INTL BD USD HEDGED-INST #0103 Rec Dt 06/01/2025 Pay Dt 06/01/2025 CUSIP: 693390882	124.96	0.00	124.96	0.00
06/20/25	Cash Dividend	129 shares @ 0.388455 ISHARES CORE S&P SMALL-CAP 600 ETF Rec Dt 06/16/2025 Pay Dt 06/20/2025 CUSIP: 464287804	50.11	0.00	50.11	0.00
06/24/25	Cash Dividend	199 shares @ 0.1385 VANGUARD FTSE EMERGING MARKETS ETF Rec Dt 06/20/2025 Pay Dt 06/24/2025 CUSIP: 922042858	27.56	0.00	27.56	0.00
06/27/25	Cash Dividend	4,464.974 shares @ 0.138 DODGE & COX INC-I #0147 Rec Dt 06/24/2025 Pay Dt 06/26/2025 CUSIP: 256210105	616.17	0.00	616.17	0.00
06/27/25	Cash Dividend	78.142 shares @ 1.267 DODGE & COX STOCK-I #0145 Rec Dt 06/24/2025 Pay Dt 06/26/2025 CUSIP: 256219106	99.01	0.00	99.01	0.00
06/27/25	Cash Dividend	105.044 shares @ 1.5347 VANGUARD INSTL INDX-INST #0094 Rec Dt 06/25/2025 Pay Dt 06/27/2025 CUSIP: 922040100	161.21	0.00	161.21	0.00
Total Dividends			2,323.85	0.00	2,323.85	0.00



Transaction Statement
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

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Date	Transaction	Description	Cash	Cost	Market Value	Realized Gain (Loss)
Income Received (continued)						
Interest						
06/02/25	Interest Payment	BOK SHORT-TERM CASH FUND I Due 06/01/2025 CUSIP: JAC081831	86.50	0.00	86.50	0.00
Total Interest			86.50	0.00	86.50	0.00
Other Income						
06/11/25	Capital Gains Dist Receipt (Long)	173.516 shares @ 1.6642 EUPAC FUND-F3 #0716 Rec Dt 06/09/2025 Pay Dt 06/10/2025 Fed Long Term Gain: 288.77 State Long Term Gain: 288.77 CUSIP: 298706110	288.77	0.00	288.77	288.77
Total Other Income			288.77	0.00	288.77	288.77
Total Income Received			2,699.12	0.00	2,699.12	288.77
Security Transaction						
Purchases						
	Sweep Purchase	86.5 shares BOK SHORT-TERM CASH FUND I CUSIP: JAC081831	(2,699.12)	2,699.12	0.00	0.00
Total BOK SHORT-TERM CASH FUND I			(2,699.12)	2,699.12	0.00	0.00
Total Purchases			(2,699.12)	2,699.12	0.00	0.00
Total Security Transaction			(2,699.12)	2,699.12	0.00	0.00
Total Transactions			0.00	2,699.12	2,699.12	288.77



T.C.F. KIPP TULSA RESERVE FUNDPUSD
Account Number: 0260-0001130.28

Pending Trades
For the Period June 01, 2025 - June 30, 2025

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No data in the reporting period



T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

Pending Orders

For the Period June 01, 2025 - June 30, 2025

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No data in the reporting period



Brokerage Commissions Summary
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

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No data in the reporting period



Brokerage Commissions Detail
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

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No data in the reporting period

As part of its continuing commitment to provide value to its customers, BOK Financial is upgrading its legacy Trust Accounting system. The June 30, 2024 conversion brings improvements to process and service. The conversion also brings a change to the appearance of your statement, including the possibility of valuation differences. The anticipated differences will generally result from improved information, timing, and calculation methodology. Simply put, the new system provides a more precise valuation that aligns with current industry standards and best practices. Some of the more likely differences you may see are described below.

Market Value - We do expect some beginning market values on your July statement to be different from the ending market value on your June statement. This is primarily a result of changes in how accruals are calculated. For some accounts, reported market valuation may also be affected by more accurate pricing information, including by no longer requiring a minimum value.

Trade Date / Settlement Date - Going forward, statements use trade date, rather than settlement date, for holdings. This timing change does not impact the actual valuation; nor will it impact year-end tax reporting.

Analytics - We expect differences in the calculated value of some analytics (e.g., yield to maturity and duration).

Amortization - Possible differences in yield data and calculation differences (e.g., use of amortized v. original face value, with each adjusted by payments) could result in a one-time variance when moving from one system to another.

Mineral Holdings - The information for this category of assets will include much more detail under the new system. For any questions regarding the system conversion or how it affects your statement, please contact your administrative team.

Coversheet

Approve June 27, 2025 Special Board Meeting Minutes

Section: V. Consent Agenda
Item: A. Approve June 27, 2025 Special Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for KIPP Tulsa Public Charter Schools - Special Board Meeting on June 27, 2025

DRAFT



KIPP TULSA PUBLIC CHARTER SCHOOLS

Minutes

KIPP Tulsa Public Charter Schools - Special Board Meeting

June 27, 2025

Date and Time

Friday June 27, 2025 at 12:00 PM

Location

KIPP Tulsa University Prep High School
541 S. 43rd W. Ave.
Tulsa, OK, 74127

Members of the public shall be allowed to submit requests to address the board of directors. To expedite requests to comment, the public may send those requests to the board at kfinley@kippok.org at least 1 hour prior to the start of the meeting. The final determination of whether an item will appear as a public comment will be at the discretion of the board chair. Comments will take place in the order they were received via email, will be limited to three (3) minutes, and must be related to an agenda item or topic. Your comment can be heard when the Board Chairperson acknowledges you. A spokesperson must be selected when several people wish to address the same subject. The Board Chairperson may interrupt and terminate any comments that do not meet these criteria. Board members may not respond directly to speakers' comments.

Board Members:

Jacob Odom, Dewayne Dickens, Raj Basu, Michael Epps, Darnell Blackmon, Brett Krieg, Kim Boyd, Kyara Smith

School Representatives:

Donterrio Marzett, Superintendent; Keet Finley, School Operations Support; Mayra Burke, Finance Specialist; Sienna Scott, Director of Teaching and Learning; Janey Nemard, Development Director; Jamia Irons, Principal; Melanie Rathod, Principal and; Bill Hickman, Legal Counsel

Access to the board agenda will be posted on the KIPP Tulsa Website: <https://www.kiptulsa.org>
*Click on the KIPP Tulsa drop-down menu, then click on Tulsa Board of Directors, and scroll down to Meeting Dates, Agendas & Minutes of scheduled meetings for the agenda.

Official action can be taken only on items that appear on the Agenda. The KIPP Tulsa Board of Directors may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the Board or the Chair may refer the matter to the Superintendent or Legal Counsel. The Board may also refer items to staff or committees for additional study. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely.

Directors Present

Brett Krieg, Dewayne Dickens, Kim Boyd, Michael Epps, Raj Basu

Directors Absent

Darnell Blackmon, Jacob Odom, Kyara Smith

Guests Present

Donterrio Marzett (remote), Keet Finley, Kelly Craddock TPS, Mayra Burke, Sienna Scott

I. Opening Items

A. Call the Meeting to Order

Dewayne Dickens called a meeting of the board of directors of KIPP TULSA PUBLIC CHARTER SCHOOLS to order on Friday Jun 27, 2025 at 12:18 PM.

B. Welcome

C. Roll Call

D. Agenda Review

II. Public Comment

A. Public Comment

No discussions at this time

III. Special Presentation

A. TPS Performance Framework Annual Report

Report was presented by Kelly Craddock from TPS, the purpose of this visit was to provide the authorizers perspective on KIPPs progress. KIPP Tulsa met all financial expectations except in enrollment.

IV. Board Committee Reports

A. Finance Committee

Presented by Brett Krieg-

B. Academic Committee

Presented by Dewayne Dickens

- No meeting for June
- Partnering with City Year
- Teachers went home at end of school year with unit 1 materials for summer preparedness
- Leaders engaged in a week and half of PD

C. Development Committee

Presented by Raj Basu-

- Heavy focus on AYSTAK (Are You Smarter Than A KIPPster)
 - Mayor Nichols will be a contestant

V. Executive Director Report

A. Compliance Update

Presented by Keet Finley- spoke on the enrollment numbers and how the numbers as of now exceed numbers from last October 1. Enrollment is currently 132 from start of school goal and 80 from budgeted numbers.

B. Executive Director Updates

VI. Consent Agenda

A. Approve April 29, 2025 Regular Board Meeting Minutes

Dewayne Dickens made a motion to approve the minutes from KIPP Tulsa Public Charter Schools - Regular Board Meeting on 04-29-25.

Brett Krieg seconded the motion.

The board **VOTED** to approve the motion.

B. Approval of the April, May, and June Financial Reports

C. Approval of General Fund Purchase Orders and any changes to any prior existing purchase orders

D. Approval of Activity Fund Purchase Orders

E. Approval of Building Purchase Orders

F. Approval of Gift Fund Purchase Orders

G. Routine Staffing Items

H. Approval of Fundraiser for KIPP Tulsa University Prep and KIPP Tulsa College Prep

I. Approval of Vendor Contracts

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:20 PM.

Respectfully Submitted,
Raj Basu

This agenda was posted by Mayra Burke at kipptulsa.org and at the front entrances of KIPP Tulsa College Preparatory and KIPP Tulsa University Prep on 6-25-25 at 5:00 pm in compliance with the Oklahoma Open Meeting Act.

Special Meeting, June 27, 2025

Coversheet

Approval of the June Financial Reports

Section: V. Consent Agenda
Item: B. Approval of the June Financial Reports
Purpose: Vote
Submitted by:
Related Material: July 2025 Finance Committee Packet.pdf

KIPP TULSA
MONTHLY FINANCIAL REPORT

June 30, 2025 and Year to Date

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JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

July 16, 2025

Honorable Board of Trustees
KIPP Tulsa College Preparatory
Tulsa, Oklahoma

We have compiled the accompanying statement of assets, liabilities, and net assets – cash basis for the KIPP Tulsa College Preparatory as of June 30th, 2025, and the related statements of revenues and expenses – cash basis for the year then ended. Our compilation was performed in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The financial statements have been prepared on the cash basis of accounting and the budget laws of the State of Oklahoma, which is a basis of accounting other than generally accepted accounting principles.

A compilation is limited to presenting, in the form of financial statements and supplemental information that is the representation of the management. We have not audited or reviewed the accompanying financial statements and supplemental information and, accordingly, do not express an opinion or any other form of assurance on them. However, we did become aware of a departure from the cash and budgetary basis of accounting that is described in the following paragraph.

The regulatory basis of accounting requires a specific format of presentation of governmental funds and the accompanying presentation does not comply with that format. Additionally, fixed assets and any related debt are not included in the statement of assets, liabilities and net assets presented on a cash basis. Any such accounts are reflected in the statement of revenues and expenses as a corresponding receipt and/or expenditure of funds. The effects of these departures on the financial statements have not been determined.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the school's assets, liabilities, net assets, revenues and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to KIPP Tulsa College Preparatory.

Sincerely,

Jenkins & Kemper
Certified Public Accountants, P.C.

KIPP TULSA COLLEGE PREP
STATEMENT OF ASSETS, LIABILITIES, NET ASSETS - CASH BASIS
JUNE 30, 2025

	General Fund	Building Fund	Gifts Fund	Activity Fund	Totals
Assets					
Cash & Investments	\$ 752,358.69	494,756.28	999,523.44	80,421.34	2,327,059.75
Due to Activity Fund					-
Total Assets	<u>752,358.69</u>	<u>494,756.28</u>	<u>999,523.44</u>	<u>80,421.34</u>	<u>2,327,059.75</u>
Liabilities					
Outstanding Warrants	242,069.82	22,264.95	228.16	15,859.19	280,422.12
Reserves	36,488.11	4,491.53			40,979.64
Funds held for student activities				64,562.15	64,562.15
Total Liabilities	<u>278,557.93</u>	<u>26,756.48</u>	<u>228.16</u>	<u>80,421.34</u>	<u>385,963.91</u>
Unrestricted	172,600.68	467,999.80	884,420.28		1,525,020.76
Restricted	301,200.08		114,875.00		416,075.08
Total Net Assets	<u>\$ 473,800.76</u>	<u>467,999.80</u>	<u>999,295.28</u>	<u>-</u>	<u>1,941,095.84</u>
 Cash Breakdown:					
Primary Checking	\$ 949,531.68				
Redbud Funding	392,252.39				
Activity Checking	80,421.34				
Savings	866,041.75				
Adjustments to cash	38,812.59				
Totals	<u>\$ 2,327,059.75</u>				

See Accountant's Compilation Report

**KIPP TULSA COLLEGE PREP 2024-25 FISCAL YEAR
STATEMENT OF REVENUE AND EXPENSES - GENERAL FUND - CASH BASIS**

	Source Codes	2023-24 Actual	2023-24 6/30/2024	% of YTD to Actual	2024-25 Budget	2024-25 6/30/2025	% of YTD to Budg.
Revenue							
Interest Earnings	1310	\$ 2,095.16	\$ 2,095.16			3,227.60	N/A
Misc. Reimb/Other Contributions	1590	30,507.13	30,507.13	100.0%		44,845.85	N/A
United Way Donations (Proj. 169)	1610	353,875.00	353,875.00	100.0%	353,000.00	353,875.00	100.2%
918 Fund Rising Charter (Proj. 230, 245)	1610				112,000.00	240,905.19	215.1%
Donations	1610	183,289.78	183,289.78		497,000.00	138,916.28	28.0%
KIPP Foundation	1650	78,325.33	78,325.33		185,735.00	193,298.24	104.1%
Refund Prior Year	1680					6,362.50	N/A
Studen Lunches	1710				15,000.00		0.0%
Foundation & Salary Incentive	3210	3,634,356.47	3,634,356.47	100.0%	3,566,751.51	3,585,281.47	100.5%
Flexible Benefit Allowance	3250	364,145.68	364,145.68	100.0%	371,377.60	366,055.00	98.6%
State Textbook	3420	34,087.98	34,087.98	100.0%	34,087.98	32,194.59	94.4%
State Safety Funding	3436			N/A	172,000.00	183,829.62	106.9%
Homebound Students	3690	4,991.14	4,991.14	100.0%		4,020.38	N/A
State Matching	3720	2,549.96	2,549.96	100.0%		2,223.48	N/A
Title I, Part A	4210	317,496.01	317,496.01	100.0%	310,466.50	220,455.41	71.0%
Title II Programs	4271	41,027.17	41,027.17	100.0%	43,949.03	43,166.15	98.2%
Special Ed Flowthrough	4310	148,169.76	148,169.76	100.0%	123,183.33	80,198.43	65.1%
Title IV LEAs	4442	19,105.20	19,105.20	100.0%	17,966.35	17,966.35	100.0%
ESSER III (795)	4689	793,225.23	793,225.23	100.0%	53,556.23	53,556.23	100.0%
NSLP CARES Emergency Funding	4705	18,100.66	18,100.66	100.0%	19,000.00		0.0%
Federal Lunches	4710	170,835.36	170,835.36	100.0%	155,000.00	183,395.07	118.3%
Federal Breakfasts	4720	52,920.21	52,920.21	100.0%	50,000.00	71,841.17	143.7%
National School Lunch Program	4780					16,612.51	
Correcting Entry	5600	41,745.63	41,745.63	100.0%		87,609.18	N/A
Donations - Transfers from Gift Fund	6200	446,125.04	446,125.04				N/A
Total revenue		6,736,973.90	6,736,973.90	100.0%	6,080,073.53	5,929,835.70	97.5%
Expenditures							
Payroll	100-200	4,361,676.17	4,361,676.17	100.0%	3,868,319.29	4,058,009.00	104.9%
Accounts Payable	300-900	2,138,802.17	2,138,802.17	100.0%	2,290,775.00	2,168,261.79	94.7%
Total expenditures		6,500,478.34	6,500,478.34	100.0%	6,159,094.29	6,226,270.79	101.1%
Revenue over (under) expenses		236,495.56	236,495.56		(79,020.76)	(296,435.09)	
Net Assets - Beginning	6110	500,000.00	500,000.00		764,629.81	764,629.81	100.0%
Other Financing Sources (Uses):							
Lapsed appopr./Estopped Warrants	6130-40	28,134.25	28,134.25		5,606.04	5,606.04	
Net Assets - Ending		\$ 764,629.81	764,629.81		691,215.09	473,800.76	

See Accountant's Compilation Report

**KIPP TULSA COLLEGE PREP 2024-25 FISCAL YEAR
STATEMENT OF REVENUE AND EXPENSES - BUILDING FUND - CASH BASIS**

	Source Codes	2023-24 Actual	2023-24 6/30/2024	% of YTD to Actual	2024-25 Budget	2024-25 6/30/2025	% of YTD to Budg.
<u>Revenue</u>							
Interest Earnings	1310	\$ 689.57	\$ 689.57	100.0%		1,228.40	N/A
Misc. Reimb/Other Contributions	1610					240.00	
Redbud	3435	298,907.05	298,907.05	100.0%	496,000.00	291,913.73	58.9%
Correcting Entry	5600	518.00	518.00	100.0%			N/A
Total revenue		<u>300,114.62</u>	<u>300,114.62</u>	100.0%	<u>496,000.00</u>	<u>293,382.13</u>	59.1%
<u>Expenditures</u>							
Custodial Services	421					7,042.84	N/A
Tech Services Computers	432	116,492.27	116,492.27	100.0%		21,933.06	N/A
Electrical Services	434	1,300.00	1,300.00	100.0%		2,405.00	N/A
Other Building Svcs	438	3,650.00	3,650.00	100.0%	210,000.00	242,871.54	115.7%
Other Rentals/Lease	449	11,279.90	11,279.90	100.0%			N/A
Painting & Glazing	456	4,000.00	4,000.00	100.0%			N/A
Appliances/Furniture/Fixtures	651	1,057.36	1,057.36			7,095.87	N/A
Supplies - Technology Related	653				20,000.00		
Technology Related	733	5,830.84	5,830.84	100.0%		2,656.08	N/A
Reimbursement	930	518.00	518.00	100.0%			N/A
Total expenditures		<u>144,128.37</u>	<u>144,128.37</u>	100.0%	<u>230,000.00</u>	<u>284,004.39</u>	123.5%
Revenue over (under) expenses		155,986.25	155,986.25		266,000.00	9,377.74	
Net Assets - Beginning	6110	302,635.81	302,635.81		764,629.81	458,622.06	60.0%
Net Assets - Ending		<u>\$ 458,622.06</u>	<u>458,622.06</u>		<u>1,030,629.81</u>	<u>467,999.80</u>	

See Accountant's Compilation Report

SUPPLEMENTAL INFORMATION

**KIPP TULSA COLLEGE PREP - 2024-25 FISCAL YEAR
STATEMENT OF EXPENDITURES BY OBJECT CODE - GENERAL FUND - CASH BASIS**

<u>Classification</u>	<u>Object</u>	<u>2024-25 Budgeted</u>	<u>Jun-25</u>	<u>2024-25 Year-to-date</u>	<u>% of YTD to Actual</u>
<u>Personnel</u>					
Payroll	100	\$ 3,014,427.89	6,197.06	3,114,358.51	103.3%
Employee Benefits	200	853,891.40	2,768.31	902,775.57	105.7%
Worker's Comp.	290			40,874.92	N/A
Total Personnel Codes		<u>3,868,319.29</u>	<u>8,965.37</u>	<u>4,058,009.00</u>	104.9%
<u>Direct Student Expenses</u>					
Appliances	731			16,612.51	N/A
Awards, Gifts, Decorations	682		1,626.76	18,559.71	N/A
Books	641	90,000.00	286.68	157,824.12	175.4%
Classroom & Office Supplies	619	70,000.00	12,947.95	43,841.08	62.6%
Copy Supplies	611	70,000.00	4,790.67	63,991.13	91.4%
Communication Services	530	15,000.00	1,558.67	11,362.60	75.8%
Diesel	623				N/A
First Aid	616			177.00	N/A
Food Service	570	267,650.00	19,697.15	330,343.52	123.4%
Furniture and Fixtures	651	30,000.00		12,738.23	42.5%
Instruments	655			5,500.00	N/A
Non Technical Services	431			328.00	N/A
Other Services	599	25,000.00			0.0%
Printing and Binding	550	70,000.00		4,621.01	6.6%
Professional Employee Training	359	17,500.00	926.59	21,459.50	122.6%
Professional Services	320	245,000.00	11,175.25	202,721.13	82.7%
Staff Registration	860	2,000.00	514.45	2,664.45	133.2%
Security Services	344	92,000.00		5,160.00	5.6%
Student Transportation	510	197,500.00	2,105.20	210,545.78	106.6%
Technology Related Equipment	653	55,000.00		40,496.68	73.6%
Technology Services	432	126,000.00	2,129.55	158,175.02	125.5%
Techonology Related Hardware	733				N/A
Testing Supplies	614	20,000.00	3,812.00	11,391.62	57.0%
Tuition	561	27,125.00	12.20	17,962.27	66.2%
Vehicles	762				
Total Direct Student Expenses		<u>1,419,775.00</u>	<u>61,583.12</u>	<u>1,336,475.36</u>	94.1%
<u>Facilities Expense</u>					
Cleaning Service/Pest Control/Lawn Care	420				N/A
Cleaning Supplies	618	3,000.00			0.0%
Electric	624	66,666.67		90,195.25	135.3%
Water/Sewer	410	66,666.67		19,541.53	29.3%
Natural Gas	627	66,666.66		12,743.07	19.1%
Repairs & Maintenance (Bldg)	430			718.49	N/A
Building Lease/Rent	443	245,000.00	20,338.40	244,060.80	99.6%
Other Rentals/Lease Services	449			379.00	
Total Facilities Expense		<u>448,000.00</u>	<u>20,338.40</u>	<u>367,638.14</u>	82.1%
<u>Administrative Expenses</u>					
Administrative Fee	805	37,000.00	3,227.83	35,852.81	96.9%
Administrative Services	310	40,000.00	9,000.00	9,808.25	24.5%
Advertising	540	50,000.00	7,306.00	41,417.51	82.8%
Accounting-Auditing/Treasurer	311,331	48,000.00	500.00	16,000.00	33.3%
Dues & Fees	810	50,000.00	41,553.29	82,596.28	165.2%
Legal	357	18,000.00	1,500.00	18,000.00	100.0%
Liability Insurance	522	85,000.00		82,307.00	96.8%
Other Services	337	20,000.00	2,983.33	35,674.99	178.4%
Reimbursement	930		9,816.25	74,652.27	N/A
Travel	580	75,000.00	9,176.92	67,839.18	90.5%
Total Administrative Expenses		<u>423,000.00</u>	<u>85,063.62</u>	<u>464,148.29</u>	109.7%
Totals		<u>\$ 6,159,094.29</u>	<u>175,950.51</u>	<u>6,226,270.79</u>	101.1%

For Internal Use Only

**KIPP TULSA COLLEGE PREP - 2024-25 FISCAL YEAR
3 YEAR COMPARISON - CASH BASIS**

	2022-23 Expenditures		2023-24 Expenditures		2024-25 Expenditures	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
July	\$ 154,319.60	54,535.37	354,760.20	85,236.57	276,447.76	94,981.55
August	338,465.67	145,978.25	366,652.71	137,540.30	342,683.11	238,028.30
September	518,900.51	212,191.90	518,888.48	224,769.41	323,411.26	248,279.95
October	349,858.43	336,490.78	332,225.46	101,762.70	337,623.77	132,102.13
November	355,119.49	225,540.19	354,146.47	207,836.02	355,103.39	205,541.36
December	362,419.59	175,571.79	365,417.05	195,347.84	340,638.97	119,318.27
January	345,008.18	121,966.52	326,994.33	168,661.19	339,594.37	199,990.22
February	361,904.23	120,862.83	336,124.60	69,257.55	335,884.36	43,363.77
March	374,539.88	189,783.67	337,668.85	134,498.51	290,218.89	310,893.86
April	357,882.84	174,312.98	341,203.05	157,207.73	390,265.59	216,051.33
May	895,052.22	191,724.36	723,086.08	225,249.93	699,104.07	174,305.87
June	31,103.37	183,811.78	4,508.89	431,434.42	27,033.46	185,405.18
	<u>4,444,574.01</u>	<u>2,132,770.42</u>	<u>4,361,676.17</u>	<u>2,138,802.17</u>	<u>4,058,009.00</u>	<u>2,168,261.79</u>
		<u>6,577,344.43</u>		<u>6,500,478.34</u>		<u>6,226,270.79</u>

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KIPP TULSA COLLEGE PREPARATORY

Revenue/Expenditure Summary

Options: Fund: 81, Date Range: 7/1/2024 - 6/30/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
000	\$0.00	\$545,467.29	\$0.00	\$0.00	\$545,467.29	\$0.00	\$545,467.29
141 MANOA'S DREAM LITERACY	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
152 GEORGE KAISER FAMILY FNDRN	\$0.00	\$270,000.00	\$0.00	\$0.00	\$270,000.00	\$0.00	\$270,000.00
156 QUIKTRIP	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
168 Foundations	\$0.00	\$87,527.44	\$0.00	\$0.00	\$87,527.44	\$0.00	\$87,527.44
171 Individual Donors	\$0.00	\$17,973.04	\$0.00	\$0.00	\$17,973.04	\$0.00	\$17,973.04
172 Corporate Donors	\$0.00	\$31,154.65	\$0.00	\$0.00	\$31,154.65	\$0.00	\$31,154.65
186 DUE FROM GIFTS TO ACTIVITY FUND CLEARING ACCOUNT	\$0.00	\$530.20	\$0.00	\$530.20	\$0.00	\$0.00	\$0.00
204 MARKETING & DEVELOPMENT	\$0.00	\$0.00	\$0.00	\$866.84	(\$866.84)	\$0.00	(\$866.84)
232 AYSTAK FUNDRAISER EVENT	\$0.00	\$0.00	\$0.00	\$450.00	(\$450.00)	\$0.00	(\$450.00)
234 BETTER TOGETHER BREAKFAST	\$0.00	\$39,297.86	\$0.00	\$1,308.16	\$37,989.70	\$0.00	\$37,989.70
Total	\$0.00	\$1,002,450.48	\$0.00	\$3,155.20	\$999,295.28	\$0.00	\$999,295.28

KIPP TULSA COLLEGE PREPARATORY

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/2/2024 - 6/30/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
804 8TH GRADE END OF YEAR	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$15.00
805 8TH / 12 TH GRADE DANCE/ PROMO	\$4,445.70	\$27,860.27	\$0.00	\$23,916.28	\$8,389.69	\$0.00	\$8,389.69
806 UNITED WAY FUNDRAISER	\$15.60	\$0.00	\$0.00	\$0.00	\$15.60	\$0.00	\$15.60
807 SHOWTIME BAND	\$15,842.33	\$25,740.38	\$0.00	\$41,412.80	\$169.91	\$0.00	\$169.91
808 STAFF INCENTIVES	\$1,525.35	\$9,871.85	\$0.00	\$10,034.91	\$1,362.29	\$0.00	\$1,362.29
809 SCHOOL EVENTS/PARENT ENG	\$2,774.63	\$1,599.53	\$0.00	\$3,490.87	\$883.29	\$0.00	\$883.29
810 BOOKSTORE/STUDENT UNIFORMS	\$0.00	\$2,500.00	\$0.00	\$1,197.03	\$1,302.97	\$0.00	\$1,302.97
812 SCHOOL SUPPORT TEAM	\$6,102.29	\$3,295.25	\$0.00	\$1,405.67	\$7,991.87	\$0.00	\$7,991.87
814 STUDENT LEADERSHIP	\$2,000.95	\$9,532.27	\$0.00	\$6,169.57	\$5,363.65	\$0.00	\$5,363.65
817 MONTHLY FIELD LESSONS/INCENTIV	\$7,527.73	\$19,602.81	\$0.00	\$27,130.54	\$0.00	\$0.00	\$0.00
818 PITCH COMPETITION SCHOLARSHIP FUND	\$0.84	\$0.00	\$0.00	\$0.00	\$0.84	\$0.00	\$0.84
821 SPEECH AND DEBATE TEAM	\$4.48	\$1,916.00	\$0.00	\$84.00	\$1,836.48	\$0.00	\$1,836.48
822 KIPP FORWARD STUDENT ACTIVITIES	\$0.00	\$5,160.72	\$0.00	\$5,160.72	\$0.00	\$0.00	\$0.00
885 CHILD NUTRITION CLEARING	\$11,107.02	\$3,056.22	\$0.00	\$13,828.84	\$334.40	\$0.00	\$334.40
886 DONATIONS GIFTS FUND RECEIVED BY AF CLEARING ACCT	\$0.00	\$12.00	\$0.00	\$12.00	\$0.00	\$0.00	\$0.00
887 ONLINE PAYMENTS GENERAL FUND CLEARING ACCOUNT	\$1,554.87	\$2,639.10	\$0.00	\$3,933.48	\$260.49	\$0.00	\$260.49
888 ONLINE PAYMENTS GIFTS FUND CLEARING ACCOUNT	\$0.00	\$29,090.29	\$0.00	\$29,090.29	\$0.00	\$0.00	\$0.00
889 ACTIVITY FUND PAYROLL REIMB. TO GENERAL	\$0.10	\$0.00	\$0.00	\$0.10	\$0.00	\$0.00	\$0.00
900 TRACK AND FIELD	\$197.60	\$7,802.40	\$0.00	\$1,563.73	\$6,436.27	\$0.00	\$6,436.27
901 BASKETBALL BOYS	\$4,116.95	\$19,790.14	\$0.00	\$19,658.78	\$4,248.31	\$57.00	\$4,191.31
902 CHEERLEADING	\$1,001.32	\$4,332.80	\$0.00	\$4,139.18	\$1,194.94	\$0.00	\$1,194.94
903 BOYS BASKETBALL BOOSTER	\$0.00	\$481.04	\$0.00	\$256.73	\$224.31	\$0.00	\$224.31
904 VOLLEYBALL	\$727.87	\$2,272.13	\$0.00	\$284.00	\$2,716.00	\$0.00	\$2,716.00
905 BASKETBALL GIRLS	\$2,975.00	\$22,118.73	\$0.00	\$17,547.00	\$7,546.73	\$57.00	\$7,489.73
906 HIGHSCHOOL WRESTLING	\$4,000.00	\$1,913.78	\$0.00	\$5,740.53	\$173.25	\$0.00	\$173.25
907 FOOTBALL	\$960.00	\$35,802.67	\$0.00	\$27,393.00	\$9,369.67	\$0.00	\$9,369.67
908 ESPORTS HIGHSCHOOL	\$5,000.00	\$0.00	\$0.00	\$2,386.08	\$2,613.92	\$0.00	\$2,613.92
909 SOCCER	\$0.00	\$5,184.84	\$0.00	\$3,200.82	\$1,984.02	\$0.00	\$1,984.02
911 GIRLS BASKETBALL BOOSTER	\$0.00	\$128.25	\$0.00	\$0.00	\$128.25	\$0.00	\$128.25
Total	\$71,895.63	\$241,703.47	\$0.00	\$249,036.95	\$64,562.15	\$114.00	\$64,448.15

KIPP TULSA COLLEGE PREPARATORY

Purchase Order Register

Options: Year: 2024-2025, Fund(s): GENERAL FUND, Date Range: 6/1/2025 - 6/30/2025

PO No	Date	Vendor No	Vendor	Description	Amount
181	06/01/2025	50371	US GAMES	PE CLASS MATERIALS	7,251.97
182	06/02/2025	15	SCHOOL SPECIALTY, LLC	PE CLASS MATERIALS	2,606.56
183	06/02/2025	90007	OK STATE EMPLOYEES GROUP INS BD	DENTAL PREMIUM DUE	143.04
184	06/02/2025	97	T-MOBILE	IPADS FOR STUDENT RECRUITMENT AND SERVICE	627.75
185	06/24/2025	90012	AMERICAN FIDELITY ASSURANCE COMPANY	ASSURANCE PAID	2,204.62
186	06/24/2025	50374	META PLATFORMS, INC	STUDENT RECRUITMENT ADVERTISEMENT	900.00
187	06/30/2025	80209	JAMESHA MORRISON	COMPUTER SCIENCE PD	251.36
Non-Payroll Total:					\$13,985.30
Payroll Total:					\$0.00
Report Total:					\$13,985.30

KIPP TULSA COLLEGE PREPARATORY

Purchase Order Register

Options: Year: 2024-2025, Fund(s): BUILDING FUND, Date Range: 6/1/2025 - 6/30/2025

PO No	Date	Vendor No	Vendor	Description	Amount
20	06/02/2025	50373	BUDGET BUX MOBILE STORAGE	STORAGE CONTAINER	0.00
21	06/02/2025	808	WIRED! TECHNOLOGY	TECHNOLOGY DEVICES	2,656.08
Non-Payroll Total:					\$2,656.08
Payroll Total:					\$0.00
Report Total:					\$2,656.08

KIPP TULSA COLLEGE PREPARATORY

Purchase Order Register

Options: Year: 2024-2025, Fund(s): SCHOOL ACTIVITY FUND, Date Range: 6/1/2025 - 6/30/2025

PO No	Date	Vendor No	Vendor	Description	Amount
115	06/01/2025	50372	ANDERSON BASKETBALL CAMP	GIRLS BASKETBALL SUMMER CAMP	525.00
116	06/02/2025	784	BAND SHOPPE	BAND SUPPLIES	268.65
117	06/30/2025	50379	VYPE MEDIA	BASKETBALL VIDEO	114.00
Non-Payroll Total:					\$907.65
Payroll Total:					\$0.00
Report Total:					\$907.65

KRISTIN KARLIN
TULSA COMMUNITY FOUNDATION
7030 S. YALE AVE. SUITE 600
TULSA OK 74136

25189

FINANCIAL STATEMENT
FOR THE PERIOD
JUNE 01, 2025 THROUGH JUNE 30, 2025

TULSA COMMUNITY FOUNDATION INVESTMENT MA
NAGEMENT AGENCY

ACCOUNT 0260-0001130.28





TULSA COMMUNITY FOUNDATION INVESTMENT MANAGEMENT AGENCY

Account Number: 0260-0001130.28

For the Period June 01, 2025 - June 30, 2025

Previous Account Number: 910061P95

Trade Date Basis

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Account Reconciliation
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

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Description	Cash	Cost	Market Value
Beginning Value	0.00	824,708.57	847,201.86
Income Received			
Dividends	2,323.85	0.00	2,323.85
Interest	86.50	0.00	86.50
Other Income	288.77	0.00	288.77
Total Income Received	2,699.12	0.00	2,699.12
Security Transaction			
Purchases	(2,699.12)	2,699.12	0.00
Total Security Transaction	(2,699.12)	2,699.12	0.00
Total Changes This Period	0.00	2,699.12	2,699.12
Accrued Income			
End of Period			2,218.53
Beginning of Period			1,978.67
Change in Accrued Income			239.86
Market Appreciation/Depreciation			
End of Period			38,634.06
Beginning of Period			20,514.62
Change in Market Appreciation/Depreciation			18,119.44
Ending Value	0.00	827,407.69	868,260.28



Account Balance Summary
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

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Description	Cost	Market Value	Accrued Income	Unrealized Gain/(Loss)	Estimated Annual Income	% of MV
Cash and Equivalents						
Sweep Vehicle	28,141.31	28,141.31	89.48	0.00	1,137.28	3.25
Total Cash and Equivalents	28,141.31	28,141.31	89.48	0.00	1,137.28	3.25
Fixed Income						
Intermediate Core Bond Funds	450,635.81	420,269.97	1,148.58	(30,365.84)	16,679.97	48.53
MultiSector Bond Funds	93,597.85	85,863.46	438.48	(7,734.39)	5,518.87	9.91
High Yield Bond Funds	22,775.25	22,925.36	132.24	150.11	1,559.55	2.65
World Bond	34,119.23	33,544.03	125.83	(575.20)	1,359.07	3.87
Total Fixed Income	601,128.14	562,602.82	1,845.13	(38,525.32)	25,117.46	64.96
Equities						
Other Equity	198,138.24	275,297.62	283.92	77,159.38	3,562.23	31.79
Total Equities	198,138.24	275,297.62	283.92	77,159.38	3,562.23	31.79
Total Market Value	827,407.69	866,041.75	2,218.53	38,634.06	29,816.97	100.00
Accrued Income	0.00	0.00	2,218.53	0.00	0.00	0.00
Total Assets	827,407.69	866,041.75	2,218.53	38,634.06	29,816.97	100.00



T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

Bond Maturities

For the Period June 01, 2025 - June 30, 2025

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No data in the reporting period



Detailed Holdings
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

Description	Shares/ Par	Total Cost/Unit Cost	Total Market/ Unit Price	% of Total Net Assets	Unrealized Gain/(Loss)	Accrued Income	Estimated Annual Income	Market Yield (%)
Cash and Equivalents								
Sweep Vehicle								
BOK SHORT-TERM CASH FUND I - PRINCIPAL SWEEP Cusip: JAC081831	28,141.3100	28,141.31 1.00	28,141.31 1.00	3.25	0.00	89.48	1,137.28	4.04
Total Sweep Vehicle		28,141.31	28,141.31	3.25	0.00	89.48	1,137.28	4.04
Total Cash and Equivalents		28,141.31	28,141.31	3.25	0.00	89.48	1,137.28	4.04
Fixed Income								
Intermediate Core Bond Funds								
CAVANAL HILL BOND-INST #0046 Cusip: 14956P851, Ticker: AIBNX N/R	6,647.0560	61,471.41 9.25	56,566.45 8.51	6.53	(4,904.96)	177.50	2,159.36	3.82
DODGE & COX INC-I #0147 Cusip: 256210105, Ticker: DODIX N/R	4,464.9740	55,990.15 12.54	56,437.27 12.64	6.52	447.12	0.00	2,384.30	4.22
FIDELITY US BD INDX-INST PREM #2326 Cusip: 316146356, Ticker: FXNAX N/R	15,795.7530	169,580.79 10.74	164,907.66 10.44	19.04	(4,673.13)	491.47	5,993.27	3.63
TCW MET WEST TOT RET BD-I #4776 Cusip: 592905509, Ticker: MWTIX N/R	15,643.8010	163,593.46 10.46	142,358.59 9.10	16.44	(21,234.87)	479.61	6,143.04	4.32
Total Intermediate Core Bond Funds		450,635.81	420,269.97	48.53	(30,365.84)	1,148.58	16,679.97	3.82
MultiSector Bond Funds								
PIMCO INC-INST #1821 Cusip: 72201F490, Ticker: PIMIX N/R	7,972.4660	93,597.85 11.74	85,863.46 10.77	9.91	(7,734.39)	438.48	5,518.87	6.43
Total MultiSector Bond Funds		93,597.85	85,863.46	9.91	(7,734.39)	438.48	5,518.87	6.43



Detailed Holdings
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

Description	Shares/ Par	Total Cost/Unit Cost	Total Market/ Unit Price	% of Total Net Assets	Unrealized Gain/(Loss)	Accrued Income	Estimated Annual Income	Market Yield (%)
Fixed Income (continued)								
High Yield Bond Funds								
ARTISAN HI INC-INST #2468 Cusip: 04314H568, Ticker: APHFX N/R	2,483.7880	22,775.25 9.17	22,925.36 9.23	2.65	150.11	132.24	1,559.55	6.80
Total High Yield Bond Funds		22,775.25	22,925.36	2.65	150.11	132.24	1,559.55	6.80
World Bond								
PIMCO INTL BD USD HEDGED-INST #0103 Cusip: 693390882, Ticker: PFORX N/R	3,374.6510	34,119.23 10.11	33,544.03 9.94	3.87	(575.20)	125.83	1,359.07	4.05
Total World Bond		34,119.23	33,544.03	3.87	(575.20)	125.83	1,359.07	4.05
Total Fixed Income		601,128.14	562,602.82	64.96	(38,525.32)	1,845.13	25,117.46	6.80
Equities								
Other Equity								
DODGE & COX INTL STOCK-I #1048 Cusip: 256206103, Ticker: DODFX N/R	177.3530	7,367.10 41.54	10,830.95 61.07	1.25	3,463.85	0.00	199.34	1.84
DODGE & COX STOCK-I #0145 Cusip: 256219106, Ticker: DODGX N/R	78.1420	15,747.09 201.52	21,170.23 270.92	2.44	5,423.14	0.00	307.25	1.45
EUPAC FUND-F3 #0716 Cusip: 298706110, Ticker: FEUPX N/R	173.5160	10,236.11 58.99	10,548.04 60.79	1.22	311.93	0.00	105.50	1.00
INVESCO DEV MKT-R6 #7038 Cusip: 00143W859, Ticker: ODVIX N/R	231.4060	8,557.79 36.98	9,783.85 42.28	1.13	1,226.06	0.00	36.79	0.38
ISHARES CORE S&P SMALL-CAP 600 ETF Cusip: 464287804, Ticker: IJR N/R	129.0000	14,412.83 111.73	14,098.41 109.29	1.63	(314.42)	0.00	304.96	2.16



Detailed Holdings
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

Description	Shares/ Par	Total Cost/Unit Cost	Total Market/ Unit Price	% of Total Net Assets	Unrealized Gain/(Loss)	Accrued Income	Estimated Annual Income	Market Yield (%)
Equities (continued)								
Other Equity (continued)								
JOHN HANCOCK DISC VAL M/C-R6 #6006 Cusip: 47803W703, Ticker: JVMRX N/R	627.6690	14,595.57 23.25	17,913.67 28.54	2.07	3,318.10	0.00	173.86	0.97
JPM L/C GRWTH-R6 #2148 Cusip: 48121L841, Ticker: JLGMX N/R	250.5670	12,719.33 50.76	22,368.12 89.27	2.58	9,648.79	0.00	43.60	0.19
VANGUARD DEV MKTS INDX-ADM #0127 Cusip: 921943809, Ticker: VTMGX N/R	633.7720	9,722.11 15.34	11,617.04 18.33	1.34	1,894.93	0.00	311.82	2.68
VANGUARD FTSE EMERGING MARKETS ETF Cusip: 922042858, Ticker: VWO N/R	199.0000	8,927.12 44.86	9,842.54 49.46	1.14	915.42	0.00	275.62	2.80
VANGUARD GRWTH INDX-INST #0868 Cusip: 922908868, Ticker: VIGIX N/R	100.3200	13,113.53 130.72	22,643.23 225.71	2.61	9,529.70	26.03	102.93	0.45
VANGUARD INSTL INDX-INST #0094 Cusip: 922040100, Ticker: VINIX N/R	105.0440	27,453.79 261.36	52,976.84 504.33	6.12	25,523.05	0.00	652.53	1.23
VANGUARD M/C GRWTH INDX-ADM #5832 Cusip: 921937728, Ticker: VMGMX N/R	151.1470	15,371.63 101.70	18,500.39 122.40	2.14	3,128.76	27.75	116.08	0.63
VANGUARD M/C INDX-INST #0864 Cusip: 922908835, Ticker: VMCIX N/R	232.3880	10,992.64 47.30	17,803.24 76.61	2.06	6,810.60	68.09	271.89	1.53
VANGUARD S/C INDX-INST #0857 Cusip: 922908876, Ticker: VSCIX N/R	124.7050	12,760.08 102.32	14,166.49 113.60	1.64	1,406.41	47.40	199.40	1.41



Detailed Holdings
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

Description	Shares/ Par	Total Cost/Unit Cost	Total Market/ Unit Price	% of Total Net Assets	Unrealized Gain/(Loss)	Accrued Income	Estimated Annual Income	Market Yield (%)
Equities (continued)								
Other Equity (continued)								
VANGUARD VAL INDX-INST #0867 Cusip: 922908850, Ticker: VIVIX N/R	305.0700	16,161.52 52.98	21,034.58 68.95	2.43	4,873.06	114.65	460.66	2.19
Total Other Equity		198,138.24	275,297.62	31.79	77,159.38	283.92	3,562.23	0.38
Total Equities		198,138.24	275,297.62	31.79	77,159.38	283.92	3,562.23	0.38
Total Market Value			866,041.75	100.00	38,634.06	2,218.53	29,816.97	



Earned Income
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

Description	Shares/ Par	Ending Accrual	Beginning Accrual	Income Paid on Purchases	Income Received on Sales	Earned Income Received	Net Income for Period
Cash and Equivalents							
Sweep Vehicle							
BOK SHORT-TERM CASH FUND I CUSIP: JAC081831	28,141.31	89.48	86.50	0.00	0.00	86.50	89.48
Total Sweep Vehicle		89.48	86.50	0.00	0.00	86.50	89.48
Total Cash and Equivalents		89.48	86.50	0.00	0.00	86.50	89.48
Fixed Income							
Intermediate Core Bond Funds							
CAVANAL HILL BOND-INST #0046 CUSIP: 14956P851	6,647.06	177.50	178.05	0.00	0.00	178.05	177.50
FIDELITY US BD INDX-INST PREM #2 CUSIP: 316146356	15,795.75	491.47	499.12	0.00	0.00	499.12	491.47
TCW MET WEST TOT RET BD-I #4776 CUSIP: 592905509	15,643.80	479.61	522.38	0.00	0.00	0.00	(42.77)
Total Intermediate Core Bond Funds		1,148.58	1,199.55	0.00	0.00	677.17	626.20
MultiSector Bond Funds							
PIMCO INC-INST #1821 CUSIP: 72201F490	7,972.47	438.48	436.21	0.00	0.00	436.21	438.48
Total MultiSector Bond Funds		438.48	436.21	0.00	0.00	436.21	438.48
High Yield Bond Funds							
ARTISAN HI INC-INST #2468 CUSIP: 04314H568	2,483.79	132.24	131.45	0.00	0.00	131.45	132.24
Total High Yield Bond Funds		132.24	131.45	0.00	0.00	131.45	132.24



Earned Income
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

Description	Shares/ Par	Ending Accrual	Beginning Accrual	Income Paid on Purchases	Income Received on Sales	Earned Income Received	Net Income for Period
Fixed Income (continued)							
World Bond							
PIMCO INTL BD USD HEDGED-INST #0 CUSIP: 693390882	3,374.65	125.83	124.96	0.00	0.00	124.96	125.83
Total World Bond		125.83	124.96	0.00	0.00	124.96	125.83
Total Fixed Income		1,845.13	1,892.17	0.00	0.00	1,369.79	1,322.75
Equities							
Other Equity							
VANGUARD M/C GRWTH INDX-ADM #583 CUSIP: 921937728	151.15	27.75	0.00	0.00	0.00	0.00	27.75
VANGUARD M/C INDX-INST #0864 CUSIP: 922908835	232.39	68.09	0.00	0.00	0.00	0.00	68.09
VANGUARD VAL INDX-INST #0867 CUSIP: 922908850	305.07	114.65	0.00	0.00	0.00	0.00	114.65
VANGUARD GRWTH INDX-INST #0868 CUSIP: 922908868	100.32	26.03	0.00	0.00	0.00	0.00	26.03
VANGUARD S/C INDX-INST #0857 CUSIP: 922908876	124.71	47.40	0.00	0.00	0.00	0.00	47.40
Total Other Equity		283.92	0.00	0.00	0.00	0.00	283.92
Total Equities		283.92	0.00	0.00	0.00	0.00	283.92
Total		2,218.53	1,978.67	0.00	0.00	1,456.29	1,696.15



Transaction Statement
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

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Date	Transaction	Description	Cash	Cost	Market Value	Realized Gain (Loss)
Income Received						
Dividends						
06/02/25	Cash Dividend	CAVANAL HILL BOND-INST #0046 Rec Dt 06/01/2025 Pay Dt 06/01/2025 CUSIP: 14956P851	178.05	0.00	178.05	0.00
06/03/25	Cash Dividend	FIDELITY US BD INDX-INST PREM #2326 Rec Dt 06/01/2025 Pay Dt 06/01/2025 CUSIP: 316146356	499.12	0.00	499.12	0.00
06/03/25	Cash Dividend	ARTISAN HI INC-INST #2468 Rec Dt 06/01/2025 Pay Dt 06/01/2025 CUSIP: 04314H568	131.45	0.00	131.45	0.00
06/03/25	Cash Dividend	PIMCO INC-INST #1821 Rec Dt 06/01/2025 Pay Dt 06/01/2025 CUSIP: 72201F490	436.21	0.00	436.21	0.00
06/03/25	Cash Dividend	PIMCO INTL BD USD HEDGED-INST #0103 Rec Dt 06/01/2025 Pay Dt 06/01/2025 CUSIP: 693390882	124.96	0.00	124.96	0.00
06/20/25	Cash Dividend	129 shares @ 0.388455 ISHARES CORE S&P SMALL-CAP 600 ETF Rec Dt 06/16/2025 Pay Dt 06/20/2025 CUSIP: 464287804	50.11	0.00	50.11	0.00
06/24/25	Cash Dividend	199 shares @ 0.1385 VANGUARD FTSE EMERGING MARKETS ETF Rec Dt 06/20/2025 Pay Dt 06/24/2025 CUSIP: 922042858	27.56	0.00	27.56	0.00
06/27/25	Cash Dividend	4,464.974 shares @ 0.138 DODGE & COX INC-I #0147 Rec Dt 06/24/2025 Pay Dt 06/26/2025 CUSIP: 256210105	616.17	0.00	616.17	0.00
06/27/25	Cash Dividend	78.142 shares @ 1.267 DODGE & COX STOCK-I #0145 Rec Dt 06/24/2025 Pay Dt 06/26/2025 CUSIP: 256219106	99.01	0.00	99.01	0.00
06/27/25	Cash Dividend	105.044 shares @ 1.5347 VANGUARD INSTL INDX-INST #0094 Rec Dt 06/25/2025 Pay Dt 06/27/2025 CUSIP: 922040100	161.21	0.00	161.21	0.00
Total Dividends			2,323.85	0.00	2,323.85	0.00



Transaction Statement
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

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Date	Transaction	Description	Cash	Cost	Market Value	Realized Gain (Loss)
Income Received (continued)						
Interest						
06/02/25	Interest Payment	BOK SHORT-TERM CASH FUND I Due 06/01/2025 CUSIP: JAC081831	86.50	0.00	86.50	0.00
Total Interest			86.50	0.00	86.50	0.00
Other Income						
06/11/25	Capital Gains Dist Receipt (Long)	173.516 shares @ 1.6642 EUPAC FUND-F3 #0716 Rec Dt 06/09/2025 Pay Dt 06/10/2025 Fed Long Term Gain: 288.77 State Long Term Gain: 288.77 CUSIP: 298706110	288.77	0.00	288.77	288.77
Total Other Income			288.77	0.00	288.77	288.77
Total Income Received			2,699.12	0.00	2,699.12	288.77
Security Transaction						
Purchases						
	Sweep Purchase	86.5 shares BOK SHORT-TERM CASH FUND I CUSIP: JAC081831	(2,699.12)	2,699.12	0.00	0.00
Total BOK SHORT-TERM CASH FUND I			(2,699.12)	2,699.12	0.00	0.00
Total Purchases			(2,699.12)	2,699.12	0.00	0.00
Total Security Transaction			(2,699.12)	2,699.12	0.00	0.00
Total Transactions			0.00	2,699.12	2,699.12	288.77



T.C.F. KIPP TULSA RESERVE FUNDPUSD
Account Number: 0260-0001130.28

Pending Trades
For the Period June 01, 2025 - June 30, 2025

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No data in the reporting period



T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

Pending Orders

For the Period June 01, 2025 - June 30, 2025

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No data in the reporting period



Brokerage Commissions Summary
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

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No data in the reporting period



Brokerage Commissions Detail
For the Period June 01, 2025 - June 30, 2025

T.C.F. KIPP TULSA RESERVE FUNDPUSD

Account Number: 0260-0001130.28

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No data in the reporting period

As part of its continuing commitment to provide value to its customers, BOK Financial is upgrading its legacy Trust Accounting system. The June 30, 2024 conversion brings improvements to process and service. The conversion also brings a change to the appearance of your statement, including the possibility of valuation differences. The anticipated differences will generally result from improved information, timing, and calculation methodology. Simply put, the new system provides a more precise valuation that aligns with current industry standards and best practices. Some of the more likely differences you may see are described below.

Market Value - We do expect some beginning market values on your July statement to be different from the ending market value on your June statement. This is primarily a result of changes in how accruals are calculated. For some accounts, reported market valuation may also be affected by more accurate pricing information, including by no longer requiring a minimum value.

Trade Date / Settlement Date - Going forward, statements use trade date, rather than settlement date, for holdings. This timing change does not impact the actual valuation; nor will it impact year-end tax reporting.

Analytics - We expect differences in the calculated value of some analytics (e.g., yield to maturity and duration).

Amortization - Possible differences in yield data and calculation differences (e.g., use of amortized v. original face value, with each adjusted by payments) could result in a one-time variance when moving from one system to another.

Mineral Holdings - The information for this category of assets will include much more detail under the new system. For any questions regarding the system conversion or how it affects your statement, please contact your administrative team.

Coversheet

Approval of Activity Fund Transfer

Section: V. Consent Agenda
Item: F. Approval of Activity Fund Transfer
Purpose: Vote
Submitted by:
Related Material: BOARD APPROVED TRANSFERS 7-28-25.pdf

Coversheet

Routine Staffing Items

Section: V. Consent Agenda
Item: G. Routine Staffing Items
Purpose: Vote
Submitted by:
Related Material: Routine Staffing Changes - July Board MTG (1).pdf

Approval of routine staffing items					
New Hires					
as of 7-28-2025					
Employee Name	Job Title	Location	Total Compensation for FY25	Effective Date	
Jeanelle Kyser	ELL Teacher	KTCP	\$41,937.40	7/14/2025	
Sherron Johnson	Instructional Assistant	KTCP	\$30,000.00	7/14/2025	
Jordan Dabdbu	Biology Teacher	KTUP	\$44,745.00	7/14/2025	
Mariany Cruz Delgado	Spanish Teacher	KTUP	\$44,745.00	7/14/2025	
Arlecia Elkamil	Band/Choir Teacher	KTCP	\$50,272.53	7/14/2025	
Emily Roiger	English Teacher	KTUP	\$46,200.00	7/14/2025	
Iyana Buckmon	6th Social Studies Teacher	KTCP	\$39,151.18	7/21/2025	
Sharisa Parker	SPED Teacher	KTCP	\$41,811.81	7/21/2025	
Kiara Jones	SPED Teacher	KTUP	\$46,874.10	7/15/2025	
Separations					
Employee Name	Job Title	Location	Total Compensation for FY25	Effective Date	PO has been closed?
Joe Mvula	Math Teacher	KTUP		07/18/2025	yes
Change of Assignment					
Employee Name	Former Job Title	New Job Title	Location	Total Compensation for FY25	End Date
John Hayes	Assistant Principal	Math Teacher	KTUP	\$50,772.68	7-14-2025
Thomas Eaton	Teacher	Assitant Principa	KTUP	\$60,000.00	7-1-2025

Coversheet

Approval of the KIPP Tulsa School Handbook

Section: V. Consent Agenda
Item: H. Approval of the KIPP Tulsa School Handbook
Purpose: Vote
Submitted by:
Related Material: KTPCS 2025-2026 Team & Family Handbook.docx.pdf



KIPP:TULSA
PUBLIC CHARTER SCHOOLS



TEAM & FAMILY HANDBOOK

2025-2026





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Dear KTPCS Scholars and Families,

We enthusiastically welcome you to KIPP Tulsa Public Charter Schools. Whether you are returning KIPPsters or new, the message is the same: we are a team and family in place to support you. The handbook should serve as a guide for you as you navigate your way through both KTCP and KTUP. In it, you will find a clear set of expectations that we have for you and that you may have for us.

You can expect changes in school culture, attendance, academic expectations, and operational procedures based on teacher, scholar, and parent feedback. As a school, we focus on protecting the learning environment and providing opportunities for scholars to feel welcomed, connected, and part of the KIPP

Tulsa Family. This season, I encourage you to ask and field questions, seek and provide answers, develop new friendships and sustain existing ones, and value the unique experiences that members of our team and family bring daily. These times will challenge you as you dive into uncharted territory. Our goal is that in these moments, you develop the strength to bounce back and learn from your mistakes.

This year we are continuing a restorative approach to scholar discipline while preparing you for college. As a fairly new school, we work towards a restorative approach to discipline, which has evolved from restorative justice and the work being done at our middle school and our experiences from last year. Restorative justice is a new field of study that has the potential to positively influence human behavior and strengthen civil society around the world. It is our hope that with the continued restorative direction on discipline, we can build a healthier school community, increase our social capital, repair harm, and restore relationships.

We are honored to continue this work with you as the Principals of KIPP Tulsa Public Charter Schools. It is truly a privilege to be a part of a community where parents, teachers, and scholars care for each other and strive to build positive relationships that support academic and social growth. In this journey, we will be able to grow, lead, unite, and excel as a community leaning on all of our core Character Strengths!

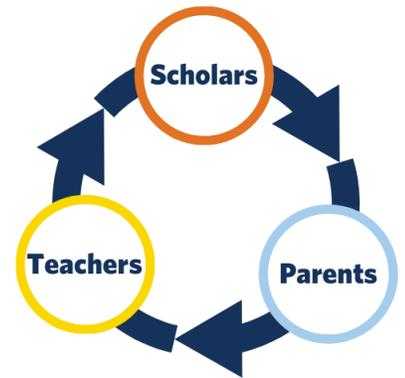
Once again, welcome and welcome back! Let's make significant gains this year and re-present education!

To and through college and beyond,

Donterrio Marzett
Executive Director

Melanie Rathod
KTCP Principal

Jamia Irons
KTUP Principal





School Overview

About KIPP Tulsa Public Charter School (KTPCS)

KIPP Tulsa College Prep was founded in 2005 with one mission – to see scholars to and through college completion. We believe all scholars, regardless of their origins, would learn and achieve. We are committed to seeing them all climb the mountain to college. KIPP Tulsa University Prep High School was founded in 2018.

KTPCS Vision Statement

Every child grows up free to create the future they want for themselves and their communities.

KTPCS Mission Statement

Together with families and communities, we create joyful, academically excellent schools that prepare scholars with the skills and confidence to pursue the paths they choose—college, career, and beyond—so they can lead fulfilling lives and build a more just world.

KTPCS School Vision

At KIPP Tulsa, we believe in choice-filled lives. We equip scholars with the social, emotional, and academic skills necessary to access a competitive world. We are creative, curious, courageous, and critical thinkers. We expose the immense potential lying within and beyond ourselves. We live happy, joyful, love-filled lives. We face adversity with resilience, realistic optimism, and a growth mindset. Our alums will strengthen our community and challenge inequity. They will be masters of their own fate and lead lives of choice.

KIPP Tulsa Public Charter Schools Core Acts

1. We believe that ALL scholars WILL learn and go TO and THROUGH college.
2. We give 100% every day.
3. We develop the whole scholar through strong academics, extracurriculars, character development, and college support.
4. We build strong relationships founded on love, trust, and respect.
5. We give our best to each other, those we serve, our community, and our own families.
6. We live the motto, “Team and Family always beat an individual.”
7. We have open and honest conversations that drive results.
8. We act in a way that leaves a lasting impression.



9. We do what no one else is doing to accomplish what no one else has done.

10. We make the impossible possible.

At KIPP Tulsa, teachers, scholars, and families are all united around the same goal: college and a choice-filled life. We believe an excellent college-preparatory education will set scholars up for success in their life path. Through collective hard work and commitment, KIPP Tulsa scholars complete college at a rate that is above the national average for all scholars and four times higher than that of scholars from similar economic backgrounds.

Contact Information

KIPP Tulsa College Prep Middle School is located at 1661 E Virgin St, Tulsa, OK 74106. Our main office phone number is (918) 794-8652..

KIPP Tulsa University Prep High School is located at 541 S 43rd W Ave, Tulsa, OK 74127. Our main office phone number is (918) 746-9641.

School Hours

KTPCS front reception office hours are 7:30 am – 4:30 pm daily.

School Calendar

Please use the calendar to help ensure your child is present every day in school. Please avoid planning medical/dental appointments or vacations during school days. Copies are available in the main office.

School Closings

If Tulsa Public Schools chooses to close its schools due to bad weather, then all KIPP Tulsa Public Charter Schools sites will also close. If weather conditions become hazardous during the school day, parents will be advised on the next steps using the school's electronic notification system (via phone call or text alert). Please refer to the school calendar for scheduled closings.

Visiting the School

KTCP and KTUP welcome and encourage parents/guardians to visit the school. Please follow the steps listed below to ensure a successful visit:

- Notify the teacher in advance of your visit to allow the appropriate accommodations.
- Upon arrival, report directly to the main office to sign in and obtain a visitor's lanyard. The visitor's lanyard is to be worn during your visit.



- Before departing the school, return to the main office and sign out.
- If you plan on discussing your child's progress with the teacher, this can only be done before or after school. Schedule a non-instructional time with the teacher to discuss your child's progress.

Family Involvement

Research shows that the more involved parents or guardians are in their scholar's education, the better they will perform in school. We ask for parent/guardian support both in school and at home. In addition to what is outlined in the Commitment to Excellence Agreement, parents have the opportunity to participate in school in the following ways:

- Volunteering at school (during the day or KTCPS-sponsored off-campus events)
- Parent Academies (academic information for scholar success)
- Family Fun Nights/Events
- PTO Meetings
- Chaperone a field trip
- Recruitment (both staff and scholar)
- Parent Conferences
- Review, sign, and return progress reports and behavior reports
- Supporting scholars at their extracurricular events
- Donating supplies to the school

Civility Code

The school works very hard to maintain an orderly, respectful, and safe learning environment where all scholars, parents/guardians, teachers/staff, and other stakeholders adhere to civil conduct. No person shall:

- Use profane or obscene language toward school staff in any verbal or written communication.
- Make verbal or written threats toward scholars, parents, staff, and other stakeholders.
- Intentionally cause any physical/emotional harm toward another person or threaten to do so.
- Purposely damage or destroy any school property (both physical and electronic) or the property of any scholar, faculty, or staff member.
- Invade the personal space of another after being asked to move away.
- Disrupt the orderly conduct of front classes, school programs, office business, or other activities.
- Intimidate, harass, or discriminate against anyone based on race, color, creed, national origin, age, gender, sexual orientation, or disability.
- Refuse to comply with any reasonable request of identifiable school officials performing their duties.
- Willfully provoke others to commit criminal acts.
- Violate any federal or state statute.



Consequence ladder of civility code violators:

1. **Immediate Request to Cease and Desist Behavior:** Staff member or designee will immediately notify the offending party to cease his/her conduct and speak civilly. The incident will be reported to the site administrator.
2. **Termination of Activity:** If inappropriate behavior continues, the staff member or designee verbally notifies the offending party that the meeting, conference, telephone conversation, or any other activity is terminated. Additional communication regarding the matter may be followed up in writing if appropriate. The incident is reported to the appropriate administrator.
3. **Request to Leave School Grounds/Report to Law Enforcement:** If the offending party continues to disrupt the civility of the meeting, conference, and school-sponsored activities (on and off campus), or in cases of violence, threat, assault, battery, and other illegal action the following will occur:
 - a. The Principal or designated site administrator may issue a formal warning notifying the offending party to leave the campus or the school-sponsored activity promptly.
 - b. The Principal or designee will complete an Incident Report.
 - c. The Principal will ban the offending party from the premises and school-sponsored activities.
 - d. If applicable, the Principal or designee will report the incident to law enforcement officials.

Appeal Procedures of School Ban:

Any person banned from the school or school-sponsored activities may appeal to the Executive Director and adhere to the following procedures:

- A written appeal to the Executive Director must be made no later than 48 hours after the person has departed the campus or school-sponsored activity.
- An appeal hearing will be held with the banned party and Principal, the Executive Director shall render a decision within 24 hours after the appeal is made, and this decision shall be binding.
- The decision of the Executive Director may be appealed to the KIPP Tulsa Board no later than 48 hours after the Executive Director rendered his/her decision.
- The Board shall consider and decide the appeal at its next scheduled board meeting. **The Board's decision is final.**

Consequently, if a parent ever feels they or their scholars have been mistreated or treated in an unprofessional manner by a member of the school team, a school volunteer, or another supervising adult, the parent should immediately contact the Principal and/or Assistant Principals. We have an open-door policy and want to know about any areas of concern a parent has.

Rights of a Non-Custodial Parent



A parent who does not have primary physical custody of the child is assumed to have equal rights to make decisions regarding their child's education, pick up the child, and participate in school activities.

- If a parent or guardian does not have legal rights to pick up or visit a child, the school must be given a copy of legal documents attesting to this fact.

Attendance Policies

Daily School Schedule

School begins each day at 8:00 am and ends at 3:30 pm (KTCP), 3:40 pm (KTUP) on Monday through Thursday. Fridays are early release days in which school ends at 2:30 pm (both locations). Classes begin promptly at 8:00 am. Any scholars arriving after that time are at risk of negatively affecting their grades and will receive a tardy. If a scholar accrues more than five tardies in a semester, a parent conference is required to consistently solve how to arrive at school on time. Any scholars arriving after 9:00 am without a doctor's note will not be permitted.

Scholar Attendance

Reporting Absences

Attendance at school is one of the most basic requirements for learning and is critical to our scholars' success and required for promotion. We believe parents are ultimately responsible for getting their children to school daily. Parents are expected to ensure their child is in school, and excessive absences violate the parent-school-scholar contract.

The parent/guardian must contact the school the night before or by 7:30 am on the day, a scholar will be absent. If the scholar's absence is not reported, the school will inform the scholar's parent/guardian of the scholar's absence by email or telephone that same day.

No Absences in a Year: The scholar is celebrated and recognized for excellent attendance and commitment to excellence.

Regular attendance is mandatory, and poor attendance will not be tolerated.

Any scholar who misses more than 10 instructional days per semester in any given class will not receive credit for that specified class if the course grade is less than or equal to an 89.9%.

Excused and Unexcused Absences



All absences, whether excused or unexcused, *are still considered absences*. Any day your child does not attend school is considered an absence. For example, missing school due to a serious illness (with a doctor's note), a death in the family, vacations, or suspensions are still considered absent at KIPP Tulsa.

- **Doctor's Excuse Notes:** Documentation of a doctor's appointment is expected immediately upon the scholar's return to school. **Doctor's notes received after 10 business days of an appointment will not be accepted; therefore, the absence will be considered unexcused.**
 - **Unexcused Absence Exemption:** Scholars absent for an extended period of time with a medically documented physical or mental impairment under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, or the Individuals with Disabilities Education Act will not be disciplined. To qualify for this exemption, the parent/guardian must provide documentation relating the absence to a disabling condition.

Withdrawal: If a scholar is **absent for the first five days of school** and there has been no successful contact between the family and the school to explain his/her/their absence(s), that scholar will lose his/her/their seat at the school and will be unenrolled from the school.

- **Three or more absences during the school year:** If a child is absent for three consecutive days during the school year and there has been no successful contact between the family and the school to explain the absence, the school will mail home an official scholar absences report and notification.
 - If the scholar has not returned to school by the tenth consecutive day, the school will consider the scholar truant and contact the District Attorney's Office as required by law.

Out-of-School Suspensions: Out-of-school suspensions are treated the same as absences.

Consequences for Absences

- **Exclusion from Extracurricular Activities:** Scholars who are absent for all or part of a school day are prohibited from participating in extracurricular activities or sporting events that day or night except with written consent from the Principal.
- **Six Absences in a Year:** The parent/guardian will receive a warning letter entitled *Notice of Attendance Concern* and must meet with the Assistant Principal and/or the Principal.
- **Ten Absences in a Semester (Truancy):** The parent/guardian will receive a final warning letter entitled *Notice of Chronic Absenteeism/Truancy* and must meet with the Assistant Principal and Principal. The scholar is considered truant and is at risk of not being promoted to the next grade. The school will also file a report with the District Attorney's Office or other appropriate child services agency.



Chronic Absenteeism Medical Exemption:

Under HB 1988, schools now have local discretion to medically exempt scholar's absences related to physical or mental illness, infection, injury, disease, or emotional trauma (OAC 210:10-13-25, section (c)(2)) or medically excused absences stemming from public health emergencies (see section (h)) for exclusion from Chronic Absenteeism indicator calculations.

The Chronic Absenteeism Medical Exemption window will allow schools to submit supporting documentation for medically exempt absences that the district's chronic absenteeism committee has locally approved based on locally approved medical exemption policies.

Arrival Procedures

Scholars will reach their personal best at KTPCS by following these steps:

- **Show up on time, fully dressed according to the school dress code, and stay the entire school day.**

KTCP

- KTCP School day hours

Monday - Thursday	8:00 am – 3:30 pm
Friday (Early Release)	8:00 am – 2:30 pm

- Scholars may obtain breakfast at KTCP from 7:35 am - 7:55 am

KTUP

Monday - Thursday	7:55 am – 3:40 pm
Friday (Early Release)	7:55 am – 2:30 pm

- KTUP from 7:40 am – 7:55 am ***scholars are considered late to school if they are not seated in their classroom by 8:00 am.***

Breakfast is optional for all scholars. Scholars who choose not to eat can go directly to their designated classroom.

Breakfast will not be served after 7:55 am. **Please ensure your scholar arrives on time.** It is vital that



scholars have a healthy, balanced meal to withstand the academically rigorous program at KTPCS.

Dismissal Procedures

Dismissal is at 3:30 pm at KTCP and 3:40 pm at KTUP except for Fridays at 2:30 pm(Early Release). Please make arrangements for your child to be picked up on time, as it is unacceptable for any scholar to be picked up late. **We are unable to supervise scholars left at the school 15 minutes after dismissal and any organized programming.**

The following will be implemented for late pick-ups:

- Your scholar will wait outside the building for pickup.
- After three occurrences of late pick-ups, the school will file a report with the Department of Human Services.
- The police or other appropriate authorities will be called to pick up scholars who are left at school repeatedly or for an extended period of time.

Tardiness and Early Dismissal

Arriving at school on time and being present for the entire day is paramount to your scholar's success. Learning begins the moment scholars walk through the door. Late arrival jeopardizes your scholar's learning, disrupts the learning environment of others, and puts your scholar at risk of falling behind due to missed instructional time.

Scholars should arrive at school at their designated start time and be in class prepared and ready to participate. **No tardies are excused. Three tardies are equivalent to a one-day absence.**

Please note the following:

- **Schedule appointments on early dismissal days** after 2:30 pm or outside of school time only.
- **Scholars will not be released prior to the end of the school day** unless there is a true emergency, call the office beforehand. Early pick-ups are disruptive to the learning environment.
- **The school is placed on lockdown 30 minutes prior to dismissal. No parents may enter the building.** This is to ensure preparation for dismissal and all scholars' safety.
- **For a scholar to be dismissed early, the scholar must bring a note from the parent in the morning.** We also accept phone calls.
- An authorized adult **must** come in to sign the scholar out; We will only release scholars to an adult over the age of 18 who is listed on the emergency contact form.



Consequences for Tardiness and Early Dismissal

- **Three Tardies and/or Early Dismissals in a Quarter:** The parent/guardian will receive a warning letter entitled *Notice of Attendance Concern*.
- **Three tardies are equivalent to a one-day absence.**
- **Six Tardies and/or Early Dismissal in a Quarter:** The parent/guardian will receive a warning letter entitled *Notice of Chronic Tardiness*. The family will be required to meet with the Assistant Principal and/or Principal.

School Policies

KTCP Dress Code Policy

Scholars are expected to wear the full KTCP uniform every day. At KTCP, we believe that a strict uniform policy eliminates focus on materials items and places focus back on scholar learning and the academic environment. We strive to prepare scholars for the collegiate and professional environments, and uniform is one way to achieve that goal. If there are special events/privileges earned and scholars do not have to wear the uniform, we will communicate with families through email, text or by phone.

Scholars may not change out of the KTCP uniform at any point during the school day. The KIPP Tulsa College Preparatory dress code is non-negotiable. The dress code is strictly enforced from 7:30am- 4pm beginning with entry into the school.

Bottoms: Year round

Color	Navy Blue or khaki or approved plaid (skirts only) purchased at C&J Uniforms.
Format	<u>Pants</u> : must have belt loops and be straight or boot cut. No skinny pants! Cinched pants allowed. <u>Skirts</u> : must be knee length or longer and no slits.
Fit	<ul style="list-style-type: none"> ● Bottoms must not be too baggy or too tight nor torn or frayed. ● Bottoms must be worn at or between hip and waist level.
Prohibited Items	Denim/jean material Skinny pants Joggers Leggings Spandex pants (We recognize some pants may contain spandex but do not fit tight to the body.) Capri pants Corduroys Shorts (Outside of Season predetermined season)

Polo Tops: Spirit wear Fridays

Color	Heather Grey (8th grade), Orange (7th grade), Navy Blue (6th grade)
Format	Approved embroidered logo.



Undershirt	<ul style="list-style-type: none"> • White short-sleeved or long-sleeved shirt under the polo (if weather permits) • No visible logos.
Style	Shirts must be tucked in at all times.
Prohibited Items	Sweatshirts (KIPP Logo'd are allowed) Hoodies Coats/outerwear jackets

Half-zipped Fleece/Open cardigan/ Sweater or light zip up jacket: Year round

Color	Navy Blue, Grey, Black or White
Format	Embroidered logo (KIPP or small company logo) or solid color with no design.
Fit	<ul style="list-style-type: none"> • Long-sleeved half zipped fleece (No hood) • Full Zipper Jacket (No Hood) • Button, Buttonless or Zipper Sweater/ Fleece or Cardigan Jacket (No Hood) <p><i>*Absolutely no hoodies are allowed as a part of the everyday uniform.</i></p>

ID badge, Belts, Socks, Shoes

ID badge	Must be worn on lanyard around neck only
Belts	<ul style="list-style-type: none"> • Black or brown only • Designs, sparkles, beads, sequins, studs are permitted if they are black or brown unless they create a distraction. • Scholars must wear a belt daily. • All pants must have belt loops.
Socks, Tights, Leggings	<ul style="list-style-type: none"> • Socks can be any color or any pattern. • Tights and leggings can only be solid white, black, navy, or grey. No writing logos, or designs. (worn with skirts during cold weather.) • Pants cannot be tucked into socks. • Joggers are not permitted under skirts.
Shoes	<ul style="list-style-type: none"> • Any color • No slides, sandals or crocs

Jewelry and Make-up

Make-up, body lotion, and scented sprays	<p><u>Ladies:</u> Lip gloss and chapstick are permitted unless they create a distraction. Deodorant is to be applied in the restroom only. Prohibited: Perfume, scented lotions and body spray (used sparingly)</p> <p><u>Gentlemen:</u> Chap stick is permitted unless they create a distraction. Deodorant is to be applied in the restroom only.</p>
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	Prohibited: Cologne, scented lotions and body spray (use sparingly)
Wrist Wear	<ul style="list-style-type: none"> • Only one watch on either wrist is permitted. If the watch causes a distraction (beeping during class, playing games, etc.) it will be taken and a parent will have to pick it up. • The following items are prohibited: gloves, smart watches, and any item that is not a wristwatch or medically required.

Hair, Head and Body Accessories

Head Coverings and Accessories	<p>Headbands of any color may be worn.</p> <p>No hats or other head coverings are permitted:</p> <ul style="list-style-type: none"> • Scarves* • Hairnets or satin bonnets • Headbands with large attached items (flowers, logos, etc.) • Bandanas • Hair Sponge • Hair pick <p><i>*Except where mandated by religious or medical requirements</i></p>
Tattoos	No visible (permanent or non-permanent) tattoos or body markings of any kind (including Sharpie marker) are permitted.
Hair Color	<ul style="list-style-type: none"> • Natural hair color is preferred and recommended.
Backpacks and purses	<ul style="list-style-type: none"> • Backpacks, purses, fanny packs, and wristlets are prohibited in the classroom and should remain in lockers at all times.

Free Dress:	
<i>Attire that is professionally made.</i>	
You CAN wear....	You CANNOT wear...
<ul style="list-style-type: none"> • Professionally made t-shirt, long sleeve shirt, sweatshirt, or hoodie (hood not worn on head) • Jeans with no holes or rips • Shorts (inside of predetermined season) • Joggers or sweatpants 	<ul style="list-style-type: none"> • Ripped/torn pants • Leggings/jeggings • Overly tight-fitted tops, dresses, skirts, or pants • Tank tops, halter tops, crop tops, spaghetti-strapped tanks, strapless tops



<ul style="list-style-type: none"> • Sneakers • Boots • Boat shoes • ID must be visible, on lanyard around neck 	<ul style="list-style-type: none"> • Low-cut, midriff-baring, sheer, or generally revealing tops – tops should not show undergarments • Flip flops or other sandals • Shoe heels higher than 2” • Sunglasses or any eyewear not required by prescription (i.e. plastic frames) • Hats, bandannas, or hair-wraps of any sort • Shorts, Basketball Shorts (outside of predetermined season) • Shirts containing any inappropriate text or images (i.e. illegal, dangerous, or sexual innuendos)
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KTUP Dress Code Policy

Scholars must wear KIPP Tulsa Spirit Wear daily. At KTUP, we believe that school spirit leads to the pride we want to see in our scholars and our community. This pride enables us to take ownership of our learning, teammates, family, and community. Ultimately, we want our dress code to embody the spirit of KIPP Tulsa, our community, and place the focus back on our scholars’ learning and the academic environment. If special events/privileges are earned, and scholars do not have to follow the spirit wear dress code, we will communicate with families via a flyer, email, or phone.

The KTUP spirit wear dress code symbolizes pride and unity at our school. KTUP scholars are the closest to college; their dress should reflect this elevated status. KTUP scholars must abide by the KTUP spirit wear dress code every day when attending school. Scholars must remain in the dress code at all times while on campus. Scholars should arrive on campus wearing a KIPP-branded shirt, jacket (if needed), closed-toe shoes, and pants.

- **Shirt:** Any KIPP Tulsa long-sleeved and short-sleeved branded shirt.
- **Bottoms:** Jeans, slacks, khaki pants, or shorts (no bedazzled, big holes, or showing of undergarments). Styled rips are acceptable. Skirts and shorts must land no higher than 4 inches above the knee in the mid-thigh area. Pants must have belt loops. Leggings, jeggings, runners, joggers, sweatpants, and cargo jean shorts are prohibited.
- **Belt:** Any solid color.
- **Head Coverings and Headbands:** Full-head coverings should only be worn for religious purposes. If scholars choose to wear a headband at school, they are only permitted to wear solid color headbands within the school colors of navy blue, orange, white, black, or grey. No other headbands, bandanas, head wraps, wave caps, or scarves are allowed at school.
- **Shoes:** Any closed-toe shoe.



- **Additional KTUP Apparel:** Scholars may purchase additional KIPP Tulsa-approved items such as shirts, sweaters, and pullovers from the online school spirit store. There will also be opportunities to purchase school spirit wear items occasionally throughout the school year in-house. Scholars can wear KIPP Tulsa cardigans from previous years as well.
 - *Note: Scholars have the option to wear additional KTUP-approved items, and therefore non-KTUP jackets, hoodies, and sweatshirts are prohibited. Hoods are *never* allowed on a scholar’s head inside the building.
- **Personal Tech:** Smartwatches (FitBit, Apple Watches, etc.) and headphones, including wireless Bluetooth headphones, are not permitted as part of the KTUP dress code. Headphones should be stored in backpacks or appropriate cases. Cell phones must be kept in lockers and not on their person inside the classroom.
- **ID Badge:** Scholars are required to wear their ID badges at all times. IDs must be on a lanyard or other form of another clearly visible accessory (e.g., around the neck or on a belt-loop ID holder).
- **Accessories:** All accessories (stud piercings, necklaces, bracelets, tattoos, etc.) must be professional in style and not distracting from the learning environment. These items will be allowed at the discretion of the Principal and may be required to be covered while at school.

Spirit Wear: <i>KIPP Tulsa branded attire that is professionally made.</i>	
You CAN wear....	You CANNOT wear...
<i>See Information Above</i>	<ul style="list-style-type: none"> ● Pants with large holes in them. Pants should not show undergarments or areas above mid thigh ● Leggings, jeggings ● Overly tight-fitted tops, dresses, skirts, or pants ● Tank tops, halter tops, spaghetti-strapped tanks, strapless tops ● Low-cut, midriff-baring (showing off the stomach), sheer, or generally revealing tops – tops should not show undergarments ● Flip flops or other sandals ● Shoe heels higher than 2” ● Sunglasses or any eyewear not required by prescription (i.e., plastic frames) ● Hats, bandannas, or hair-wraps of any sort ● Joggers or sweatpants



	<ul style="list-style-type: none"> • Shorts-Basketball/athletic wear • Shirts containing any inappropriate text or images (i.e., illegal, dangerous, or sexual innuendos)
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Administrators may use their judgment in asking scholars to remove or replace any clothing or grooming item deemed inappropriate.

“Bell to Bell, No Cell” Cell Phone Policy

Per state law and in alignment with House Bill 1276, KTUP prohibits the use of cell phones, smartwatches, earbuds, and all personal devices during the instructional day unless approved by a staff member for a medical or emergency need.

All devices must be off and out of sight from the first bell to the final bell.

Consequences for Violations:

1. Warning + device confiscated and held until dismissal+ Restorative Reflection
2. Device confiscated and parent pick up device + Lunch Reflection+Parent Meeting
3. Out of school Suspension+Device use Technology contract recommitment + Parent Meeting
4. Further action, including suspension, loss of school wide privileges (i.e. end-of-year field trips, prom, college trips, etc.)
5. Cellphones will be confiscated and held for the remainder of the semester.

***If scholar refuses to hand over a phone after not maintaining expectations, scholars will receive an automatic out-of-school suspension and escalated consequences

KTPCS is not responsible for lost or stolen devices. In case of emergencies, please call the school office directly.

Transportation Policy

Buses to and from KTCPS are provided by D&S Bus Lines. Participation in bus transportation is a privilege and not a “right.” Scholars are expected to be respectful and responsible by following all behavioral expectations



specified in the KTCPS Family Handbook. **The right to free transportation depends on a scholar's good behavior and compliance with the driver's directions while waiting for and riding the school bus.**

All school rules apply on the bus. Certain additional rules will apply to the bus:

- Scholars are to remain in these seats for the duration of the bus ride unless re-assigned by the bus driver or school administration.
- Failing to be in their seat, putting hands out of the bus, throwing things, using inappropriate, loud, or aggressive language, and not obeying the bus driver are all infractions, as well as those listed in the Family Handbook.
- More serious behavior (i.e., bullying, fighting, etc.) will be investigated, and consequences will be earned as if on the school campus.

Scholars should go directly to their bus at dismissal, greet the bus driver, and have a seat. Scholars should not wait for other scholars, siblings, or staff or linger and socialize in the bus area.

On the bus, scholars must remain in their seats, talk quietly, and follow all directions given by the bus driver. Scholars should not communicate with scholars on other buses or with any people outside the bus. Scholars who behave poorly on the bus compromise the safety of themselves and others. Poor bus behavior may result in suspension or termination of transportation services. If your child is suspended from the bus, it will be your responsibility to arrange for alternative transportation.

Behaviors That Are Not Allowed on School Buses

- Disrespectful behavior towards the driver or another scholar
- Defiance towards the bus driver
- Failure to identify
- Physical violence and/or abusive language (swearing)
- Eating non-approved items/drinks on the bus
- Yelling or screaming
- Bullying
- Fighting
- Failure to remain seated
- Threatening behavior
- Sexual behavior
- Possession of drugs, glass, weapons, animals, fireworks, or stolen merchandise



- Any other violation of school policy

Consequences for Bus Referrals

- **First Bus Referral:** Scholar issued a warning and parent phone call.
- **Second Bus Referral:** The scholar will receive a one-week (to and from school) bus suspension, and the parent must arrange alternative transportation. A parent conference will be held with the Assistant Principal to review bus-riding privileges and consequences for future referrals.
- **Third Bus Referral:** The scholar will be removed from the bus for one month (to and from school), and parents are responsible for alternative transportation. A parent conference will be held with the Assistant Principal to review bus-riding privileges and consequences for future referrals.
- **Fourth Bus Referral:** The scholar will be removed from the bus for the rest of the current school year (to and from school), and the parent must arrange alternative transportation. A parent conference will be held with the Assistant Principal to review the consequences and plans for alternative transportation.

The Principalship Team reserves the right to skip steps in the bus referral progression for serious acts of misconduct. Parent conferences must occur before the scholar regains bus privileges.

KTCPS encourages families to review the importance of proper bus behavior and the consequences of misconduct. Failure to attend school due to lost bus privileges will be considered absences.

KTUP Scholar Driving and Parking Policy

- All vehicles must be registered with the main office before being driven to school. An updated record must be maintained in the main office if the scholar drives a vehicle other than the one registered in the office.
- Updated license and proof of insurance should be kept on file in the front office.
- *ALL ELIGIBLE SCHOLARS CAN BE ISSUED PARKING PERMITS AT THE BEGINNING OF EACH SCHOOL YEAR, UPON RECEIVING THEIR LICENSE, OR LATER ENROLLMENT. THIS IS GOVERNED BY AVAILABILITY IN THE LOT AND ELIGIBILITY ACCORDING TO THE DISCIPLINARY CODE.*
- Parking permits shall be hung on the rearview mirror. Failure to register a vehicle and/or display the parking permit on any vehicle operated by a scholar and parked on school grounds shall be considered a violation of these rules and regulations.



- Vehicles that are not parked in the assigned space shall also be considered a violation of these rules and regulations.
- **PARKING PERMITS ARE NOT TO BE SOLD OR TRANSFERRED TO OTHER STUDENTS.**

The following behaviors will result in loss of driving privileges: (The length of the loss of driving privileges will be determined by the offense committed by the scholar.)

1. Five unexcused tardies to school (per class period) will result in an automatic driving permit suspension for the semester.
2. Frequent reflections
3. Excessive suspensions
4. Leaving school property without permission
5. Any other person without a license operating the permitted vehicle.
6. Traffic or vehicle violation to and from school (principal's discretion)

*Any driving suspension necessitates the scholar re-applies for this privilege.

No vehicle may be careless, reckless, or noisy on school property. This shall include but is not limited to excessive "revving" of engines, racing with another vehicle, failure to yield to pedestrians, "squealing" of tires, excessive loudness of radios, and excessive noise created by the operator or occupants of a vehicle.

By registering and/or parking a motor vehicle on the property of KIPP Tulsa University Prep High School, you consent to the possibility of a search of the vehicle based upon reasonable suspicion of the administration. The purpose is to prevent using the vehicle for illegal acts and protect the safety and welfare of scholars and staff.

Eligible scholars who drive registered vehicles to school shall not be permitted to use, or allow the use of, their vehicles during the school day for any purpose unless permission is first obtained from the administration. No scholar is to drive to KTUP unless they have a school-issued permit. Violators will face multiple days of suspension and possible suspension of driving privileges.

Any scholar who is a passenger will also be subject to disciplinary procedures.

Any scholar smoking in a vehicle while on school property will result in disciplinary action, including losing driving privileges for the vehicle operator.



Eligible scholars who drive registered vehicles to school shall immediately park their vehicles in the assigned spaces upon arrival at school and proceed to the approved waiting areas before entering school. There shall be no loitering in the parking lot or sitting in parked vehicles before, during, or after school hours. Once drivers enter the school parking lot in the morning, they may not leave.

STUDENT DRIVER DISCIPLINE

Scholars must park on school property for safety and security reasons. No scholar will be allowed to park off school property. Each violation will result in after-school reflection, and repeat offenders could be suspended.

Safe driving is required by all scholar drivers traveling to and from school. Verified incidents of moving violations, reckless or unlawful driving will result in the loss of driving privileges for a designated period as established by the administration. Scholars violating driving privileges will be sanctioned as follows:

1. Leaving the lot before busses or out of turn.

The parking lot dismissal was designed to allow busses to get scholars home so they may return to the middle school for pickup and avoid parking lot accidents. Scholars failing to comply will receive a 2-week suspension of their privileges.

2. Parking off campus

- a. 1st offense – 2 after-school reflections (one hour each)
- b. 2nd offense – Extended After-School Reflection on Wednesday or Saturday (3 hours)
- c. 3rd offense-loss of driving/parking privileges for the remainder of the school year and 1 day of suspension (if possessing a permit); 1-day suspension for each violation from the 3rd offense (if not possessing a permit).

3. Moving violations / Speeding Tickets (Traveling to and from school)

- a. 1st offense – Loss of driving/parking privileges to and from school for 45 consecutive school days and 1-day suspension.
- b. 2nd offense – Loss of driving/parking privileges to and from school for the remainder of the school year and 1-day suspension.

4. Reckless or unlawful driving (On campus and in the vicinity of the high school or middle school)



- a. 1st offense – Loss of driving/parking privileges for 45 days and 1-day suspension
- b. 2nd offense – Loss of driving/parking privileges for 90 days and 1-day suspension
- c. 3rd offense – Loss of driving/parking privileges for the remainder of the school year and 1-day suspension

d. If reckless driving poses a significant safety threat to others on campus or during school, then the offense will be treated as a tier 4 behavior which could result in a 45-day out-of-school suspension.

Driving offenses can be carried to the next school year. Hence, a loss of driving/parking privileges for 45 days could be carried to the next school year. A loss of privileges for the remainder of the school year would be calculated for a minimum loss of 45 days if occurring during the 4th quarter period.

Food Policy

KTCPS offers breakfast and lunch services to scholars. The school participates in the National School Lunch Program, which provides eligible scholars free and reduced-price breakfast and lunch. We encourage scholars who wish to bring their lunch to pack healthy food items. Their lunch should be able to be stored in their locker as a refrigerator is not provided for scholars.

KTCP Food Policy

Breakfast is served from 7:35 am – 7:55 am and is optional for all scholars. Breakfast will not be served after 7:55 am. **Please ensure your scholar arrives on time.** It is important that scholars have a healthy, balanced meal in order to withstand the academically rigorous program at KTCP.

Families and food delivery service providers are prohibited from dropping off lunch for scholars. The office will not accept food for scholars. Such requests disturb the learning environment. However, KTCP encourages families to eat lunch with their scholars. Please follow the visitor policy when eating lunch with your scholar.

Scholars may also consume water in the classroom. Only clear water bottles are allowed on campus, KTCP teachers and staff reserve the right to verify the contents of a scholar's water bottle.

If special food precautions are necessary for your scholar, notify the school office and classroom teachers. A doctor's note for food allergies is REQUIRED.

KTUP Food Policy



Breakfast is served from 7:40 am – 7:55 (KTUP) am and is optional for all scholars. Scholars who choose not to eat will go directly to their class and/or wait in the commons area until class begins. Scholars can bring appropriate breakfast foods and must eat breakfast at the allotted times. Scholars must immediately exit the cafeteria after eating breakfast. Breakfast will not be served after 7:55 am. **Please ensure your scholar arrives on time.** Scholars must have a healthy, balanced meal to withstand the academically rigorous program at KTUP.

Families can drop off food for their scholars. However, the food must be labeled with the scholar's name and dropped off in the food delivery area. The office will not accept food for scholars. Such requests disturb the work environment. Also, KTUP encourages families to eat lunch with their scholars. Please follow the visitor policy when eating lunch with your scholar.

Scholars may also consume water and/or drinks that meet the healthy drink guidelines in the classroom. Only clear water bottles are allowed on campus. KTUP teachers and staff reserve the right to verify the contents of a scholar's water bottle.

If special food requirements are necessary for your scholar, notify the school office and classroom teachers. A doctor's note for food allergies is REQUIRED.

Charged Meals Policy

Scholars who receive reduced-cost or full-cost meals and have negative balances on their scholar meal accounts are made aware of negative account balances and given the opportunity to pay, in full, all negative balances owed.

KTUPS shall have in place the following Charged Meals Policy:

- Scholar accounts with a balance after meals have been charged for two (2) days: A letter is sent home notifying the family that the scholar has an outstanding balance on his/her/their account. The letter will be mailed home to the scholar's address on record, and a copy of the letter will be sent home with the scholar.
- After meals have been charged for five (5) days and the scholar's meal account is negative in excess of \$15.00, a parent meeting will be scheduled with the Director of School Operations to resolve any outstanding balances.
 - Full payment must be made within one business day of this meeting, or payment arrangements must be made to resolve the outstanding balance.
 - Scholars with a negative meal account balance will not be allowed to purchase a la carte items, including extra milk, drinks, cookies, ice cream, or any other item that is considered as *à la carte*.

Regardless of the scholar's meal account balance, a parent may request that the school cafeteria or main office place a block on their child's account that prohibits the purchase of à la carte items.



Negative Balances

Negative balances must be resolved before the beginning of the new school year. Returning scholars with a negative balance will not be able to charge additional meals if the negative balance exceeds \$30.00.

- o If a scholar is not returning, please note that official transcripts and scholar records will not be released until the account is paid in full.

The following are acceptable forms of payment:

- Cash: Payments can be brought to the front office.
- Check or Money Order made payable to KIPP Tulsa Public Charter Schools
- Credit Card: Payments can be made via the phone or in-person at www.myschoolaccount.com

Refunds

For any scholar withdrawn from the school, a written request for a refund of any money remaining in the scholar's meal account must be submitted to the business office either by mail, in person, or via email at kfinley@kipok.org.

NSF Checks

- Checks returned by the bank for NSF will result in a letter sent home informing the parents from the Business Office.
- Payments for NSF checks must be in the form of cash, cashier's check, or money order.
- Payment must be received within 10 days of the date of the letter.

If the payment is not received in a timely manner, the matter may be turned over to the District Attorney's office, and the amount will have an immediate impact on that scholar's meal account.

Birthday and Holiday Celebrations

Birthdays are special days for all scholars. **Treats may be sent to the school** if prior arrangements have been made with the Grade Level Chair and/or Assistant Principal. **Your request must be made a week in advance.** **Please be sure to send enough treats for all scholars.** Due to allergies, **we require all treats to be store-bought with a label listing all ingredients.**



Medication Policy

All scholars must have the following on file:

- **Up-to-date immunizations and vaccinations**
- **Health Information form:** This form identifies the scholar's emergency contacts and health care providers and gives the school permission to initiate emergency medical treatment without a parent/guardian.
- **Authorization to Dispense Medication Form:** KTCPS must be informed of any prescription medication a scholar must take at school. Parents must complete an Authorization to Dispense Medication form. All medication must be presented in its original container from the pharmacy and brought in by a parent/guardian or accompanied by a note from the parent. Scholars may not bring their own medicine, including over-the-counter medication, to school and may not keep their own medicine in their backpacks, locker, classroom, or elsewhere.
 - Breathing machines are included as medications; therefore, the same stipulations apply.
 - Asthma inhalers are allowed on the scholar's person.
 - Medical marijuana is prohibited on any KIPP Tulsa campus.

Health and Illness

Please do not send your scholar to school if he/she is experiencing the following:

- Moderate-to-high fever
- Vomiting and/or diarrhea
- Signs of contagious disease
- Illness that prevents them from participating in activities

If school staff believe a scholar needs to see a doctor, is contagious, increases the risk of illness to other scholars, teachers, and staff, or requires extended individual adult attention that disrupts the safety and regular functioning of the learning environment, a parent will be contacted to pick up the scholar to take them home. We are committed to partnering with you to ensure your child is safe, healthy, and successful. However, there are times when we are bound by our legal duties as mandated reporters. Under Oklahoma law, if repeated situations occur that lead to reasonable cause to suspect neglect (such as a chronically ill child not being picked up, or persistent, unexcused absences without communication), our school is required to contact the Oklahoma Department of Human Services (DHS). We view this as a step to ensure the well-being of a child, and it is a legal obligation we must follow.

Messages/Phone Calls

Providing message services would take an incredible amount of staffing and resources, and we cannot guarantee that messages will reach scholars or teachers during the day. **Scholars and teachers may not receive incoming phone calls or messages unless an emergency requires immediate attention. Such calls**



should be rare.

Scholars may use the office telephone to make urgent phone calls with permission from a staff member. Forgotten homework or lunch does not qualify as an urgent phone call. Classes will not be disrupted to deliver forgotten items.

Scholars are prohibited from using their cell phones anytime during the school day. The office staff is available to connect scholars and families during urgent events or emergencies.

Non-School Related Items

Scholars are not allowed to bring the following items on the bus or to school:

- Gum, candy, sunflower seeds (KTCP)
- Glass bottle
- Spinner/fidget (documentation must be provided if needed for health reasons)
- Excessive amounts of cash
- Toys, video games, game systems, and non-school related electronics unless approved by administration
- Matches or lighters
- Cigarettes (including e-cigarettes), illegal substances
- Weapons (or toy weapons)
- Blankets
- Any other item identified as distracting to the learning environment by Principalship
- AirPods (we require corded headphones only)

Items that are confiscated will be held by the teacher and returned at the end of the school day. Repeated offenses will result in more severe consequences.

KTCPS is not responsible or liable for any personal items brought on the bus or to school that are lost, broken, or stolen.

Scholar Searches

The school authorizes the Principalship Team to conduct searches of scholars and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the scholar violated the law or the school's Code of Conduct or otherwise constituted a threat to the health, safety, welfare, or morals of the school, other scholars, school personnel, or any other person lawfully on school property or attending a school function. In authorizing searches, the school acknowledges both state



and federal constitutional rights, which apply to personal searches of scholars and searches of their possessions.

An authorized school official may search a scholar or the scholar's belongings based on information received from a reliable source. Individuals other than the school's employees will be considered reliable sources if they have previously supplied information that was accurate and verified, they make an admission against their own interest, they provide the same information that is received independently from other sources, or they appear to be credible. The information they are communicating relates to an immediate threat to safety. School employees will be considered reliable sources unless they are known to have previously supplied information that they knew was inaccurate.

Scholars may be subject to personal searches and searches of their possessions where reasonable individualized suspicion exists to conduct such a search. Reasonable individualized suspicion to search a scholar or a scholar's possessions and the scope of the particular search shall be based upon, among other things, the prevalence and seriousness of the problem to which the search is directed, the urgency necessitating an immediate search, and the probative value and reliability of information used as justification for the search.

Scholars do not reasonably expect privacy rights in school lockers, cubbies, desks, or other school storage places. The school exercises overriding control over such school property, which may be opened and subjected to inspection at any time by Principalship.

By enrolling a scholar at KTCPS both the scholar and their parent/guardian acknowledge and consent to this policy.

Legal Standard for Searches

In line with Oklahoma law (70 O.S. § 24-102) and U.S. Supreme Court rulings (New Jersey v. T.L.O.), school officials may conduct a search if there is "**reasonable suspicion**" that a scholar possesses an item violating law or school rules. This standard is less strict than the "probable cause" required for police.

Searches will be:

- Conducted privately.
- Performed by a staff member of the same gender as the scholar.
- Witnessed by a second staff member (also same gender, if possible).
- Minimally intrusive. Strip searches are strictly prohibited.
- **Use of Trained Canines (K-9 Units):** Trained canines may be used to search school property (lockers, classrooms, vehicles) without notice. Canine sniffs of property are not considered a search of a person.

Seizure of Property

Any illegal or prohibited items (contraband) will be seized:



- **Illegal Items:** Will be destroyed or turned over to law enforcement.
- **Prohibited Items:** May be confiscated and returned to a parent/guardian at the administration's discretion.

Disciplinary consequences will follow the Scholar Code of Conduct.

Drug-Free Campus Policy

KTCPS has a vital interest in maintaining a safe, healthy, and productive workplace for all its scholars, staff, and stakeholders. Scholars under the influence or control of drugs or alcohol present safety and health risks to themselves and others, negatively impacting the KTCPS commitment to our KIPPsters. The KTCPS policy is to maintain a learning environment free of drugs, alcohol, and other illegal substances. All scholars, staff, and stakeholders are responsible for complying with this policy. The provisions of this policy are also applicable to volunteers, contractors, and contract personnel, who are similarly responsible for implementing and complying with applicable provisions of this policy and all other policies that are part of this Handbook.

Definitions:

“Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.

“Controlled substances” means all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession, or transfer is illegal, restricted, or prohibited by law, including, but not limited to, the following:

- Marijuana
- Opiates/synthetic narcotics, including cocaine, hydrocodone, hydromorphone, meperidine, methadone, oxycodone, and propoxyphene
- Cocaine
- Phenyl Cyclizine (“PCP”);
- Amphetamines
- Barbiturates
- Methaqualone; and/or
- Any drug for which the U.S. Department of Health and Human Services, the Commissioner of



Health or any other applicable governmental agency has developed an approved protocol and positive threshold level. “Legal drugs” means drugs prescribed by a physician, dentist, or other person licensed to prescribe or dispense drugs and controlled substances and over-the-counter medicines which have been legally obtained and which are being used in accordance with the recommended dosage and for the purposes for which they were prescribed or manufactured.

“**For Cause**” means KTPCS reasonably suspects or determines that an individual has engaged, or is engaged in, conduct involving controlled substances, alcohol, or legal drugs in violation of this policy. KTPCS’s determination for cause suspicion should be based on specific, contemporaneous, articulable observations and reasonable inferences drawn from observable facts. The determination may be based upon, among other things, the following:

- Observations concerning the appearance, behavior, speech, or body odors of the individual;
- Observable phenomena such as the physical symptoms or manifestations of being under the influence of controlled substances or alcohol while on campus or at KTPCS sponsored events;
- Indication of the chronic and withdrawal effects of controlled substances;
- Direct observations of conduct prohibited under this policy while on campus or at KUP sponsored events;
- A reasonably credible report of conduct prohibited under this policy by an individual on duty or in the KTPCS workplace;
- Evidence that an individual has tampered with any test for controlled substances or alcohol under this policy; or
- Evidence of prohibited conduct under this policy.
- **Prohibited Conduct:** KTPCS will not tolerate the unlawful manufacture, possession, use, sale, transfer, or purchase of alcohol, intoxicants, controlled substances, or designer drugs on or off the KTPCS campuses, as defined above. The KTPCS campuses will be free from alcohol, illegal drugs (marijuana, cocaine, etc.), or drugs taken for non-medicinal purposes.

The consequence of consumption and distribution of alcohol and illegal substance(s): A scholar found in possession of or using illegal or improperly prescribed over-the-counter drugs on campus or at KTPCS-sponsored events or being under the influence of alcohol or illegal drugs on campus or at a KTCPS sponsored events will be **subject to suspension and recommendation to Palmer Drug Treatment Program.** The consumption, possession, or sale of alcoholic beverages is strictly prohibited during school hours and at KTPCS-sponsored events.



Smoke and Tobacco-Free Campus

The entire KTPCS campuses is smoke-free. No individuals, including staff, visitors, or parents, are to be using any tobacco or legally-obtained marijuana products on campus at any time, inside or outside. Electronic cigarettes are also banned. Violators of this policy will be asked to refrain from smoking. If non-compliance with this policy continues, violators will be denied access to the building and/or asked to leave the premises.

Suspicion of Child Abuse and Neglect

All KTPCS staff are mandatory reporters of suspected abuse and/or neglect. Staff members who know or have reasonable cause to suspect child maltreatment as a result of neglect, abuse, including educational abuse wherein a parent/guardian denies education of a scholar by failing to ensure the scholar's attendance at school, must be reported immediately.

Staff members must adhere to the following protocol when suspected child maltreatment has occurred:

- Notify a member of the Principalship Team
- Call the Oklahoma Department of Human Services Abuse Hotline at 1-800-522-3511
 - In the event that a teacher is the reporting team member, the teacher must call the hotline to report the incident with Principalship present
- Complete a KTPCS Incident Report and/or email Principalship a formal statement of the incident

When calling the hotline, please have the following information (or as much as known):

- Victim's name, date of birth, and address
- Perpetrator's name, date of birth or age, and address
- Type of injury or harm done to the victim
- Description of the incident (time/date, location in which it occurred, indication of intention to harm)
- Names and ages of other children or adults in the household
- Language spoken by parents
- Knowledge of any weapons (guns, knives, watch dogs) that may be present in the home

In addition to these steps, the Principalship Team must complete the following protocol immediately after notifying DHS:

- Notify Tulsa Police Department Child Crisis Unit (918-586-6050) or appropriate law enforcement agency

In the event the Department of Human Services and law enforcement visit the school to interview the scholar, the following protocol should be followed to the best of the capacity of the leadership team:

- Prepare printed copies of the scholar's demographic page from PowerSchool



- Ensure one team member from the Principalship Team is in the room with the scholar at all times, preferably the staff member who made the initial report
- In collaboration with designated agencies, assess the most appropriate transportation and/or location for the child when school is dismissed
- Note: Protected personally identifiable information will be shared with agencies in accordance with FERPA guidelines. The law prohibits suppression, modifications, or edits to a report.
- Additionally, a mandated reporter's refusal to report suspected child abuse and neglect can result in license suspension or revocation and a misdemeanor conviction. False reports to the hotline are also a misdemeanor. Anyone reporting in "good faith" is immune from criminal or civil liability.

Non-Discrimination Policy

Every member of our team has the right to learn in an environment free from harassment and/or discrimination based on color, ethnicity, gender, sexual orientation, gender identity, transgender status, religion, national origin, ancestry, age, parental status, marital status, economic status, or disability. Harassing conduct by any team or family member will not be tolerated. All KIPPsters are guaranteed equal access to educational and extracurricular programs and activities.

Make complaints with the Principal and/or Assistant Principal.

All complaints will be kept confidential and investigated in a timely manner. Knowingly suppressing false complaints may result in legal or administrative action against the complainant. Retaliation against complainants is prohibited.

Bullying, Harassment, and Intimidation Policy

KTPCS endeavors to foster a safe and secure school environment where all scholars are comfortable and treated with due respect. Threats, intimidation, harassment, and bullying are not tolerated, and offenders are subject to disciplinary action and referral to law enforcement.

The school reserves the right to discipline scholars' off-campus behavior that threatens the safety and well-being of a scholar or KTPCS staff.

Bullying is the use of coercion or intimidation to obtain control over another person to cause physical, mental, or emotional harm to another person.

Bullying can be verbal, physical, sexual, or electronic harassment over an extended period of time.

- **Verbal harassment** includes threats, gestures, slurs based on someone's ethnic, racial, religious background/ability, or other aspect of their identity, obscene language, slander, swearing, and name-calling.
- **Physical harassment** involves stealing, shoving, hitting, pushing, slapping, spitting, tripping, fighting, and destroying property.



- **Sexual harassment** includes subjecting another person to unwanted sexual attention, coercing another individual into sexual activity, and/or punishing his or her refusal. It can be manifested in writing, verbally, or physically.
- **Cyberbullying** involves an individual or group engaged in the electronic transmission of images or communication intended to harm, intimidate, harass, insult, or humiliate an individual via email, text messages, blogs, Facebook, Instagram, Snapchat, Wikipedia, Twitter, Xanga, Piczo, instant messaging.

The accusation of bullying and harassment are serious, and all cases will be kept confidential and given immediate attention. **A scholar should report bullying and harassment incidents immediately to an instructor and/or to the Principal or the Assistant Principal.**

All complaints are investigated and parties involved will be informed of the outcome. False complaints may result in legal or administrative action against the complainant. No person may retaliate against a complainant.

Scholar Records

KTPCS abides by the Family Educational Rights & Privacy Act (FERPA) by affording parents and scholars under 18 years of age certain rights regarding the scholar's records. Parents/guardians of scholars under the age of 18 have the right to review, inspect, and copy scholar records. This act also protects the scholar and the scholar's family from invasion of privacy.

Parents and guardians may submit a written request to review their scholar's records to the Director of School Operations. The written request should stipulate the specific records to be disclosed and the purpose of the request. Parents will schedule a time to retrieve copies of the records with the Director of School Operations. Appointments shall occur within five business days of the original request.

Restroom Policy

The procedures for using the restrooms at KTPCS must be followed to ensure the safety of scholars. Scholars must understand and follow the procedures to ensure staff can monitor their location in the event of an emergency.

Scholars are encouraged to utilize the restroom during breakfast, lunch, and passing periods. Scholars are prohibited from using the restroom during direct instruction unless it's an emergency. Permission to use the restroom will be given during independent work time so they do not miss key instructions.

KTCP: Scholars must request permission in Dean's List from the teacher to use the restroom. Scholars must be approved by their teacher before they leave the classroom. Only one scholar from the class may be out of class at any given time. Scholars are issued 3-4 passes throughout the school day.



KTUP: Scholars must ask and wait for permission from the teacher to use the restroom. Scholars must take their teacher's signed agenda as their permission to leave the classroom. Only one scholar from the class may be out of class at any given time.

If a scholar has a medical need to use the restroom more frequently, medical documentation is required from a physician and will be kept on file.

In the event scholar behavior becomes unsafe, they will lose the privilege of being dismissed as needed and will be limited to times when an adult can explicitly monitor their safety.

Scholar Send Home and Clearance for Return (COVID-19)

Policy Statement

This policy provides guidelines for the dismissal of scholars who develop symptoms of an infectious disease in a school building. It also provides guidelines for scholars to return to school after suspected or confirmed cases of COVID-19 or exposure to COVID-19. To protect the health of scholars and staff in our schools, this policy was created based on guidance published by the Centers for Disease Control and Prevention (CDC) and set forth by the state health and education departments.

Objective/Purpose

The health and safety of our scholars and staff are our primary priority and guiding principles behind our scholar dismissal and return to work policy. As such, we have created this policy to ensure that scholars who develop symptoms of COVID-19 at school are closely observed, separated, and dismissed accordingly and that scholars who return to school after suspected or confirmed cases of COVID-19 or exposure to COVID-19 are safe to do so, both for themselves and for the rest of the community.

Scope/Audience/Eligibility

This policy applies to all Uncommon Schools scholars who present with symptoms during the school day, otherwise develop suspected or confirmed cases of COVID-19 or are exposed to people with confirmed cases of COVID-19.

Process

According to the CDC, people with the following symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue



- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The school nurse (or designated staff member) will instruct the school community on the symptoms of the disease. No staff member should attempt to diagnose a scholar's illness but should refer suspected cases to the nurse immediately.

Process for Scholars Who Present with Symptoms During the School Day:

Any scholar experiencing fever and cough, with or without shortness of breath, should not report to school. The scholar's physician should be contacted for a medical diagnosis. As such, scholars who arrive at school with symptoms will be sent home immediately upon arrival. Scholars who develop the above symptoms during the school day will be sent or escorted to the nurse's office (or other safe, designated space). The school nurse or other designated staff member will observe scholars who show evidence of infectious disease and recommend their isolation to the Principal. Recommendations will be consistent with reporting requirements on infectious diseases as set forth in the state health code. Such scholars will be separated in the nurse's office or other safe designated space to the extent possible until a parent/guardian picks them up and any necessary measures have been taken to prevent the spread of the infection.

In all cases where the scholar is suspected of having COVID-19, every effort should be made to immediately contact the parent/guardian and/or family physician. Parents/guardians will be requested to pick up their scholars. Scholars should not be sent home alone if a parent/guardian cannot pick up their scholar or provide such transportation. A scholar will not be taken home unless it is known that someone is there to receive him/her. In extreme emergencies, the school nurse or leader may call 911, contacting parents/guardians in advance if possible.

According to the CDC, people with the following symptoms may have COVID-19 and require immediate, emergency medical care:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

The Principal (or designated staff member) will individually inform teachers from whose classrooms a scholar has been separated. The school nurse or leader will follow the steps outlined in the escalation process to



communicate scholar exposure news. Scholar rights and confidentiality will be protected in accordance with law.

<p>Pick Up</p>	<ul style="list-style-type: none"> ● Family will be notified via phone call. <ul style="list-style-type: none"> ○ Schools make every effort to reach family immediately, including emergency contacts, until they reach their guardian. ● An authorized adult must pick up the scholar within two hours of school contact. <ul style="list-style-type: none"> ○ Operations personnel monitors scholar symptoms until pick-up, and provides updates to the family as needed ● Adult must sign the KIPP Tulsa Re-Entry Policy naming re-entry requirements <ul style="list-style-type: none"> ○ Schools keep the signed letter in the scholar's health file. ○ Families also receive a photocopy of the signed letter.
<p>Return to School</p>	<ul style="list-style-type: none"> ● Scholars sent home for COVID symptoms must present a dated doctor’s note clearing the scholar to return to school.

Process for Scholars Who Develop Symptoms Outside of School:

After developing any of the above symptoms, with or without a positive COVID-19 test result, a scholar may return to school with a note from a doctor’s office under the following conditions, following CDC guidelines:

- 3 days since resolution of fever without the use of fever-reducing medications AND
- Symptoms improved AND
- 10 days since symptoms first appeared.

Depending on the scholar's healthcare provider’s advice and availability of testing, the scholar might get tested to see if they still have COVID-19 after a positive COVID-19 test result. If they are tested, they can return to school when they have no fever without the use of fever-reducing medications, their symptoms have improved, and they receive two negative test results in a row, at least 24 hours apart.

Process for Scholars Who Test Positive for COVID-19 with No Symptoms:

After testing positive for COVID-19 with no symptoms, a scholar may return to school with a note from a doctor’s office under the following conditions, following CDC guidelines:

- 10 days have passed since the test if no symptoms develop.



Depending on the scholar's healthcare provider's advice and availability of testing, the scholar might get tested to see if they still have COVID-19. If they are tested, they can return to school after they receive two negative test results in a row, at least 24 hours apart.

If they develop symptoms after testing positive, they must follow the guidance above for Scholars Who Develop Symptoms Outside of School.

Process for Scholars Who Have Been in Contact with Someone with COVID-19:

Additionally, any scholar who has been in contact with someone with COVID-19 must stay home for 14 days after exposure based on the time it takes to develop the illness. If, in those 14 days, the scholar develops symptoms or tests positive for COVID-19 with no symptoms, they must follow the guidance above.

In any of the above scenarios, scholars and families must inform their school's Office Associate(s) of the details of the situation. The Office Associate(s) will then communicate with Principalship as needed.

Questions

If you have any questions about this policy, please refer them to our Director of School Operations, Mrs. Keet Finley, at 918-833-8822

Academic Policies

Instructional Vision

At KIPP Tulsa, we believe choice-filled lives are enabled by educational attainment. We believe that scholars deserve and thrive in inquiry-based classrooms facilitated by content-area experts. Scholars possess the skills to prove arguments with reason and critical thought through discussion and writing. Teachers are experts in facilitating learning through intense lesson internalization and monitoring scholars' progress. Data analysis is the engine that drives all academic decision-making - before scholars ever enter a classroom, in the learning moment, and upon assessment of learning. Scholars leave KTPCS equipped with the academic skills to access a rigorous university curriculum.

Ultimately, our vision for instruction is simple, though attaining it is complex. To prepare scholars for college, we clearly outline the standards of excellence, course of studies, and instructional methods they will experience at KTCPS.

What is Special Education?

Individualized Education Programs (IEP) are defined through the Individuals with Disabilities Education Act (IDEA). The IDEA is a law that ensures that services to students with disabilities are provided throughout the nation. Under the IDEA, students are eligible for special education services if: 1) The student is a student with



a disability, 2) The disability has an adverse impact on the student’s education, and 3) Because of the disability and the adverse impact on their education, the student has a need for special education services.

Special Education is **Specially** designed instruction, at no cost to the parents, to meet the unique needs of individuals with exceptional needs whose educational needs cannot be met with modification of the regular instructional programs and related services at no cost to the parents, which may be needed to assist individuals in benefiting from specially designed instruction.

Special education is an integral part of the total public education system and provides education in a manner that promotes maximum interaction between students with disabilities and those without disabilities in a manner that is appropriate to the needs of both.

However, Special Education is NOT ... supplementary aids or services for students with learning difficulties, which are due primarily to cultural or economic differences, lack of familiarity with the English language, or limited school experience. In addition, special education is not designed to meet the needs of students who have temporary physical disabilities.

Does KIPP Tulsa Have to Provide Special Education Services?

YES. According to Oklahoma Charter School regulations, charter schools that receive State and Federal funding must provide special education services.

Charter Schools and Virtual Charter Schools:

Responsibilities for the provision of a FAPE for students with disabilities who attend public charter schools must be in accordance with Oklahoma State law and federal requirements under the IDEA. The Oklahoma Charter Schools Act requires that students served in charter schools or virtual charter schools be protected by the same state and federal laws as LEAs for the education of students with disabilities. A charter school or virtual charter school sponsored by an LEA is considered an LEA for federal funding purposes.

Students who attend public charter schools or virtual charter schools and their parents retain all the rights given to them in the public school under the IDEA. Charter schools or virtual charter schools must make available the services needed to provide education for students with IEPs. The charter that is part of an LEA has, as part of its resources, the full continuum of services and supports within the LEA. At times, a student’s IEP may determine that specific services are needed to offer a FAPE and are not available at the charter school. Therefore, these services should be provided through the LEA at no cost to the parent(s). The charter that is part of the LEA may not, however, decline to serve students with IEPs.

[\(Oklahoma Department of Special Education Services Handbook 2017, p. 44\)](#)



Individuals with Disabilities Education Act (IDEA)

IDEA is a federal law that mandates and affirms the right of all children with disabilities to a free, appropriate public education. The purposes of IDEA are to do the following:

- To ensure that the rights of children with disabilities and the parents of such children are protected.
- To assist states, localities, educational service agencies, and federal agencies in providing education for all children with disabilities.
- To assist States in the implementation of a statewide, comprehensive, coordinated, multidisciplinary, interagency system of early intervention services for infants and toddlers with disabilities and their families.
- To ensure that educators and parents have the necessary tools to improve educational results for children with disabilities by supporting systemic change activities, coordinated research, and personnel preparation; coordinated technical assistance, dissemination, and support; and technology development and media services.
- To assess and ensure the effectiveness of efforts to educate children with disabilities.

Free Appropriate Public Education (FAPE)

A free appropriate education is one provided by the public elementary or secondary school to meet the individual educational needs of persons with a disability as adequately as the needs of a non-disabled person are met. FAPE ensures that all children with disabilities have available to them a free, appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for employment and independent living.



CHILD FIND NOTICE

What Is Child Find?

Child Find is a continuous process of public awareness activities, screening and evaluation designed to locate, identify, and refer as early as possible all young children with disabilities and their families who are in need of Early Intervention Program (Part C) or Preschool Special Education (Part B) services of the Individuals with Disabilities Education Act (IDEA).

IDEA States: All children with disabilities residing in the State, including children with disabilities who are homeless children or are wards of the State, and children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated.

IDEA requires all states to have a “comprehensive Child Find system” to assure that all children who are in need of early intervention or special education services are located, identified, and referred.

All children deserve a chance to reach their full potential. Project Child Find, a service to assist families of children who may have special needs, is here in Oklahoma to see that every child has that chance. The Oklahoma Parents Center has a Project Child Find Hotline, **1-888-9-OKFIND** or 1-888-965-3463. If there appears to be a delay in any area of your child's development, you may seek assistance from Project Child Find. The OPC staff is happy to guide you to the appropriate people/services for extra assistance.

Where to call for a free evaluation from the state depends on your child's age:

Under Three (3) Years Old:

Contact SoonerStart Early Intervention Services at 405-521-3351.

Three (3) Years Old and Older:

Contact KIPP OKC at 405-849-9700 or KIPP Tulsa at 918-794-8652.

Even if your child is not yet old enough for kindergarten or enrolled in a public school, call your local elementary school and ask to speak with someone who can help you have your child evaluated.



For more information contact:

Andrea Walker, Director of Student Support Services
awalker@kippok.org



Overview of Academic Strategy

KTCP

A complete outline of the Academic, Grading, and Curricular policies are further outlined below in this Handbook. This section aims to provide a general overview of the systems and structures at KTCP.

Academic Policies

Grading

Grading scales, meaning the amount each category is weighted, vary by content departments. The school year is broken into two semesters. At the end of each semester, scholars will receive a report card.

GRADING SCALE:

90-100:	<ul style="list-style-type: none"> Scholars receiving an 'A' demonstrate a deep mastery of the content and skills that have been taught.
80-89:	<ul style="list-style-type: none"> Scholars receiving a 'B' demonstrate a solid mastery of the content and skills taught.
70-79:	<ul style="list-style-type: none"> Scholars receiving a 'C' have some skill or content deficits. The quality of their work is average and meets the requirements.
60-69:	<ul style="list-style-type: none"> Scholars receiving a 'D' have some significant skill or content deficits.
59 & below:	<ul style="list-style-type: none"> Scholars receiving an 'F' have significant skill or content deficits. These deficits require additional instructional resources and scholar effort. Scholars with 'F' grades may be candidates for retention.

	Homework	Class Performance	Formative Assessment	Summative Assessment
Weights	10%	30%	30%	30%
Assignment Types	Any of the following when assigned for out-of-class completion: <ul style="list-style-type: none"> Independent practice problems or exercises Notes/ Annotations Questions Readings 	Any of the following when assigned for in-class completion: <ul style="list-style-type: none"> Independent practice problems or exercises Notes/ Annotations Questions Readings 	<ul style="list-style-type: none"> Exit Tickets Rough Drafts Weekly Mastery Quizzes Selected problems or questions from a homework or classwork assignment 	<ul style="list-style-type: none"> Interim Assessments End-of-Module or Unit Assessments Final drafts of paper or labs Projects



		<ul style="list-style-type: none"> ● Group-Work Rubrics ● Class Participation or Discussion ● Do Now Responses 		
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Honor Roll

KTCP has an honor roll, and we recognize scholar academic success each semester. At KTCP, we determine whether or not scholars make the honor roll by averaging their grades for all of their core academic classes.

- **Principal’s List:** KIPPsters earning a 3.7 to 4.0 GPA and "A" average in all academic subjects.
- **Dean’s List:** KIPPsters earning a 3.5 to 3.7 GPA in all academic subjects.
- **Honor Roll:** KIPPsters earning a 3.4 to 3.0 GPA in all academic subjects.

* This is calculated by averaging the overall grades in all core academic classes.

KIPP Tulsa Promotion Criteria

At KTCP, we believe that scholars will be promoted if they demonstrate that they are prepared to be successful in the next grade.

For scholars who qualify for special education, the goals on an Individual Education Plan will be considered for promotion to the next grade.

Through weekly progress reports, regular communication with teachers, and semester report cards, we expect to keep families up-to-date on scholar progress so that recommendations for promotion are a team decision.

8th Grade End of Year Activities

At KTCP, we are excited to celebrate the progression of our scholars toward college with our end of year activities. We celebrate the end of our KIPPsters’ time in middle school and their movement to high school. The end of year activities requirements will be different from the end of year incentive. In order to participate in the end of year activities, scholars and parents must fulfill the following requirements throughout the academic year:

- Scholars must have a 2.0 or higher GPA (*8th grade year only*)
- No suspensions
- No more than 10 absences
- 3 tardies are equivalent to 1 absence
- Parents must complete 6 school engagement hours by April 1st



* KTCP reserves the right to withhold scholars from participating in year-end activities and promotion due to scholar behaviors. **(Fees are non-refundable)**

Report Cards

Report cards are distributed twice a year, at the end of each semester. **If you do not receive your child’s report card you must contact the school. If any money is owed at the end of the school year you will not receive a report card until the fine has been paid.**

Progress Reports

Parents will receive weekly written or digital progress reports to inform them of their scholar’s progress. Parents are also encouraged to use Powerschool Login to track academic progress on their own. **If your scholar is failing a class the progress report needs to be signed and returned to their teacher.** Feel free to reach out to teachers with questions and concerns regarding grades.

Academic Supports

- **Agenda:** Every child must have an agenda. (Can be purchased at KTCP Bookstore for \$5)
- **Academic Intervention:** Scholars will have reteach and intervention blocks for all core content subjects for extra support Mondays- Thursdays. Scholar placement is determined by assessment data and teacher observation. Scholars will receive targeted support specific to their individual needs.
- **Tutoring:** Scholars may receive additional academic assistance daily. Participation may be voluntary or involuntary, as it will be assigned by teachers for scholars needing extra help. Scholars should understand tutoring is not punishment, but an opportunity to increase their academic performance. Attendance is mandatory and skipping tutoring has the same consequences as skipping a core academic course. The Tutoring schedule is outlined below...

Monday	Tuesday	Wednesday	Thursday	Friday
Social Studies	Reading	Math	Science	No Tutoring

If scholars are being a distraction or not following directions, they will be asked to leave. If misconduct continues, teachers reserve the right to ban scholars from tutoring.



When tutoring ends, teachers will escort scholars outside for pick-up. Teachers will not wait outside of their contractual obligations. **Arrive on time to pick up your scholar. Continued late arrivals, will result in your scholar being banned from tutoring.**

Make-up Work

Scholars at KTCP can complete make-up work after an absence from school (see attendance policy). If a scholar is present at school and fails to complete a classwork or homework assignment, he/she will receive a zero on that assignment (Exceptions will be made at teacher’s/ school administration discretion.)

- **Collect missed work** from each class and **schedule any make-up tests** with each teacher.
- Homework will be available the following day.
- Scholars must complete the work within a number of days equivalent to the number of days of school missed.
- Late work can earn a maximum of 60% of the credit.

Overview of Academic Strategy

KTUP

A complete outline of the Academic, Grading, and Curricular policies are further outlined in the KIPP Tulsa University Prep High School Academic and Curriculum Handbook. This section aims to provide a general overview of the systems and structures at KTUP.

Without a doubt, teaching in a high school context is extremely challenging. Unlike middle school, teachers are servants of multiple high-stakes assessments with real-life consequences for scholars: failing to meet a college-ready threshold on the ACT undermines their college options, and not having exposure to AP-level rigor prior to graduation reduces scholars’ chances of persisting in college. Therefore, it is imperative that we have a coherent, integrated strategy to ensure instruction at our schools is consistent in quality.

College Readiness Indicators	Academic Health <ul style="list-style-type: none"> ● 75% above 2.5 GPA ● 55% above 3.0 GPA 	College Readiness <ul style="list-style-type: none"> ● 9% at 22+ on the ACT by graduation ● 5% at 25+ on the ACT by graduation
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Instructional Design	Course of Studies	Time	Curriculum & Assessment
	<ul style="list-style-type: none"> 4 Years of ELA 4 Years of Math 3 Years of Science 3 Years of History Every scholar will enroll in at least one AP course 	<ul style="list-style-type: none"> 50-minute periods Teachers have two 50-minute periods off daily for planning and feedback 	<ul style="list-style-type: none"> CCRS Standards <ul style="list-style-type: none"> ACT Interim Assessments AP For All Curriculum <ul style="list-style-type: none"> Curriculum Embedded Instructional Assessments

Course of Studies

Subject	OK Graduation Required Credits 23 Credits Required	KTUP Graduation Required Credits 24 Credits Required	KTUP Course Offerings
Math	3 (Algebra I and above)	3	Algebra 1 Geometry Algebra 2 Math of Finance AP Calculus AB*
Language Arts	4	4	English 9 English 10 English 11 AP English Language* College Prep English*
Laboratory Science	3	3	Physics AP Physics* Chemistry AP Chemistry* Environmental Science AP Environmental Science* Biology AP Biology*
Social Studies	3	3	½ U.S. Government ½ Oklahoma History World History AP World History US History AP US History
Foreign Language	2 (Or two years computer technology)	2 (Or two years computer technology)	Spanish I Non-Native Spanish I Native Spanish II Non-Native Spanish II Native Spanish III
Computer Technology	2 (Or two foreign language)	2 (Or two years foreign language)	Computer Science I Computer Science II AP Computer Science Principles*
Additional Unit	1	1	One additional course from above, or AP course
Fine Arts	1 (Same course)	1 (Same course)	Band Dance Ensemble



			Debate Music Appreciation Photography
PE and Wellness	0	In Advisory	PE Marching Band Varsity Sports
Electives	6	6	To Be Determined
Additional Graduation Requirements	<p>***NATURALIZATION EXAM (BEGINNING SY 24-25) Beginning with the Class of 2025, Oklahoma scholars must take a 100 question test using the questions from the U.S. Citizenship and Immigration Services website. The law requires that scholars get at least 60 of the 100 questions correct in order to graduate Click here for more details</p>		
	<p>PERSONAL FINANCIAL LITERACY REQUIREMENT 70 O.S. § 11-103.6H Scholars shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act and any additional course requirements or recommended elective courses as may be established by the State Board of Education and the district school board.</p>		
	<p>CPR/AED REQUIREMENT 70 O.S. §1210.199 All scholars enrolled in a public school shall receive instruction in cardiopulmonary resuscitation (CPR) and awareness of the purpose of an automated defibrillator at least once between the 9th grade and graduation.</p>		
	<p>COLLEGE ACCEPTANCE LETTER All scholars shall apply and be accepted to at least one college of their choice. The acceptance does not indicate that the scholar will have to go to college but supports scholars in the college admission and acceptance process if they choose.</p>		
	<p>FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA ®) All scholars shall complete the FAFSA application for post-secondary education. The completion of the application does not indicate that the scholar will have to go to college or pursue any post-secondary education but supports scholars in the college and career-tech admission and acceptance process if they choose.</p>		
	<p>INDIVIDUAL CAREER ACADEMIC PLAN (ICAP) Beginning with scholars entering the ninth grade in the 2019-2020 school year (class of 2023), each scholar is required to complete the process of an Individual Career Academic Plan (ICAP) in order to graduate from a public high school with a standard diploma. 70 O.S. § 2320.508-4 The ICAP Career Assessment, Career Goal, and Coursework are to be reviewed annually. Enter the date the scholar completed each requirement below.</p>		

Graduation Requirements

Graduation in Oklahoma is based on earning the outlined course credits and taking required college-reading assessments. Each year, scholars will take assessments in English Language Arts, Mathematics, and Science (OSTP College and Career Ready Assessments ACT or SAT and Science Content in the 11th grade) in compliance with the Every Scholar Succeeds Act that are aligned with the Oklahoma Academic Standards. State law also requires scholars to be tested in U.S. History during high school.¹

Scholars with Special Needs: Graduation requirements will be adjusted in accordance with Individualized Education Plans (IEPs)/504 Accommodations on an individual basis for scholars. Additionally, KIPP Tulsa High will also utilize Credit

¹ Oklahoma State Department of Education; College Preparatory/Work Ready Curriculum Graduation Requirements Graduation Class of 2022; 70 O.S. §11-103.6; OAC 210:35-25-2



Flexibility when it is appropriate to meet the needs of our scholars. There may also be instances where scholars with severe disabilities may have the scores of OSDE state tests waived not to impact their progress toward earning a degree equivalent to their peers. The Scholar Support Handbook provides a more comprehensive indicator of support available to scholars with special needs.

KTUP Course of Study 25-26				
Department	9 th	10 th	11 th	12 th
ELA	English I	English II	English III AP Language	AP Language College Prep English English 1103
History	OK History/U.S. Government	World History AP World History	U.S. History AP U.S. History	
Math	Algebra 1 Algebra Fundamentals (for selected scholars) Geometry	Geometry Algebra 2	Algebra 2 AP Calculus AB	College Prep Math Math TCC
Science	Biology Advanced Biology	Chemistry AP Chemistry	Environmental Science AP Environmental Science Physics (Horizon)	AP Biology Environmental Science AP Environmental Science Physics (Horizon)
College Readiness	(embedded in advisory) Physical Education	(embedded in advisory) Physical Education	Junior Seminar	Senior Seminar
Spanish	<i>Spanish I</i> <i>Spanish II</i>	<i>Spanish I</i> <i>Spanish II</i>	<i>Spanish I</i> <i>Spanish II</i>	<i>Spanish II</i> <i>Spanish III</i>
Computer Science	<i>Computer Science I</i>	<i>Computer Science I</i> <i>AP Computer Science Principles</i>	<i>Computer Science I</i> <i>AP Computer Science Principles</i>	<i>AP Computer Science Principles</i>
Fine Arts	Band Dance Ensemble Percussion Music Appreciation Photography	Band Dance Ensemble Percussion Music Appreciation Photography	Band Dance Ensemble Percussion Music Appreciation Photography	Band Dance Ensemble Percussion Music Appreciation Photography

Promotion Requirements

Scholars may not “carry over” more than two credits into the subsequent academic year- one elective credit and one core credit. Therefore, scholars must pass a full year of three different core classes and a full year of one elective credit. Scholars who fail electives may be required to take a supplemental online course or find an alternative program. Full credits are assigned annually, and therefore each semester is .5 credits.

Promote	Attend Summer Academy/Credit Recovery Options	Retain
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Credit Status	<i>Scholar has earned all required credits necessary to be promoted</i>	<i>Scholar has earned all but one required core and one elective credit to-date</i>	<i>Scholar has earned all but two core credits and one elective credit required credits to-date</i>	<i>Scholar is missing three or more required credits</i>
Promotion Status	Scholar will be promoted to the next grade	Scholar will be promoted to the next grade regardless of Summer Academy outcome	Scholar will only be promoted if they recover a core credit during the Summer	Scholar will not be promoted
Graduation Cohort	<i>Remains the same</i>	<i>Remains the same, scholar must recover credit prior to graduation</i>	Remains the same, provided the scholar passes one class during the summer	Scholar drops back a graduation cohort year
National Cohort			Remains the same	Remains the same

Grading Policies

All core content area classes are graded on a 4.0 scale. KIPP High Schools offer D’s. However, they do not help scholars build a compelling college application nor reflect acceptable mastery of taught content.

GPA is a critical factor in high school in ways that it is less applicable in a scholar’s elementary and middle school years. First, GPA is a major factor when colleges determine an applicant’s potential, and too low a GPA can eliminate an application early in the admission process. In some cases, simply having a minimum GPA in high school may allow for automatic admission to a college or university. Second, GPA is also a major factor when scholars apply for financial aid, grants, and scholarships. Allowing scholars to pass with a D will result in a low cumulative GPA and imply unsatisfactory mastery of content. KIPP Tulsa deploys various intervention processes and academic health evaluation cycles to support scholars in maintaining passing grades and a strong GPA. The school and family must share like-minded views by holding scholars accountable for achieving grades that are a “C” or better.

Note: AP and College Courses follow the weighted GPA scale.

Table 5 GPA Scale

Letter Grade	Numerical Threshold	Unweighted GPA Points	Weighted GPA Points <i>(AP and College Courses)</i>
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A	90-100	4.0	5.0
B	80-89	3.0	4.0
C	70-79	2.0	3.0
D	60-69	1.0	2.0
F	0-59	0	0

Grading Categories and Weights

KTUP teachers employ a common set of grading categories for all academic courses. The school employs common grading categories and weights to ensure school-wide consistency, preserve the distinctive nature of each course, codify the rigor of college-preparatory coursework, and effectively communicate academic expectations to scholars and families. The names and weights of each category and the appropriate categorizations of typical assignments and assessments are detailed in the table on the next page.

	Homework	Class Performance	Formative Assessment	Summative Assessment
Freshmen & Sophomores	25%	25%	25%	25%
Juniors & Seniors	10%	20%	30%	40%
Assignment Types	Any of the following when assigned for out-of-class completion: <ul style="list-style-type: none"> Independent practice problems or exercises Notes/ Annotations Questions Readings 	Any of the following when assigned for in-class completion: <ul style="list-style-type: none"> Independent practice problems or exercises Notes/ Annotations Questions Readings Group-Work Rubrics Class Participation or 	<ul style="list-style-type: none"> Exit Tickets Rough Drafts Weekly Mastery Quizzes Selected problems or questions from a homework or classwork assignment 	<ul style="list-style-type: none"> Interim Assessments End-of-Module Assessments Final drafts of paper or labs Projects Seminar write-ups Summative seminar rubrics



		Seminar Rubrics <ul style="list-style-type: none"> Do Now Responses 		
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Volume and Number of Assignments

Teachers have to strike a balance between several factors when grading: providing scholars with meaningful and timely feedback; gathering data on scholar performance and mastery; ensuring that course grades are accurate and holistic reflections of scholar performance; accounting for completion of assignments. Moreover, teachers must avoid two contrary dangers:

- **The “semester killer”:** a low grade carries disproportionate weight in the final quarterly percentage because so few grades exist in the same grading category.
- **Grade “noise”:** an excessively high number of assignments such that the sheer volume of other grades undermines the value of assignments. An excessively high number of grades can indicate an over-reliance on checks for completion in lieu of a more meaningful and substantive evaluation of scholar performance on assignments.

Given the complexity and importance of accurate, fair, meaningful grading, the following are the expectations for KTUP for the minimum number of grades per category each week.

Freshmen and sophomores grade book non-negotiables

Category	Homework <i>no more than 50% of assignments may be graded for completion</i>	Class Performance <i>no more than 33% of assignments may be graded for completion</i>	Formative Assessments	Summative Assessments
Number per week	2 <small>*1 for electives</small>	1 <small>*2 for electives</small>	1 <small>*1 for electives</small>	as noted in scope and sequence

Juniors and Seniors grade book non-negotiables

Category	Homework <i>no more than 50% of assignments may be graded for completion</i>	Class Performance <i>no more than 33% of assignments may be graded for completion</i>	Formative Assessments	Summative Assessments
Number per week	1	1	2 <small>*1 for electives</small>	as noted in scope and sequence



Missing Assignments

Assignments that are not completed or submitted when a scholar was present will be recorded in the grade book as an "0." Teachers will "tag" the missing assignment using the "Missing" tag in the grade book. Scholars will have five business days to submit missing assignments for late credit. This does not change scholars' grades, as an M is worth 0 points, but it does indicate that the assignment can no longer be submitted for credit.

Make-up Work (Absences)

Any scholar with an excused absence will have the number of days s/he was absent to make up missed work. For example, if a scholar was absent for 3 days, s/he has 3 days to turn in all assignments before the late credit policy applies. The onus is on the scholar to advocate for any assignments for missing school. This will empower scholars to take responsibility for their own missing assignments and complete them in a timely manner.

- **Scholars must turn in missed work** from each class and **schedule any make-up tests** with each teacher to be completed after school
- Homework will be made available the following days missed from school via Teacher's make up work protocol.
- Scholars must complete the work within a number of days equivalent to the number of days of school missed.
- Late work can earn a maximum of 60% of the credit.

Report Cards

Report cards are distributed twice a year, at each semester's end. If you do not receive your child's report card, you must contact the school. **If any money is owed** at the end of the school year (for missing library books, outstanding meal costs, or any other school-related issue), **you will not receive a report card** until the fine has been paid.

Parent Conferences

Within each semester, we will hold parent conferences with families. **Conferences are mandatory** for all families. Parent conferences aim to set goals, monitor progress toward goals, and celebrate success.



Progress Reports

Parents will receive a weekly written progress report to inform them of their scholar's progress. **If your scholar is failing a class, the progress report needs to be signed and returned to their teacher.** Families are encouraged to ask teachers questions and concerns regarding grades.

Academic Supports

- **Chromebook:** Every KTUP scholar will receive a Chromebook to use throughout his or her time at KTUP. It is also recommended that scholars bring their laptops for instructional purposes if they can. More information can be found in the Chromebook Commitment document.
- **Tutoring:** Scholars may receive additional academic assistance weekly. Participation may be voluntary or involuntary, as it will be assigned by teachers to scholars needing extra help. Scholars should understand tutoring is not punishment but an opportunity to increase their academic performance. Attendance is mandatory, and skipping tutoring has the same consequences as skipping a core academic course. Check the office for tutoring schedules.

If scholars are being a distraction or not following directions during tutoring, they will be asked to leave. If misconduct continues, teachers reserve the right to ban scholars from tutoring.

When tutoring ends, teachers will escort scholars outside to be picked up at the designated time. **Arrive on time to pick up your scholar, as teachers will not be available after 5PM. Continued late arrivals will result in your scholar being unable to attend future tutoring sessions.**

Core Values and Discipline

This section aims to provide a general overview of the systems and structures at KTPCS.

Core Beliefs

Each scholar is a unique individual with unique personal, emotional, social, and educational needs. As a result, every disciplinary situation is unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique scholar and unique situation. The outcomes for scholars learning from their mistakes increase dramatically when scholars see a reasonable connection between their behavior and the resulting consequences.

The KTPCS staff dedicates itself to following a set of core beliefs that provide a guide for addressing scholar discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help scholars see reasonable connections between their behavior and the resulting consequences.



Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event that we operate in ways that appear to be inconsistent with these core beliefs.

1. I believe every attempt should be made to maintain the dignity of the adult and the scholar.
2. I believe that scholars should be guided and expected to solve the problem they create without making problems for anyone else.
3. I believe that scholars should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
4. I believe that scholars should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.
5. I believe that misbehavior should be viewed as an opportunity for individual problem-solving and preparation for the real world as opposed to a personal attack on the school staff.
6. It is best if a scholar does most of the thinking.
7. I believe that there should be a logical connection between misbehavior and resulting consequences.

Behavior Management Overview

The KTPCS goal is to provide a positive, safe learning environment for scholar learning to be maximized. Behaviors at KTPCS are either classroom-managed or office-managed. The matrix below does not address the entire spectrum of scholar behavior. The Administrative Team reserves the right to address misconduct that is not specifically included in this discipline policy.

This code applies to actions of scholars during school hours, before and after school, while on school property, while traveling in school vehicles funded by KTPCS, while participating on any team or group representing the school, or attending such activity, at all school-sponsored events, and while using the school network or any computer or IT devices. This code also applies to the actions of scholars before or after school hours and off school property if those actions pose a substantial likelihood of disruption to the learning environment in school.

Please be advised KIPP Tulsa Public Charter Schools employees should not spank, paddle, swat, or otherwise touch a scholar as a consequence. This is considered corporal punishment. Our charter authorization does not include provisions that allow for the use of the aforementioned consequences. Please direct any questions or concerns to your Principal.

KTCP Scholars Meeting Expectations: Gannas & Incentives

The KTCP staff is focused on reinforcing positive behaviors by distributing gannas to scholars displaying the 3 R's: **Respect for Self. Respect for Others. Respect for the Environment.** Accumulation of gannas in conjunction with required grades and attendance makes scholars eligible to participate in quarterly incentives, field lessons and celebrations.



Examples and Expectations

Scholars		
Respect for Self	Respect for Others	Respect for the Environment
<ul style="list-style-type: none"> ● Come to class on time and prepared ● Start work promptly ● Work to the best of your ability ● Ask for help when you need it ● Make good use of the academic, cultural and sporting opportunities provided ● Use proper hygiene daily 	<ul style="list-style-type: none"> ● Allow others to learn without disruption ● Listen when others are speaking ● Behave in a safe and considerate manner ● Take care of the property of others ● Accept those with differing backgrounds, culture, and ability ● Tell an adult or peer thank you daily 	<ul style="list-style-type: none"> ● Reduce, reuse and recycle waste ● Put trash in the trash can ● Take care of the furniture, buildings, and plants at school ● Treat Chromebooks and school technology with care.

Scholars will support these expectations by:

- Accepting responsibility for their own behavior and its consequences
- Accepting the right of teachers to set rules to support learning
- Participating in peace circles, restorative conversations, and restorative conferences with peers and staff
- Making public apologies to repair the harm

Staff		
Respect Self	Respect Others	Respect the Environment



<ul style="list-style-type: none"> ● Come to class on time and prepared ● Start class promptly ● Teach to the best of your ability ● Get proper rest ● Give 100% daily ● Admit your wrongs ● Ask for help when you need it 	<ul style="list-style-type: none"> ● Set clear expectations in the classroom ● Redirect misbehavior in a timely manner ● Listen to scholars when they are speaking ● Speak in a safe and considerate manner ● Accept those with differing backgrounds, culture, and ability ● Think the best of each scholar ● Tell a scholar, staff, or parent thank you daily 	<ul style="list-style-type: none"> ● Provide a safe, orderly, caring learning environment ● Put trash in the trash can ● Take care of the furniture, buildings and plants at school
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Staff will support these expectations by:

- Showing enthusiasm for their content areas
- Showing commitment, preparedness and professionalism in their work
- Encouraging each scholar to develop to their full potential
- Establishing clear guidelines for classroom behavior, and make sure that these are met
- Maintaining regular and open communication with scholars and their families
- Leading peace circles and participating in restorative conversations, and restorative conference

Parents		
Respect Self	Respect Others	Respect the Environment
<ul style="list-style-type: none"> ● Regularly attend school events 	<ul style="list-style-type: none"> ● Volunteer at the school 	<ul style="list-style-type: none"> ● Reduce, reuse, and recycle waste



<ul style="list-style-type: none"> ● Advocate for yourself ● Read and review the Family Handbook often ● Stay informed about happenings at KTUP ● Admit your wrongs ● Ask for help when you need it 	<ul style="list-style-type: none"> ● Set a consistent bedtime and wake up time for your scholar ● Drop your scholar off at school on time daily ● Pick your scholar up from school on time daily ● Attend school event ● Think the best of staff members ● Respond to staff members phone calls and request for help ● Speak in a calm and civil tone ● Advocate for scholars 	<ul style="list-style-type: none"> ● Put trash in the trash ca ● Take care of the furniture, buildings and plants at school ● Park in the car lane
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Parents and caregivers will support these expectations by:

- Ensuring that their child attends school on time and regularly
- Sending scholars well prepared for school daily
- Taking an active interest in their child’s school work and homework
- Supporting school activities
- Communicating with the school
- Arriving on time to retrieve their scholar from school
- Participating in peace circles, restorative conversations, and restorative conferences with peers and staff

KTUP Scholars Meeting Expectations: Scholar Dollars

The KTUP staff is focused on reinforcing positive behavior by distributing Scholar Dollars to scholars displaying the core values of KTUP: **Growth. Leadership. Unity. Excellence.**

Learning to have respect is one of the best ways scholars can prepare for college and a career and feel safe, joyful, valued, and appreciated at school. Showing respect means taking care of yourself and being aware of how your actions affect others and the environment.

Student Behaviors and Actions Aligned to Core Values

Core Value	Examples of Student Behaviors & Actions
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Growth	<ul style="list-style-type: none"> - Seeks feedback to improve academic performance - Sets and tracks personal learning goals - Demonstrates resilience after setbacks - Engages in tutoring or enrichment opportunities
Leadership	<ul style="list-style-type: none"> - Takes initiative during group projects - Serves as a peer mentor or student government leader - Advocates for self and peers respectfully - Demonstrates integrity even when no one is watching
Unity	<ul style="list-style-type: none"> - Welcomes new students and includes others - Works collaboratively during class activities - Participates in school spirit and community events - Helps resolve peer conflicts constructively
Excellence	<ul style="list-style-type: none"> - Submits high-quality, on-time work - Maintains strong attendance and punctuality - Demonstrates pride in learning and classroom culture - Strives for mastery, not just completion

Scholars will support these expectations by:

- Accepting responsibility for their own behavior and its consequences
- Accepting the right of teachers to set rules to support learning
- Participating in peace circles, restorative conversations, and restorative conferences with peers and staff
- Making apologies to repair the harm



Staff Behaviors and Actions Aligned to Core Values

Core Value	Examples of Staff Behaviors & Actions
Growth	<ul style="list-style-type: none"> • Seek out professional development opportunities • Reflect on lessons and adjust instruction based on data • Welcome feedback from peers, leaders, and students • Share personal learning goals with students or colleagues
Leadership	<ul style="list-style-type: none"> • Take initiative to solve problems proactively • Mentor new staff or lead committees • Model professional behavior and ethical decision-making • Advocate for student needs and equitable practices
Unity	<ul style="list-style-type: none"> • Collaborate with colleagues across grade levels or departments • Build positive relationships with students and families • Support team decisions and contribute to shared goals



Parent Behaviors and Actions Aligned to Core Values

Core Value	Parent Behaviors & Actions
<p style="text-align: center;">Growth</p>	<ul style="list-style-type: none"> ● Encourages their child to set goals and reflect on progress ● Attends parent workshops or learning sessions ● Models lifelong learning (e.g., shares personal growth stories) ● Supports their child in using feedback from teachers to improve
<p style="text-align: center;">Leadership</p>	<ul style="list-style-type: none"> ● Actively participates in parent organizations or committees ● Volunteers for school events and initiatives ● Advocates for their child and others in a constructive manner ● Sets a positive example of responsibility and accountability
<p style="text-align: center;">Unity</p>	<ul style="list-style-type: none"> ● Builds relationships with teachers, staff, and other parents ● Promotes a team mindset by supporting school-wide initiatives ● Encourages their child to respect and value peers from all backgrounds ● Helps maintain open, respectful communication with the school community
<p style="text-align: center;">Excellence</p>	<ul style="list-style-type: none"> ● Ensures their child is prepared and on time for school daily ● Supports high standards at home (e.g., homework routines, study time) ● Celebrates academic and personal achievements ● Partners with teachers to address concerns quickly and proactively



Parents and caregivers will support these expectations by:

- Ensuring that their child attends school on time and regularly
- Sending scholars well prepared for school daily
- Taking an active interest in their child’s school work and homework
- Supporting school activities
- Communicating with the school
- Arriving on time to retrieve their scholar from school
- Participating in peace circles, restorative conversations, and restorative conferences with peers and staff

Response to Negative Behavior: Corrections

KTCPS staff respond to misbehavior that is frequent or intense enough that general management strategies are not effective. **Misbehavior is either classroom-managed for minor/moderate infractions or office-managed for major/severe infractions.**

Corrective Disciplinary Consequences

Restorative Practices: KTCPS uses restorative practices, which is a process of building a school culture that relies on relationships, empathy, responsibility, and the empowerment of scholars to resolve problems and to treat conflicts as teachable moments. Restorative Practices remove reward and punishment as the focus of the discipline process and provide tools for scholars to be proactive and reflective in efforts to change their behavior. Restorative practices involve matching appropriate responses and logical consequences to scholar misbehavior. Overall, restorative practices and logical consequences for scholar misbehavior are usually specific to scholars and situations.

All of our corrective disciplinary consequences below implement restorative practice principles.

Reflective/ Restorative Assignment: Reflection and self-processing are vital to shaping a well-rounded and self-aware scholar. KIPPsters may be given time to reflect in writing when non-scholarly behaviors are shown. This may include handwriting our KIPP Motivator, a pre-written motivational credo, or producing an essay that speaks to solutions or strategies the scholar can implement to become a stronger scholar.

Phone Call: We value the family-school partnership and believe that a scholar’s success depends on all parties involved. We often use phone calls or texts at home to communicate various topics to parents/guardians. These can include but are not limited to, missing homework and scholar misbehavior. If we call (or if we have the scholar call), it is to get your help in redirecting the scholar so that he/she is on track and ready to learn. Please help us by talking with your scholar briefly on the phone and following up with him/her at home.



Behavior Lunch Reflection: Scholars forfeit their free time during lunch/recess to silently reflect upon their misbehavior. This action may accompany a phone call home, essay prompts, or discipline paragraphs.

Community Service: A series of tasks to be completed during school, after-school, or on Saturday by the misbehaving scholar. The service hours include but are not limited to cleaning the inside and outside of the building, collecting trash, cleaning vandalized items, planning and executing an initiative etc.

Restorative Conversations/Conferences often happen between scholars and staff members but can occur scholar-to-scholar, staff member to scholar or family members, etc. The goal of the restorative conversation is to help both parties reflect on what happened and how to move forward in a way that builds trust and healthy relationships. In a restorative conversation, some version of the following questions may be asked:

- o What happened?
- o What were you thinking of at the time?
- o What have you thought about since?
- o Who has been affected by what you have done? In what way?
- o What do you think you need to do to make things right?

Before- and After-school Reflection: Reflection will be held before school from 7 am – 8 am or after school from 4 pm – 5 pm. It is a silent time for scholars to reflect upon their misbehavior and determine an improvement plan. Parents are responsible for providing transportation. No late arrivals will be accepted.

Suspension: Scholar short and long-term suspensions are the remedies of last resort. However, by creating the following standards and procedures for suspensions, KTPCS will ensure that no scholar presents a danger to people or property, disrupts school activities, or threatens campus peace, safety, or security. The Principal or his/her designee may suspend a scholar for a period of up to five (5) consecutive school days. Before suspending a scholar, the Principal or designee shall hold an informal conference with the scholar to:

- Notify the scholar of the accusations against him/her;
- Allow the scholar to relate his/her version of the incident; and
- Determine whether the scholar's conduct warrants suspension.

If the Principal or designee determines the scholar's conduct warrants suspension, the Principal or designee will be empowered to impose an alternative in-school placement or short-term out-of-school suspension. An alternative in-school placement is defined as the removal of a scholar from her/his classes for a period not exceeding five (5) consecutive school days to a location on the school premises that is supervised by the appropriate personnel. A scholar under alternative in-school placement will be required to work on classroom assignments and will be counted as present on the attendance register. If a scholar is removed from the regular classroom for more than one-half the school day, a written notice of this alternative in-school placement will be sent to the parents/guardian with a copy to the KTPCS scholar files (a copy will also be sent to KTPCS Special Education Coordinator if the scholar has an IEP). The Principal will immediately attempt to schedule a conference with the parents/guardian to discuss the inappropriate behavior and a plan for remediation.



If the Principal or designee determines the scholar's conduct warrants an out-of-school suspension, the Principal or designee will notify the scholar's parents/guardians that the scholar has been suspended before the scholar is sent home. At this time, the Principal or designee will also notify the scholar's parents/guardians of:

- The period of suspension
- The grounds for the suspension
- The time and place for a conference with the Principal or designee
- The opportunity to appeal the suspension decision directly with the Principal or designee during the conference with the Principal or designee or at any point during the period of suspension.

In alignment with restorative practices, scholars will be allowed to repair the harm to others by participating in a restorative conference facilitated by an Administrative Team member or designee.

Emergency Actions

In an emergency, the Principal may order the immediate suspension of a scholar for up to five (5) days if the scholar's presence threatens the health, safety, or welfare of himself/herself or other scholars or faculty. If a scholar is suspended in an "emergency" situation without the opportunity for notice of the allegations against him/her, the Principal shall:

- Notify the scholar of the allegations, and
- Provide the scholar with an opportunity to present his/her version of the incident within a reasonable period of time, not to exceed three (3) days
- Provide the scholar and/or parent/guardian an opportunity to appeal the suspension decision directly with the Principal or designee

A scholar may receive credit for work missed during the period of suspension if the scholar makes up work missed within the same number of days the scholar was absent.

Limits on Short-Term Suspension

Alternative In-school placements and/or short-term out-of-school suspensions at KTPCS will not exceed five (5) consecutive school days and no more than 20 days in any school year. However, any scholar found in possession of a firearm while on school property, in a school bus, or another vehicle used for the transportation of scholars or teachers shall be suspended for a period of at least one calendar year. At the end of this one-year suspension, the scholar must re-apply to attend KTPCS and be subject to the same admission lottery regulations and processes.

Long-Term Suspension



The Principal may recommend the long-term suspension of a scholar to the school's Superintendent and its Board of Directors or a designated committee thereof. The Principal's recommendations shall specify the reasons, identified in the scholar Handbook, for a scholar's long-term suspension. Concurrent with such a recommendation, and before any long-term suspension action, the Principal shall provide the scholar's parents/guardians with written notice of:

- The reasons for the proposed long-term suspension.
- The date and location for a hearing before KTPCS Board of Directors' Committee.
- A copy of the documentary evidence to be presented at the Disciplinary Hearing.

Except when state or federal law requires immediate long-term suspension, KTPCS shall conduct the hearing within five (5) days after the date of the notice unless the parents/guardians and Principal agree in writing to an alternate time. The scholar shall be entitled to one postponement of the hearing, not to exceed ten (10) business days of the originally scheduled hearing date.

The notice shall further state that the scholar may:

- Be present at the hearing
- Have an opportunity to present evidence
- Have an opportunity to examine/question the school's evidence and witnesses (the Superintendent and Board of Directors have the authority to limit unproductively long or irrelevant questioning)
- Be accompanied by his/her parents/guardians
- Be represented by an attorney.

The notice shall also state that failure to request an alternative time prior to 48 hours of the original hearing date and time or failure to attend the scheduled hearing constitutes a waiver of further rights in the matter.

Due Process and Appeal

As provided above, KTPCS shall make a good faith effort to inform the scholar and the scholar's parents/guardians of the time and place for the hearing, and the school shall hold the hearing regardless of whether the scholar, the scholar's parents/guardians, or another adult representing the scholar attends. Promptly following a disciplinary hearing, the Principal will notify the scholar and the scholar's parents/guardians, in writing, of the Board's decision.

The scholar and/or the parents/guardians shall have the right to appeal the Disciplinary Hearing Committee's decision to the full KTPCS Board of Directors. The appeal should be based on whether or not the procedures



were followed correctly and/or on new evidence that was unavailable at the time of the disciplinary hearing. The School Principal must receive the request for appeal within 10 days following the date of the notification of the Committee's decision and should include the basis for the appeal. The Board Chair shall schedule a special meeting of the Board of Directors within 10 days of the receipt of the request for appeal.

Records and Reports

- While technical rules of evidence will not apply to any such hearing, evidence will be admitted and used as proof only if it is the kind of evidence upon which reasonable persons could rely in the conduct of serious affairs. Findings by the Board shall be based solely on the evidence and testimony presented at the hearing.
- The Principal or designated staff member will keep written records of each hearing containing the date of the hearing, the names of the persons present, and the time and duration of the hearing.
- A record of the hearing will be made by means that permit a reasonably accurate written recording of the hearing. Any decision by the Board to suspend a scholar long-term shall be made within five (5) business days after the conclusion of the hearing. The Principal shall promptly send written notice of his/her and the Board's decision to the scholar and the scholar's parents/guardian.
- The scholars and/or parent/guardian shall have the right to appeal the decision to KIPP Tulsa's full Board of Directors as outlined above.

Record-Keeping

KIPP Tulsa will maintain written records of all suspensions, including the name of the scholar, a description of the offending behavior, the disciplinary action taken, and a record of the number of days a scholar has been suspended or placed in alternative in-school placement for disciplinary reasons.

Procedural Safeguards for Scholars with Disabilities

Special education is specifically designed instruction provided to meet the unique needs of any scholar with a disability. Special education services include specifically designed instruction, support, equipment, related services, assistive technology, and anything else the scholar needs to benefit from his or her regular education program meaningfully.

Federal and state law provide certain procedural rights and protections relating to the discipline of scholars who have been identified under such law as having special needs based on a disability. **KTCPS** may suspend scholars with disabilities for a total of 10 consecutive or 10 cumulative school days in one school year without providing special education procedural safeguards. scholars can receive a long-term suspension, which exceeds 10 days under certain circumstances.

The following procedures are applied in the event of a long-term suspension recommendation:



- Parent/guardian receives written notice of consequence being considered and the date of the Individualized Education Program (IEP) meeting scheduled within 10 days of the decision to discipline the scholar.
- The IEP team:
 - Assesses information from parents/guardians, observations of the scholar, evaluations and diagnostic results, the scholar's IEP, and placement to determine whether the misconduct is related to the scholar's disability.
 - Review and revise, if applicable, the behavior intervention plan (BIP) or, as applicable, develop a functional behavior assessment (FBA) and intervention plan to address the misconduct.
 - Establish the appropriateness of a temporary alternative educational setting, and as specified, include in the IEP those services and modifications that will allow the scholar to continue participation in the general curriculum and address the behavior so it will not recur.



25-26 Behavior Matrix: Negative Behaviors

Minor <i>Teacher Owns</i>	Moderate <i>GLC Owns</i>	Major <i>AP Owns</i>	Severe <i>SL Owns</i>
<ul style="list-style-type: none"> ● Off-task, distracting, or disengaged behavior ● - lack of respectful responses ● Talking out of turn ● Failing to track the speaker ● Immediately correctable uniform/dress code issues ● Leaving their seat without permission ● Missing supplies/unprepared for class ● Gum, candy, food in class (teacher discretion) - KTCP differentiation ● Head down on the desk/table ● Refusal to answer a question or participate in a class discussion ● Late for class 	<ul style="list-style-type: none"> ● Minor infractions that occur more than once ● ● disrespectful behavior (rolling eyes, smacking teeth, etc.) towards a teacher, staff member, or other scholar ● ● Putting a teammate down ● Repeatedly does not have homework ● ● Failure to follow explicit directions (ex., asked to go to the office and the scholar refuses) ● Public displays of affection ● Unauthorized area 	<ul style="list-style-type: none"> ● Moderate infractions that occur more than once ● Using profanity towards another scholar ● Uses a phone without permission while in class after being corrected ● Having a temper tantrum and making the environment unsafe ● Out of Area/ Skipping ● +Walking out of class w/out permission ● Academic integrity/plagiarism on a Quiz/Test ● Behaviors that cause major disruptions (temper tantrums) 	<ul style="list-style-type: none"> ● Major infractions that occur more than once ● Using profanity towards a staff member or faculty member ● Insubordination that is a safety issue ● Vandalism ● Leaving campus without permission ● Stealing ● Academic integrity violation ● Fights (aggressive behavior/assault that causes bodily harm)/instigating a situation ● Sexual activity on campus ● Bullying/Cyberbullying ● Sexual Harassment ● Vaping/Drug paraphernalia/suspected impairment ● Weapons on campus ● Cyberbullying/exploitative media or recording ● - Prohibited technology devices (i.e., phones, AirPods, Bluetooth headphones, etc.) ● Sexually exploitative media/ pornographic imagery/ language ● Academic integrity on State assessments ● Verbal threatening language towards staff or scholars
<p>Reporting: Teacher documents behavior in tracking systems.</p> <p>Minimum Consequences:</p>	<p>Reporting: GLC documents behavior in the tracking system; notifies AP or DOS.</p> <p>Minimum Consequences:</p>	<p>Reporting: Behaviors in this category are immediately reported and supported by the DOS or the AP.</p>	<p>Reporting: Behaviors in this category are reported immediately by the Principal to the CAO (or Executive Director in the absence of the CAO).</p>



<ul style="list-style-type: none"> ● 1st Offense: Logical Consequence ● 2nd Offense: Logical Consequence; Scholar Reflection in Classroom + Restorative conversation ● 3rd Offense: Referral+Scholar Conference with Grade Level Chair+Parent phone call ● 4th Offense: Parent Phone/Virtual Conference/ Follow Moderate Behavior Matrix <p>*Behaviors in this category receive a Dean's List deduction</p> <p>*Please let the scholar know he/she did not meet the expectation, then ensure the scholar corrects the behavior. Please let the scholar know that they have been given a deduction.</p>	<ul style="list-style-type: none"> ● 1st Offense: Parent Phone/Virtual Conference + Restorative conversation ● 2nd Offense: Teacher Meeting with Parent+GLC + Restorative conversation ● 3rd Offense: Grade-Level Parent Meeting ● 4th Offense: Follow Major Behavior Matrix <p>*Staff should issue a logical consequence in addition to the phone call or conference.</p> <p>*Scholars who have moderate behavioral issues should not be sent out of class unless there is a refusal to fix it, which escalates the behavior to major.</p>	<p>Minimum Consequences:</p> <ul style="list-style-type: none"> ● 1st Offense: Parent Conference with Admin w/ ISS + Restorative conversation ● 2nd Offense: 3 Day OSS ● 3rd - Offense: 3 -5 Day OSS ● 4th Offense: Follow Severe Behavior Matrix <p>*All scholars who are suspended must have a parent conference to return.</p> <p>*Scholars with IEPs and/or 504 plans will be further evaluated for an appropriate consequence in accordance with their filed plan.</p>	<p>Minimum Consequences:</p> <ul style="list-style-type: none"> ● 1st Offense:3-5 Day OSS ● 2nd Offense: 6-10 Day OSS ● 3rd Offense: 15-20 Day OSS ● 4th Offense: 45 Day OSS <p>*All scholars who are suspended must have a parent conference to return.</p> <p>* A detailed behavioral plan that will be maintained for no less than 30 instructional days. Scholars who exhibit any of the behaviors listed in the category must be removed from weekly/monthly rewards for the respective week/month.</p> <p>*Scholars with IEPs and/or 504 plans will be further evaluated for an appropriate consequence in accordance with their filed plan.</p>
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Behavior Matrix: Positive Behaviors

Teacher Recognition <i>Teacher Celebrates</i>	School-wide Recognition <i>School Celebrates / Grade Level</i>	Social Media Recognition <i>Team and Family Celebrates</i>	Newsworthy Recognition <i>Team and Family and Community Celebrates</i>
<ul style="list-style-type: none"> ● Demonstrates a KIPP character strengths/values ● Helps a teammate out or helps a teammate learn ● Goes out of the way to celebrate a teammate (scholar, staff, or faculty member) ● Earns a campus-wide job ● Leaves the campus better than they found it ● Demonstrates considerable effort ● Has perfect attendance over a semester ● Come to class prepared ● Comes to class on time ● Academic success 	<ul style="list-style-type: none"> ● Demonstrates significant and measurable growth in an academic area ● Has perfect attendance over a year ● Becomes college-ready on the ACT ● Scores significant points during a sporting or extracurricular event, or demonstrates significant improvement in prior performance ● - Meeting attendance goals ● Hits college-ready on ACT/MAP/iReady/DIBELS ● Makes the honor roll ● Townhall recognition ● Bulldog status (Criteria - GPA, behavior, attendance, timeliness, etc.) ● High GPA ● Scholar superlative awards ● Positive behavior in DeansList 	<ul style="list-style-type: none"> ● Earns a college acceptance ● Earns a scholarship ● Wins a sporting/team event ● Gains acceptance to a competitive activity, program, or team ● Won an award beyond the school ● Breaks a 30 on the ACT or 1200 on the SAT ● Passes an AP exam ● Spelling Bee Winner ● Grows to exceeding in ACT Aspire ● Being inducted into an honor society ● Makes the honor roll ● Academic bowls ● Exceeds anticipated growth 	<ul style="list-style-type: none"> ● Applies and is accepted to an early decision college ● Earns a nationally competitive scholarship ● Participates in a state or nationally competitive summer program ● Wins a state or national competition in athletics, music, academics, etc. ● Makes a scientific breakthrough ● Earns a perfect ACT/SAT score ● Is an AP Scholar or earns a 5 on an AP exam ● State or National Spelling Bee Winner ● Participating in a noteworthy community event ● Highlighting community service



<p>Behaviors in this category earn a LiveSchool/Deanslist merit/point, as well as a note or call home.</p> <p>Please let the scholar know he/she exceeded the expectation. Please let the scholar know that they have been given a merit/point.</p>	<p>Behaviors in this category require parent contact. This contact should be made over the phone or in person. Log phone call or conference in LiveSchool/Deanslist.</p> <p>Scholars who earn school-worthy recognition should be celebrated with a school-wide announcement.</p>	<p>Behaviors in this category are immediately recognized by the SL and escalated to the External Affairs or EA team (Mango Strategies).</p> <p>Typically, the behavior merits a picture and/or a post on social media. Ideally, the parent is electronically sent the social media post or is given a printed copy.</p> <p>*Scholars recommended for social media recognition must have a signed parent disclosure document on file.</p>	<p>Behaviors in this category are reported immediately by the Principal to the CAO/ED.</p> <p>All behaviors in this category will receive a press release. If a newspaper prints the press release, the family should be given a copy of the paper.</p> <p>*Scholars recommended for a press release must have a signed parent disclosure document on file.</p>
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Counseling Services

KTCPS and CREOKS Behavioral Health Services are in partnership to create strong support for scholars who experience mental health challenges that impact their learning. CREOKS agency is embedded within the school building. The teacher or administration will refer scholars who might benefit from working with a counselor. Parents/guardians will be notified of any referrals made by KTCPS and will be kept informed of their child's progress as deemed appropriate by the KTCPS Administration.

Outside mental health agencies are prohibited from meeting with KIPPsters during the school day. Parents are encouraged to schedule sessions after school. Early release for appointments is considered absences and is highly discouraged as it disrupts the scholar's learning.

Please contact our front offices for more information:

KIPP Tulsa College Preparatory: (918) 794-8652

KIPP Tulsa University Preparatory: (918) 833-8822

Facilities and Resource Policies

School Property

Respect for the environment includes taking care and responsibility for our school building and grounds, equipment including all technology, books, and all other items furnished by KTCPS for scholar use. Intentional damage to school property may result in detention or suspension. Consequences for violation may include financial restitution to the school and/or completing community service at the discretion of the Principal.

Internet and Computers Usage

The use of KTCPS's computers, other technology (iPads, tablets, cameras, etc.), and the Internet is a privilege and will be removed upon misuse. The Internet is a powerful educational tool and an unregulated space containing materials unsuited to the school setting. For this reason, KTCPS will make every reasonable effort to ensure that the resources are used responsibly and will further require that every scholar and parent sign the accompanying Chromebook Commitment before access is granted. Parents are prohibited from utilizing their scholar's email to contact other scholars. Scholar emails are subject to search policies.



Scholars will have the opportunity to engage with the curriculum using personal school issued Chromebooks. To ensure scholar safety and the sustainability of Chromebooks, KTCPS has guidance on the usage and responsibilities involved with using technology.

- Chromebooks are the property of KIPP Tulsa Public Charter Schools and are intended to be used as learning tools. KTCPS reserves the right to block access to websites deemed to be not academic in nature.
- It is required that scholars bring their assigned charged Chromebook to school each day. Failure to bring a Chromebook will result in a loaner computer being given for the day (if available) in exchange for collateral (ID, phone, keys, etc.) and lunch detention.
- Scholars are responsible for the security and condition of their Chromebook and charger. Chromebooks should be kept secure and away from food and liquids. No elements of the keyboard or casing should be removed or intentionally altered. Scholars are expected to demonstrate a good faith effort to keep their Chromebooks in like-new condition (i.e., not throwing, dropping, breaking off keys or case elements, writing on screen or case, lending to family or younger siblings, etc.).
- Chromebook accounts (Gmail, Google Drive, etc.) and passwords are not to be shared for any reason. No scholar is ever permitted to be logged in to another scholar's Chromebook or use another scholar's log-on, *with or without* permission.
- Chromebooks that are lost, stolen, or damaged will result in financial loss to our school. If loss or damage is a result of neglect or mistreatment, the individual will be required to reimburse KIPP for the cost of replacement or repair.

My signature below indicates I have thoroughly read the above information. I understand that KTCPS will seek to recover the cost of repair or replacement of a device that is damaged or lost as a result of an intentional act or willful neglect or because of my failure to follow the school's policies or procedures.

Acceptable and Unacceptable Uses

The intent of KTCPS in providing Internet connectivity is to support learning consistent with our academic programs. We expect scholars to use the Internet to pursue intellectual activities, access libraries, and other resources, and to further their education at KTCPS. A scholar's online conduct, including email and/or messaging, is ALWAYS subject to search and is held to the standards set forth in the general code of scholar conduct at KTCPS.

Some parts of the Internet contain material that is not suited for scholars and is not supportive of KTCPS's educational activities. Scholars are not allowed to use the Internet at any KTCPS to access such materials, including sites containing inappropriate or obscene content. It is likewise improper to use the Internet in any



manner that supports any illegal or unethical activity, for commercial or for-profit purposes, or for any purpose that conflicts with the mission of KTPCS or its status as an Oklahoma Public School.

KTPCS utilizes robust technology to filter and monitor Internet activity and prevent scholar exposure to inappropriate materials. However, KTPCS cannot guarantee the appropriateness of all materials accessed by the scholars on the Internet.

Although the following list is not intended to be comprehensive, it provides a sampling of some of the unacceptable uses of the Internet that could result in the suspension or revocation of a scholar's online privileges:

- Using the Internet for any illegal activity, including violation of copyright or other laws (copyrighted material may not be placed on the system without the author's permission and users may download copyrighted material for their own use only).
- Revealing any personally identifiable information about yourself or any other scholar or staff member on a social networking website or chat room.
- Cyberbullying (defined as traditional bullying using any electronic media).
- Sending or displaying offensive pictures or graphics, using obscene language, or harassing, insulting, threatening, or abusing others.
- Any online activity that encourages the use of drugs, alcohol, or tobacco, or that promotes unethical practices or any activity prohibited by law or KTUP policy.
- Posting, sending, or displaying any personal identification information of any minor without parental consent.
- Attempting to gain unauthorized access to resources or entities, including the use of third-party websites that allow any type of "backdoor" or "workaround" access to otherwise blocked sites.
- Invading the privacy of others or using an account owned by another user.
- Posting anonymous messages or messages with a false identity.
- Downloading, storing, or printing files or messages that are profane, obscene, or that use language that offends or degrades others.
- Playing unauthorized games on the Internet.
- Computer piracy, hacking, or tampering with hardware or software.



- Activities that allow a computer or network to become infected with a virus or other destructive influence.
- Downloading applications or programs without approval from teachers or administrators.
- Copying or downloading copyrighted material without authorization from the copyright holder or prior approval from the teacher.
- Plagiarizing information obtained from the Internet without proper citation.
- Scholars should never share their passwords or use another person's password. Suspected acceptable use policy violations should be reported to teachers immediately.

Lost and Found

The lost and found is located in the cafeteria in a storage bin at KTCP and in the main office at KTUP. Items not claimed at the end of the month are donated to charitable organizations.

Athletics and Scholar Organizations

KTPCS encourages KIPPsters to join athletic and scholar organizations. As participation is a privilege and not a right, scholars must be in good academic standing (passing all classes), are in good behavioral standing (no negative balances), and are continuously upholding the school's core values (no disciplinary referrals). The school determines eligibility. All school policies and the scholar code of conduct apply to athletic and scholar organization activities, practices, games, and transportation to and from the event.

Physical

In accordance with Oklahoma regulations to play sports with the school, scholars must have a physical by a qualified physician on file. The school will advise you of specific requirements that scholars must meet before enrollment.

Commitment to Athletics

As scholar-athletes at KIPP Tulsa Public Charter Schools (KTPCS) you will be held to a strict academic and behavioral standard. Your main goal at this school is to excel in academics. Participating in sports is a privilege, not a right. Throughout the year, you will be given the opportunity to earn your spot on a team as well as the right to play. When you become a part of a team, you have made a commitment not only to your coach and your school but also to all of your teammates and yourself. It is imperative that you practice and play together



to ensure you are exhibiting the deeper meaning of “Team and Family.” A team will never succeed unless all members join together to reach one goal. In compliance with Title IX of the Education Amendments of 1972, KTPCS is committed to ensuring equal opportunity, and equal access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, gender identity, sexual orientation, predisposing genetic characteristics.

No Pass No Play Rule

At KTPCS, our BIG GOAL is that 100% of our scholar-Athletes end the school year by meeting and exceeding their Academic growth goals and a 3.0 GPA or higher.

Scholar Academic Eligibility During a Semester

1. Eligibility for scholars will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter.
2. KIPP will run eligibility checks on Monday mornings. Scholars must be passing all classes at the time of the eligibility check.
3. The period of probation and ineligibility will always begin on Monday (The day the “Scholar Behavior and Academic Tracker” is checked).
4. Any scholar suspended during the duration of a week will be ineligible to play in games or competitions for that week and the following week of play. Scholars may not practice or compete while suspended.
5. The ineligibility period will begin on Mondays and end on Sundays.
6. A scholar who is under discipline or who is suspended from school or an activity shall be ineligible until reinstated by the school principal.

Scholars With Individualized Education Programs or Plans in Special Education Classes

- A scholar who is enrolled in special education classes and has an Individualized Education Program or Plan (IEP) who does not meet the above academic eligibility requirements may be permitted to participate under this rule, if the scholar has been certified by KTPCS Principals, Assistant Principals, Athletic Directors, and Grade Level Teachers as doing a quality of work consistent with the expectations and objectives of their IEP.

Behavioral Consequences

The KTPCS Principals, Assistant Principals, and Athletic Directors will determine the suspension of games. A scholar may receive a minimal half-of-game suspension and maximum dismissal from the team at the



discretion of the KTPCS Leadership Team and Athletic Directors for displaying behaviors resulting in disciplinary referrals, detention, skipping, fighting, bullying, disrespect to staff, or out-of-school suspension.

Attendance Policy

All scholar-athletes need to be at school on time every day. Tardies and absences may result in physical training, reduction of playing time, or up to dismissal from the team. All practices and games are mandatory. You can only miss a practice or game for academic reasons. Any absence can result in a reduction of your playing time. If you are absent from school, you need to call your coach to notify him/her. Absences or failure to call your coach will result in a consequence chosen by the coach (loss of playing time, physical training, etc.).

Scholar-Athletes Code of Conduct

As a KTPCS scholar-athlete, you are expected to maintain a self-discipline that is above and beyond reproach. When your opponents cross the line of fair play, you must maintain it. When any situation occurs that is unsportsmanlike; you should report it immediately to your Coach or the Athletic Director.

Athletes are to serve as positive representatives for their team, coaches, school, district, and community during competitions and positively interact with opponents, referees, coaches, and administrators.

Parents Code of Conduct

As a KTPCS parent, you represent our school and its expectations. We expect every parent to uphold our “team and family” motto and exercise self-discipline during all competitions. We believe in motivating our team to win by encouraging our team, not discouraging the competition.

Spectators are to refrain from inappropriate behaviors, such as

- Verbal/physical abuse of officials and coaches.
- Berating players, coaches, or other spectators.
- Interruption of contest by entering the playing area and/or disruptive behavior.
- Pulling your child during a game and/or from the team before the season has concluded without meeting the Athletic Director.

All Extracurricular Activities



Participation in extracurricular activities—including athletics, clubs, scholar organizations, and performance groups—is a privilege that requires consistent academic engagement and attendance.

Attendance Requirements

- Scholars must be present at school for **at least half of the instructional day** in order to participate in **any extracurricular practice, game, or event** on that day.
- If a scholar is absent from school, they are **not permitted to practice, play, or participate** in extracurricular activities that same day.

Dues and Fees

- Some extracurricular activities may require **nonrefundable fees or dues**, including but not limited to **Bulldog Dues**, which help cover uniforms, materials, transportation, and other associated costs.
- Families are responsible for meeting all payment deadlines, and fees are **nonrefundable** even if a scholar becomes ineligible or chooses to withdraw from the activity.

If any of the above expectations are violated, the School Principal, Assistant Principal, or Athletic Director may review the scholar's membership on the team.



Internet and Computers Usage Agreement Form

The use of KTPCS’s computers, other technology (iPads, tablets, cameras, etc.), and the Internet is a privilege and will be removed upon misuse. The Internet is a powerful educational tool and an unregulated space containing materials unsuited to the school setting. For this reason, KTPCS will make every reasonable effort to ensure that the resources are used responsibly and will further require that every scholar and parent sign the accompanying Chromebook Commitment before access is granted. Parents are prohibited from utilizing their scholar’s email to contact other scholars. Scholar emails are subject to search policies.

Scholars will have the opportunity to engage with the curriculum using personal Chromebooks. To ensure scholar safety and the sustainability of Chromebooks, KTPCS has guidance on the usage and responsibilities involved with using technology.

- Chromebooks are the property of KTPCS and are intended to be used as learning tools. KTPCS reserves the right to block access to websites deemed to be not academic in nature.
- It is required that scholars bring their assigned charged Chromebook to school each day. Failure to bring a Chromebook will result in a loaner computer being given for the day (if available) in exchange for collateral (ID, phone, keys, etc.) and lunch detention.
- Scholars are responsible for the security and condition of their Chromebook and charger. Chromebooks should be kept secure and away from food and liquids. No elements of the keyboard or casing should be removed or intentionally altered. Scholars are expected to demonstrate a good faith effort to keep their Chromebooks in like-new condition (i.e., not throwing, dropping, breaking off keys or case elements, writing on screen or case, lending to family or younger siblings, etc.).
- Chromebook accounts (Gmail, Google Drive, etc.) and passwords are not to be shared for any reason. No scholar is ever permitted to be logged in to another scholar’s Chromebook or use another scholar’s log-on, *with or without* permission.
- Chromebooks that are lost, stolen, or damaged will result in financial loss to our school. If loss or damage is a result of neglect or mistreatment, the individual will be required to reimburse KIPP for the cost of replacement or repair.

My signature below indicates I have thoroughly read the above information. I understand that KTPCS will seek to recover the cost of repair or replacement of a device that is damaged or lost as a result of an intentional act or willful neglect or because of my failure to follow the school’s policies or procedures.

Parent/ Guardian signature

Date

KIPP Tulsa Public Charter Schools - Bus Rider Information/Application



Complete this form ONLY if a scholar rides a bus

Scholar behavior on the bus plays a major role in determining how safe the bus ride will be. The bus driver must be able to concentrate on driving the bus and not be distracted by disruptive behavior. THE RIGHT OF ALL scholars TO RIDE THE BUS IS CONDITIONAL ON THEIR GOOD BEHAVIOR AND OBSERVANCE OF THE SAFETY AND BEHAVIOR CODE FOR BUS RIDERS. Scholars who violate any of the bus behavioral codes will be reported to the Assistant Transportation Director and appropriate building administrator/principal. If the Assistant Transportation Director determines that the action of the scholar endangered the safety of the bus or other scholars, scholars will lose their bus privileges. If the scholar is denied bus privileges, PERMISSION TO RIDE AGAIN MAY BE GRANTED when:

1. The scholar completes all special assigned requirements, and
2. The parent/guardian agrees to a behavior contract.

Riding a school bus is an extension of the school day, with scholars being subject to the same school rules and disciplinary actions, including forfeiting the privilege of riding the school bus. Video and audio recordings can be used to monitor scholarly behavior. Only school officials and school security officers are permitted to view video recordings, which have been recorded to monitor scholar behavior.

Dissemination of Rules to Parents and Scholars

The Family Handbook provides the safety and behavior code for bus riders and will be given to all eligible bus riders each year. Parent(s) are to review the policy with their scholars, sign, and return the application for school bus transportation to the school. Scholars who do not return this permission slip will not be allowed to ride the bus.

Please sign in ink and return this form to your child’s school for permission to ride the school bus. No scholar should have more than one application for school bus transportation. This is known as “Bus Hopping.” If a scholar needs an application for more than one bus, they must have prior approval from the Transportation Office and KTPCS.

Scholar:

I have read and understand the regulations and responsibilities of scholars riding KTPCS School buses and agree to abide by them as a passenger.

(Please Print Scholars Name Here) (Scholars Grade) (Date of Birth) (Route Number)

For Parent or Guardian of Scholar:

I have read and understand the regulations and responsibilities of scholars riding KTPCS School buses and agree to assume full responsibility for my child’s conduct on said buses.

(Parent/Guardian Signature) (Home Address)

(Home Phone) (Work/Emergency Phone) (Today’s Date)

KIPP TULSA Public Charter Schools



Commitment to Excellence

KIPP Tulsa is not just a school. KIPP Tulsa is a way of life. Every minute of every day is designed to ensure **all** scholars complete college and are committed to improving disadvantaged communities. The *Commitment to College Completion* is **shared** by all of us: KIPP Tulsa staff,

_____, and _____,

Scholar Name

Name(s) of Parent(s)/Guardian(s)

and it defines the **Whatever It Takes** spirit that all of us are expected to demonstrate in the daily pursuit of this goal.

Scholar's Commitments — *I fully commit to KIPP Tulsa in the following ways:*

- I will arrive at school on time and will remain for the entire school day.
- I will keep all prohibited technology turned off and stored in my designated locker.
- I will attend KIPP Tulsa on appropriate Saturdays (if applicable).
- I will attend the mandatory summer program (if applicable).
- I will complete all of my homework every night. If there is something I do not understand, I will call my classmates and/or teachers. I will raise my hand and ask questions in class.
- I will serve time during lunch, or after school on any day if my homework is not neat, complete, accurate, and turned in on time.
- I will stay after school and/or on Saturday to repair any damage that I do to the learning environment, to my relationships with staff and classmates, and/or to my own trustworthiness.
- I will always behave in a way that protects the safety, interests, and rights of all individuals in the classroom. I will always show respect to my KIPP Tulsa teammates and to everyone in the KIPP Tulsa family.
- I will follow all aspects of the KIPP Tulsa dress code for the entire school day.
- I will always work, think, and behave in the best way I know how, and I will do **Whatever It Takes** for my fellow scholars and me to learn.
- **For my whole time as a scholar at KIPP Tulsa, I commit to the work required of me and will do *Whatever It Takes* in order to be accepted to and graduate from a four-year college or university.**

*If I break any of the commitments above, I will lose KIPP Tulsa privileges, and I could be removed from KIPP Tulsa.

I have read the above, and I agree to live by this commitment by signing.

Scholar Signature: _____

Date: _____

Parents/Guardians' Commitments — *We fully commit to KIPP Tulsa in the following ways:*

- We will ensure our child arrives at KIPP Tulsa on time and remains for the entire school day.
- We will make arrangements for our child to come to KIPP Tulsa on appropriate Saturdays and will provide transportation (if applicable).
- We will ensure that our child attends the mandatory summer program (if applicable).
- We will send our child to school daily, excluding serious illnesses. In the rare case that our child is absent, we will call the Front Office before the beginning of the first class period to notify the school of the absence.
- We will always help our child in the best way we know how, and we will do **Whatever It Takes** for him/her to learn. This means that we will do the following: provide a quiet place for our child to study, review his/her homework every night, sign his/her agenda/calendar, check his/her grades weekly, check his/her behavior report weekly, and let him/her contact the teacher if there is a question about the homework.



- We understand that our child must serve time during or after school on any day he/she arrives with homework that is not neat, complete, accurate, and turned in on time. If my child misses this commitment, I understand that he/she will lose privileges and must make up the time. It is my responsibility to provide transportation for my child if he/she stays after school.
- We understand that our child may also be required to remain after school or serve time on Saturday if he/she has chosen to disrespect the KIPP Tulsa team. If this situation occurs, we commit to picking up our child from school on time.
- We will always make ourselves available to the school via phone or in person, and we will address any concerns that arise.
- We will volunteer 12 hours of our time to the school in support of our scholar and the KIPP Tulsa Team and Family.
- We will read the Family Newsletter to stay updated on school events. We will read all papers sent home carefully, and (if necessary) sign them and return them by the requested deadline. If we fail to return papers on time, we understand that our child will lose privileges.
- We will attend all required parent meetings, exhibitions, performances, and conferences.
- We will allow our child to go on KIPP Tulsa field lessons.
- We will make sure our child follows all aspects of the KIPP Tulsa dress code every day.
- We understand that our child must follow all KIPP Tulsa rules in the handbook in order to protect the safety, interests, and rights of all individuals in the classroom, and we will support the implementation of consequences for breaking any of these rules.
- We, not the school, are responsible for the behavior and actions of our child.
- **For the whole time, my child is a scholar at KIPP Tulsa; I will do *Whatever It Takes* to support my child in order for him or her to be accepted to and graduate from a four-year college or university.**

*If I fail to adhere to these commitments, my child will lose KIPP Tulsa privileges, and he or she could be removed from **KIPP Tulsa**.

I/We have read the above, and by signing, I/we agree to live by this commitment.

Parent/Guardian Signature(s): _____

Date:

Teachers' Commitments — *We fully commit to KIPP Tulsa in the following ways:*

- We will arrive at KIPP Tulsa on time and remain for the entire school day.
- We will support our scholars at KIPP Tulsa on appropriate Saturdays (if applicable).
- We will attend and participate in all staff meetings and professional development.
- We will model the expectations of a Big KIPPster in our behavior, dress, and performance.
- We will treat every scholar fairly and with respect.
- We will teach KIPP Tulsa scholars in the best way we know how, and we will do ***Whatever It Takes*** for our scholars to learn, including providing scholars with our phone numbers for questions about homework after school.
- We will make ourselves available to work with scholars and parents, and we will address any concerns they might have.
- We will be the first both to correct AND congratulate our scholars.
- We will provide tutorials for our scholars as needed to support their learning.
- We will respond to all communication from scholars, parents, and fellow staff members within 24 hours.
- We will always protect the safety, interests, and rights of all individuals in the classroom.
- We will uphold school-wide policies, procedures, and expectations.
- **We will provide a rigorous college-preparatory curriculum along with necessary support in order to prepare every KIPP Tulsa scholar to be accepted to and graduate from a four-year college or university.**



*If I fail to adhere to these commitments, I could lose the opportunity to work at **KIPP Tulsa**.

I have read the above, and I agree to live by this commitment by signing.

Teacher/Staff Signature: _____

Date: _____

Congratulations, and Welcome to KIPP TULSA!

Compromiso a la Excelencia



KIPP Tulsa no solamente es una escuela. KIPP Tulsa es un estilo de vida. Cada minuto de cada día está diseñado para asegurar que todos los alumnos se gradúen y tengan un compromiso a mejorar las comunidades desfavorecidas. Este Compromiso de Finalización es *compartido* por todos nosotros: El personal de KIPP Tulsa,

_____, and _____
Nombre del alumno *Nombre(s) del(los) padre(s)/tutor*

y define el espíritu de "Hacer todo lo que sea necesario" que todos debemos demostrar en la búsqueda diaria de este objetivo.

El Compromiso del Alumno *Me comprometo completamente a KIPP Tulsa de las siguientes maneras:*

- Llegare a la escuela puntualmente y permaneceré en clases el resto del día.
- **I will keep all prohibited technology turned off and stored in my designated locker.**
- Asistiré clases los sábados que sean asignados.
- Asistiré al programa de verano mandatorio (si es aplicable).
- Completare toda mi tarea cada noche. Y si hay algo que no entiendo llamare a mis compañeros de clase o/y a ms maestros. Levantare la mano en clase si tengo preguntas.
- Me quedare tiempo adicional durante el almuerzo o después de la escuela si algún día mi tarea esta desordenada, incompleta o si no la entregue a tiempo.
- Me quedare tiempo adicional después de la escuela o/y un sábado a reparar cualquier daño que haya hecho a mi escuela, a las relaciones con mis maestros y compañeros de escuela y/o mi honradez propia.
- Siempre me comportare de una manera que ponga la seguridad de todos en mente, el interés y los derechos de todos los involucrados en mis actividades de la escuela.
- Siempre demostrare respeto a mis compañeros del equipo de KIPP Tulsa y a todos los miembros de la familia de KIPP Tulsa.
- Seguiré todos los aspectos del código de vestimenta de la escuela KIPP Tulsa el día entero de escuela.
- Siempre me comportare, trabajare y pensare de la mejor manera posible; hare todo lo necesario **Cueste lo que cueste** para mi aprendizaje y el de mis compañeros.
- **Mientras yo sea parte de la familia KIPP Tulsa, me comprometo a hacer todo el trabajo requerido Cueste lo que Cueste para ser aceptado y graduarme de una universidad de 4 años.**

*Si yo rompo este compromiso, yo perderé los privilegios que me corresponden al ser parte de KIPP Tulsa, y hasta podría ser retirado de la escuela KIPP Tulsa.

He leído lo anterior, y al firmar acepto este compromiso.

Firma del alumno: _____

Fecha: _____

El Compromiso de los Padres de Familia o Tutor Legal

Me comprometo completamente a KIPP Tulsa de las siguientes maneras:

- Me asegurare que mi hijo(a) llegue a la escuela puntualmente y permanezca en clases el resto del día.
- Haremos los arreglos necesarios para que mi hijo(a) asista a la escuela KIPP Tulsa los sábados asignados y proveeré transporte.
- Me asegurare que mi hijo(a) asista al programa de verano mandatorio (si es aplicable).
- Mi hijo(a) asistirá diariamente a la escuela, con la excepción de alguna enfermedad. En el raro caso que el estudiante esté ausente, me encargare de llamar a la oficina al principio del día a notificar a la escuela de la ausencia.
- Siempre ayudare a mi hijo(a) de la mejor manera posible, y haremos todo lo posible **Cueste lo que cueste** para que él/ella aprenda. Esto significa que haremos lo siguiente: proveer un lugar silencioso para que el niño(a) estudie, revisare su tarea todos las noches, firmare su agenda, y contactare a la maestro(o) si tengo alguna pregunta sobre la tarea.



- Entiendo que mi hijo(a) se quedara tiempo adicional durante el almuerzo o después de la escuela si algún día su tarea esta desordenada, incompleta o si no la entrego a tiempo. Si mi hijo(a) no cumple con este requisito, yo entiendo que él/ella puede perder privilegios y tenga recuperar ese tiempo perdido. Es mi responsabilidad como padre de familia proveer transporte para mi niño(a) si se tiene que quedar tiempo adicional.
- Entiendo que mi hijo(a) puede ser requerido quedarse tiempo adicional después de la escuela o/y un sábado si él/ella ha faltado al respeto a algún miembro de la familia KIPP. En el caso que esto ocurra, me comprometo a proveer transporte puntualmente.
- Me comprometo ha siempre estar disponible por teléfono o en persona, en caso que se presente algún problema o una pregunta.
- Voy a leer el Boletín de Noticias a las Familias para mantenerme informado de los eventos y noticias de la escuela. Revisare y leeré todos papeles que me manden de la escuela, y (si es necesario) los firmare y devolveré estos papeles o formas antes de fecha indicada. El no recibir formas o papeles a tiempo puede resultar en alguna perdida de privilegios del alumno.
- Asistiré a las reuniones de padres, presentaciones o conferencias necesarias.
- Daré permiso a que mi hijo(a) vaya en excursiones educativas que pueden incluir excursiones fuera de la ciudad.
- Me asegurare que mi hijo(a) siga todas normas y aspectos del código de vestimenta de la escuela KIPP.
- Yo entiendo que mi hijo(a) debe seguir todas las reglas de KIPP Tulsa delineadas en el libro de reglas y esto es para la protección de la seguridad y los derechos de todas las personas que son parte del aula. Yo apoyare las consecuencias que mi hijo(a) reciba en caso de la rotura de las dichas reglas.
- Nosotros como padres de familia, y no la escuela, somos responsables por el comportamiento de mi hijo(a).
- **Mientras mi hijo(a) sea parte de la familia KIPP Tulsa, me comprometo a asegurarme que mi hijo(a) haga todo el trabajo requerido Cueste lo que Cueste para sea aceptado y se gradué de una universidad de 4 años.**

*Si yo rompo este compromiso, mi hijo(a) podría perder privilegios que le corresponden al ser parte de KIPP Tulsa, y hasta podría ser retirado de la escuela KIPP Tulsa.

He/Hemos leído lo anterior, y al firmar acepto/aceptamos este compromiso.

Firma del Padre/Madre/Tutor(s): _____ Fecha: _____

Compromiso de los Maestros *Me comprometo completamente a KIPP Tulsa de las siguientes maneras:*

- Llegare a KIPP Tulsa puntualmente y permaneceré ahí el resto del día de clases.
- Nosotros los maestros apoyaremos a nuestros alumnos de KIPP Tulsa los sábados asignados.
- Nosotros los maestros asistiremos y participaremos en las reuniones de trabajo y en las clases de desarrollo profesional.
- Trataremos a todos los alumnos de una manera justa y respetuosa.
- Enseñaremos a los alumnos de KIPP Tulsa de la mejor manera, y haremos todo posible para que **Cueste lo que cueste** los estudiantes aprendan, esto incluye el proveer a los alumnos con nuestros números telefónicos en caso que haya alguna pregunta sobre las tareas después de la escuela.
- Nosotros los maestros nos pondremos a la disposición para trabajar con los estudiantes y padres de familia, y abordaremos cualquier preocupación que se presente.
- Nosotros seremos los primeros en corregir y especialmente felicitar a nuestros alumnos.
- Proporcionaremos tutoría a nuestros estudiantes si es necesario para su aprendizaje.
- Responderemos dentro de un plazo de 24horas a cualquier comunicación de alumnos, padres de familia o compañeros de trabajo.
- Siempre protegeremos la seguridad, intereses y derechos de todos los miembros del salón de clases.
- **Nosotros los maestros proporcionaremos un programa de estudios riguroso en preparación a la Universidad con todo el apoyo necesario para la llegar a la meta de que el alumno sea aceptado y se gradué de una Universidad de 4 años.**

*Y si yo fallo en cumplir con este compromiso es posible que yo pierda la oportunidad de trabajar en **KIPP Tulsa**.



He leído lo anterior, y al firmar acepto este compromiso.

Maestro(a)/Personal de la escuela: _____ Fecha: _____

Felicitaciones y Bienvenido a KIPP TULSA!

Consent for the Release of Protected Health Information



I, _____ - SSN: _____ - DOB: _____

AUTHORIZE THE PERSON / ORGANIZATION SET FORTH BELOW, TO RECEIVE MY PROTECTED HEALTH INFORMATION

(I understand that "Protected Health Information" is confidential health information that identifies me)

Name of Agency or Person: CREOKS

Phone: 918-382-7300

Address: 4636 S Harvard

Fax: 918-382-7302

Name of Agency or Person: **KIPP Tulsa Public Charter Schools**

Phone: 918-794-8652

Fax: 918-794-8712

CREOKS can Obtain Release Obtain and Release the following information:

*****PLEASE CHECK INFORMATION TO BE SHARED*****

At least one entry must be selected to finalize this form.

- Psychological Testing Results
- Discharge Summary
- Physical Health History
- Consultation
- Treatment Plan
- Lab Work
- Medications
- Physician Reports

- Entire Medical Record (includes all records except Psychotherapy Notes including Initial Assessment, and Alcohol or Drug Abuse Records**)

- Other

Psychotherapy Notes, including Initial Assessment, and Alcohol or Drug Abuse Records Require a Separate and Specific Release

From: _____ To: _____

I UNDERSTAND AND ACKNOWLEDGE THE INFORMATION AUTHORIZED FOR RELEASE MAY INCLUDE RECORDS THAT INDICATE THE PRESENCE OF A COMMUNICABLE/NONCOMMUNICABLE DISEASE OR VENEREAL



DISEASE, WHICH MAY INCLUDE, BUT IS NOT LIMITED TO, DISEASES SUCH AS HEPATITIS, SYPHILIS, GONORRHEA AND THE HUMAN IMMUNODEFICIENCY VIRUS ALSO KNOW AS ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS).

CREOKS BEHAVIORAL HEALTH SERVICES DOES NOT RELEASE INFORMATION OBTAINED FROM EXTERNAL SOURCES SUCH AS, BUT NOT LIMITED TO, HOSPITAL DISCHARGE INFORMATION AND SCHOOL RECORDS.

DRUG/ALCOHOL ABUSE RECORDS: THE CONFIDENTIALITY OF DRUG/ALCOHOL ABUSE RECORDS IS PROTECTED BY FEDERAL LAW. FEDERAL REGULATIONS (**42 C.F.R. PART 2**) PROHIBITS YOU FROM MAKING ANY FURTHER DISCLOSURE OF RECORDS WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS OR AS OTHERWISE PERMITTED BY SUCH REGULATIONS. GENERAL AUTHORIZATION FOR THE RELEASE OF MEDICAL OR OTHER INFORMATION IS NOT SUFFICIENT FOR THIS PURPOSE.

I RELEASE CREOKS, ITS AGENTS, AND EMPLOYEES FROM ANY LIABILITY IN CONNECTION WITH THE USE OR DISCLOSURE OF THE PROTECTED HEALTH INFORMATION. CREOKS WILL NOT BE COMPENSATED BY THE RECIPIENT OF THE PROTECTED HEALTH INFORMATION EXCEPT FOR THE POSSIBLE COST OF COPYING.

I UNDERSTAND THAT MY RECORDS ARE PROTECTED UNDER FEDERAL AND STATE CONFIDENTIALITY REGULATIONS AND CANNOT BE RELEASED WITHOUT MY WRITTEN CONSENT UNLESS OTHERWISE PROVIDED FOR IN THOSE LAWS AND REGULATIONS. I FURTHER ACKNOWLEDGE THAT THE INFORMATION TO BE RELEASED WAS FULLY EXPLAINED TO ME, AND THIS CONSENT WAS GIVEN OF MY OWN FREE WILL AND VOLUNTARILY. I ALSO UNDERSTAND THAT I OR MY LEGAL REPRESENTATIVE MAY REVOKE THIS CONSENT AT ANY TIME IN WRITING UNLESS ACTION HAS ALREADY BEEN TAKEN PRIOR TO RECEIPT OF SAID REVOCATION. A RELEASE MAY BE REVOKED BY CONTACTING YOUR CREOKS CLINICIAN OR DIRECTOR. I UNDERSTAND THAT SERVICES ARE NOT CONTINGENT UPON OR INFLUENCED BY THE CONSUMER’S DECISION TO PERMIT THE RELEASE OF INFORMATION. I UNDERSTAND THAT UPON WRITTEN REQUEST TO CREOKS, I MAY INSPECT OR OBTAIN A COPY OF THE PROTECTED HEALTH INFORMATION SHARED PURSUANT TO THIS RELEASE. I UNDERSTAND THAT IF THE PERSON/ORGANIZATION AUTHORIZED TO RECEIVE MY PROTECTED HEALTH INFORMATION IS NOT SUBJECT TO PRIVACY REGULATIONS, THE PRIVACY REGULATIONS MAY NO LONGER PROTECT THE INFORMATION RELEASED. **THIS CONSENT EXPIRES AUTOMATICALLY IN 1 YEAR FROM THE DATE SIGNED OR WHEN THE EVENT IS COMPLETED.**

Parent/Guardian Date

Clinician Date



COMPUTER/ INTERNET USE POLICY

Acceptable Uses: The District's computers, equipment, and software are intended for administration, education, and academic research purposes only and shall be used only as according to the administrative regulations. Acceptable uses of the District's computers and the Internet are activities which support learning and teaching or which promote the District's mission and goals.

Prohibited Uses: According to the Administrative Regulations, the District's computers and the Internet access provided by the District shall not be used:

- To violate an individual's right to privacy
- To access materials, information, or files of another person or organization without permission
- To violate the copyright laws
- To spread computer viruses
- To deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization
- To locate, receive, transmit, store, or print files or messages which are profane, obscene or sexually explicit, or which use language that is offensive or degrading to others
- To distribute religious materials
- To campaign for or against any political candidate or ballot proposition
- For any commercial purpose resulting in personal gain or other commercial purposes not authorized by the Administration, Board or Board policies and regulations
- To engage in any illegal activity
- To engage in Cyber Bullying at school, workplace, and away from school

Consequences for Misuse: The use of the District's computers and the Internet access provided by the District is a privilege, not a right. Any scholar or employee who inappropriately uses the District's computers or the Internet may have the privilege of using the computers of the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions.

No Expectation of Privacy: No scholar or employee shall have any expectation of privacy in any electronic mail being sent or received by the District's computers or the District-provided internet access. The District's system operators may access any electronic mail and may delete any inappropriate material from any electronic mail sent or received using the District's computers or the District-provided Internet access.

Use of Software: Scholars are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware. Employees are prohibited from installing, copying or downloading any copyrighted material or software on District's computer hardware without the express written consent of the copyright holder and the approval of the appropriate administrator or system operator.

See Board Policy for additional information.



KIPP TULSA TECHNOLOGY AGREEMENT SY25-26

To support our scholars and families during the 24-25 school year, KIPP Tulsa Public Charter Schools will be providing Chromebooks.

By accepting technology assigned to your scholar and signing this Technology Agreement Form, you agree to assume financial responsibility for the safe return of the equipment.

You will not be held responsible if technology stops working properly because of an internal parts issue. Parents are required to notify the school immediately and make arrangements for the return of the technology for another device, if available.

You agree to be responsible for the cost of repair or replacement if the technology assigned to your child is lost, stolen, or damaged.

You agree to return assigned technology to the school with power cords and/or any other accessory provided at time of delivery.

You agree that all assigned technology will be used only by the scholar listed on this signed agreement for educational purposes only and will follow the guidelines below:

I WILL:

- Follow all KIPP Tulsa and classroom policies, procedures and guidelines when using technology.
- Use all district technology resources to create files and projects for school related work, research, and college and career planning. Keep my usernames and passwords private.
- Treat others with respect and use appropriate language in all of my electronic interactions with others.
- Immediately tell a teacher or other adult staff member if I receive an electronic comment or communication that makes me feel uncomfortable, or if I accidentally access inappropriate materials, pictures, video, or websites.
- Respect the work and intellectual property rights of others, and I will not intentionally copy, damage, or delete another user's work.
- I will properly cite my sources when I use someone's information, pictures, media, or other work in my own projects and assignments.
- Respect the privacy of others.
- I will limit all in-school photography, video and audio recording to educational use.
- I understand that this applies to both district technology resources and my personal electronic devices

Scholar Initials: _____ **Parent/Guardian Initials:** _____



I WILL NOT:

- Use district technology resources to find, create, or send information to spread lies or misinformation; or harass, harm, or bully others.
- Use technology to gain unauthorized or inappropriate access to district technology resources.
- Use, retrieve, store, or send improper language, pictures, or other digital content. Use district technology resources or my personal electronic device to cheat.
- I will not get or give answers to tests; search for and/ or copy answers or information on the Internet or other electronic resources contained on or in any technology resource or device; copy and submit someone else's information or assignment as my own; or conduct other similar forms of electronic cheating.
- Access inappropriate or blocked resources using personal Wi-Fi accounts, 3G/4G, anonymous proxy sites, or by any other manner while on district property during school hours.
- Share or post any personally identifiable information about others or myself that could help someone locate or contact others or me. This includes such things as e-mail address, full name, home or school address, phone number, parent's or guardian's names, and school name.
- Any activity that encourages the use of drugs, alcohol or tobacco, or that promotes any activity prohibited by law or KIPP policy
- Use the Internet for financial gain

Scholar Initials: _____ Parent/Guardian Initials: _____

You agree that the issued technology is the sole property of the KIPP Tulsa Public Schools and will be returned immediately when notified.

You agree that KIPP Tulsa can request the return of all equipment and accessories at any time.

By signing this form, you agree to the terms of this agreement and the delivery of the assigned technology device.

Scholar Name: _____ Grade: _____ College: _____

COSTS OF REPAIR FOR SCHOOL DEVICES

Chromebook (Broken/Lost/Stolen)	\$300
Damaged Screen	\$75
Damaged Camera	\$50
Damaged Keyboard/Trackpad	\$50
Damaged Bezel	\$20
Charger (Damaged/Lost/Stolen)	\$40
Hotspot (Damaged/Lost/Stolen)	\$50

ACKNOWLEDGMENT

I agree to the terms in this document and take full responsibility for the safe return of the technology issued.

Parent Name (printed): _____ Phone Number: _____

Parent Signature: _____



2025-2026 School Calendar

JULY						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

0 FIDs | 0 HDs | 0 VIDs | 15 PDDs

AUGUST						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

14 FIDs | 4 HDs | 0 VIDs | 3 PDDs

SEPTEMBER						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

16 FIDs | 4 HDs | 0 VIDs | 1 PDDs

OCTOBER						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12 FIDs | 4 HDs | 0 VIDs | 1 PDDs

NOVEMBER						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

12 FIDs | 3 HDs | 0 VIDs | 0 PDDs

DECEMBER						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12 FIDs | 3 HDs | 0 VIDs | 0 PDDs

JANUARY						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

13 FIDs | 3 HDs | 0 VIDs | 2 PDDs

FEBRUARY						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

14 FIDs | 4 HDs | 0 VIDs | 1 PDDs

MARCH						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12 FIDs | 3 HDs | 0 VIDs | 1 PDDs

APRIL						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

18 FIDs | 3 HDs | 0 VIDs | 0 PDDs

MAY						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

9 FIDs | 3 HDs | 0 VIDs | 5 PDDs | 0 SSDs

JUNE						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

0 FIDs | 0 HDs | 0 VIDs | 0 PDDs

Instructional Timelines	
Beginning of Semester 1/1st Qtr	August 6th
End of 1st Quarter	Oct 10th
Start of 2nd Quarter	Oct 21st
End of 1st Semester/2nd Quarter	Dec 19th
Start of 2nd Semester/3rd Quarter	Jan 6th
End of 3rd Quarter	Mar 13th
Start of 4th Quarter	Mar 24th
End of 4th Quarter/2nd Semester	May 15th
Class Start Time for ALL Grades:	8:00 AM
Dismissal for 6th - 8th (M-Th):	3:30 PM
Dismissal for 9th - 12th (M-Th):	3:40 PM
Friday Dismissal for ALL Grades:	2:30 PM
Total FID =	132
Total HD =	34
Total VID =	0

No Classes	
Staff Professional Development Day	
Holiday/Break (School & Offices Closed)	
Independence Day	July 2nd-4th
Labor Day	Sept 1st
Staff Professional Development Day	Sept 15th
Family Conferences	Oct 10th
Fall Break	Oct 13th-17th
Staff Professional Development Day	Oct 20th
Thanksgiving Break	Nov 24th-28th
Winter Break	Dec 22-Jan 2
Staff Professional Development Day	Jan 5th
Staff Professional Development Day	Jan 16th
Martin Luther King Jr.	Jan 19th
Family Conferences	Jan 30th
President's Day	Feb 16th
Staff Professional Development Day	Feb 17th
Family Conferences	Mar 13th
Spring Break	Mar 16th-20th
Staff Professional Development Day	Mar 23rd
Team and Family Day	Apr 24th
Teacher Work Days	May 18th-22nd
Memorial Day	May 25th
June 15th	Jun 15th

Important Dates	
Family Conferences/2:30pm Dismissal	Oct 9th
Family Conferences/No School	Oct 10th
Family Conferences/2:30pm Dismissal	Jan 29th
Family Conferences/No School	Jan 30th
Family Conferences/2:30pm Dismissal	Mar 12th
Family Conferences/No School	Mar 13th
Senior Internship	May 4th-8th
8th Grade Promotion Ceremony	May 14th
Senior Week	May 11th-15th
High School Graduation	May 19th
Summer Enrichment Programs	June 1st-26th
New Teacher Orientation	Jul 11th
Teacher Work Days	Jul 14th - Aug 5th
Teacher Work Days	May 18th - 22nd

Notes
January 29th - 100th Day

Coversheet

Approve to Amend the Employee Leave Policy Amendment

Section: VI. Action Agenda
Item: A. Approve to Amend the Employee Leave Policy Amendment
Purpose: Vote
Submitted by:
Related Material: KIPP Tulsa Employee leave policy (amendment 2).pdf



Employee Leave Policy (Amendment)

Effective Date: July 1, 2025

Applies To: All KIPP Tulsa employees

1. Sick Leave

- **10-month employees** are granted **10 sick days per year**, with **unlimited accrual**.
- **12-month employees** are granted **12 sick days per year**, with **unlimited accrual**.
- Sick leave may be used for:
 - Personal illness or injury
 - Pregnancy or childbirth recovery
 - Illness or medical needs of a family member
 - Bereavement related to an immediate family member
- Unused sick leave is not paid out upon separation from employment. However, per Oklahoma Teachers’ Retirement System guidelines, accrued sick leave may be applied as service credit at retirement.

2. Paid Time Off (PTO)

- **10-month employees** receive **5 PTO days per year** with **unlimited accrual**.
- **12-month employees** receive **3 PTO days per year** with **unlimited accrual**.
- PTO may be used for personal reasons, or any purpose not covered by sick leave.
- All PTO must be approved in advance in accordance with internal protocols.
- Upon separation of employment, employees will receive \$20 per day for accrued but unused PTO days.

3. Vacation Leave (12-Month Employees Only)

Vacation leave is granted to full-time, 12-month employees as follows:

Years of Service	Annual Vacation Days	Monthly Accrual Rate
0–5 years	10 days	20 days max. accrual
5–10 years	15 days	30 days max. accrual
10+ years	18 days	36 days max. accrual

- Vacation time begins accruing **immediately** but may only be used after the first **30 days of employment**.
- Employees must submit requests in advance and obtain approval from their supervisor.
- Unused vacation time is **paid out upon separation**. 12-month staff will be compensated at 50% of the employee’s standard daily pay rate for all accrued but unused vacation days.

4. Parental Leave

- All employees are eligible for up to **12 weeks of paid parental leave** for the birth, adoption, or placement of a child for foster care.
- Leave is **paid using accrued sick and personal leave balances**.
- Time may also be used for legal appointments and bonding time.

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PUBLIC CHARTER SCHOOLS

- Additional unpaid leave may be granted subject to the Calendar Year Leave Policy and approval.

5. Jury Duty

- KIPP Tulsa will provide **paid leave for jury duty** with no loss of salary, provided that a **court-issued summons or order is submitted**.
- Employees are expected to notify their supervisor as soon as possible after receiving the notice.

6. Military Leave

- Employees will be granted **paid military leave** upon submission of **official military orders and a written leave request**.
- Requests must be submitted to the **KIPP Tulsa Talent Team** for review and approval.

7. Maternity Leave

Effective November 1, 2023, any full time employee of KIPP Tulsa (the "School") who has been employed by the school for at least one (1) year prior to the request for leave shall be entitled to six (6) weeks of paid maternity leave following the birth or adoption of the employee's child. Paid maternity leave provided for by this policy shall be in addition to and not in place of sick leave that an employee may accrue as otherwise provided for by Board policy or an employee's contract. An employee who is granted maternity leave pursuant to the provisions of this policy shall receive the employee's annual salary without interruption during the maternity leave. For purposes of determining seniority, pay or pay advancement, and performance awards, and for the receipt of any benefit that may be affected by maternity leave, the service of the employee shall be considered uninterrupted by maternity leave.

8. Unpaid Leave Policy

An employee may request to take an unpaid leave of absence, so long as the unpaid leave complies with the Calendar Year Leave policy that allows a maximum of 12 workweeks of leave in a calendar year. In order to request an unpaid leave of absence, the employee must have worked at least 1,250 hours for KTPCS over the last 12 months before the start date of the leave.

An eligible employee may request the unpaid leave:

- For the birth of an employee's child and in order to care for the child;
- For the placement of a child with the employee for adoption or foster care;
- To care for a spouse, a child (usually under 18 years of age) or a parent, parent-in-law or step-parent who has a serious health condition; and
- For a serious health condition of the employee that makes the employee unable to perform the duties of his or her job.
- For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

All requests for unpaid leave must be made in writing to your supervisor. Unpaid leave should be requested two weeks in advance or as soon as possible in an emergency situation.

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9. Bereavement Leave

All employees are eligible for up to **five (5) days of paid bereavement leave** in the event of the death of an immediate family member. This leave is separate from sick leave and PTO and is intended to allow time for mourning, travel, and attendance at funeral or memorial services.

Immediate family members are defined as:

- Spouse or domestic partner
- Parent or legal guardian
- Stepparent or parent-in-law
- Child (biological, adopted, stepchild, or foster child)
- Sibling or step-sibling
- Grandparent or grandchild

Employees must notify their direct supervisor and submit the leave request through the HRIS system as soon as possible. Additional unpaid time may be requested in accordance with the Unpaid Leave Policy.

Unapproved Absences

Time off requests will not be approved during:

- During the week leading up to the end of instruction, state testing, and the weeks of state, MAP, and Benchmark testing;
- Professional learning days;
- 2 days before and 2 days after holidays (unless scheduled in annual calendar for KIPP Tulsa);
- Parent Teacher Conferences;
- First and last day of school;
- During the time period between when a separation notice has been given to KTPCS and the day the separation will take place, unless approved in writing by the HR Department or Executive Director.

Leave Payout Upon Separation

- KIPP Tulsa **will not pay out unused sick leave** upon separation.
- **Unused PTO and vacation time** will be handled in accordance with the policies outlined in the Employee Handbook.
- Employees should refer to the separation and final pay section of the handbook for specific procedures.

Leave Transfer

- Employees are eligible to transfer sick leave if they were employed by another **Oklahoma public school district** immediately prior to beginning work at KIPP Tulsa.
- Proof of prior employment and sick leave balance must be provided within **the first 90 days of employment**.
- A maximum of **60 sick leave days** may be transferred to KIPP Tulsa from an eligible Oklahoma public school district.
- Transferred sick leave:
 - Is added to the employee's sick leave balance upon verification by Talent/HR.
 - Is **not paid out** at the time of separation from KIPP Tulsa.

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- Is **subject to the same usage guidelines** as sick leave accrued during employment at KIPP Tulsa.
- Only **sick leave** may be transferred. Vacation leave, personal leave (PTO), or other forms of time off are **not transferable**.
- Sick leave from private schools, out-of-state schools, or non-K–12 institutions is **not eligible** for transfer.

Additional Notes

- All leave must be requested and recorded using the designated HRIS system (currently Sylogist).
- Leave balances are tracked per fiscal year, and employees are encouraged to monitor their available leave in the HR platform.

KIPP Tulsa Leave Policy Summary

Leave Type	Eligibility	Amount / Duration	Key Notes
Sick Leave	All employees (10- or 12-month)	10 days/year (10-mo), 12 days/year (12-mo); unlimited accrual	Not paid out at separation; may apply toward retirement
Paid Time Off (PTO)	All employees (10- or 12-month)	5 days/year (10-mo), 3 days/year (12-mo); unlimited accrual	Paid out at \$20/day upon separation
Vacation Leave	12-month employees only	10–18 days/year based on years of service; accrual not to exceed two times the annual number of granted vacation days.	Paid out at 50% of the daily rate upon separation after accrual
Parental Leave	All employees	Up to 12 weeks, using accrued sick and PTO leave	Includes legal appointments, bonding, adoption/foster care
Maternity Leave	Full-time employees with 1+ year of service	6 weeks paid (in addition to sick leave)	Paid in full; considered continuous service
Jury Duty	All employees	As required by court (paid, with documentation)	Court summons required; notify supervisor
Military Leave	All employees with military orders	As required (paid, with official orders)	Submit official orders and request to Talent Team
Unpaid Leave	Employees who meet FMLA conditions	Up to 12 weeks unpaid per calendar year	Request in writing; subject to conditions and blackout dates
Leave Transfer	Employees transferring from	Up to 60 sick days may transfer in	Only sick leave is eligible; verification

KIPP: TULSA

PUBLIC CHARTER SCHOOLS

	Oklahoma public schools		required within 90 days
Bereavement Leave	Up to 5 days per occurrence	For the death of an immediate family member	Must be communicated with supervisor and entered into HRIS system

Approved: _____

Coversheet

Authorization to Establish a Section 457(b) Deferred Compensation Plan with American Fidelity

Section: VI. Action Agenda
Item: B. Authorization to Establish a Section 457(b) Deferred Compensation Plan with American Fidelity
Purpose: Vote
Submitted by:
Related Material: 457 Board Resolution (1).doc

SECTION 457(b) ELIGIBLE DEFERRED COMPENSATION PLAN BOARD RESOLUTION

Whereas _____ (the "Employer") is a governmental employer as defined in Section 457(e)(1)(A) of the Internal Revenue Code of 1986, as amended (the "Code"), and

Whereas Employer wishes to offer eligible employees an opportunity to enhance their personal retirement savings by deferring receipt of current compensation, and

Whereas, the Economic Growth and Tax Relief Reconciliation Act of 2001 amended Section 457(b) of the Code to provide eligible individuals who perform services for the Employer with increased opportunities to save for post employment needs.

BE IT RESOLVED that effective _____, the Employer does hereby authorize
_____ "Authorized Employee" _____
(Title of Authorized Employee)

to adopt a nonqualified deferred compensation plan that qualifies under Section 457(b) of the Code, and shall make the Plan available to the following individuals:

All Employees

All Employees except those employees in the following class or classes:

All independent contractors who perform services for the Employer from time to time.

FURTHER RESOLVED that Authorized Employee is hereby authorized, directed and empowered to execute any documents, contracts, or agreements as may be necessary or desirable to implement the plan, and is further authorized, directed and empowered to take any and all actions necessary or desirable to effectuate the foregoing resolutions.

(Authorized Board Signature)

(Dated)

457 Bd Res (08/02)

Coversheet

Approval of KIPP Tulsa Strong Readers Act Policy

Section: VI. Action Agenda
Item: C. Approval of KIPP Tulsa Strong Readers Act Policy
Purpose: Vote
Submitted by:
Related Material: KIPP Tulsa Strong Readers Act Policy.docx

Strong Readers Act Policy

Purpose and Intent

The Board of Education (“Board”) of the KIPP Tulsa Charter School (“KIPP Tulsa” or “School”) hereby adopts this Strong Readers Act (the “Act”) policy in furtherance of the purpose and intent set forth herein. The Board finds that it is essential for children to read early and well in elementary school. The Board further finds that clear and visible goals, assessments to determine the reading level in the elementary school program, the use of a scientifically based and researched methodology in reading instruction in addition to regular and periodic measurements of elementary school reading improvement, and accountability in each level of the elementary educational system will result in a significant increase in the number of children reading at or above grade level. The purpose of this Policy is to ensure that progression from one grade to another is determined, in part, upon proficiency in reading, that this policy along with the Act facilitate reading instruction and intervention services to address student reading needs, and that each student and his or her parent or legal guardian be informed of that student’s reading progress.

To ensure compliance with the Act, it is the directive of the Board that beginning with the 2025-2026 school year, KIPP TULSA shall not use the three-cueing system model of teaching students to read. The “three-cueing system” means any model of teaching students to read based on meaning, structure, syntax, and visual cues, which may also be known as meaning, structure, and visual (MSV), balanced literacy, or whole language.

Screening and Assessments

- A. To identify students who have a reading deficiency including students with characteristics of dyslexia, every student enrolled in kindergarten, first, second, and third grades shall be assessed at the beginning, middle, and end of each school year using a screening instrument approved by the State Board of Education for reading skills including, but not limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension. Any student assessed and found not meeting grade level targets shall be provided a reading instruction program designed to enable the student to acquire the appropriate reading skills. The required reading instruction program shall be based on scientific reading research and align with the subject matter standards adopted by the State Board of Education. A program of reading instruction shall also include, but not be limited to:
1. Sufficient additional in-school instructional time for the acquisition of phonological awareness, decoding, fluency, vocabulary, and comprehension;
 2. If necessary, and if funding is available, tutorial instruction after regular school hours, on Saturdays, and during the summer; however, such instruction may not be counted toward the 180-day or 1080-hour school year required by law.

Strong Readers Act Policy (continued)

3. Assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills, including, but not limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension, as identified in the student's program of reading instruction;
 4. High-quality instructional materials grounded in scientifically based reading research, and
 5. A means of providing every family of a student in prekindergarten, kindergarten, first, second, and third grade access to free online, evidence-based literacy instruction resources to support the student's literacy development at home.
- B. A student enrolled in kindergarten, first, second, or third grade who exhibits a deficiency in reading at any time based upon the screening instrument shall receive an individual reading intervention plan no later than thirty (30) days after identifying the deficiency in reading. The reading intervention plan shall be provided in addition to the core reading instruction provided to all students. The reading intervention plan shall:
1. Describe the research-based reading intervention services the student will receive to remedy the deficiency in reading.
 2. Provide explicit and systematic phonological awareness, decoding, fluency, vocabulary, and comprehension instruction.
 3. Monitor the reading progress of each student's reading skills throughout the school year and adjust instruction according to the student's needs; and
 4. Continue until the student is determined to meet grade-level reading targets based on screening instruments or assessments.

The Board directs the Head of School to prepare a strong reading plan, which shall be adopted and annually updated, with input from school administrators, teachers, parents, and legal guardians, and if possible, a reading specialist, and which shall be submitted to and approved by the State Board of Education. This plan shall include an analysis of the data provided by the Oklahoma School Testing Program and other reading assessments utilized, which outlines how the School site shall comply with the provisions of the Act.

Any student enrolled in first, second, or third grade assessed through the Act and not meeting grade level targets in reading after the beginning of the year assessment shall be screened for dyslexia. Screening may also be requested for a student by their parent or guardian, teacher, counselor, speech-language pathologist, or school psychologist.

Effective: July 1, 2025

REFERENCE: 70 O.S. §1210.508A, et seq.

Coversheet

Authorization to File 501(c)(3) for the KIPP Tulsa Foundation and Designation of Representative

Section: VI. Action Agenda
Item: D. Authorization to File 501(c)(3) for the KIPP Tulsa Foundation and
Designation of Representative
Purpose: Vote
Submitted by:
Related Material: KIPP Tulsa Charter School FOUNDATION BYLAWS.docx

**BYLAWS
OF
KIPP TULSA FOUNDATION**

The mission of the KIPP TULSA Foundation (the “Foundation”) is to support the charitable and educational missions, purposes, programs, and operations of KIPP TULSA Public Charter Schools (the “School”). The Foundation will operate to provide or make available support, financial assistance, humanitarian assistance, special educational assistance, and resources to students and faculty of the School in support of the school’s mission. The Foundation fosters an environment where philanthropy cultivates an educational community led by individuals who serve as ethical stewards of the students, families, and faculty served.

**ARTICLE I
Name and Purposes**

1.1. Name. The name of this Corporation is “KIPP TULSA FOUNDATION”.

1.2. Purposes. The corporation is organized according to the limitations outlined in this Certificate and the limitations applicable to nonprofit corporations in the Oklahoma General Corporation Act. It will be operated exclusively for charitable and educational purposes. The corporation is organized specifically for the benefit and support of the School, an Oklahoma nonprofit corporation, and its purposes. The corporation will operate as a “local foundation” as defined in Section 5-145 of the Oklahoma School Code, 70 Okla. Stat. § 5-145. The corporation will operate (a) to provide support and assistance to students and faculty of the School in times of personal or family crises, disaster, or exceptional hardship to assist them during the recovery process, (b) to provide grants, financial assistance, relief, and resources to reduce the hardships of students and faculty of the School, (c) to assist students and faculty of the School with financial assistance in support of the mission of the School, such as with grants and scholarships, (d) to foster kindness and caring into the operations of the School through programs established and sponsored by the Corporation in conjunction with the School for the benefit of students and faculty, (e) to serve as a disaster philanthropy organization for the benefit of students and faculty of the School, and (f) to raise capital funds in support of the mission of the School. Subject to the foregoing, the corporation shall have and may exercise all nonprofit corporations' powers under Oklahoma law.

1.3. Restrictions. At no time, either on dissolution or before dissolution, shall any part of the funds or assets of the Corporation inure to the benefit of any private individual, nor be used for lobbying except to the extent permitted by the Internal Revenue Code of 1986, as amended, (the “Code”) or corresponding provisions of any subsequent federal tax laws (all references in these Bylaws to the Code shall include reference to any corresponding provisions of any subsequent federal tax laws). Additionally, the Corporation may promote candidates for public office to the extent permitted by law and the Code.

1.4. Certain Tax Restrictions. If the Corporation is determined to be a private foundation, as that term is defined in Section 509 of the Code, then (a) the Corporation shall conduct its business and distribute its income as necessary for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Code, and (b) the Corporation shall not engage in any act of self-dealing as defined in Section 4941(d) of the Code, shall not retain any excess business holdings as defined in Section 4943(c) of the Code, shall not make any investments in such a manner as to subject the Corporation to tax under Section 4944 of the Code, and shall not make any taxable expenditures as defined in Section 4945(d) of the Code.

1.5. Certain School Code Restrictions. The Corporation may not engage in activities or make any gift, grant, or donation of real or personal property unless it complies with Section 5-145 of the Oklahoma School Code requirements. Beneficiaries of awards, grants, or other benefits of the Corporation shall be limited to school districts, public schools, school personnel, and students, or direct functions of a school district as provided in Section 5-145 of the Oklahoma School Code.

1.6. Activities. The Corporation shall carry on only those activities permitted to be carried on by an organization as described in Section 501(c)(3) of the Code.

ARTICLE II

Offices

2.1. Principal Offices. The principal office of the Corporation shall be located in Tulsa, Oklahoma. The Corporation may also have offices at other places as the Board of Directors may determine or as the corporation's business requires.

ARTICLE III

Sole Member

3.1. Sole Member. The sole member of the corporation is KIPP Tulsa Academy College Preparatory, Inc. an Oklahoma nonprofit corporation, as long as (a) it is organized and operated as an organization that is exempt from federal income taxation under the Code, and (b) it continues its existence and is not subject to operation under the supervision of a trustee, receiver, or other similar court-appointed legal representative.

3.2. Rights of Member. The sole member shall be eligible and authorized to vote, to furnish any necessary consent or approval, or to take other action on any issue that may properly be presented to the corporation as a member of the corporation. The sole member must approve the following matters:

- (a) Any amendment, restatement, or repeal of the Certificate of Incorporation of the Foundation or these Bylaws;
- (b) the merger or consolidation of the corporation with or into any other entity; the sale of all or substantially all of the assets of the corporation; or the acquisition of the corporation by any other entity;

- (c) The conversion of the corporation into any other type of entity.
- (d) The election or appointment of directors of the corporation;
- (e) the dissolution, liquidation, or termination of the business of the corporation;
- (f) a change in the purposes of the corporation;
- (g) any decision to file a voluntary petition under any law having for its purpose the adjudication of the corporation as bankrupt or insolvent, or the taking of any action concerning the reorganization or liquidation of the corporation;
- (h) selection of independent auditors of the corporation;
- (i) dissolution, liquidation, or termination of the business of the corporation;
- (j) any decision to file a voluntary petition under any law involving the adjudication of the corporation as bankrupt or insolvent, or taking any action concerning the reorganization of the corporation;
- (k) Any agreement, contract, understanding, or other arrangement providing for the foregoing.

ARTICLE IV **Board of Directors**

General Powers. The Board of Directors shall manage and direct the business and affairs of the Corporation. The directors shall have all powers and authority provided in the Certificate of Incorporation and permitted by law. The company and affairs of the Corporation may be managed in a manner different from those specified in Section 1027 of the Oklahoma General Corporation Act. Such differences may include, among other matters, additional classes of directors, longer terms of service of directors, the use of less than unanimous consent for board action, and permitting the Chair to designate committees and appoint committee chairs and members of committees.

4.1. Number. The Board of Directors shall consist of not less than three nor more than nine directors, as determined by the sole member. All directors shall be subject to the approval of the sole member.

4.2. Ineligible Individuals. An employee of the school district in which the corporation is established is not eligible to serve as a Board of Directors voting member. Members of the board of education of the school district in which the foundation is based may not constitute a majority of the Corporation's board of directors.

4.3. Election and Terms. The Board of Directors shall elect the directors, who shall be elected to serve for terms of three years until their successors are elected and qualified. Directors shall be divided into three classes, as nearly equal in number as possible, with the terms of approximately one-third of the Directors expiring each year. When the number of directors is changed, any newly created positions or any increase or decrease in the number of directors shall be apportioned among the classes to make all classes as nearly equal as possible. Subject to the foregoing, the successors to the class of directors whose term is expiring shall be elected by the remaining directors to hold office for a term expiring at the third succeeding annual meeting and until his or her successor has been duly elected and has qualified. A director may be elected to serve two three-year terms, but shall not be eligible to serve as a director for one year.

4.4. Vacancies. If a vacancy results from the resignation, removal, or other inability or incapacity of a director, or as a result of an increase in the number of directors, then the remaining members of the Board of Directors may fill the vacancy subject to the approval of the sole member. A director so chosen shall be elected to serve for the remainder of the term of the director whose position has become vacant, or, when applicable, to serve for the term of a newly-created position that increases the number of directors.

4.5. Resignations and Removal. Any director may resign from the Board of Directors at any time by giving written notice to the Chair. Unless otherwise specified in the notice, accepting the resignation is unnecessary to make it effective. Any director may be removed as a director with or without cause by the affirmative vote or consent of at least two-thirds of the Board of Directors present and voting at a meeting at which a quorum is present, excluding the director who is subject to removal.

4.6. Annual and Regular Meetings. The Board of Directors shall hold an annual meeting on a date and at a time and place determined by the Chair for officers and transacting any other business that may properly come before the meeting. Notice of the annual meeting shall be given to each director at least ten days before the meeting. The Board of Directors may hold regularly scheduled meetings on dates, times, and places determined by the Chair. Notice of regular meetings shall be given to each director at least seven days before the meeting. The notice of any annual or regular meeting shall set forth the date, time, and place of the meeting, but need not, unless otherwise required by law, state the purposes of the meeting.

4.7. Special Meetings. The Chair or at least one-third of the directors in office may call special meetings. Notice of a special meeting shall be given to each director at least seven days before the meeting. The notice shall set forth the date, time, and place of the meeting, but it need not, unless otherwise required by law, state the purposes of the meeting. The Chair or a majority of the directors present at any meeting may adjourn the meeting without notice, other than an announcement at the meeting.

4.8. Place of Meetings. Board meetings may be held at such places as the Chair or the Board of Directors may determine or as may be specified in the notice of the meeting.

4.9. Quorum and Voting. At least a majority of the voting directors who are duly seated shall constitute a quorum for the business transaction at any Board of Directors meeting. Each director shall be entitled to one vote on matters presented to the directors. Directors may not vote by proxy. Except as otherwise specified in these Bylaws, the act of a majority of voting directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

4.10. Presence at Meeting. Members of the Board of Directors or any committee of the Board of Directors may participate in a meeting of the Board of Directors or committee using conference telephone or similar communications equipment, provided that all persons participating in the meeting can communicate with each other. Such participation shall be considered to be present in person at the meeting.

4.11. Action Without Meeting. Any action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if at least a majority of the voting members of the Board of Directors consent to the action in writing, and the written consent is filed with the minutes of the proceedings of the Board of Directors. Written consent may be obtained and provided by electronic communication, written ballot, or other means.

4.12. Rules of Procedure. The Board of Directors or any committee may establish rules of procedure that need not conform to parliamentary procedure. Still, it shall provide for the orderly conduct of business and shall not be inconsistent with these Bylaws. Among other matters, the Board and any committee may adopt rules of procedure and policies relating to executive sessions; attendance at meetings by individuals who are not directors; required attendance at meetings and excused absences; confidentiality of proceedings, including those involving compensation, performance evaluations, personnel matters, legal matters, financial information, proprietary information, and other matters, as determined by the Board of Directors or the particular committee. Without special or other rules of procedures established by the Board of Directors or a committee, meetings shall be conducted orderly as determined by the Chair.

4.13. Final Authority. For purposes of carrying out the mission, vision, values, and purposes of the corporation, and governing and supervising the business and affairs of the corporation, the Board of Directors shall have final interpretive authority concerning matters related to the interpretation of the Certificate of Incorporation, these Bylaws, and policies adopted or approved by the Board.

4.14. Compensation. The corporation shall not pay any stated compensation to directors for their services as directors. The corporation may reimburse directors for the actual and reasonable expenses incurred in attending any Board of Directors or committee meeting. An elected state or

local government official may not be paid any compensation for services as a director. The corporation may not pay or provide any compensation to an ex officio member of the Board of Directors or to any employee of the school district as an ex officio member of the corporation's Board of Directors.

ARTICLE V

Officers

5.1. Officers. At each annual meeting, the Board of Directors shall elect such officers from among the directors as necessary to enable the corporation to sign instruments that comply with the Oklahoma General Corporation Act. Officers may include a President, Vice President, Secretary-Treasurer, and other officers with other titles, including Assistant Secretaries and Assistant Treasurers. An individual may serve in more than one office, except that an individual may not simultaneously serve in more than one office if one of those offices is Secretary-Treasurer.

5.2. Terms, Removal, and Vacancies. Officers will be elected to hold office for one year until their successors are duly elected and qualified, and they may be re-elected for additional terms. The Board of Directors may remove any officer at any time whenever in its judgment removal would serve the corporation's best interests. Any officer may resign by giving written notice to the Board of Directors. Unless otherwise specified in the notice, accepting the resignation is unnecessary to make it effective. The Board of Directors may fill a vacancy in any office.

5.1. President. The President shall serve as Board Chair and shall preside at all meetings of the Board. As President, he or she shall be subject to the direction of the Board of Directors and shall perform such duties as may be assigned by the Board. The responsibilities of the President shall include acting as a representative of the corporation to the public, as well as to governmental and voluntary organizations. The President shall have the power to execute deeds, mortgages, leases, contracts, or other corporate instruments, except where the signing and execution shall be expressly delegated by the Board of Directors or by the President to some other officer or agent of the Foundation. The President shall, in general, have all other powers and perform all duties incident to the position of President of a nonprofit corporation. The President shall (a) have the overall supervision of the business of the corporation and shall direct, oversee, and administer the day-to-day business and affairs of the corporation, subject to any directions given by the Board of Directors; (b) have authority to designate the duties and authority of management officials and delegate special authority and duties to specified management officials, so long as such designations are not inconsistent with these Bylaws or action of the Board of Directors; (c) assure that the corporation conforms with the requirements of authorized regulatory and governmental agencies and authorities; (d) oversee compliance with the laws and regulations of federal, state, and local governmental authorities; (e) carry out all policies and procedures established by the Board of Directors; and (f) in general, have all other powers and perform all other duties incident to the chief executive officer of a corporation and such other authority, functions, responsibilities, and duties as may be established, approved, or prescribed by the Board of Directors.

5.2. Vice President. The Vice President shall perform duties as the Board of Directors or the President may assign. In the absence or inability to act of the President, the Vice President shall perform the duties and discharge the responsibilities of the President.

5.3. Secretary-Treasurer. The Secretary-Treasurer shall be responsible for maintaining or arranging for corporate records to be kept and maintained. Among other matters, the Secretary-Treasurer shall be responsible for and shall arrange for giving notice of and recording minutes of meetings of members and directors. The Secretary shall generally perform all duties incident to the office of Secretary and such other duties as the Board of Directors or the President may assign. The Secretary-Treasurer shall also be responsible for developing or arranging for the development of budgets and reporting to the Board of Directors on the corporation's financial affairs. The Treasurer shall also perform such duties as the Board of Directors may assign. The Secretary-Treasurer may delegate responsibilities to one or more Assistant Secretaries or Assistant Treasurers.

5.4. Duties. The Board of Directors may specify officers' additional responsibilities, functions, and reporting relationships.

ARTICLE VI **Committees**

6.1. Committees. The Board Chair may create and abolish committees consisting of one or more directors to assist in carrying out the business and affairs of the corporation, may designate one or more directors as alternate members to replace any absent or disqualified member at any meeting of the committee, and may adopt committee charters for committees setting forth the committee titles, designations, compositions, functions and duties. The Chair shall appoint the Chairs of all committees. Any committee, to the extent authorized by the Board of Directors, will have and may exercise the authority of the Board of Directors in the management of the business and affairs of the corporation and may generally perform duties and exercise authority as may be directed or delegated by the Board of Directors. Each committee will regularly report to the Board of Directors. The Board of Directors may also create and abolish advisory councils and task forces.

6.2. Executive Committee. The Executive Committee shall consist of the President, the Vice President, and the Secretary-Treasurer. During intervals between meetings of the Board of Directors, the Executive Committee may generally perform the duties and exercise the authority of the Board of Directors, except that the Executive Committee may not (a) adopt, amend, or repeal any provision of the Certificate of Incorporation or Bylaws, (b) fill Board vacancies, (c) change the membership of, or fill vacancies in, the Executive Committee, (d) amend or repeal any resolution of the Board which by its terms may not be so amended or repealed. The Executive Committee shall report on its actions at the next meeting of the Board of Directors.

6.3. Term. Each committee member shall continue as a member until the next annual meeting and until a successor is appointed, unless the committee to which the member belongs is discontinued by the Board of Directors or unless the member dies, resigns, or is removed as a committee member.

6.4. Meetings. Meetings of committees may be held at such places as each committee may determine or as may be specified in the call of any meeting. The Chair of the committee shall arrange for written notice of the date, time, and place of each meeting to be given to each committee member at least three days before the meeting. Business to be transacted at any regular committee meeting shall not be limited to the matters outlined in the notice of meeting. The attendance of any member at any meeting shall constitute a waiver of notice of the meeting.

6.5. Quorum. A majority of the voting members of any committee present in person constitutes a quorum for the business transaction at any committee, council, or task force meeting. Each voting member of any committee is entitled to one vote on matters presented to the committee. Members of committees may not vote by proxy. Except as otherwise specified in these Bylaws, the act of a majority of voting members of any committee present in person at a meeting at which a quorum is present shall be the act of the committee.

6.6. Vacancies. The Board of Directors may appoint individuals to fill vacancies on committees, other than the Executive Committee, resulting from a member's resignation, removal, or other inability or incapacity.

6.7. Action Without Meeting. Any action required or permitted to be taken at any meeting of any Board committee may be taken without a meeting if at least a majority of the voting members of the committee consent to the action in writing, and the written consent is filed with the minutes of the proceedings of the committee. Written consent may be obtained and provided by electronic communication, written ballot, or other means.

ARTICLE VII

Indemnification

7.1. Actions Other than in the Right of the Corporation. The corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the corporation) by reason of the fact that the person is or was a director, officer, employee, or agent of the corporation, or is or was serving at the request of the corporation as a director, officer, partner, manager, employee, or agent of another corporation, partnership, limited liability company, joint venture, trust, or other enterprise, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by the person in connection with such action, suit, or proceeding, if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the corporation and, with respect to any criminal action or proceeding, had no reasonable cause to believe the conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in

a manner which the person reasonably believed to be in or not opposed to the best interests of the corporation and, concerning any criminal action or proceeding, had reasonable cause to believe that the conduct was unlawful.

7.2. Actions by or in the Right of the Corporation. The corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action or suit by or in the right of the corporation to procure a judgment in its favor by reason of the fact that the person is or was a director, officer, employee, or agent of the corporation or is or was serving at the request of the corporation as a director, officer, partner, manager, employee, or agent of another corporation, partnership, limited liability company, joint venture, trust, or other enterprise against expenses (including attorney's fees) actually and reasonably incurred by the person in connection with the defense or settlement of such action or suit, if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interest of the corporation; except that no indemnification shall be made in respect of any claim, issue, or matter as to which such person shall have been adjudged to be liable to the corporation unless and only to the extent that the court in which such action or suit was brought shall determine, upon application, that despite the adjudication of liability, but in the view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the court shall deem proper.

7.3. Advancement of Expenses. The corporation may advance expenses in defending a civil or criminal action, suit, or proceeding upon receipt of an undertaking by or on behalf of the director, officer, employee, or agent to repay such amount if it is ultimately determined that the person is not entitled to be indemnified by the corporation as provided in these Bylaws.

7.4. Insurance. The corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee, or agent of the corporation or is or was serving at the request of the corporation as a director, officer, partner, manager, employee, or agent of another corporation, partnership, limited liability company, joint venture, trust, or other enterprise against any liability asserted against the person and incurred by the person in any such capacity or arising out of his or her status as such, whether or not the corporation would have the power to indemnify the person against such liability under the provisions of this Article.

7.5. Indemnification Required. To the extent that a director, officer, employee, or agent of the corporation has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in these Bylaws or defense of any claim, issue, or matter within an action, suit, or proceeding, the person shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by the person in connection with the action, suit, or proceeding.

7.6. Entitlement. Every such person shall be entitled, without demand upon the corporation or any action by the corporation, to enforce his or her right to such indemnity in an action at law against the corporation. The right of indemnification and advancement of expenses provided in this Article shall not be deemed exclusive of any rights to which any such person may now or later be otherwise entitled. Without limiting the generality of the foregoing, the right to indemnity shall not be deemed exclusive of any rights under statute or otherwise of any such person in any action,

suit, or proceeding to have assessed or allowed in his or her favor against the corporation or otherwise, costs and expenses incurred in connection with the matter.

ARTICLE VIII

Interested Parties

8.1. Definitions.

(a) Interested Person. Any director or officer who has a material direct or indirect financial interest, as defined in this Article, is an interested person.

(b) Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: (i) a material ownership or investment interest in any entity with which the corporation has a transaction or arrangement; or (ii) a material compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement. A person shall not be deemed to have a “financial interest” due to an employment arrangement with, or serving as a director or officer of, another nonprofit organization exempt from federal income taxation under the Code. A person shall not be deemed to have a “financial interest” by making a donation or a grant to the corporation or by serving as a director or officer of an organization that makes a donation or grant to the corporation.

8.2. Disclosure. An Interested Person shall disclose to the Board of Directors the existence and nature of his or her financial interest in any proposed transaction or arrangement involving the corporation.

8.3. Procedures for Addressing Conflicts of Interest. The Chair of a committee of the Board of Directors that considers and evaluates ethical compliance shall establish processes for investigating alternatives to the proposed transaction or arrangement to determine whether the transaction or arrangement is fair to the corporation. Those involved in the process may take into account all factors that they consider pertinent, such as a determination of whether the corporation could, using reasonable efforts and without undue burden, delay or expense, obtain from someone else a more advantageous transaction or arrangement that would not give rise to a conflict of interest. In evaluating whether a transaction or arrangement is more beneficial, those involved in the process may consider all facts and circumstances that they reasonably believe to be appropriate in their judgment, including factors relating to price, cost, quality, compensation arrangements, financial arrangements, capability, capacity, convenience to the organization, historical relationships, production efficiencies, market efficiencies, community interests, organizational support, reputation, availability, responsiveness, experience, location, commercial reasonableness, fair market value, market conditions, timing, scheduling, or other appropriate factors, depending on the nature of the transaction or arrangement. The Board of Directors shall determine, by a majority vote of the disinterested directors, whether the transaction or arrangement is in the best interest of the corporation. The Board of Directors may pursue and approve the transaction or arrangement, as long as the directors reasonably believe in good faith that the transaction or arrangement is fair to the corporation.

8.4. Violations. Suppose the Board of Directors has reasonable cause to believe that an Interested Person has failed to disclose a conflict of interest as required in this Article. In that case, the Board of Directors shall inform the Interested Person of the basis for such belief and afford the Interested Person an opportunity to explain the alleged failure to disclose. If, after hearing the response of the Interested Person and making such further investigation as may be warranted in the circumstances, the Board of Directors determines that the Interested Person has failed to disclose a conflict of interest as required in this Article, the Board of Directors shall take appropriate disciplinary and corrective action.

8.5. Record of Proceedings. The minutes of the Board of Directors shall contain: (a) the names of the persons who disclosed or otherwise were determined to have a financial interest in connection with a conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the decision as to whether a conflict of interest existed, and (b) the names of the persons who were present for discussions and votes relating to the transaction or arrangement, and a record of any votes taken.

8.6. Validation of Contracts. No contract or transaction between the corporation and one or more of its directors or officers, or between the corporation and any other corporation, partnership, limited liability company, joint venture, trust, or other enterprise in which one or more of its directors or officers are directors, officers, partners, managers, employees, or agents, or have a financial interest, shall be void or voidable solely for this reason or solely because the director or officer is present at or participates in the meeting at which the Board of Directors authorizes the contract or transaction or solely because the interested person's vote is counted for such purpose if (a) the material facts as to the person's interest and as to the contract or transaction are disclosed or are known to the Board of Directors, and the Board of Directors in good faith authorizes the contract or transaction by a vote sufficient for such purpose without counting the vote of the interested person; or (b) the contract or transaction is fair as to the corporation as of the time it is authorized, approved, or ratified by the Board of Directors. Interested directors may be counted in determining the presence of a quorum at a meeting of the Board of Directors at which the directors authorize the contract or transaction.

8.7. Code of Ethics. The Board of Directors may adopt guidelines, rules, or policies concerning ethical standards and standards governing conflicts of interest for directors, officers, and employees of the corporation.

ARTICLE IX **Miscellaneous**

9.1. Fiscal Year. The Board of Directors will determine the fiscal year of the Corporation.

9.2. Notices. Unless otherwise provided by these Bylaws, notice may be given in writing and delivered personally, sent by United States mail, or sent by electronic transmission, addressed to the individual to whom notice is being given at such address as appears on the corporation's records.

9.3. Waiver of Notice. A person entitled to receive notice under these Bylaws may waive the notice requirement by executing a written waiver.

9.4. Non-discrimination. The corporation shall not exclude from participation, deny benefits or services, or discriminate against any individual based on race, color, national origin, religion, age, gender, marital status, physical disability, or impairment in any program or activity it sponsors or conducts.

9.5. No Implied Rights. Nothing contained in these Bylaws is intended to confer any rights or benefits upon any individual or to confer any private right, remedy, or right of action upon any person. These Bylaws are intended for internal corporate use only and solely for the governance of the corporation's internal affairs.

9.6. Immunities. To the fullest extent permitted by law, directors shall not be liable in damages to the corporation or any member or other person for breach of fiduciary duty as a director.

ARTICLE X **Dissolution**

10.1. Dissolution. Upon dissolution, the directors shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of all of the assets by transferring and conveying the assets to one or more organizations exempt from federal income taxation under section 501(c)(3) of the Code, in the following order of priority: (a) to a successor organization to this corporation, if any; (b) to Community Strategies, Inc.; (c) to one or more organizations with purposes similar to the purposes of the corporation, as determined by a majority vote of the directors; or (d) to one or more organizations, as determined by a majority vote of the directors.

ARTICLE XI **Amendments**

11.1. Amendments. These Bylaws may be amended, altered, restated, or repealed, or new Bylaws may be adopted by the affirmative vote or consent of at least a majority of the Board of Directors present and voting at a meeting at which a quorum is present, subject to the approval of the sole member, but such power shall not divest the member of the power nor limit the power of the member to amend, alter, restate or repeal these Bylaws or adopt new bylaws.

The Bylaws of the FOUNDATION were duly approved by the majority vote of the Board of Education of the School's governing board on _____, 2025. They were duly approved by the majority vote of the Board of Directors of Foundation on _____, 2025.

Board of Education, Chair

of the Board of Directors, Chair

Board of Education, Secretary,

Board of Directors, Secretary

Statement of Support of Organizational Mission

I, [REDACTED], will support the mission of the Corporation, and the mission of the School in service of my duties as a board member for the Foundation. I will not make any public statement or take any public position that directly conflicts with or is contrary to or inconsistent with this Statement of Support of the Mission.

I acknowledge that my fiduciary obligation as a director is to the Corporation, and not to any outside groups or constituencies.

As a director, I will make every effort to attend meetings of the Board of Directors and committees I am a member of.

Also, as a director, I will exercise independent judgment and keep informed about the corporation's business and affairs to serve the corporation's best interests. In making decisions, I will give weight to the views of other directors or others having special expertise.

I will comply with the obligations arising from or relating to my duty of loyalty to the corporation, including not using my position as a director for my advantage or for the advantage of any entities with which I am affiliated.

Signature of Director

Date

Coversheet

Approval of the 2025–2026 KIPP Tulsa Employee Handbook

Section: VI. Action Agenda
Item: E. Approval of the 2025–2026 KIPP Tulsa Employee Handbook
Purpose: Vote
Submitted by:
Related Material: KIPP Tulsa Employee Handbook 2025-2026.pdf

KIPP:TULSA

PUBLIC CHARTER SCHOOLS

EMPLOYEE HANDBOOK



TOGETHER, A FUTURE WITHOUT LIMITS

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Welcome to KIPP Tulsa Public Charter Schools!

We Are A Team and Family

At KIPP, we see the gifts in everyone who walks through the doors of our schools. Especially our Team & Family. Your skill. Energy. Love. Your determination. On the good days and on the hard days. We support our teammates to make the most of those gifts. It starts with respect for our teammates' innate talent and desire to learn, for their professional growth, and the lives they lead beyond our walls.

Together, our scholars, schools, families, and communities share an ambitious mission to create a future without limits.

And the only way to realize it is with talented teammates like you.

Whether in a school-based or campus support role, our team is dedicated to living our values. Together, we work in schools and communities, not classrooms. We contribute to and are responsible for shared success. Like a family, we act with empathy and support one another to build strong relationships.

You'll be part of a national network of 278 KIPP schools and 2 dedicated schools in Tulsa. We believe in the infinite potential of all people. Our hope, drive, and optimism fuel our daily work and drive us toward achieving a more equitable and just world, starting with our KIPP scholars.

This handbook outlines policies that affect your day-to-day life. If something is not covered in this handbook or if you have questions about any other matter related to your job, you are encouraged to discuss them freely and openly with your supervisor.

This handbook contains statements of Talent/HR policies and practices. The handbook is designed to be a communication tool for supervisory and staff personnel in the daily administration of KIPP Tulsa's Talent/HR program. This is not intended to create a contract between KIPP Tulsa and any employee, and shall not be relied upon as such by any employee.

WHO WE ARE

Tulsa Vision:

Every child grows up free to create the future they want for themselves and their communities.

KIPP Tulsa Mission:

Together with families and communities, we create joyful, academically excellent schools that prepare scholars with the skills and confidence to pursue the paths they choose – college, career, and beyond – so they can lead fulfilling lives and build a more just world.

KIPP Tulsa Core Values:

Our CORE VALUES include CREATIVITY, VOICE, HOPE, COMMUNITY, and LOVE.

CREATIVITY - We use our gifts and talents to challenge and enrich the world in which we live.

VOICE - We use our voices to advocate for ourselves and those who do not have the power to advocate.

HOPE - We never lose hope. We never give up.

COMMUNITY - We recognize that we are better together and that everyone has something to contribute.

LOVE - We boldly love ourselves and each other.

EMPLOYMENT POLICIES

Statement of Intent:

The policies and procedures contained in this Handbook are intended to serve as a roadmap for success as a KIPP Tulsa Public Charter School (KTPCS) Team Member. They align **with** KIPP’s vision, mission, and core values and support our strong culture of achievement and character. They apply to all KIPP Tulsa team members who **including**, but not limited to, paid staff, volunteers, contractors, and family members. Team members are expected to be familiar with and adhere to KTPCS’s policies and procedures.

Additionally, the Handbook is designed to be a playbook that guides supervisory and staff personnel in the daily administration of KTPCS’s Talent/HR program. This Handbook is intended to provide the following:

1. **Transparency** – Experience has shown that access to written policies and procedures promotes open communication and a general understanding of expectations throughout the organization.
2. **Consistency** – Consistent application of our policies provides a sense of fairness among team members. We have no favorites at KTPCS. Rather, it is the responsibility of every KTPCS team member to make a good faith effort to administer these policies in a consistent and fair manner, recognizing that, on occasion, certain circumstances may affect their application. When this occurs or if further clarification is needed, contact your Principal, HR Department, or Executive Director.

This Handbook neither constitutes an employment contract nor a guarantee of continued employment. As all KTPCS employees are employed “at-will”, KTPCS and its employees reserve the right to end the employment relationship at any time with or without cause. Unless set forth in writing and signed by the Executive Director, employment at KTPCS is for no specific period of time, and any statement inconsistent with this policy is unauthorized. Throughout this Handbook, policies are stated regarding specific actions, which may result in the termination of employment. These policies in no way limit or alter KTPCS’s “at-will” policy.

Policy Revisions, Exceptions, or Amendments

Policies may be reviewed, revised, and reaffirmed, as needed, to reflect the needs of KTPCS and changes in law, regulation, and regulatory/supervisory policy. Team members are encouraged to share feedback and offer ideas. Questions regarding the policies or practices should be referred to the HR Department or the Executive Director.

From time to time, there will be updates to the handbook. The updates will revise present policies and practices, so it is important that team members review the updated policies carefully. Any exception to the policies contained in this Handbook must be approved by the Executive Director or his/her delegate prior to being communicated to team members. KTPCS reserves the right to change this information at any time.

As a point of reference and definition, “KTPCS’s workplace” means any real property or facility owned, leased, or otherwise occupied or used by KTPCS, including the off-premise locations of school-sponsored events, and/or offices.

Human Rights Policy

KTPCS brings together a diverse group of individuals. It is guided by the principle that respect and consideration for all individuals is foremost in all school activities. In any of its activities or operations, KTPCS shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other basis made unlawful by applicable federal, state, or local laws or regulations.

These activities include, but are not limited to:

- o employment and termination of staff,
- o selection of volunteers,
- o selection of vendors,
- o and provision of services.

KTPCS is not only obligated to uphold the law concerning equal opportunity but also regards the spirit of these laws to be the very core of its values. KTPCS wishes to stress that it is the responsibility of every member of the school community to observe and uphold the principles of equal opportunity as they affect staff, faculty, and scholars in all aspects of school life. It is the responsibility of every member of the KTPCS community to actively promote appropriate workplace behavior. Any form of inappropriate behavior, whether it be coercion, harassment, or any form of bullying, including cyber-bullying that insults the dignity of others or impedes their ability to work and learn, will not be tolerated. Any such form of coercion, harassment, or bullying will result in appropriate discipline, up to and including termination of employment.

Harassment: Anti-harassment Policy and Complaint Procedure

KTPCS strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The environment of the organization should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. KTPCS will not tolerate unlawful discrimination or harassment of any kind. Through the enforcement of this policy and by the education of employees, KTPCS will seek to prevent, correct, and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

Managers and supervisors who knowingly allow or tolerate discrimination, harassment, or retaliation, including the failure to immediately report such misconduct to Talent/HR, are in violation of this policy and subject to discipline.

Prohibited Conduct Under This Policy

KTPCS, in compliance with all applicable federal, state, and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of KTPCS's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state, and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws. Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

Harassment Policy and Reporting Procedures

KIPP Tulsa Public Charter Schools (KTPCS) prohibits harassment of any kind—including sexual harassment—and will take appropriate and immediate action in response to any complaint or awareness of violations of this policy.

Definition of Harassment

For the purposes of this policy, harassment is defined as any unwelcome verbal, nonverbal, or physical conduct that threatens, intimidates, demeans, or coerces an employee, co-worker, or any person working with or on behalf of KTPCS. Harassment can create a hostile, offensive, or intimidating work environment, interfere with an individual's job performance, or affect their employment opportunities.

Harassment may be based on, but is not limited to, an individual's race, color, national origin, religion, age, gender, sexual orientation, gender identity, pregnancy status, disability, marital status, or any other protected characteristic under law.

Examples of Prohibited Conduct

The following examples are not exhaustive but illustrate the types of behavior that may constitute harassment:

- Verbal Harassment: Derogatory comments, jokes, slurs, or threats directed at a person's protected characteristics, such as national origin, race, religion, gender, body, sexual orientation, or disability.
- Nonverbal Harassment: Display or circulation of materials—such as posters, cartoons, drawings, or emails—that demean or insult a person or group based on a protected status.
- Physical Harassment: Unwelcome physical contact or gestures, including blocking movement, unwanted touching, or assault.

Steps to Take if You Experience or Witness Harassment

If any employee experiences or witnesses harassment, they are encouraged to take the following steps:

1. Report Promptly: Employees should report the conduct as soon as possible to their immediate supervisor, the Talent/HR team, or any school leader they feel comfortable approaching.
2. Document the Incident: Keep a written record of the date, time, location, individuals involved, and any witnesses. Include details of what was said or done.
3. Use Multiple Reporting Options: If the immediate supervisor is the source of the harassment, or if you are uncomfortable reporting to them, you may report directly to the Talent Team at tulsatalent@kippok.org or the Executive Director.
4. Confidentiality and Protection from Retaliation: All complaints will be handled with the highest level of confidentiality possible. KTPCS strictly prohibits retaliation against any individual who, in good faith, reports harassment or participates in an investigation.

KTPCS is committed to maintaining a safe and respectful workplace for all employees and takes every complaint seriously. Appropriate disciplinary action, up to and including termination, will be taken if a violation of this policy is found.

Sexual Harassment Policy and Reporting Procedures

KIPP Tulsa Public Charter Schools (KTPCS) is committed to maintaining a workplace free from all forms of harassment, including sexual harassment. Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is strictly prohibited under KTPCS's anti-harassment policy.

According to the Equal Employment Opportunity Commission (EEOC), sexual harassment includes:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment decisions, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.”

Sexual harassment may occur when such behavior:

- Is made explicitly or implicitly a term or condition of employment;
- Is used as the basis for employment decisions; or
- Creates an intimidating, hostile, or otherwise offensive work environment that unreasonably interferes with work performance.

Examples of Sexual Harassment

Sexual harassment can take many forms. The following are examples (not exhaustive) of conduct that may constitute sexual harassment:

- **Verbal:** Innuendos, suggestive comments, jokes of a sexual nature, propositions, lewd remarks or threats,

repeated unwelcome requests for dates, or sexually-oriented verbal abuse.

- **Nonverbal:** Display or distribution of sexually explicit materials (e.g., calendars, posters), leering, obscene gestures, whistling, or sexually suggestive content in emails, text messages, or social media.
- **Physical:** Unwanted physical contact, including touching, brushing against, hugging, pinching, kissing, or acts of physical assault.

Note: Courteous, respectful, and mutually welcome interactions that are appropriate for the workplace are not considered harassment under this policy.

What to Do If You Experience or Witness Sexual Harassment

If you experience or observe sexual harassment at KTPCS, you are encouraged to take the following steps immediately:

1. Report the Incident Promptly: Notify your direct supervisor, a school leader, or the Talent/HR team.
2. Document the Incident: Include dates, times, individuals involved, locations, and a description of what occurred.
3. Use Alternative Reporting Channels if Needed: If the harasser is your supervisor or you are uncomfortable reporting to them, contact tulsatalent@kippok.org or the Executive Director directly.
4. Protection Against Retaliation: KTPCS strictly prohibits retaliation against anyone who makes a good-faith report of harassment or participates in an investigation.

All complaints will be taken seriously, handled confidentially to the extent possible, and addressed promptly in accordance with KTPCS policy.

Consensual Romantic or Sexual Relationships

KTPCS strongly discourages romantic relationships between a manager or other supervisory employee and his/her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others, or at a later date by the staff member, as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion, or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department, or other actions may be taken.

If any employee of KTPCS enters into a consensual relationship that is romantic or sexual in nature with a member of his or her staff (an employee who reports directly or indirectly to him/her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the HR Department or other appropriate corporate officer. Because of potential issues regarding quid pro quo harassment, KTPCS has made reporting mandatory. This requirement does not apply to employees who do not work in the same department or to parties where neither one supervises or otherwise manages responsibilities over the other.

Once the relationship is made known to KTPCS, the organization will review the situation with Talent/HR in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot come to a decision, or the party is not chosen for the position to which he or she applied, the HR Department and senior management will decide which party will be moved. That decision will be based on which move will be least disruptive to the organization as a whole. If no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

Romantic or Sexual Relationships Between Colleagues

While consensual romantic or sexual relationships between employees who are peers (i.e., neither has supervisory authority over the other) are not expressly prohibited, KTPCS strongly encourages professionalism and discretion in such situations. Employees involved in a consensual relationship are expected to maintain appropriate workplace

conduct and ensure that their relationship does not interfere with job performance, workplace morale, or the learning environment. Displays of favoritism, disruption to team dynamics, or unprofessional behavior may be subject to review and disciplinary action if such conduct affects the work environment or violates KTPCS's harassment or code of conduct policies. In the event that a consensual peer relationship gives rise to concerns, employees are encouraged to consult the Talent/HR team to support a respectful and transparent resolution.

Retaliation

No hardship, loss, benefit, or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the HR Department will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the Talent/HR department.

Complaint procedure

KTPCS has established the following procedure for lodging a complaint of harassment, discrimination, or retaliation. The organization will treat all aspects of the procedure confidentially to the extent reasonably possible.

- A. Complaints should be submitted to the HR Department as soon as possible after an incident has occurred using the Grievance Form. The HR Department may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the HR Department will dictate the verbal complaint.
- B. Upon receiving a complaint or being advised by a supervisor or manager that a violation of this policy may be occurring, the HR Department will notify senior management and review the complaint with the organization's legal counsel.
- C. The HR Department will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
- D. If necessary, the complainant and the respondent will be separated during the course of the investigation, either through internal transfer or administrative leave.
- E. During the investigation, the HR Department, together with legal counsel or other management employees, will interview the complainant, the respondent, and any witnesses to determine whether the alleged conduct occurred.
- F. Upon conclusion of an investigation, the HR Department or other person conducting the investigation will submit a written report of his/her findings to the organization. If it is determined that a violation of this policy has occurred, the HR Department will recommend appropriate disciplinary action. The appropriate action will depend on the following factors:
 - a. the severity, frequency, and pervasiveness of the conduct;
 - b. prior complaints made by the complainant;
 - c. prior complaints made against the respondent; and
 - d. the quality of the evidence (e.g., firsthand knowledge, credible corroboration).
- G. If the investigation is inconclusive or if it is determined that there has been no violation of policy, but potentially problematic conduct may have occurred, the HR Department may recommend appropriate preventive action.

- H. Senior management will review the investigative report and any statements submitted by the complainant or respondent, discuss the results of the investigation with the HR Department and other management staff as appropriate, and decide what action, if any, will be taken.
- I. Once a final decision is made by senior management, the HR Department will meet separately with the complainant and the respondent to notify them of the investigation's findings. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

Employee Grievance Resolution Process

KIPP Tulsa Public Charter Schools (KTPCS) values a collaborative and respectful work environment in which concerns are addressed fairly, promptly, and transparently. This policy provides a structured process for employees to raise and resolve work-related concerns or disputes in a constructive manner.

Purpose

The purpose of this process is to:

- Encourage open communication between employees and leadership.
- Promote fair treatment in the resolution of employee concerns; and
- Provide a clear process for addressing workplace issues.

Step 1: Informal Resolution

Employees are encouraged to first attempt to resolve concerns through direct communication with their **immediate supervisor**.

- The concern should be raised **within 10 business days** of the event or issue.
- Many misunderstandings or disputes can be effectively resolved at this level through honest, respectful dialogue.

Step 2: Formal Grievance Submission

If the concern is not resolved informally, the employee may file a **written grievance** with the **Human Resources Department**.

- The written grievance should clearly outline the nature of the concern, dates, involved parties, and any steps already taken to address it.
- HR will schedule a meeting with the employee within **5 business days** to review the matter and facilitate a resolution.

Step 3: Executive Review

If the issue remains unresolved after the HR review, the grievance will be escalated to the **Executive Director or designee** for final determination.

- A final decision will be issued within **10 business days** of escalation.
- The outcome of this review is considered final and binding.

Non-Retaliation Policy

KTPCS strictly prohibits retaliation against any employee who, in good faith, raises a concern or files a grievance under this policy. Employees are encouraged to bring forward concerns without fear of reprisal.

Smoking Policy

KTPCS has adopted a smoke-free work environment policy. This policy covers all KTPCS workplaces and events held on or off premises, as well as all automobiles owned or leased by KTPCS. This smoke-free policy is in effect 24 hours a day, 7 days a week and prohibits the use of all forms of tobacco, including e-cigarettes and vapor products. Non-adherence to this policy will cause disciplinary action, up to and including termination of employment.

Scholar NON-FRATERNIZATION

- A. Staff: *Staff* is defined as the following:
 - a. Any individual employed by KTPCS, including any scholar teachers, practicum scholars, and KTPCS

volunteers;

- b. Employees of contractors or agencies and independent contractors;
- c. Volunteers of non-KTPCS organizations.

B. Scholar: Scholar is defined as any individual enrolled at KTPCS or formally enrolled as an alumnus of KTPCS.

KTPCS expects all staff members, including teachers, coaches, counselors, administrators, board members, support staff, and others, to maintain the highest professional, moral, and ethical standards in their conduct with scholars. For the purposes of this policy, staff members also include school volunteers.

All KTPCS staff members are expected to accept responsibility for their conduct, and to understand that their conduct may be regarded as representative of KTPCS, and that even off-duty conduct may adversely affect the abilities of a staff member to effectively perform his/her job duties. Staff are expected to abide by a professional standard of conduct and model good citizenship for scholars, parents, and the community.

The interactions and relationships between staff members and scholars should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and scholars in an educational setting; and consistent with the educational mission of the schools. Even if a scholar participates willingly in an activity, prohibited interactions between staff and scholars (regardless of the scholar's age) are a violation of this policy.

Specifically, KTPCS expects that its staff maintain appropriate professional relationships with scholars in particular, and any youth in general, and be sensitive to the appearance of impropriety in their conduct with scholars. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Employees must understand that even an appearance of inappropriate relationships will adversely impact their effectiveness in the school environment. Therefore, employees must be diligent in maintaining the highest ethical standards when interacting with youth both inside and outside the school environment and are strictly prohibited from forming such personal relationships with scholars outside the classroom.

PROHIBITED CONDUCT

Employees are prohibited from engaging in any of the following types of prohibited conduct, regardless of whether the conduct occurs on or off school property or whether the conduct occurs during or outside of school hours. The following list of prohibited conduct does not, and is not intended to, constitute the entire list of conduct for which discipline may be imposed:

- A. Engaging in any romantic or sexual relationships with scholars, including dating, flirting, sexual contact, inappropriate physical displays of affection, or sexually suggestive comments between staff and scholars, regardless of whether staff or scholar initiates the behavior, whether the relationship is consensual, or whether the scholar has parental permission;
- B. Fostering, encouraging, or participating in inappropriate, emotionally or socially intimate relationships with scholars in which the relationship is outside the bounds of the reasonable, professional staff-scholar relationship and in which the relationship could reasonably cause a scholar to view the staff person as more than a teacher, administrator, or advisor;
- C. Initiating or continuing communications with scholars for reasons unrelated to any appropriate purpose, including oral or written communication, telephone calls, electronic communication such as texting, instant messaging, email, chat rooms, Facebook, or other social networking sites, webcams, or photographs. Electronic and online communications with scholars, including those through personal accounts, should be accessible to supervisors and professional in content and tone;
- D. Socializing with scholars outside of class time for reasons unrelated to any appropriate purpose;
- E. Providing alcohol (regardless of age) or drugs – either prescription or illegal (except for those provided in accordance with KTPCS policy on medication administration) – to scholars.
- F. Engaging in electronic or digital communication with scholars in a manner that violates KTPCS's Communication Devices Policy, including but not limited to, failing to include a parent or guardian in digital correspondence, using unapproved platforms for non-academic or personal communication, or sending

messages that are not professional in tone and content. All communication with scholars must occur through school-approved platforms and must remain appropriate, accessible to supervisors, and aligned with the professional staff-scholar relationship standards. Any violation of this policy may result in disciplinary action, up to and including termination of employment, and may be reported to the appropriate authorities as required by law.

- G. Transporting scholars in a personal vehicle without prior written consent from the scholar’s parent or guardian and approval from school administration. While KTPCS recognizes that exceptional circumstances may arise—such as emergencies or specific extracurricular events—transporting scholars in personal vehicles is strongly discouraged and must be pre-approved in accordance with the Transportation Policy. Unauthorized transportation of scholars may compromise student safety, violate school policy, and result in disciplinary action, up to and including termination of employment.
- H. Being alone with a scholar in a closed-door or isolated space without visibility or supervision. Staff should avoid one-on-one interactions with students behind closed doors or in areas not easily observable by others. When a private meeting is necessary—for example, academic support, mentoring, or counseling—employees are expected to keep doors open when possible or use rooms with windows that provide clear visibility. As is standard in many districts, KTPCS encourages meetings to occur in public or visible spaces or in the presence of another staff member. Violations of this practice may be subject to disciplinary action, as maintaining professional boundaries and safeguarding student well-being are paramount.

REPORTING PROCEDURES

- A. **Duty to Report.** Any person with knowledge or suspicion of an improper relationship between staff and a scholar must immediately report the conduct to the school administration. Nothing in this paragraph is intended to relieve mandated reporters of their obligations under state and local statutes.
- B. **Protection from Retaliation.** Staff who make a good-faith report of a suspected fraternization violation, or who cooperate in inquiries or investigations related to the investigation of such a report, shall be protected from retaliation in accordance with KTPCS Policy.

SANCTIONS

- A. **Discipline.** The KTPCS will take appropriate disciplinary action, up to and including dismissal, against any staff found to have violated this non-fraternization policy.
- B. **Report Procedures.** Reports of suspected fraternization violations by represented staff shall follow the procedures set forth in accordance with the appropriate disciplinary policies

Security and Safety

The safety of our team members and the security of the organization, its facilities, and its employees’ property are of the highest importance to KTPCS. However, please be aware that safety and security are a joint responsibility of each employee, volunteer, independent contractor, and KTPCS. Under no circumstances are weapons of any kind permitted on KTPCS property other than by authorized security or law enforcement personnel. If an employee suspects that another team member might have in his/her possession a weapon or other hazardous materials, the employee should advise school administration (Principal, Assistant Principal, or Executive Director) **immediately**.

Each employee is responsible for keeping a safe and clean work area to avoid any fire hazards or accidents. Please keep purses and other personal items in drawers where they are not readily accessible. KTPCS is not responsible for any items that are lost or stolen on or off premises.

Drug-Free Workplace Policy

KIPP Tulsa Public Charter Schools (KTPCS) has a vital interest in maintaining a safe, healthy, and productive workplace for all team members. Employees under the influence or in possession of drugs or alcohol present safety risks to themselves and others, and impair our commitment to excellence in education and scholar well-being. Accordingly, KTPCS maintains a strict drug- and alcohol-free workplace policy, which applies to all employees, contractors, and volunteers.

Definitions

- Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols,

including methyl and isopropyl alcohol.

- **Controlled Substances:** Includes all narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession, or transfer is illegal, restricted, or prohibited by law. This includes:
 - Marijuana (including medical marijuana),
 - Cocaine,
 - PCP,
 - Amphetamines,
 - Barbiturates,
 - Synthetic opioids (e.g., oxycodone, hydrocodone, methadone),
 - Methaqualone,
 - And any substance listed by the U.S. Department of Health and Human Services or other governing agency.
- **Legal Drugs:** Prescription or over-the-counter drugs legally obtained and used as directed by a licensed healthcare provider, within recommended dosage and for their intended medical purpose.

Medical Marijuana and Workplace Expectations

Although medical marijuana is legal under Oklahoma state law, federal law and KTPCS policy prohibit the use, possession, or influence of marijuana in the workplace, even for individuals with a valid medical marijuana card.

- Possession, use, or being under the influence of marijuana or any intoxicating substance while on school property or during work hours is strictly prohibited, regardless of medical status.
- The smell of marijuana on an employee or in the employee's workspace may be treated as reasonable suspicion and can result in further inquiry or disciplinary action.
- Employees using prescribed medication that may impair their ability to perform essential job functions must inform HR or their supervisor for reasonable accommodation review.

Prohibited Conduct

KTPCS prohibits the following:

- Possession, use, sale, transfer, or being under the influence of alcohol, controlled substances, or intoxicants on school property, at school events, or while conducting KTPCS business.
- Reporting to work with the odor of marijuana or alcohol, or with signs of impairment.
- Use of prescription or over-the-counter drugs for purposes other than those prescribed, or at dosage levels that impair work performance.
- Manufacture or distribution of illegal or controlled substances.

Employees in violation of this policy are subject to disciplinary action, up to and including immediate termination.

For Cause Determination

For Cause" means KTPCS reasonably suspects or determines that an individual has engaged or is engaged in conduct involving controlled substances, alcohol, or legal drugs in violation of this policy. KTPCS's determination that for cause suspicion exists should be based on specific, contemporaneous, articulable observations and reasonable inferences drawn from observable facts. The determination may be based upon, among other things, the following:

- Observations concerning the appearance, behavior, speech, or body odors of the individual;
- Observable phenomena such as the physical symptoms or manifestations of being under the influence of controlled substances or alcohol while on duty in KTPCS's workplace;
- Indication of the chronic and withdrawal effects of controlled substances;
- Direct observations of conduct prohibited under this policy while on duty or in KTPCS's workplace;
- A reasonably credible report of conduct prohibited under this policy by an individual on duty or in KTPCS's workplace;
- Evidence that an individual has tampered with any test for controlled substances or alcohol under this policy;
- or
- Evidence of prohibited conduct under this policy.

Testing

To further reinforce its commitment to a drug and alcohol-free workplace, KTPCS may conduct random drug and/or alcohol screenings at any time. If there is any doubt about an employee's alcohol or drug use on the job, KTPCS will require a drug or alcohol test. If the testing results in a confirmed positive test, pursuant to the procedures set forth in this policy, the employee will face immediate termination. This drug and/or alcohol testing policy applies to independent contractors, subcontractors, or employees of independent contractors if such testing is included in the terms of a contractual agreement.

Consent to submit to testing is a condition of continued employment. Refusal to submit to testing as required by KTPCS will result in disciplinary action, up to and including termination. Subject to applicable law, individuals will be required to undergo appropriate tests designed to detect the presence of alcohol or controlled substances under the following circumstances:

- Reasonable Suspicion Testing – KTPCS may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol,
- Follow-up Testing – Without prior notice for a period of up to two (2) years from the date of the individual's return to work, following a confirmed positive test or following participation in a drug or alcohol dependency treatment program taken voluntarily or at KTPCS's request, an employee or independent contractor may be required to undergo follow-up testing for controlled substances and alcohol.

Every employee is expected to immediately report incidents that may be a violation of this policy to the School Leader or Executive Director. In the case of reasonable suspicion involving direct observation, the individual suspected of violating this policy will be asked to immediately consent to drug and/or alcohol testing. The team member's supervisor or another member of the KTPCS leadership team will arrange to transport the team member to a drug testing laboratory chosen by KTPCS and will accompany the team member to the testing facility and to the team member's place of residence. If an individual refuses to accept such transportation and insists upon driving, he/she shall be strongly discouraged from doing so, but not forcibly restrained. If the individual attempts to drive from the workplace, the supervisor will contact appropriate law enforcement authorities to notify them of the individual's endangering actions.

Compliance with the Drug-Free Workplace Act requires KTPCS employees to notify the school of a conviction/arrest under any criminal drug statute. The individual must provide notice within five (5) days of the conviction. In accordance with the Drug-Free Workplace Act, the school will notify the applicable government contract officer about the conviction. Within thirty (30) days after KTPCS receives notice of such a conviction, the convicted individual may be disciplined up to and including termination of employment. This policy shall be enforced for all school employees.

Rights of Individuals After Testing

In connection with a test for controlled substances or alcohol, an individual has the right to:

- Provide notification of any information that the individual considers relevant to any test, including identification of currently or recently used illegal drugs or other relevant information.
- Explain, in confidence, the test results.
- Inspect and copy KTPCS's records of the individual's test results and related information, at a reasonable cost for copying such records; and
- Challenge the test results by requesting a retest of the sample, at the individual's sole cost, unless the retest reverses the challenged confirmed positive test.

Time required for testing (though not retesting unless the retest reverses the challenged confirmed positive test) will be treated as work time for the purposes of compensation and benefits for current employees only. This does not apply to job applicants and pre-employment testing. KTPCS will pay for all costs of testing required by KTPCS, including confirmation tests. In the case that an individual pays for a retest and the retest reverses the challenged confirmed positive test, KTPCS will reimburse the employee for the retest costs.

Confidentiality

All test results and related information will be handled confidentially and maintained in a secure file, accessible only to those with a legitimate need to know or as required by law.

Alcohol/Drug Treatment and Rehabilitation

While KTPCS has a zero-tolerance policy when it comes to drug or alcohol use at any KTPCS workplace or function (unless an exception is approved in advance by the Executive Director), KTPCS wishes to assist employees who recognize they have a problem with alcohol or drugs. Employees who have a problem with alcohol or drugs are encouraged to enroll voluntarily in a rehabilitation program and will be given unpaid time off to participate in the program. An employee will not be subject to discipline solely on the basis of his or her **voluntary** request for rehabilitation. If an employee requests time off to participate in such a program, the fact that the employee enrolls in the program will be kept confidential. However, KTPCS is not responsible for information that the employee or his/her confidante, friend, or relative chooses to share with others. Notwithstanding the above, any employee convicted of an alcohol or drug-related offense will be subject to disciplinary action, up to and including **immediate termination**.

Important Notes

- Use or possession of alcohol or drugs at work is never permitted unless specifically approved for a school-sponsored function.
- Any employee convicted of a drug- or alcohol-related offense may face immediate termination.

Questions or Appeals

Employees with concerns or questions about this policy should speak first with their supervisor or contact the Executive Director for further clarification.

PROPER CONDUCT & PROFESSIONALISM

Open Door Policy

KTPCS strongly believes in an open-door policy. Employees are encouraged to discuss issues or concerns with their immediate supervisor. A supervisor's assistance may involve getting the aid of other resource persons. An employee may request a meeting with the Executive Director, HR Department, or Principal without regard to his/her position in the organization. KTPCS strongly encourages direct communication with the Executive Director and/or Principal regarding any questions or areas of concern.

Staff Dress Code

KTPCS strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. As part of that effort, the organization requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, KTPCS department heads may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others.

Procedures

All KTPCS staff members are expected to present a professional, businesslike image to clients, visitors, customers, and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with KTPCS. Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor. Any staff member who does not meet the attire or grooming standards set by his/her department will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards. All staff members must always wear the KIPP Tulsa identification badge while at work.

Specific requirements

Certain staff members may be required to meet special dress, grooming, and hygiene standards, such as wearing

uniforms or protective clothing, depending on the nature of their job. At the discretion of the department head, in special circumstances, such as during unusually hot or cold weather or during special occasions or events, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed, or disheveled clothing or athletic wear. Likewise, tight, revealing, or otherwise workplace inappropriate dress is not permitted

Reasonable accommodation of religious beliefs

KTPCS recognizes the importance of individually held religious beliefs to persons within its workforce. KTPCS will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the Talent/HR department.

Casual or dress-down days

Departments that adopt casual or dress-down days must use the following guidelines to define appropriate casual attire.

Appropriate Attire

- Khakis or corduroys
- Jeans (must be clean and free of rips, tears, and fraying; may not be excessively tight or revealing)
- Skorts, Capris
- Polo collar knit or golf shirts
- Oxford shirts
- KIPP logo wear
- Short-sleeved blouses or shirts
- Turtlenecks
- Blazers or sports coats
- Jackets or sweaters
- Athletic shoes, tennis shoes
- Casual low-heel, open-back shoes ((e.g., mules, sling backs)
- College, Sorority/Fraternity shirts on spirit days

Inappropriate Attire

- Sweatpants, leggings, exercise pants
- Shorts, low-rise, or hip-hugger pants
- Non-KIPP logo shirts
- Non-KIPP t-shirts or sweatshirts
- Beachwear
- Exercise wear
- Crop Tops, clothing showing midriff, spaghetti straps
- Any visible undergarments
- Flip-flops/thongs, shower shoes
- Croc clogs or slides
- Hats (unless it's a hat theme spirit day)
- Shirts from other school districts

**Due to safety concerns of staff members working in schools, open-toed shoes are not prohibited, but not advisable.*

Business Casual Attire Guidelines

KIPP Tulsa staff are expected to wear **business casual attire** at all times to promote a professional learning environment and support a positive and respectful school culture. Exceptions to this standard are allowed only on designated **spirit**

days, which will be communicated in advance by school leadership. On such days, staff may wear approved KIPP-branded apparel or theme-based attire, provided it remains appropriate and aligned with school values.

The following attire is considered acceptable for a **business casual** environment:

- **Tops:** Collared shirts, blouses, polos, or dress shirts (with or without ties); sweaters or cardigans over professional tops.
- **Bottoms:** Slacks, khakis, dress pants, or modest-length skirts.
- **Dresses:** Business-appropriate dresses, including those with sleeves or worn with a cardigan or blazer.
- **Footwear:** Closed-toe shoes, flats, loafers, dress boots, or other shoes appropriate for a professional setting.

The following are not considered business casual and should be avoided unless otherwise approved:

- Jeans, leggings (unless under a dress or tunic), athletic wear, sweatpants, t-shirts, tank tops, flip-flops, or casual sandals.
- Clothing with large logos, slogans, or graphics that are not school-related.

Employees should maintain a clean and professional appearance at all times. If you are unsure whether an item meets the business casual standard, please consult with your manager or the Talent/HR team in advance.

Addressing workplace attire and hygiene problems

Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in an inappropriate dress, he/she will be required to go home, change into conforming attire or properly groom, and return to work. If a staff member's poor hygiene or use of too much perfume/cologne is an issue, the supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, supervisors should follow the normal corrective action process.

Standards of Conduct

It is the policy of KTPCS that all employees have a primary responsibility to KTPCS to exercise sound, ethical judgment in all business and related personal activities. Employees should avoid activities that are or may be illegal or in conflict with KTPCS's best interest. KTPCS reserves the right to determine when an employee's activity is in conflict with KTPCS's best interest and to take appropriate actions if such a determination is made. Failure to comply with the terms and conditions of this policy is considered a serious violation of an employee's duties, reflects a lack of responsibility on the employee's behalf, and may result in termination of employment.

Transportation of scholars/Alumni Overview

STAFF, CHAPERONES, AND VOLUNTEERS ARE PROHIBITED FROM TRANSPORTING scholars IN THEIR PRIVATE MOTOR VEHICLES.

Non-Field Trip Transportation

If a scholar requires assistance with transportation of any sort, whether to go home or to a school-related event, follow these mandatory steps until transportation is arranged:

- A. Determine whether the scholar can take public transportation.
- B. Ask: How old is the scholar? Does the scholar typically take public transportation to/from school?
- C. Contact the scholar's parent/guardian to request that the parent/guardian transport the scholar.
- D. Contact the scholar's emergency contacts to request that the emergency contact transport the scholar.
- E. If, and only if, all parents/guardians and emergency contacts are unable to transport the scholar, contact your manager to request permission to escort the scholar to their destination via Uber or Lyft, and:
 - a. Make every effort to find a second school staff member to accompany the parties,
 - b. Log all relevant transportation details in DeansList or PowerSchool as soon as possible, and
 - c. Forward all receipts to the approving manager.

If, for some reason, none of these options are possible, call your manager to discuss additional alternatives.

Field Trip Transportation

Scholar transportation on field trips must be:

- Provided by a third-party school bus company and/or other hired vehicle;
- Coordinated between school staff and Operations Lead; and
- Thoroughly vetted and scheduled at least 3 weeks in advance.

Medical Emergencies

- In the event of extreme illness, injury, or other medical emergency, school staff must:
 - Call 911
 - Alert the School First Responder team
 - Alert the appropriate manager(s) (typically the Principal, Assistant Principal or Operations Lead)
 - Call the scholar's parent/guardian.
 - o If they are unavailable, call the scholar's emergency contacts
 - Wait with the scholar for medical transportation
 - Log the incident in DeansList or PowerSchool ASAP

Blogs, Web Pages, and Social Networking Sites

At KTPCS, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, the use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for the appropriate use of social media. This policy applies to all associates who work for KTPCS.

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with KTPCS, as well as any other form of electronic communication.

The same principles and guidelines found in KTPCS policies, our core values, mission, and vision apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates, or otherwise adversely affects members, customers, suppliers, or people who work on behalf of KTPCS' legitimate business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines, the KTPCS Statement of Ethics Policy, the KTPCS Information Policy, and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Always be fair and courteous to fellow associates, customers, members, suppliers, or people who work on behalf of KTPCS. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage customers, members, associates, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or company policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about KTPCS, fellow associates, members, customers, suppliers, people working on behalf of KTPCS, or competitors.

Post Only Appropriate and Respectful Content

Maintain the confidentiality of KIPP Tulsa's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.

Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.

Do not create a link from your blog, website, or other social networking site to a KIPP Tulsa website without identifying yourself as a KIPP Tulsa associate.

Express only your personal opinions. Never represent yourself as a spokesperson for KTPCS. If KTPCS is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of KTPCS, fellow associates, members, customers, suppliers, or people working on behalf of KTPCS. If you do publish a blog or post online related to the work you do or subjects associated with KTPCS, make it clear that you are not speaking on behalf of KIPP Tulsa. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of KTPCS."

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related, as authorized by your manager or consistent with the Organization Equipment Policy. Do not use KTPCS email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Retaliation is Prohibited

KIPP Tulsa prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media Contacts

Associates should not speak to the media on KTPCS's behalf. All contact with the Media should be addressed by the Development Director, Executive Director, or his/her designee in his/her absence.

More Information

If you have questions or need further guidance, please contact the HR Department. To the extent that an employee's use of social media impairs a staff member's ability to command respect among scholars and parents, it interferes with KTPCS's educational mission and must be avoided.

Violation of any of these guidelines may result in termination of employment.

Staff Communication, Cell Phone, and Media Policy

KIPP Tulsa Public Charter Schools (KTPCS) is committed to maintaining a professional and safe learning environment. To that end, all staff are expected to follow the guidelines below regarding the use of phones, digital communication, and media while on duty.

Professional Communication Expectations

- Staff must return phone calls and messages from parents, guardians, scholars (with a parent present), and other staff members within 24 business hours.
- Instructional staff must provide families with a reliable contact number (e.g., school phone, Google Voice number) for school-related communication.
- Sensitive matters, such as scholar behavior or incidents, must be discussed only by phone or in person, not via text or email. Brief scheduling messages (e.g., Dean’s List prompts to call or meet) are permitted.

Cell Phone and Media Use

- Personal cell phone use during instructional time should be limited and must not interfere with student supervision, engagement, or safety.
- Staff are discouraged from using personal devices for non-school purposes while in the presence of scholars.
- All scholar and family communication must follow the Communication Devices Policy, which requires that:
 - Parents/guardians be included in any 1:1 digital communication with scholars (unless on a school-monitored platform), and
 - Staff use school-approved systems (e.g., TalkingPoints, ClassDojo) whenever possible.
- KTPCS-issued phones/devices are to be used strictly for school-related business. Use of any device—personal or school-issued—to engage in inappropriate conduct (e.g., pornography, gambling, harassment, or unprofessional exchanges) is strictly prohibited and grounds for disciplinary action up to termination.

Phone Usage & Messaging Procedures

- Staff should not use office phones regularly for personal calls, except in emergency situations.
- When contacting families, staff should use their classroom phones or designated work phone numbers.
- Classroom phones should only be used for non-instructional calls, unless the situation is urgent or requires immediate assistance.
- Scholars may use classroom phones outside of class time and with staff supervision. Otherwise, scholars must use the main office phone, and only with a staff-issued pass.
- Incoming calls for staff will be directed to your cell phone or voicemail, when available. Alternatively, messages will be placed in your main office mailbox. Staff are responsible for checking both regularly to avoid communication delays.

Media Usage & Student Privacy

- Staff may not record, photograph, or publish images or video of scholars unless:
 - There is a valid instructional or school-sanctioned purpose,
 - The scholar has a media release form on file, and
 - The content is shared only through official KIPP Tulsa platforms or with administrative approval.
- Posting media involving scholars on personal social media accounts is strictly prohibited.

Summary of Expectations

- Maintain professionalism in all voice, digital, and media communication.
- Use school-monitored platforms and include parents/guardians where appropriate.
- Limit personal phone use during the instructional day.
- Use discretion and obtain approval for media involving scholars.
- Avoid any unauthorized or inappropriate use of communication tools.

Professionalism

At KTPCS, we take how we treat each other seriously. We are Team and Family. We conduct ourselves professionally at all times, and we define professionalism as: ***“The act of exuding class through the habitual choice to demonstrate respect, consideration, responsibility, and compassion on an everyday basis as we strive toward excellence in our motives, motivation, and performance.”*** It has been said, “While children do not always listen to adults, they never fail to imitate them.” Every employee is expected to model the KTPCS vision, mission, values, and core values, as well as this definition of professionalism.

Progressive Discipline Policy: Single Disciplinary Process Purpose

KTPCS' progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed consistently with KTPCS organizational values, Talent/HR best practices, and employment laws.

Outlined below are the steps of KTPCS's progressive discipline policy and procedure. KTPCS reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, or training, the employee's work record, and the impact the conduct and performance issues have on the organization.

Procedure**Step 1: Counseling and Verbal Warning**

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct, or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of the organization's policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem. Within five business days of this meeting, the supervisor will prepare written documentation of a Step 1 meeting. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

Step 2: Written warning

Although KTPCS hopes that the employee will promptly correct any performance, conduct, or attendance issues that were identified in Step 1, KTPCS recognizes that this may not always occur. The Step 2 written warning involves more formal documentation of the performance, conduct, or attendance issues and consequences.

During Step 2, the immediate supervisor and a division manager or director will meet with the employee to review any additional incidents or information about the performance, conduct, or attendance issues, as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five business days of a Step 2 meeting. This status will last for a predetermined amount of time, not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and work requirements specified by the supervisor and the organization. At the end of the performance improvement period, the employee will either be returned to regular employee status or, if established goals or expectations are not met, dismissal may occur.

A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

Step 3: Suspension and Final Written Warning

There may be performance, conduct, or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from a next-level manager and Talent/HR.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state, and local wage-and-hour employment laws. Non-exempt/hourly employees may not

substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. Talent/HR will provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.

Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, KTPCS will try to exercise the progressive nature of this policy by first providing warnings, a final written warning, or suspension from the workplace before proceeding to a recommendation to terminate employment. However, KTPCS reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, because our employees are hired at-will, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by the ED/HR Department or designated. The Executive Director must approve all final recommendations to terminate an employee's employment with KTPCS.

Appeal Process

Employees will have the opportunity to present information that may challenge the information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution. If the employee does not present this information during any of the step meetings, he or she will have five business days after the final step to present such information.

As outlined above, employees may be disciplined (including but not limited to receipt of verbal warnings or receipt of written warnings) and/or terminated for poor job performance or misconduct, including but not limited to the following:

- Failure to meet performance standards;
- Inability or failure to appropriately deliver instruction or associate with scholars;
- Dishonesty;
- Falsifying, tampering, or concealing information on an employment record (including a resume or time sheet) or other KTPCS record;
- Willfully, maliciously, or negligently making false statements regarding any co-worker or KTPCS, making threats or using abusive or otherwise inappropriate language toward fellow employees, scholars, parents, or visitors;
- Theft or the deliberate or careless damage or destruction of KTPCS property, or the property of KTPCS's employees, scholars, or anyone on KTPCS property; or unauthorized removal of KTPCS property, records, or documents;
- Unauthorized use, possession, alteration, or transfer of KTPCS supplies or resources; 8. Refusal/failure to comply with any federal or state regulation or law; refusal/failure to comply with any KTPCS rule, policy or procedure, including but not limited to safety, health, and security policies and rules, KTPCS's Policy Against Harassment, and KTPCS's Drug and Substance-Free Workplace Policy;
- Failure to obtain or adequately maintain proper certifications and/or licenses;
- Behavior, conduct, or inaction leading to the endangerment or harm of a child or children, whether physical, emotional, or mental; behavior, conduct, or inaction which could have led to the endangerment or harm of a child or children, whether physical, emotional, or mental;
- Excessive absenteeism or tardiness, unreliable attendance or punctuality;
- Misrepresentation of information in connection with any leave of absence from work or application, or use of KTPCS benefit;
- Knowingly permitting unauthorized persons to be in school facilities or on school

- property; Failure to return to work upon expiration of authorized leave;
- Engaging in any type of criminal conduct;
- Any act or acts that cause KTPCS to be unable to invest the amount of trust or confidence required to continue employment.
- Behavior that is not consistent with KTPCS's core values, mission, and operating norms.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline, and such behavior may be reported to local law enforcement authorities. Similarly, theft, substance abuse, intoxication, fighting, and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents. Copies of these documents will be placed in the employee's official personnel file.

Important note: Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between KTPCS and its employees.

Background Checks

To provide for the safety and security of KTPCS scholars, Team, and Family, and visitors, it is KTPCS's policy that all employees undergo a criminal background check as well as have their fingerprints taken with a KTPCS-approved fingerprinting office. Additionally, at its discretion, KTPCS may perform random background checks on any employee. The employee will be notified when the background check is going to be performed.

Criminal Offenses

Due to the nature of KTPCS's work and the fiscal responsibility KTPCS must exercise, it is the policy of KTPCS that no applicant should be hired, or an employee retained after hire, if it is discovered that he or she has been convicted of, or is currently charged with:

- an FDIC prohibited offense (i.e., money laundering, dishonesty, or breach of trust);
- drug dealing, a felony offense against a person, including criminal homicide, kidnapping, and unlawful restraint, sexual offenses, and assaultive offenses, or an offense on conviction of which a defendant is required to register as a sex offender; or
- any other criminal offense, including, but not limited to, those involving minors, relevant to the performance of a particular job.

The policy also applies to employees who have pled *nolo contendere* (no contest) to a felony or misdemeanor or have agreed to enter into a pretrial diversion or similar program in lieu of criminal prosecution. All misdemeanor offenses must be disclosed prior to employment, and any misdemeanor may affect employability. KTPCS will require a thorough background check and, where applicable, a credit check on all employees.

In the event KTPCS becomes aware that an employee has a criminal conviction or a pending charge in any of the above offenses, the Executive Director will interview the employee and recommend a disposition of the findings.

The Executive Director will determine if employment is possible based on the following objective criteria:

- the position applied for or held;
- the length of the position held;
- type of contact with scholars;
- type of misdemeanor/felony;
- quantity of misdemeanor(s) / felon(ies), if more than one;
- date of the misdemeanor(s)/felon(ies); and/or
- relation of the misdemeanor(s) / felon(ies) to performance of duties.

If the employee believes the criminal history records are inaccurate, the employee must be informed of the necessary procedures to correct the record and be allowed a reasonable time to correct the record they believe to be inaccurate. Otherwise, a conviction of such a crime will normally result in discharge unless extenuating circumstances exist.

Falsification, misrepresentation, and/or omission of criminal conviction are grounds for refusal to hire, or if hired, for dismissal. Omission of information deemed material by KTPCS will be considered a willful misstatement and may be grounds for immediate termination of the application process or of employment.

Employment Separation

KTPCS values a productive and mutually satisfactory employment relationship with each employee. School-based, exempt employees must give notice of resignation/separation to the Principal no less than 60 days before the end of the school term, and the resignation must take effect immediately upon the end of the school term. The Principal/Supervisor, acting with the approval of the Executive Director, shall have the right to dismiss any employee at any time.

Non-exempt employees are requested to give written notice at least two weeks in advance of the effective date of her/his resignation.

School Leaders are asked to give written notice of their resignation to the Executive Director at least one year before the intended date of resignation so that KTPCS has plenty of time to recruit, select, and train a successor with the resigning School Leader's assistance. KTPCS understands that circumstances may arise, such as family or medical emergencies, which make a 1-year advance notice impossible. This policy is intended to apply whenever possible.

Other school management and school support team members are requested to give written notice of his/her resignation to their supervisor or Executive Director at least three months before the intended date of resignation so that KTPCS has plenty of time to recruit, select, and train a successor with the resigning school management/school support team member's assistance. KTPCS understands that circumstances may arise, such as family or medical emergencies, which make a 3-month advance notice impossible. This policy is intended to apply whenever possible.

Notwithstanding the preferences stated above, all employment at KTPCS is at-will, and employees may terminate employment at any time, with or without notice.

For all employees terminating their employment prior to the end of the school year, an exit interview will be conducted with the HR Department or his/her designee or the Executive Director. At that time, you will be required to turn in all school assets, and you will be presented with your modified final paycheck.

Timekeeping Requirement for Academic Staff

All academic staff—including teachers, paraprofessionals, instructional assistants, and substitutes—are required to clock in and out daily using the school's designated timekeeping platform (e.g., Sylogist/Time & Talent). It is each employee's responsibility to ensure their time is recorded accurately. If an employee forgets to clock in or out or notices an error in their time entry, they must notify their supervisor immediately to request a correction. Repeated missed entries or failure to follow timekeeping procedures may result in corrective action. Accurate timekeeping is essential to ensure compliance with payroll and labor regulations. All "time records" are subject to audit by HR and school leadership. Requests to leave early must be approved in advance by your supervisor.

KTPCS recognizes that its employees may require time away from their regular work schedules under certain circumstances. This section describes the KTPCS policy on granting such leaves. Except in the cases of paid holidays described below, eligibility for leave is not automatic. Any absences or leaves that require 2 days off prior to and after a scheduled holiday require advanced approval. You have the responsibility to notify your supervisor as soon as possible and to establish that you are eligible. Please direct any questions about the employee leave policy to your supervisor.

While KTPCS will continue to make reasonable efforts to provide leave benefits as they are described in this section, it reserves the right to modify or terminate any leave benefits now in effect.

Overtime for Non-Exempt Staff

Employees classified as non-exempt are eligible for overtime pay according to applicable state and federal guidelines. Employees in exempt positions are not eligible for overtime pay. Overtime will be computed based on actual time worked. Only those hours that are actually worked are added together to determine an employee's overtime pay.

No non-exempt employee may work overtime without the express, prior approval of his or her direct supervisor.

Unauthorized overtime is against KTPCS policy and may result in disciplinary action up to and including termination of employment. All overtime must be approved in advance by the employee's supervisor using a Written Authorization form.

KTPCS provides employees with meal breaks. For more information regarding overtime rates and meal breaks, employees should contact their Supervisor or the HR Department

Compensated Time Off

Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. KTPCS does not maintain any compensatory time off plan or arrangement.

Payment of Wages and Salaries

All salaried staff receive an employment offer letter from KTPCS upon initial employment. All wages are paid in 24 semi-monthly installments. To reduce administrative expenses, employees are encouraged to utilize direct deposit of wages. Direct deposits or checks will be issued on the 1st and 15th of each month.

- For all 12-month staff, payments will begin in July;
- For all non-12-month staff, payments will begin in August.
- For all non-exempt staff, payments are made twice per month, beginning on the first pay date after employment begins.
- For staff beginning work after the first payroll of the year, their annual salary will be prorated.

Any staff member desiring direct deposit may sign up at any time during their employment. In the event that the 1st or 15th falls on a Saturday, Sunday, or holiday, paychecks will be issued on the Friday prior.

All employees must complete necessary federal and state tax forms in order to be placed on the payroll. Forms are provided upon hiring and are also available in the HR System.

Payroll Deductions

KTPCS is required by law to withhold certain federal and state taxes from wages paid to employees. Wages include base salary, stipends, and bonuses. The rates at which these deductions are made and the total amount that must be withheld vary in accordance with applicable laws. KTPCS will make other payroll deductions, such as those relating to retirement plan contributions, cafeteria plan withholdings, or expenses owed back to KTPCS, upon authorization by the employee.

At the end of each calendar year, KTPCS will supply each employee with her/his Wage and Tax Statement (W-2) form. This statement summarizes the employee's income and deductions for the year. The employee is responsible for ensuring that KTPCS has the employee's current mailing address updated in the HR System.

Garnishments

If KTPCS receives an order to garnish an employee's wages, it must comply with that order and reduce take-home pay by the amount ordered. A wage garnishment can be released only at the direction of the federal, state, or local agency ordering the garnishment.

Travel Reimbursement

Objective

The purpose of this policy is to outline how KIPP Tulsa Public Charter School (KTPCS) pays for business-related travel expenses. KTPCS travel should be properly authorized, reported, and reimbursed; under no circumstances may expenses for personal travel be charged to, or be temporarily funded by, KTPCS, unless otherwise noted in this policy. It is the traveler's responsibility to report his or her actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth in this policy. Any exceptions to the policy must be submitted for approval to the department head or other KTPCS official, as defined in this policy.

Approval of Travel

Travelers may not approve the reimbursement of their own travel expenses. All organization-related travel reimbursements should be approved by your supervisor. An encumbrance of organization-related expenses should be made prior to the travel being taken, when possible.

Payment of Travel Expenses

Under guidelines established by KTPCS, organization travel cards may be issued to employees who travel more than 25% of the school year on official KTPCS business. Any traveler issued such a card should use the card to pay for all expenses related to official organization business travel, including lodging and subsistence, except where the card is not accepted. Certain prepaid expenses, such as transportation tickets and conference fees, may be billed directly to KTPCS or payment secured through encumbering a purchase order for the approved expense.

Transportation Modes

Transportation expenses will be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip. Transportation tickets should be procured in advance to obtain any discounts offered by the carrier or negotiated by KTPCS. Such tickets should be purchased from the KTPCS contract travel agency (Egencia).

Mileage Expenses

Mileage should ordinarily be computed between the traveler's headquarters and the destination. Expenses for travel between the traveler's residence and headquarters (commuting expense) will not be allowed.

Air Travel

Coach class or any discounted class airfare should be used in the interest of economy.

Automobile Travel

Private vehicles

Travelers may use their private vehicles for business purposes if it is less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time.

Mileage reimbursement rate

The standard mileage reimbursement rate will be the annually approved federal mileage reimbursement rate, which takes into account all actual automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, and insurance. Under Internal Revenue Service (IRS) regulations, travelers who claim this rate are not required to substantiate the actual costs of operating the vehicle, but are required to substantiate business miles traveled.

Rental cars

A vehicle may be rented when renting would be more advantageous to (KTPCS) than other means of commercial transportation, such as using a taxi. Advance reservations should be made whenever possible, and a compact or economy model requested. The traveler is responsible for obtaining the best available rate commensurate with the

requirements of the trip.

KTPCS will reimburse employees for meal-related expenses incurred while participating in approved **out-of-state** professional learning training, workshops, and meetings, or in-state professional learning training, workshops, or meetings that require an overnight stay. KTPCS will reimburse employees up to the federal meal reimbursement rate for the specific city where the training, workshop, or meeting is taking place. The approved reimbursement rate can be found using the following link: <http://www.gsa.gov/portal/category/21287>.

KTPCS will **not** reimburse for any incidental costs, **only breakfast, lunch, and dinner**. To receive reimbursement, employees must complete a Reimbursement Request form and attach all necessary receipts. Employees should retain and submit all itemized receipts. KTPCS will not reimburse any expenses related to the purchase of any alcoholic beverages.

EMPLOYEE BENEFITS

Health, Dental, Life, and Disability Insurance Information

KTPCS offers benefits to its full-time employees, including health, dental, and life insurance. The **Health Care Coverage Plan** is covered under the OMES: Employees Group Insurance Division (OGID), which consists of PPO/Indemnity Plans and HMO options. KTPCS will contribute an amount equal to the employee-only, monthly Health Choice High premium, as adjusted or amended each year, toward the employee's elected health insurance plan's premium. Additionally, KTPCS will contribute \$12.00 toward an employee's selected **dental plan's** monthly premium.

KTPCS will withhold all monthly premium amounts for the selected health, dental, vision, or other supplementary benefit (i.e., life) that are in excess of the KTPCS contributed portion of the benefits as described above, including applicable costs associated with coverage for dependents and/or spouses. Per the payroll deduction section above, all amounts over the employee-only portion of the monthly health and dental benefit premium will be automatically deducted from the employee's paycheck. KTPCS will contribute these monthly employee-paid premiums on a pre-tax basis.

It is the responsibility of the individual, however, to inform KTPCS if he/she wishes to participate in the health care program. Participation in this program is on a voluntary basis. *If an eligible employee does not enroll during the first thirty (30) days of his/her employment, the employee will have to wait until the open enrollment period unless a change in family status occurs that would allow earlier enrollment or enrollment changes.* The open enrollment period occurs once per year (generally in October) and will be publicized to all employees.

Life insurance is available to all full-time regular employees (30 hours or more) in the amount of one and a half times the annual salary, with a minimum policy of \$20,000. This benefit shall begin upon enrollment.

Teachers' Retirement System of Oklahoma

All full-time and regularly employed employees are eligible to join the Teachers' Retirement System of Oklahoma. Members are required to contribute seven (7%) percent of total annual compensation, and the school will contribute nine and a half (9.5%).

Worker's Compensation

Employees at KIPP Tulsa are all covered by Workers' Compensation. The insurance company will pay claims based on the applicable state laws for injury, including death sustained by an employee while in the course of employment.

WORK SCHEDULE AND LEAVE TIME

WORK SCHEDULE

KIPP Tulsa Public Charter Schools is committed to providing a structured, collaborative, and mission-focused

environment. The following work schedule guidelines apply to academic staff. Employees are expected to adhere to their assigned schedules consistently and arrive on time, ready to engage in all professional responsibilities.

10-Month Teachers

- Start Time: 7:30 AM (Monday–Friday)
- Power Up (Morning Huddle): Daily, Monday–Friday
- Power Down (Afternoon Meeting): Tuesday & Thursday (beginning the second full week of school)
- End Time (Monday–Thursday):
 - 3:55 PM if no O3 meetings or tutoring (tutoring 1x/week)
 - 4:55 PM on meeting days
- End Time (Friday):
 - 2:45 PM (when no PD is scheduled)
 - 4:45 PM on Professional Development (PD) days

Paraprofessionals, Instructional Assistants, and Long-Term Substitute Teachers

- Start Time: 7:30 AM (Monday–Friday)
- Power Up (Morning Huddle): Daily, Monday–Friday
- Power Down (Afternoon Meeting): Tuesday & Thursday (beginning the second full week of school)
- End Time (Monday–Thursday):
 - 3:55 PM if no O3 meetings
 - 4:20 PM on meeting days
- End Time (Friday):
 - 2:45 PM (when no PD is scheduled)
 - 4:20 PM on Professional Development (PD) days

12-Month Employees

Work hours and expectations for 12-month employees are outlined in each employee’s individual contract. Staff should refer to their employment agreement for detailed scheduling information and direct any questions to their supervisor or the Talent & HR team.

EMPLOYEE LEAVE POLICY

1. Sick Leave

Sick leave is paid time off used when an employee is unable to work due to illness, injury, or medical appointments, for themselves or an immediate family member.

Examples: recovering from the flu, attending a doctor’s visit, or caring for a sick child or parent.

- **10-month employees** are granted **10 sick days per year**, with **unlimited accrual**.
- **12-month employees** are granted **12 sick days per year**, with **unlimited accrual**.
- Sick leave may be used for:
 - Personal illness or injury
 - Pregnancy or childbirth recovery
 - Illness or medical needs of a family member
 - Bereavement related to an immediate family member
 - Unused sick leave is not paid out upon separation from employment. However, per Oklahoma Teachers’ Retirement System guidelines, accrued sick leave may be applied as service credit at retirement.

2. Paid Time Off (PTO)

PTO is flexible paid leave that can be used for personal matters not covered by sick or vacation leave.

Examples: attending a child’s school event, handling a personal appointment, taking a mental health day, or an out-of-town errand.

- **10-month employees** receive **5 PTO days per year** with **unlimited accrual**.
- **12-month employees** receive **3 PTO days per year** with **unlimited accrual**.

- PTO may be used for personal reasons, or any purpose not covered by sick leave.
- All PTO must be approved in advance in accordance with internal protocols.
- Upon separation of employment, employees will receive \$20 per day for accrued but unused PTO days.

3. Vacation Leave (12-Month Employees Only)

Vacation leave is pre-approved paid time off, typically used for planned breaks or extended personal time away from work.

Examples: family vacations, travel, or taking time off during school breaks.

Vacation leave is granted to full-time, 12-month employees as follows:

Years of Service	Annual Vacation Days	Monthly Accrual Rate
0–5 years	10 days	20 days max. accrual
5–10 years	15 days	30 days max. accrual
10+ years	18 days	36 days max. accrual

- Vacation time begins accruing **immediately** but may only be used after the first **30 days of employment**.
- Employees must submit requests in advance and obtain approval from their supervisor.
- Unused vacation time is **paid out upon separation**. 12-month staff will be compensated at 50% of the employee’s standard daily pay rate for all accrued but unused vacation days.

4. Parental Leave

- All employees are eligible for up to **12 weeks of paid parental leave** for the birth, adoption, or placement of a child for foster care.
- Leave is **paid using accrued sick and personal leave balances**.
- Time may also be used for legal appointments and bonding time.
- Additional unpaid leave may be granted subject to the Calendar Year Leave Policy and approval.

5. Jury Duty

- KIPP Tulsa will provide **paid leave for jury duty** with no loss of salary, provided that a **court-issued summons or order is submitted**.
- Employees are expected to notify their supervisor as soon as possible after receiving the notice.

6. Military Leave

- Employees will be granted **paid military leave** upon submission of **official military orders and a written leave request**.
- Requests must be submitted to the **KIPP Tulsa Talent Team** for review and approval.

7. Maternity Leave

Effective November 1, 2023, any full-time employee of KIPP Tulsa (the "School") who has been employed by the school for at least one (1) year prior to the request for leave shall be entitled to six (6) weeks of paid maternity leave following the birth or adoption of the employee’s child. Paid maternity leave provided for by this policy shall be in addition to and not in place of sick leave that an employee may accrue as otherwise provided for by Board policy or an employee’s contract. An employee who is granted maternity leave pursuant to the provisions of this policy shall receive the employee’s annual salary without interruption during the maternity leave. For purposes of determining seniority, pay or pay advancement, and performance awards, and for the receipt of any benefit that may be affected by maternity leave, the service of the employee shall be considered uninterrupted by maternity leave.

8. Unpaid Leave Policy

An employee may request to take an unpaid leave of absence, so long as the unpaid leave complies with the

Calendar Year Leave policy that allows a maximum of 12 workweeks of leave in a calendar year. In order to request an unpaid leave of absence, the employee must have worked at least 1,250 hours for KTPCS over the last 12 months before the start date of the leave.

An eligible employee may request the unpaid leave:

- For the birth of an employee's child and in order to care for the child;
- For the placement of a child with the employee for adoption or foster care;
- To care for a spouse, a child (usually under 18 years of age), or a parent, parent-in-law or step-parent who has a serious health condition; and
- For a serious health condition of the employee that makes the employee unable to perform the duties of his or her job.
- For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

All requests for unpaid leave must be made in writing to your supervisor. Unpaid leave should be requested two weeks in advance or as soon as possible in an emergency situation.

9. Bereavement Leave

All employees are eligible for up to **five (5) days of paid bereavement leave** in the event of the death of an immediate family member. This leave is separate from sick leave and PTO and is intended to allow time for mourning, travel, and attendance at a funeral or memorial services.

Immediate family members are defined as:

- Spouse or domestic partner
- Parent or legal guardian
- Stepparent or parent-in-law
- Child (biological, adopted, stepchild, or foster child)
- Sibling or step-sibling
- Grandparent or grandchild

Employees must notify their direct supervisor and submit the leave request through the HRIS system as soon as possible. Additional unpaid time may be requested in accordance with the Unpaid Leave Policy.

Unapproved Absences

Time off requests will not be approved during:

- During the week leading up to the end of instruction, state testing, and the weeks of state, MAP, and Benchmark testing;
- Professional learning days;
- 2 days before and 2 days after holidays (unless scheduled in the annual calendar for KIPP Tulsa);
- Parent Teacher Conferences;
- First and last day of school;
- During the time period between when a separation notice has been given to KTPCS and the day the separation will take place, unless approved in writing by the HR Department or the Executive Director.

***Refer to the staff calendar for a list of blackout dates**

Leave Payout Upon Separation

- KIPP Tulsa **will not pay out unused sick leave** upon separation.
- **Unused PTO and vacation time** will be handled in accordance with the policies outlined in the Employee Handbook.
- Employees should refer to the separation and final pay section of the handbook for specific procedures.

Leave Transfer

- Employees are eligible to transfer sick leave if they were employed by another **Oklahoma public school district** immediately prior to beginning work at KIPP Tulsa.
- Proof of prior employment and sick leave balance must be provided within **the first 90 days of employment**.
- A maximum of **60 sick leave days** may be transferred to KIPP Tulsa from an eligible Oklahoma public school district.
- Transferred sick leave:
 - Is added to the employee’s sick leave balance upon verification by Talent/HR.
 - Is **not paid out** at the time of separation from KIPP Tulsa.
 - Is **subject to the same usage guidelines** as sick leave accrued during employment at KIPP Tulsa.
- Only **sick leave** may be transferred. Vacation leave, personal leave (PTO), or other forms of time off are **not transferable**.
- Sick leave from private schools, out-of-state schools, or non-K–12 institutions is **not eligible** for transfer.

Exceeding Leave Allocations and Pay Deductions

Employees are expected to monitor and manage their available leave balances through the designated HRIS system. If an employee exceeds their available leave allocation (sick leave, PTO, or vacation), any additional absences will be considered unpaid unless otherwise approved in writing by the Executive Director or Talent Team.

For any days taken beyond the employee's available and approved leave, the employee will be subject to a payroll deduction equivalent to their daily rate of pay. The daily rate is calculated by dividing the employee’s annual salary by the number of workdays in the fiscal year (e.g., 190 days for 10-month employees or 260 days for 12-month employees). These deductions will be reflected in the payroll following the occurrence of the unpaid absence. Employees are encouraged to request leave in advance and communicate promptly with their supervisor and the Talent Team to avoid unnecessary pay deductions and ensure proper staffing coverage.

Additional Notes

- All leave must be requested and recorded using the designated HRIS system (currently Time and Talent in Sylogist).
- Leave balances are tracked per fiscal year, and employees are encouraged to monitor their available leave in the HR platform.

KIPP Tulsa Leave Policy Summary

Leave Type	Eligibility	Amount / Duration	Key Notes
Sick Leave	All employees (10- or 12-month)	10 days/year (10-mo), 12 days/year (12-mo); unlimited accrual	Not paid out at separation; may apply toward retirement
Paid Time Off (PTO)	All employees (10- or 12-month)	5 days/year (10-mo), 3 days/year (12-mo); unlimited accrual	Paid out at \$20/day upon separation
Vacation Leave	12-month employees only	10–18 days/year based on years of service; accrual not to exceed two times the annual number of granted vacation days.	Paid out at 50% of the daily rate upon separation after accrual
Parental Leave	All employees	Up to 12 weeks, using accrued sick and PTO leave	Includes legal appointments, bonding, adoption/foster care

Maternity Leave	Full-time employees with 1+ years of service	6 weeks paid (in addition to sick leave)	Paid in full; considered continuous service
Jury Duty	All employees	As required by the court (paid, with documentation)	Court summons required; notify supervisor
Military Leave	All employees with military orders	As required (paid, with official orders)	Submit official orders and requests to the Talent Team
Unpaid Leave	Employees who meet FMLA conditions	Up to 12 weeks of unpaid leave per calendar year	Request in writing, subject to conditions and blackout dates
Leave Transfer	Employees transferring from Oklahoma public schools	Up to 60 sick days may be transferred in	Only sick leave is eligible; verification required within 90 days
Bereavement Leave	Up to 5 days per occurrence	For the death of an immediate family member	Must be communicated with the supervisor and entered into the HRIS system

Punctuality and Attendance

Punctuality and regular attendance are expected of all KTPCS employees. Employees should report to work on time, as scheduled, and be prepared to foster a learning and working environment that supports the success of all scholars.

If an employee anticipates arriving late, they must contact their supervisor prior to the start of their scheduled workday. Planned absences should be submitted for approval at least 3 workdays in advance. If an employee must take time off on the same day due to an unexpected event (e.g., illness, emergency, or family crisis), they must notify their supervisor by phone as early as possible. Timely communication is essential to help avoid staffing shortages and to ensure proper coverage for student support.

If an employee fails to report to work for 3 consecutive days without notifying their supervisor, KTPCS will consider this job abandonment and may proceed with separation from employment. A doctor’s note is required for any absence lasting 3 or more consecutive workdays. **Additionally, employees who exceed their allotted days off during a school term may be subject to pay deductions in accordance with KTPCS leave policies.**

OTHER SCHOOL POLICIES

Fee/Cash Collections

No staff member is permitted to accept cash and/or checks. All school events for which money is collected must be approved by the Principal. The Finance Specialist, along with the Operations Lead, will supervise the collection of all fees and will be responsible for managing the receipts. Teaching staff and Scholars are not permitted to do fundraising or fee collection; rather, all financial transactions should be coordinated with the Finance Specialist and/or Operations Lead. Teachers and staff are not permitted to conduct personal sales; fundraising activities must be approved by the Principal and the Board. Cash and/or checks should not be stored or locked in staff offices or desks, but rather should be locked in a safe.

Fundraisers

This includes 1-time events and sales, or anything that raises money in the name of the school.

- Permission for any fundraiser must be received from the Principal and the Executive Director prior to starting. Must end process with Board Approval; see form.
- All money must be immediately turned in to the front office.
- There can be no sale of food prepared in homes.
- There can be no solicitation of board members, businesses, or foundations without previous permission from the Executive Director or the HR Department.

Computer Access, Disclosure, and Internet Policies

KTPCS lends faculty members laptop computers and/or electronic tablets. These computers can be used inside and outside the school by our teachers in order to enhance, enrich, and facilitate their teaching and administrative duties as well as school communications.

The school laptops are to be used for school-related business as a productivity tool, a curriculum enhancement tool, and for research and communications. Borrowers may use the laptops for personal purposes within the standards of good judgment and common sense. In adherence with KTPCS's professional conduct policy above, all staff should ensure that the use of computers, laptops, or tablets is always professional and appropriate. KTPCS computers, laptops, tablets, or similar devices are not to be used to view or participate in pornography, betting, gambling, or other inappropriate or unlawful activities. **The inappropriate use of laptops, tablets, or similar devices, including inappropriate emails with staff, Scholars, or parents, or the participation in any pornography, betting, gambling, or other inappropriate or unlawful activities will be grounds for disciplinary action, including up to immediate termination.**

- All laptops are school property and are loaned to the faculty for a period of time as deemed necessary by the Operations team.
- All borrowers need to sign the Technology Checkout Form and agree to all outlined policies before they are issued a school laptop computer.
- Borrowers are expected to protect school laptops from damage and theft. The borrower is monetarily responsible for any hardware or software damage inflicted on the laptop due to negligence on his/her part.
- Borrower agrees to pay replacement costs of lost school laptops and peripherals, or repair costs for damaged components and software installations, including labor costs.
- Borrowers will not be held responsible for computer problems resulting from regular school-related use.
- The borrower agrees to refrain from attempting any network changes, including operating system, registry settings, web browser configuration, or printer.
- All organization-provided computer equipment, systems, and services, as well as electronic files, communications (e-mail), and data, created, sent, received, and/or stored on such equipment are organization assets intended for authorized business use. Employees should not assume that organization records, e-mails, or any other electronic files or databases are confidential.
- Furthermore, the organization may monitor, access, and disclose all electronic data, including all Internet sites accessed. Employees must not send, store, or discuss KTPCS confidential information on the Internet or through other electronic means without prior authorization and security measures.
- All KTPCS employees are required to sign a **Technology Use Agreement** prior to being issued any school-owned electronic device, including but not limited to laptops, tablets, cell phones, or other digital equipment. This agreement outlines the appropriate and responsible use of KTPCS technology resources, expectations for data security, and procedures for care and return of equipment. By signing the agreement, employees acknowledge their responsibility to use the device solely for work-related purposes, comply with all district policies, and return the equipment in good condition upon request or separation from the organization. No employee will be issued a device without a signed agreement on file.

Computer security is of special concern to KTPCS, and all employees are asked to strictly adhere to the following

computer guidelines:

- Ensure that all automatic updates are downloaded and that the director of School Operations is notified when any software (security or otherwise) licenses are about to expire.
- Do not install or uninstall any software without the written permission of KTPCS's Chief of Operations or Executive Director.
- Do not attempt any network changes, including operating system, registry settings, web browser configuration, or printer settings.
- It is KTPCS's policy to utilize all commercially purchased software in accordance with its individual licensing agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation of the law.
- KTPCS's e-mail system is intended for internal and external business communication. It is neither private nor intended to be your primary personal email. Your e-mails are the property of KTPCS. You should have no expectation that your emails are private. KTPCS recognizes that personal messages may be sent and received by employees; however, employees are encouraged to keep personal emails to a minimum and use should be restricted to break times.
- KTPCS computers and other office equipment are not to be used to view or participate in pornography, betting, gambling, or other inappropriate or unlawful activities. Participating in any of these or other unlawful or inappropriate activities will be grounds for immediate termination.
- Immediately contact the director of business operations if you experience any problems related to your computer, e-mail, printing ability, etc.
- Due to viruses that are often passed through social media sites such as Facebook, KTPCS asks that employees use extreme caution when utilizing Facebook or other similar sites and services as part of instructional practices or communication with Scholars/families from KTPCS computers.

How to Avoid Laptop Computer Theft

Due to their size and portability, laptop computers are especially vulnerable to theft. Below are some tips on how to protect your laptop from being stolen.

- Do not leave a laptop in an unlocked vehicle, even if the vehicle is in your driveway or garage, and never leave it in plain sight. If you must leave your laptop in a vehicle, the best place is in a locked trunk. If you do not have a trunk, cover it up and lock the doors.
- Be aware of the damage extreme temperatures can cause to computers.
- Carry your laptop in a nondescript carrying case or bag when traveling.
- Do not leave a meeting or conference room without your laptop. Take it with you.
- Never check a laptop as luggage at the airport. The Federal Aviation Administration has issued a warning about an increasingly common scam—stealing laptops from the conveyor belts of metal detectors. Wait for those ahead of you to pass through the metal detector before placing your laptop on the belt. Another airport scam to be aware of— one person will engage you in conversation or bump into you, and their partner in crime will steal your laptop while you are distracted. Be alert.
- Lock the laptop in your office or classroom during off-hours.
- If you do not have an office, then you may use a cable lock that wraps around a desk or chair leg, or put the laptop in a locked closet or cabinet.

If a theft does occur, you must report it to your supervisor and Operations Lead immediately. They will notify the police, and the make, model, and serial number for the laptop will be provided so police can file a complete report and enter the stolen laptop information immediately on the national crime information computer. Precaution and common sense goes a long way in controlling your theft exposure.

Reporting of Financial, Auditing, or Governance Improprieties

KTPCS is committed to facilitating open and honest communications relevant to its governance, finances, and compliance with all applicable laws and regulations. It is important that KTPCS be apprised about unlawful or improper behavior, including, but not limited to, any of the following conduct:

- Harm or potential harm to Scholars¹;
- Theft of property or embezzlement or misuse of funds;
- Financial reporting that is intentionally misleading, fraudulent, or negligent in any manner;
- Forgery or alteration of documents or unauthorized alteration or manipulation of computer files;
- Fraudulent destruction of records;
- Improper use or sale of KTPCS assets, including but not limited to its funds, supplies, intellectual property, and other assets;
- Improper access or use of confidential employee, Scholar, or donor information;
- Authorizing or receiving compensation for goods not received or services not performed;
- Any other improper occurrence regarding cash, property, financial procedures, or reporting;
- Any abuse of or discrimination against a KTPCS employee, scholar, parent, vendor, or person connected with any of the foregoing;
 - Failure by KTPCS to provide a reasonable accommodation for disability or religious belief;
 - Violations of KTPCS's conflict-of-interest policy;
 - Retaliation against a whistleblower, and
 - Any other improper occurrence regarding cash, financial procedures, or reporting.

NON-RETALIATION

We request the assistance of every employee who has a reasonable belief or suspicion about any improper transaction. KIPP Tulsa values this input, and each employee should feel free to raise issues of concern in good faith, without fear of retaliation. Employees will not be disciplined, demoted, terminated, or retaliated against for asking questions or voicing concerns about conduct of this sort. At the same time, KTPCS expects all employees to take this policy seriously, to use it in good faith, and to use it when necessary and in a judicious manner. Reports that are not made in good faith or are otherwise intended to harass or annoy an employee may result in disciplinary action, including termination.

¹ Pursuant to KIPP Tulsa's policy for Reporting Child Abuse, and to Oklahoma law, any KIPP Tulsa employee who suspects that a child under the age of eighteen (18) years is a victim of abuse or neglect must promptly make a report directly to the Department of Human Services.

MAKING A REPORT AND CONFIDENTIALITY

We encourage any employee who has a concern regarding an action concerning KTPCS's governance, finances, or compliance with all applicable laws and regulations to raise the concern with a supervisor or the Executive Director.

If for any reason the employee does not believe these channels of communication are adequate, the concern should be reported immediately to either the chair of the board or the chair of the finance and investment committee. Anonymous reports will be accepted, and all reports will be handled on a confidential basis. The contact information for the board chair and the chair of the finance and investment committee is below.

Mark envelope: "TO BE OPENED BY ADDRESSEE ONLY. PERSONAL AND CONFIDENTIAL."

The board chair or the chair of the finance and investment committee will coordinate the investigation, and KIPP Tulsa will take appropriate action as it deems justifiable by the circumstances.

DEFINITIONS

Good Faith Report - a report of misconduct of the type identified in this policy, which is made without malice or consideration of personal benefit and which the person making the report has reasonable cause to believe is true. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously, or with reckless disregard for the truth or falsity, are a serious offense and may lead to disciplinary action, up to and including termination.

Whistleblower - a person who witnesses or has evidence of misconduct of the type identified in this policy while employed by the district and who makes a good faith report of the suspected fraud, financial improprieties, irregularities, or conflicts of interest, verbally or in writing, to one of the person’s superiors, to an agent of the employer or to an appropriate authority.

POLICY AVAILABILITY

This policy is to be posted in the office of KTPCS, included in the Employee Handbook, and communicated to all new staff as part of their orientation. In addition, every year, after the annual meeting of the Board of Directors, the Executive Director will have the responsibility of updating the contact information for the Board of Directors offices listed below and then sending the policy with the updated contact information to all staff.

CONTACT INFORMATION:

Chairman, Dr. Dewayne Dickens | dewayne.dickens@tulsacc.edu |

Treasurer, Board of Directors: Brett Krieg | Brett.Krieg@williams.com |

ADOPTED this _____ day of _____, 2025.

Conflict of Interest Statement

Because it is a nonprofit corporation, the proper governance of KTPCS depends on the active participation of volunteer directors who freely donate their time and talents for the benefit of KTPCS's scholars, families, and staff.

KTPCS is aware, however, that this service may occasionally result in situations involving a dual interest on the part of one or more members of the board of directors ("board") that might be interpreted as a conflict of interest.

At the same time, KTPCS recognizes that it is inherent that directors are and will continue to be active in eastern Oklahoma and that conflicts of interest will necessarily occur because of their varied interests and backgrounds. However, KTPCS believes that directors should not be inhibited solely because of potential conflicts of interest. In fact, KTPCS believes that the matter of conflicts of interest can best be handled through full disclosure of such interests, together with abstention in any vote wherein such an interest may be *relevant*.

KTPCS adopts the following with respect to participation by directors, employees, and volunteers in matters coming before the board and its committees in which they may have a potential conflict of interest:

1. No director, employee, or volunteer shall knowingly participate in any decision of the board or any committee thereof or otherwise attempt to influence the conduct of KTPCS where such decision or conduct would directly or indirectly confer any financial benefit on such person or on any organization in which such person has a material financial interest. A relationship to an organization will be considered to exist whenever a director, employee, volunteer, or a member of his or her immediate family or close relative is an officer, director, partner, employee, or agent of the organization, or has a substantial interest in the organization.
2. In the event that there is a matter for consideration or decision that raises a potential conflict of interest for any director, employee, or volunteer, that person shall immediately disclose the potential conflict of interest to the board or to the committee considering the matter, as the case may be, and shall not cast a vote on the matter. The board member, however, will be counted in determining the quorum for any such meeting. The minutes of the meeting should reflect that appropriate disclosure was made and that the interested director(s) abstained from voting.
3. This policy shall not be construed as preventing or discouraging any director, employee, or volunteer from participating in the discussion of a matter with respect to which that person has a conflict of interest, provided such person complies with paragraph 2 of this policy. Where a director, employee, or volunteer is affiliated with an organization seeking to provide services, goods or facilities to KTPCS, the board and Executive Director shall use reasonable efforts to ascertain that the services, goods or facilities are offered on competitive terms and conditions and that, all things considered, an arrangement more beneficial to KTPCS could not be obtained.
4. Directors, employees, and volunteers shall exercise good faith in all transactions touching upon their duties to KTPCS and its property. In their dealings with and on behalf of the organization, they shall be held to a strict rule of honest and fair dealing between themselves and KTPCS. They shall not use their position or knowledge gained from their position in a way that creates a conflict between their own personal interest and those of KTPCS.

A copy of this Conflict of Interest Statement shall be provided to each director, employee, volunteer, and any other person requesting a copy of the same.

Adopted this _____ day of _____, 2023.

Internal Communication and Confidentiality Agreement

As an employee of KTPCS, you are acting as an agent of the school. This means that you are given the ability to see, hear, and read information about scholars and their families that is private. Disclosure of personal information, for the purposes of internal communication, is something that should be done respectfully and with discretion. If you have a question about what is appropriate information to share, you should direct your questions to your Principal, HR Department, or Executive Director.

Conversations with parents, teachers, and scholars in the school are confidential. Refrain from discussing these conversations outside the school. Please refer any concerns to your supervisor.

I have read the Internal Communication and Confidentiality Policy and understand it.

Employee’s Signature: _____

Employee’s Printed Name: _____

Date: _____

Employee Handbook Acknowledgement

I acknowledge that I have been given a copy of the KTPCS Team and Family Handbook. I understand that I am responsible for reading the handbook and for knowing and complying with the policies set forth in the handbook during my employment with KTPCS. I understand that failure to comply with KTPCS's rules and regulations may result in disciplinary action, up to and including termination.

I understand and agree that I am employed by KTPCS on an at-will basis, which means that my employment is for no definite period and may be terminated by me or by KTPCS at any time and for any reason, with or without cause or advance notice. I also understand that KTPCS may demote or discipline me or otherwise alter the terms of my employment at any time at its discretion, with or without cause or advance notice.

I understand that the policies contained in this handbook are guidelines only and, with the exception of the at-will policy, are not intended to create any contractual rights or obligations. I also understand that, in order to retain the necessary flexibility in the administration of policies and procedures, with the exception of the at-will policy, KTPCS reserves the right to change, revise, supplement, or rescind the provisions of this handbook and the policies or procedures on which they were based. Any changes to this handbook must be in writing and must be signed by a KTPCS representative authorized to make such changes. No one other than the Executive Director of KTPCS has the authority to enter into an agreement altering an employee's at-will employment. Any such agreement must be in writing, must be signed by the Executive Director of KTPCS and by the affected employee, and must express a clear intent to alter the at-will nature of the employment relationship.

I understand that this form contains a full and complete statement of the agreements and understandings that it recites, and I agree that no one has made any promises or commitments to me contrary to the foregoing. I also understand that this handbook supersedes all previous handbooks and manuals.

Employee's Signature: _____

Employee's Printed Name: _____

Date: _____