



TULSA PUBLIC SCHOOLS

Employee Guidebook

TULSA PUBLIC SCHOOLS

EQUITY CHARACTER EXCELLENCE TEAM JOY



The purpose of this Employee Guidebook is to highlight important information for employees. It is not a contract, nor does it modify or supersede the terms of any contract that applies to your employment with the district. Your employment with the district is subject to the terms and conditions of your own individual employment contract with the district, as well as state law. Depending on your position, your employment may also be subject to the terms of an applicable negotiated agreement. Negotiated agreements that cover certified and certain support employees of the district contains more detailed and complete information than is provided in this Employee Guidebook, may be found on Inside TPS under the Talent Management tab or at <https://www.tulsaschools.org/about/teams/talent-management/handbooks>.

Additionally, while this Employee Guidebook is designed to provide you with easy access to particularly important and relevant policies and information, it does not include all district policies and regulations that will apply during your employment. You are responsible for being aware of and abiding by all applicable policies and regulations of the Board of Education of Tulsa Public Schools during your employment. A full policy manual is available on the district's website at [.https://www.tulsaschools.org/about/board-of-education/policysearch](https://www.tulsaschools.org/about/board-of-education/policysearch). If you have questions about district policies or procedures and how they apply to you, you are encouraged to ask your school leader or supervisor.

Again, this Employee Guidebook is meant to be a helpful tool only. In the event of any conflict between this Employee Guidebook and your own individual employment contract, any applicable collective bargaining agreement, applicable laws and regulations, or district policies and regulations, those sources will control.

Updated July 2025



TABLE OF CONTENTS

Core Values..... 6

Employee Information..... 6

 TEAM TULSA RESOURCES..... 7

 Payroll Information..... 7

 Work Days and Time Off..... 7

 Leaves of Absences / FMLA / ADA..... 8

 Teacher’s Work Day..... 9

 Dress Code..... 10

 Employment Verification..... 10

 Contacts..... 11

 Teacher Certification..... 12

 Employee Self Service..... 13

 Communication with Students..... 13

Policy Highlights..... 15

 TULSA PUBLIC SCHOOLS POLICY 2104: FIRST AID/EMERGENCY TREATMENT..... 16

 TULSA PUBLIC SCHOOLS POLICY 2108: SMOKING OR THE POSSESSION OR USE OF TOBACCO AND VAPORIZERS BY STUDENTS..... 16

 TULSA PUBLIC SCHOOLS POLICY 2109: REPORTING STUDENT SUBSTANCE USE/ABUSE..... 16

 TULSA PUBLIC SCHOOLS POLICY 2109-R: REPORTING STUDENT SUBSTANCE USE/ABUSE..... 17

 TULSA PUBLIC SCHOOLS POLICY 2110: REPORTS OF CHILD ABUSE/NEGLECT..... 17

 TULSA PUBLIC SCHOOLS POLICY 2112: CORPORAL PUNISHMENT..... 18

 TULSA PUBLIC SCHOOLS POLICY 2110-R: REPORTS OF CHILD ABUSE/NEGLECT..... 18

 TULSA PUBLIC SCHOOLS POLICY 2120: USE AND POSSESSION OF MARIJUANA, MEDICAL MARIJUANA, AND CANNABIDIOL (CBD) ON DISTRICT PROPERTY..... 19

 TULSA PUBLIC SCHOOLS POLICY 4402: SMOKING AND VAPORIZERS ON SCHOOL PREMISES BY EMPLOYEES AND PATRONS..... 20

 TULSA PUBLIC SCHOOLS POLICY 2602: STUDENT SEARCHES..... 20

 TULSA PUBLIC SCHOOLS POLICY 4204: EMPLOYEE PROBATION..... 20

 TULSA PUBLIC SCHOOLS POLICY 4210: POLICY REGARDING THE SUSPENSION, DEMOTION, TERMINATION OR NON REEMPLOYMENT OF SUPPORT EMPLOYMENT..... 21

 TULSA PUBLIC SCHOOLS POLICY 4406: USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCE BY EMPLOYEES..... 21

 TULSA PUBLIC SCHOOLS POLICY 4406-R1: ALCOHOL AND DRUG TESTING OF EMPLOYEES AND APPLICANTS FOR EMPLOYMENT (OTHER THAN BUS DRIVERS)..... 21

 TULSA PUBLIC SCHOOLS POLICY 4406-R2: ALCOHOL AND DRUG TESTING FOR BUS DRIVERS..... 22

 TULSA PUBLIC SCHOOLS POLICY 4408: EMPLOYEE ETHICS..... 21

 TULSA PUBLIC SCHOOLS POLICY 4409: EMPLOYEE CONFLICT OF INTEREST..... 22

 TULSA PUBLIC SCHOOLS POLICY 4409-R: REGULATION (FAQS) REGARDING EMPLOYEE CONFLICTS OF INTEREST..... 26

Updated July 2025



TULSA PUBLIC SCHOOLS POLICY 4410: EMPLOYEE CONDUCT..... 30

TULSA PUBLIC SCHOOLS POLICY 4411: STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS..... 31

TULSA PUBLIC SCHOOLS POLICY 4412: WHISTLEBLOWER PROTECTION/ANTI-RETALIATION..... 33

TULSA PUBLIC SCHOOLS POLICY 4414: EMPLOYEE AND STUDENT USE OF SOCIAL MEDIA AND OTHER FORMS OF ELECTRONIC COMMUNICATION..... 34

TULSA PUBLIC SCHOOLS POLICY 4901: NONDISCRIMINATION..... 35

TULSA PUBLIC SCHOOLS POLICY 4901-R: DISCRIMINATION, HARASSMENT AND RETALIATION, AND RELATED COMPLAINT PROCEDURES..... 37

TULSA PUBLIC SCHOOLS POLICY 5706: STUDENT DONATIONS, GIFTS, AND SOLICITATIONS.....38

TULSA PUBLIC SCHOOLS POLICY 6201: COMPUTING RESOURCES.....37

TULSA PUBLIC SCHOOLS POLICY 7308-R: EMERGENCY CLOSINGS..... 38

Updated July 2025



Mission

Our students lead through literacy, are empowered through experience, and contribute to their community.

Vision

Tulsa Public Schools honors the diversity, creativity, and passion of our students, elevating every student to be designers of their destiny.

Tulsa Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, disability, genetic information, veteran status, marital status or age in its employment, programs and activities. The following person has been designated to handle inquiries regarding the Tulsa Public Schools' non-discrimination policies:

Michelle Siegfried
District Lead of School and Workplace Investigations
Tulsa Public Schools
3027 South New Haven Avenue
Tulsa, Oklahoma 74114-6158
(918) 746-6985
siegfmi@tulsaschools.org

Updated July 2025

Core Values



Equity

We know that our diversity is a community treasure, and we are committed to dismantling practices and systems that perpetuate inequities, being actively anti-bias, anti-racist, and working toward justice and opportunity for all.



Character

We are honest, trustworthy, and have high standards of behavior. We make decisions based on what our students and community need, and we do the right thing even when it is hard.



Excellence

We work together to give Tulsa the world-class schools it needs and deserves. We expect a lot of one another, and we support one another in achieving our shared, high expectations.



Team

We care for one another and work together to celebrate success, learn from struggles, and work to help every team member be their best selves.



Joy

Joy at school and at work makes us more productive, because when we create, innovate, and imagine, our motivation grows. Also, we love to have fun!

Updated July 2025



Employee Information

Team Tulsa Resources

2025-2026 Contract Data Sheets (holidays) for [certified](#) and [support](#) employees

[Employee Offers and Discounts](#)

[Public Service Loan Forgiveness](#)

- When completing your PSLF form, e-mail verify@tulsaschools.org as the contact for Tulsa Public Schools service certification.

[Employee Assistance Program Resources and Benefits](#)

Payroll Information

12-month employees and teachers are paid monthly on the 20th.

Support employees are paid bi-weekly on Friday.

All payroll is direct deposit. Pay stubs will be sent via school email and can be accessed on Employee Self Service.

Contact: payroll@tulsaschools.org

Work Days and Time Off

Contract data sheets are sent via email each school year. Please refer to this each year for specific holidays and time off.

2025-2026 Contract Data Sheets (holidays) for [certified](#) and [support](#) employees

Hours are set by each supervisor. Please check with your supervisor for arrival and departure times.

Sick Time:

- Support personnel may earn up to twelve (12) sick days each year, and these days will begin to accrue at the rate of up to 8 hours for each calendar month depending on the number of hours per day specified in the employee's contract for regular full-time employees, and no more than 4 hours per calendar month for regular part-time employees. Twelve-month employees will begin to earn their sick days in July, and ten-month or eleven-month employees when their contract begins

Updated July 2025



- Certified Teachers – earn up to (10) sick days per year at the beginning of the school year and an additional 20 Sub-Deduct Days – These days allow a teacher to receive their daily contract rate less the rate paid for a non-certified substitute

Personal Time:

- Hourly Support employees are provided with up to three (3) days per year. Must be employed with the district for 1 (one) year to receive personal days – Unused days will roll to sick time at the change of fiscal year.
- Exempt Support employees are provided with five (5) days per year – Unused days will roll to sick time at the change of fiscal year
- Certified Teachers are provided with five (5) days per year – the first four (4) are no cost to the teacher. The fifth (5th) day is at the teacher’s daily contract amount less the lowest daily substitute pay rate – Unused days will roll to sick time at the change of the fiscal year

Vacation Time:

- All permanent twelve (12) month hourly support employees who are eligible to earn vacation based on their years of service with the district:
 - 0 – 4 years – up to ten (10) days per year
 - 5 - 8 years – up to fifteen (15) days per year
 - 9 or more years – up to twenty (20) days per year
 - All permanent twelve (12) month exempt employees are eligible to earn up to twenty (20) days per year

Holiday Time:

- All full-time, permanent twelve (12) month employees will receive holiday pay for: Labor Day, Thanksgiving Day and the Friday after Winter Break as observed by the Education Service Center; including Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin L. King Day, Presidents Day, Friday of Spring Break, Memorial Day, and Independence Day. The actual date of the holiday will be listed on the fiscal school calendar
- Full time permanent support employees, who work less than twelve (12) months with three (3) or more years of service as of July 1, will be paid for Labor Day, Thanksgiving Day, Christmas Day, New Year’s Day, Juneteenth, and one (1) more day of holiday pay with payment to be made in the first bi-weekly check in January

Leaves of Absences / FMLA / ADA

Please visit www.tulsaschools.org/about/teams/talent-management/leave or contact leave@tulsaschools.org for more information.

At Tulsa Public Schools, we provide a generous package of paid leave to eligible employees, including sick, vacation, personal business, emergency and bereavement leave, among others. Sometimes situations arise where you need to be away from work for an extended period for personal or family reasons. Eligible team members who have worked for the district for at least 12 months and for at least

Updated July 2025



1,250 hours in the last 12 months may be entitled to up to 12 weeks/60 days of unpaid leave for qualifying reasons under the Family and Medical Leave Act (FMLA).

The District will make reasonable accommodations for students, job applicants and employees with disabilities in accordance with the requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act.

For accommodation requests, email ada@tulsaschools.org.

Teacher's Work Day

Contract Day

Teachers, by virtue of their profession, are considered professionals whose time must be apportioned in a variety of areas – the most important of which is direct instruction of students. The parties recognize that the work of educators is not always standard or predictable and acknowledge that educators work many hours outside the contracted school day. Therefore, teachers will not be assigned duties beyond seven hours and thirty-five minutes when the instructional calendar is based on days. When the instructional calendar is based on hours, teachers will not be assigned duties beyond seven hours and fifty minutes on all instructional days. Professional learning days/teachers workdays, shall not exceed seven hours and thirty-five minutes.

These hours are not intended to circumvent normal contractual obligations, including but not limited to: faculty meetings, departmental meetings, Back-to-School Night, etc.

Planning Periods

A minimum of 200 minutes per week, within the instructional day, shall be provided for each elementary teacher for individual planning, preparation, or consultation. A minimum of 225 minutes per week, within the instructional day, shall be provided for each middle and high school teacher for individual planning, preparation, or consultation. Principals shall endeavor to ensure that planning time for teachers will be provided in equivalent blocks of time, when possible, and not divided into increments of less than 40 minutes. No more than one planning period per week, during this designated time, may be required for group/collaborative planning. Teachers will not be required to forfeit minimum plan time for uses other than those agreed upon in the Master Contract.

Lesson Plans

Lesson plans, inclusive of weekly updates to each Canvas course, shall be due no earlier than teacher report time on the first day of each week that school is in session. Nothing in this language shall prevent individual teachers or teams from providing lesson plans prior to the required time. Teachers can only be required to submit lesson plans once per week, in one location, in accordance with the Master Contract.

Lunch Periods

Updated July 2025



Each teacher shall have no less than twenty-five (25) consecutive minutes each day for lunch during which they shall be given no duties.

When possible, school counselors will not be assigned to lunch/hall duties that would cause them to be unable to serve students or parents on a continuing basis for an extended period of time.

Dress Code

Business casual is expected in most positions throughout the district. Some positions may have more specific or casual dress expectations.

Teachers occupy a special position within the education community, particularly with respect to their ability to serve as a positive influence for students. Teachers are expected to dress in a professional manner at all times. Dress, including jewelry, and personal grooming, must not offend common standards of decency, distract from the learning environment, contain language which refers directly or indirectly to drugs, alcohol or tobacco, contain direct or indirect sexual references, present health or safety problems, or otherwise constitute inappropriate dress or grooming for the educational process in which the teacher is engaged.

Business casual attire, including clean, non-ripped jeans and school spirit wear, is appropriate throughout the school year depending upon particular classes, activities or circumstances requiring more casual and relaxed dress.

As a general rule, the following items are not considered business casual or appropriate:

- Tee shirts (without school logos), tank tops or halter tops
- Sweatshirts (without school logos) or sweat pants
- Cutoffs or shorts
- Gym suits or warm-up suits
- Flip flops (shower shoes)
- Ripped, stained, soiled clothing or clothing which is too tight or revealing

The exceptions to the above are when a site has designated a day which shall involve a relax dress, a special event, or in the instance where the teacher is engaged in an activity or an assignment in which the wearing of tee shirts, gym suits, jogging suits or similar attire is appropriate to the activity or class.

Employment Verification

Tulsa Public Schools provides employment verification services, when requested, for various purposes. If you need proof of employment or income, please choose one of the options below:

OPTION 1: THE WORK NUMBER

The Work Number® is an automated service that protects your personal information during the verification process and can provide immediate employment verification. This secure service is used when you apply for

Updated July 2025



a mortgage or loan, a job, lease an apartment or any other instance where proof of employment or income is needed.

Need proof of employment or income? Give the person/organization needing proof of your employment the following information:

Your Social Security Number

Tulsa Public Schools Employer Code: 58858

The Work Number access options for verifiers/employers: www.theworknumber.com or 1-800-367-5690

Need to create a Salary Key? A salary key is one form of employee authorization used to release income. If a verifier is requesting a salary key from you, please take the following steps:

Call/visit the Work Number access options for employees: www.theworknumber.com or 1-800-367-2884

On The Work Number website, select "Employee" in the top menu.

Click "Login"

Enter Tulsa Public Schools' Employer Code: 58858.

When prompted to log in, use your SSN and the PIN you set up when creating your account. If you do not have an account, click on "Forgot UserID" to set one up. You will be automatically logged in once the account is created.

Once logged in, click on the Salary Key tab, then the "+ New Salary Key" button at the bottom.

Write down the six-digit salary key provided or use options on the screen to print or email it.

Provide the person requesting the salary key with the following information:

Your Social Security Number

Tulsa Public Schools' Employer Code: 58858

Your salary key

The Work Number access options for verifiers: www.theworknumber.com or 1-800-367-5690

Contacts

Education Service Center

3027 S. New Haven Ave. Tulsa, OK 74114

918-746-6800 Hours: M-F, 7:30 a.m. – 5:00 p.m.

Compensation & Benefits

918-746-6310

benefits@tulsaschools.org

Payroll

918-746-6232

payroll@tulsaschools.org

Updated July 2025

TULSA PUBLIC SCHOOLS

EQUITY CHARACTER EXCELLENCE TEAM JOY



Certification
918-746-6310
certification@tulsaschools.org

Talent Management
918-746-6310
Jointeamtulsa@tulsaschools.org

Leave of Absence
918-746-6310
leave@tulsaschools.org

ADA Accommodations
918-746-6986
ada@tulsaschools.org

Employment Verification
918-746-6310
verify@tulsaschools.org

Teacher Certification

Although Tulsa Public Schools can support teacher certification, the ultimate responsibility is upon the teacher. The issuing body for Oklahoma Teaching Certification is the Oklahoma State Department of Education (OSDE). Please refer to this site for the most current and accurate information.

<https://sde.ok.gov/alternative-paths-teacher-certification>

Option 1: Tulsa Teacher Corps

Tulsa Teacher Corps is the most supportive pathway to becoming a certified teacher. This pathway is unique to Tulsa Public Schools. Any questions regarding Tulsa Teacher Corps can be directed to Keith Grisso at grisske@tulsaschools.org

The steps to gaining certification through Tulsa Teacher Corps are below.

STEP 1: APPLY (deadlines are typically in May of each year)

- Apply to Tulsa Teacher Corps through Tulsa Public Schools - includes essay questions
- Complete onboarding requirements
- Begin interviewing with site leaders

STEP 2: FOUNDATIONAL TRAINING

- Complete enrollment coursework in Canvas
- Engage in two weeks of professional development designed to help you build a foundational understanding of effective instruction

STEP 3: RESIDENCY

- Work side by side with a cooperating teacher for four weeks
- Observe, practice, and receive feedback on instructional practice

Updated July 2025



Successfully pass a performance bar

STEP 4: YEAR 1

Attend Tulsa Way Academy as required by Tulsa Teacher Corps

Meet weekly with Tulsa Teacher Corps instructional mentor to complete coaching cycles that support instructional planning, pedagogy, and more

Complete clusters A-B-C of asynchronous coursework

Attend 18 hours of Tulsa Way Saturdays

Pass 1 certification test by end of February

STEP 5: ADVANCED TRAINING

Engage in two weeks of professional development designed to advance your understanding of effective instruction

STEP 6: YEAR 2

Meet weekly with Tulsa Teacher Corps instructional mentor to complete coaching cycles that support instructional planning, pedagogy, and more

Complete clusters D-E-F of asynchronous coursework

Pass the remaining certification test(s)

Attend 18 hours of Tulsa Way Saturdays

Tulsa Teacher Corps will notify the State Department of Education that you've met all requirements for the Tulsa Teacher Corps program and your standard certificate will be issued.

Option 2: OSDE Alternative Certification

Tulsa Public Schools can provide an initial emergency certification in your assigned area of teaching. An emergency certification requires you qualify for an alternative pathway and meet the requirements defined by the Oklahoma State Department of Education. Teachers on this pathway are typically required to take certification tests within two years.

[OSDE Teacher Certification](#)

Employee Self Service

Employees may view/edit personal address, emergency contact, pay stubs, W4 form, and time off requests (except teaching staff) in Employee Self Service. The login is the same as the network login.

<https://selfservice.tulsaschools.org/ess/default.aspx>

Communication with Students

In accordance with HB3958:

Updated July 2025



Any employee's one-on-one, digital communication with a single student must either include the parent/guardian, or use a district-approved platform and be confined to school and academic matters. (When an employee wishes to electronically communicate with a group of students, the employee is still strongly encouraged to use a district-approved digital platform and to confine their message to school and academic matters.)

There are several district-approved communication platforms. Where possible, include students' parents – especially if they've stated they want to be included in any messages to the students.

TalkingPoints

District email (tulsaschools.org) with a student's K12 email

Canvas, Clever, and GoGuardian's communications tools.

Please consult the TPS Applications Guide resource for an up-to-date list of approved software applications, including communications tools.

Flexibilities: An employee may communicate with an individual student through a non-approved digital tool (ex: text message) in emergency situations, so long as there is after-the-fact notification of parents/guardians.

To request review of a communications tool or platform, please fill out the software application review form. NOTE: submission of the form does NOT guarantee approval; software submitted for review should not be used prior to approval being granted by the review committee.

Out-of-Bounds: It is never acceptable to use any form of digital communication with a student or group of students in an unprofessional or unlawful manner. Familiarize yourself with Board Policy 4414 regarding professional boundaries.

Further Recommendations and FAQs

This section will be updated as additional questions and guidance are available.

What do I do if a student texts me directly? Students may already have my number prior to this law coming into effect.

Send a message like, "We need to shift our texts to TalkingPoints. You can download the app [HERE](#) and find me [HERE](#)" OR

"There's a new law that doesn't let me text a student individually. Can you please add your parent/guardian to this text thread?" OR

Consider setting up a phone/text tree (i.e. with a sports team captain and their parent/guardian) and then providing the students' number to this contact group to respond.

Does this include communications on social media platforms?

Updated July 2025



Yes. Messaging functions on platforms such as Facebook or Instagram are NOT district-approved platforms for communication. Please review Board Policy 4414 for detailed guidance and recommendations specific to communications via social media.

How do I access TalkingPoints?

If you are a school-level TPS employee or representative, you likely already have a TalkingPoints account you can access via your Single Sign-On credentials. For access, account creation, and other technical issues, please fill out a ticket with the Service Desk and select “TalkingPoints” as the category.

Who do I contact with questions?

For questions about the policy and acceptable communications with students, contact Communications (Luke Chitwood, chitwje@tulsaschools.org)

For questions about TalkingPoints please contact Language & Cultural Services (Maricarmen Mitchell, mitchma1@tulsaschools.org).

If you need TalkingPoints account access or have other technical difficulties, please send those issues directly to the Service Desk.

Additional guidance forthcoming

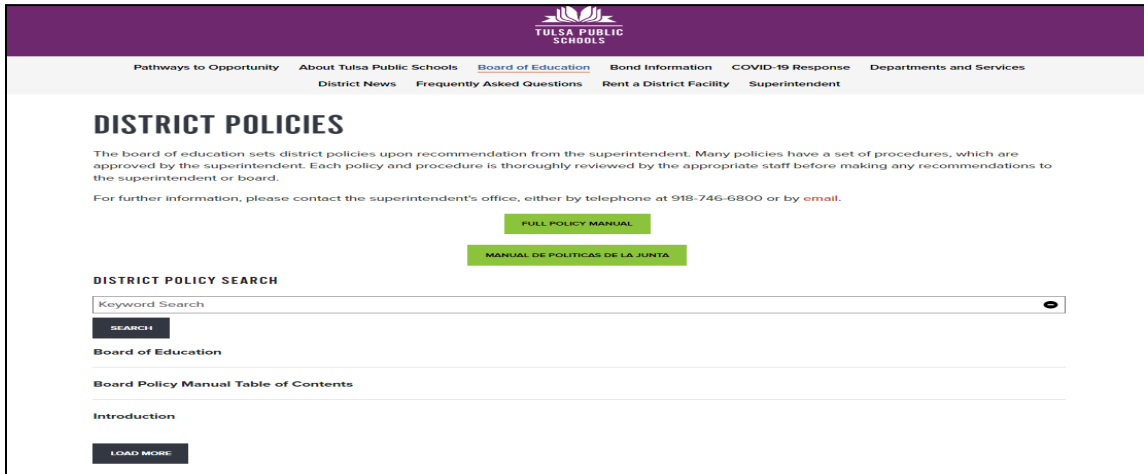
As noted above, the district’s policy regarding electronic communications with students aligns well with the legislation, but it will be updated to fully reflect the requirements of the new law. Once approved, the revised policy will be posted prominently on the district’s board policy page. Review it carefully, and if you have any questions, let your supervisor know.

HB3958 specifies that schools shall provide training, developed by the State Department of Education, for school personnel on the student communication requirements within the act. As the state department develops and disseminates training materials, the district will make these materials available to school leaders and Team Tulsa members.

Policy Highlights

The Board of Education sets district policies upon recommendation from the superintendent. Many policies have a set of procedures, which are approved by the superintendent. Each policy and procedure is thoroughly reviewed by the appropriate staff before making any recommendations to the superintendent or board. The policies may be searched on the district website.

Updated July 2025



The following provides the purpose of important policies. We have emphasized specific policies. All policies may be found in full on our website. Please be sure to check with your supervisor if you have any concerns or questions regarding board policies.

TULSA PUBLIC SCHOOLS POLICY 2104: FIRST AID/EMERGENCY TREATMENT

PURPOSE: To authorize the emergency administration of first aid to students and define the treatment responsibility in such emergencies.

This policy may be read in full at this [link](#).

TULSA PUBLIC SCHOOLS POLICY 2108: SMOKING OR THE POSSESSION OR USE OF TOBACCO AND VAPORIZERS BY STUDENTS

PURPOSE: To prohibit smoking or the possession or use of tobacco by students.

This policy may be read in full at this [link](#).

TULSA PUBLIC SCHOOLS POLICY 2109: REPORTING STUDENT SUBSTANCE USE/ABUSE

PURPOSE: To require the reporting of substance use/abuse by students.

This policy may be read in full at this [link](#).

Updated July 2025



TULSA PUBLIC SCHOOLS POLICY 2109-R: REPORTING STUDENT SUBSTANCE USE/ABUSE

The following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence of a mood/behavior altering substance including but not limited to low-point beer, alcoholic beverages or controlled dangerous substances, over the counter medications, inhalants, etc.

- When a teacher has reason to suspect that a student may be under the influence of a mood/behavior altering substance in the teacher's classroom, the teacher will report the matter immediately to the school principal or designee. Whenever possible, the teacher should attempt to obtain a corroborative observation from another teacher.
- The teacher's written report will state the date, time and place and will describe the actions of the student or other circumstances from which the teacher concludes the student appears to be under the influence of a mood/behavior altering substance.
- The principal, or designee, will immediately notify the Superintendent, or designee, of the report. The principal, or their designee, will also immediately notify the student's parent/guardian of the report. The notification of the student's parent/guardian may be verbal, but will be promptly confirmed in writing.
- Certain terms used in this policy will have the following definitions:
 - "Low-point beer" means beer as defined by Title 37, O.S. Sec. 163.2.
 - "Alcoholic beverages" means beverages containing alcohol, other than low-point beer, as defined by Title 37, O.S. Sec. 506.
 - "Controlled dangerous substances" means substances defined as controlled dangerous substances under Title 63, O.S. Sec 2-101.
 - "Under the influence" means a personal observation by a teacher based on a student's behavior, speech or appearance to reasonably indicate to the teacher that the student's behavior, speech or appearance results from the student's consumption/use of a mood/behavior altering substance including but not limited to lowpoint beer, alcoholic beverages, controlled dangerous substances, over the counter medications, inhalants, etc.
- **A copy of this regulation will be delivered to each classroom teacher.**

LEGAL REFERENCE:
70 O.S. SEC. 24-138,
70 O.S. SEC 24-132,
37 O.S., SEC. 163-2,
63 O.S., SEC. 2-101, AND
37 O.S., SEC. 506.

TULSA PUBLIC SCHOOLS POLICY 2110: REPORTS OF CHILD ABUSE/NEGLECT

PURPOSE: To comply with Oklahoma law requiring reports of child abuse/neglect.

Updated July 2025



Oklahoma law requires every person having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect to promptly report to the Department of Human Services. Reports shall be made to the Department of Human Services Hotline.

Any person, who knowingly and willfully fails to promptly report suspected child abuse or neglect or who interferes with the prompt reporting of suspected child abuse or neglect may be reported to local law enforcement for criminal investigation and, upon conviction, shall be guilty of a misdemeanor. Any person with prolonged knowledge of ongoing child abuse or neglect who knowingly and willfully fails to promptly report such knowledge may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a felony. For the purposes of this paragraph, "prolonged knowledge" shall mean knowledge of at least six (6) months of child abuse or neglect. Any person who knowingly and willfully makes a false report or a report that the person knows lacks factual foundation may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who, in good faith and exercising due care, reports suspected child abuse or neglect, or who allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

ESTABLISHED BY LAW
LEGAL REFERENCE: 10A O.S. 1-2-101
CROSS REFERENCE: OKLAHOMA SCHOOL LAW SEC 1152 REPORTS OF CHILD ABUSE
REVISED: DECEMBER 2013

TULSA PUBLIC SCHOOLS POLICY 2110-R: REPORTS OF CHILD ABUSE/NEGLECT

Oklahoma law requires every person having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect to promptly report to the Department of Human Services (DHS). Reports shall be made to the Department of Human Services Hotline.

Any person, who knowingly and willfully fails to promptly report suspected child abuse or neglect or who interferes with the prompt reporting of suspected child abuse or neglect may be reported to local law enforcement for criminal investigation and, upon conviction, shall be guilty of a misdemeanor.

This policy can be read in full at this [link](#).

TULSA PUBLIC SCHOOLS POLICY 2112: CORPORAL PUNISHMENT

PURPOSE: To prohibit corporal punishment

Updated July 2025



Corporal punishment is defined by Oklahoma law as ordinary force for discipline of children including, but not limited to, spanking, switching, or paddling.

Corporal punishment is prohibited in the District. No student shall be subject to this form of punishment by teachers, administrators, students, or other school personnel. Employees may use reasonable and necessary physical force to protect persons or property.

This policy can be read in full at this [link](#).

TULSA PUBLIC SCHOOLS POLICY 2120: USE AND POSSESSION OF MARIJUANA, MEDICAL MARIJUANA, AND CANNABIDIOL (CBD) ON DISTRICT PROPERTY

Purpose: This policy describes the district’s position on the use and possession of medical marijuana on district property given current state and federal law.

The district recognizes that the laws regarding medical marijuana, cannabidiol, and hemp are new and possibly subject to change. The legal aspects and consequences of possessing medical marijuana, cannabidiol, and hemp affect the district’s policies regarding employees, students, parents and individuals on district premises or attending district events. The district will continue to enforce its current policies. As the need arises, the district will examine and consider changes to those policies in order to assess whether revisions, if any, may be needed in order to comply with state and federal law.

Prohibitions of Marijuana on District Property

While the State of Oklahoma has authorized the use medical marijuana (marijuana authorized for medical purposes pursuant to state law), marijuana is still a prohibited controlled substance under federal law regardless of its use. Because of the district’s obligations to comply with federal law, marijuana is not allowed on district property or in any district vehicle, regardless of a student, employee, parent or any individual’s status as a medical marijuana license holder or if the marijuana is otherwise considered “medical marijuana.” District property includes, but is not limited to all district buildings, parking lots, grounds, equipment, and district vehicles. This prohibition also extends to situations and contexts in which the district reasonably deems the possession of marijuana to be illegal pursuant to applicable law.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded to the district under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district, including but not limited to its drug/alcohol testing policies and regulations,

Updated July 2025



its policy prohibiting the use of drugs and alcohol and the student behavior guide (also known as the Behavior Response Plan, or Student and Family Guide to Success).

This policy may be read in full at this [link](#).

TULSA PUBLIC SCHOOLS POLICY 2602: STUDENT SEARCHES

PURPOSE: To establish standards for student searches.

The school principal or designee may authorize the search of school property temporarily assigned to a specific student and without the permission of the student or the presence of the student. Students have no expectation of privacy as to lockers, desks, or other school property temporarily assigned for their personal use.

This policy may be read in full at this [link](#).

TULSA PUBLIC SCHOOLS POLICY 4402: SMOKING AND VAPORIZERS ON SCHOOL PREMISES BY EMPLOYEES AND PATRONS

PURPOSE: To prohibit smoking and the use of tobacco products on District property and in District vehicles.

This policy may be read in full at this [link](#).

TULSA PUBLIC SCHOOLS POLICY 4204: EMPLOYEE PROBATION

PURPOSE: To define probationary time limits.

All first-term appointments to any teaching position shall be probationary for a period of three years. Any former employee returning to a teaching position will begin a new three-year period of probation.

A temporary contract teacher who works a complete school year and is reemployed without interruption will have that year of service count as one of the three probationary years.

All new support employees, or permanent support employees appointed to new positions, will be on probation for one year from the date of hire or appointment.

ISSUED (AS REGULATION): NOVEMBER 1982

ADOPTED (AS POLICY): FEBRUARY 2005

Updated July 2025



REVISED: MARCH 2005
CROSS REFERENCE: 4206, EVALUATION OF STAFF

TULSA PUBLIC SCHOOLS POLICY 4210: POLICY REGARDING THE SUSPENSION, DEMOTION, TERMINATION OR NON REEMPLOYMENT OF SUPPORT EMPLOYMENT

The purpose of this policy is to define the causes and procedures for certain disciplinary and employment actions affecting support employees of the District as required by law and as defined herein.

This policy may be read in full at this [link](#).

TULSA PUBLIC SCHOOLS POLICY 4406: USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCE BY EMPLOYEES

PURPOSE: To prohibit the possession and/or use of alcohol, or illegal chemical substances and lawful substances used for an abusive purpose while on duty or on District property and to provide authority to the superintendent to establish procedures for drug and alcohol testing of employees and applicants under certain circumstances.

Employees may not use, possess, distribute, purchase, sell, or be under the influence of alcohol or illegal chemical substances or lawful drugs being used for an abusive purpose.

District policy and relevant regulations apply to all employees of the District, regardless of position, title, or seniority. The Board recognizes that all employees have certain personal rights guaranteed by law. This policy is intended to protect those rights.

The superintendent is authorized and directed to promulgate and keep current, in accordance with applicable law, regulations for drug and alcohol testing of employees and applicants.

ADOPTED: APRIL 1986
REVISED: AUGUST 2012

TULSA PUBLIC SCHOOLS POLICY 4406-R1: ALCOHOL AND DRUG TESTING OF EMPLOYEES AND APPLICANTS FOR EMPLOYMENT (OTHER THAN BUS DRIVERS)

Purpose: By this regulation, applicants and employees are placed on notice that the school district may test individuals for alcohol and illegal chemical substances. This policy does not apply to bus driver employees or applicants, who are subject to regulation 4406-R2.

This policy may be read in full at this [link](#).

Updated July 2025



TULSA PUBLIC SCHOOLS POLICY 4406-R2: ALCOHOL AND DRUG TESTING FOR BUS DRIVERS

Purpose: The purpose of this regulation is to prevent accidents and injuries resulting from alcohol or controlled substance use by drivers of commercial motor vehicles. This policy is intended to comply with the school district's mandatory obligations under regulations issued by the United States Department of Transportation ("DOT").

This policy may be read in full at this [link](#).

TULSA PUBLIC SCHOOLS POLICY 4408: EMPLOYEE ETHICS

PURPOSE: To establish expectations for ethical behavior.

The Board of Education expects employees to adhere at all times to recognized standards of professional ethical behavior. Teachers, administrators, and support employees are role models and must exemplify ethical and establish an example of acceptable behavior for students. Employees must not engage in conduct detracting from a positive learning environment.

Inappropriate exploitation of employee/student relationships will not be tolerated. Commercial dealings between students and employees are not acceptable. Additionally, an employee may not use a teacher/administrator relationship with a student for personal gain. Exploitation of a student may result from an improper personal relationship encouraged by the teacher/administrator. Employees should be aware gestures and physical conduct, even though innocent and properly motivated, may be misinterpreted by students and parents/guardians. Therefore, teachers/administrators/support employees must avoid any conduct that might be characterized as evidencing an improper and unprofessional personal involvement with a student.

In their capacity as role models, employees are expected to establish an example of acceptable behavior standards for students. Employees are expected to encourage respect for the law and the institutions of our democratic society.

Employees are expected to refrain from comments or statements, even in jest, reflecting adversely on any person or group with reference to race, creed, national origin, gender, gender expression, gender identity, marital status, political or religious beliefs, family, social or cultural background, sexual orientation, or disability. Use of ethnic slurs constitutes unprofessional conduct.

ADOPTED: OCTOBER 1990
REVISED: MARCH 2016
CROSS REFERENCE:
4409 EMPLOYEE CONFLICT OF INTEREST
5706, STUDENT DONATIONS, GIFTS, AND SOLICITATIONS

TULSA PUBLIC SCHOOLS POLICY 4409: EMPLOYEE CONFLICT OF INTEREST

Updated July 2025



PURPOSE: To establish what constitutes a conflict of interest for District employees.

No employee should have any outside business interests that might, in fact or appearance, interfere with the employee's loyalty to the District. No employee should have any interest or association that interferes with, or appears to impair, the independent exercise of the employee's judgment in the best interests of the District. This policy applies to all employees of the District. Failure of any employee to abide by this policy could result in discipline, including suspension and/or employment termination. In addition, any potential conflict of interest pertaining to federal funding must be disclosed in writing to the Oklahoma State Department of Education or the United States Department of Education, as appropriate.

The integrity of the District's purchasing/contracting procedure must be above reproach. The acceptance or solicitation of gifts or favors by employees will not be tolerated.

The Superintendent or designee shall monitor all employment and assignment activities to assure compliance with this policy. Exceptions may be granted when in the best interest of the District and to avoid unfairness to an employee, but only with written permission of the Superintendent or designee.

Conflicting Business Situations

Employees shall not be concurrently employed by or otherwise seek or accept concurrent employment or compensation with a business organization that does business, or is seeking to do business, with the District unless the engagement is for the District employee's duty free time (i.e., nights, vacations, holidays, weekends); the District employee's compensation does not vary directly or indirectly depending on the amount of business the organization does with the District; the District employee, as a practical matter, does not have the ability to influence or recommend purchases by the District from the organization; and the District employee does not own or control in excess of three percent of the ownership of the business organization.

The District will not do business with any business organization or entity in which a District employee, or member of the District employee's immediate family or household, has an equity ownership except for a minority interest of three percent or less in a publicly-owned corporation.

Types of organizations that are examples of those that should be considered business organizations doing business with the District are: an office or equipment supplier; vendors of computer hardware, software or automation services; fund-raising organizations; insurance or annuity brokers; building contractors; management services, etc.

Inappropriate Transactions

Updated July 2025



No employee shall seek or offer any gift, payment, fee, service, rebate, valuable privilege, hospitality, meal, entertainment, admission tickets, flowers, discount, travel, sporting event (including golf and other social athletic events), vacation, use of vacation property, loan (other than a conventional loan from a lending institution), or other favor from any person or business organization that does, or seeks to do business, with the District. No employee shall accept, offer, or convert anything of value in exchange for referral of third parties to any such person or business organization.

No employee shall accept or offer gifts or favors (including those described above) from any person or business organization where these might tend, or appear to tend, in any way to impair independent judgment concerning District business operations. Employees may offer common courtesies, gifts, or meals with an individual value not greater than \$50 that are usually associated with accepted business practices. Employees may accept common courtesies, gifts or meals with an individual value not greater than \$125 that are usually associated with accepted business practices. Additionally, promotional and advertising novelties and tickets specifically used for advertising purposes are allowable. If an unsolicited gift of more than nominal value is offered or received, it must be declined or returned.

Any offer of a gift or favor of more than nominal value shall be reported promptly in writing to the employee's supervisor, or in the case of the Superintendent, by the Superintendent to the Board president.

Under no circumstances is it permissible to accept or offer a gift of cash or cash equivalents (for example, gift certificates, stocks or other forms of marketable securities).

Travel

Employees will not accept or participate in travel that is paid or provided by a vendor or prospective vendor, even if the travel is deemed to benefit the District. Vendors or prospective vendors who extend travel opportunities to District employees are to be advised of this policy. Employees who have developed a specialized or particular expertise in their field may attend industry-sponsored conferences or conferences sponsored by a vendor or prospective vendor, with travel and other expenses paid by the sponsor if: (1) the employee is attending as a representative of the District; (2) similar employees from other entities are invited to attend; and (3) the employee notifies the Superintendent, in writing, and receives written permission from the Superintendent in advance of the travel.

Unlawful or Unethical Payments

It is in the best interests of the District to avoid even the appearance of impropriety. The District's concern is not only whether activity is technically legal or customary, but also whether or not the public might reasonably view such an act as improper or unethical if all the circumstances were

Updated July 2025



fairly disclosed. The District intends to follow a uniform practice in all areas of its operations consistent with its basic policy.

Employee Annual Statement

Annually the following employees will complete, sign and submit an appropriate statement attesting to compliance with this policy: the Superintendent, members of the Superintendent's cabinet, executive directors, directors, principals, and coordinators. The annual statements will be circulated and reviewed by the Human Resources Department. All employees who are new to their respective positions will be notified of this requirement in connection with training/orientation sessions.

Negotiations and Competition

Representation of the District in a transaction in which the employee, officer, agent, or any close relative has a substantial interest is prohibited. Competition with the District, directly or indirectly, in the purchase or sale of property or interests in property is prohibited.

Outside Employment and Directorships

Employees are expected to devote their full working time to the duties of their positions for the sole benefit of the District. Exceptions must be approved in advance by the responsible Cabinet member. Outside directorships in business corporations must be approved in advance by counsel.

District Property

Materials developed by employees of the District during the course of their employment such as software, hardware devices, products, patents, advertising materials, manuals, etc., are the exclusive property of the District. Such materials may not be used for any purpose other than District business.

The removal of any food, supplies, equipment or other District property, including official records, is prohibited. Individual sales by any school employee of District property, except for District property which has been declared surplus according to District policy, to an outside business interest or other school employee is prohibited.

Sales By/Purchases from Employees

Employees and immediate family members may not solicit the District or other employees concerning sales for personal benefit, political or charitable causes. It is generally deemed inappropriate for an employee, during the course of employment, to solicit students, parents, or patrons for personal benefit, political or charitable causes.

Updated July 2025



Additionally, purchases by the District from employees should be severely restricted to special circumstances where the product or service is not available from other sources.

Any employee who believes a violation of this policy has occurred should immediately report the observation to the Superintendent or designee. The Superintendent or designee will investigate the allegations and take appropriate action.

ADOPTED: MARCH 1994
REVISED: MARCH 2016
CROSS REFERENCE:
4103, HIRING OF EMPLOYEES
4408, EMPLOYEE ETHICS 4409 PAGE 3 OF 3

TULSA PUBLIC SCHOOLS POLICY 4409-R: REGULATION (FAQS) REGARDING EMPLOYEE CONFLICTS OF INTEREST

This list of questions and answers is intended to provide you with clear guidance on expectations found in policy 4409

Who Can Answer Questions About Policy 4409?

I am not sure if policy 4409 applies to a situation I am in and do not know what to do. Who should I talk to about my concern?

Please talk to your supervisor about the applicability of policy 4409. If you are not comfortable doing that, or if you still have questions or some uncertainty after that conversation, either of you may contact the office of the chief financial officer or the district's legal counsel. Policy 4409 is an important policy for everyone in the district to comply with, so please do not hesitate to raise concerns or ask questions.

Second Jobs and Employee Businesses

I am a bus driver who has been offered a part-time job during the school year after my workday has ended for TPS. Is it okay for me to work this second job?

You may work for other employers so long as that work does not interfere with your work for the district—especially your work hours. You must not be doing work of any kind for that other employer while you are working your district job.

I am a teacher with a small personal training business, is that a problem?

You may own a business in whole or in part and still work for the district, but there are important rules that come along with this situation. First, like a second job, this business must not interfere with your work for the district. You should not be doing any aspect of this work during the district workday, including marketing or otherwise promoting your business. Second, it appears you own more than 3% of the business. As described below, if more than 3% of a business is owned by a

Updated July 2025



district employee, that business may not contract with the district (or attempt to) – even if the work for the district would be done on holidays and other district breaks. See the part in the policy called “Conflicting Business Situations” for a full description of the rules relevant to this situation.

May I sell products or services to the district in my free time?

Policy 4409 expressly prohibits employees and their immediate family members from soliciting the district or other employees—whether it is for personal benefit, or for political or charitable causes. Moreover, the policy explicitly prohibits employees from doing business with the district—even in their spare time. The exception to this rule is when the employee owns 3% or less of the relevant business and the employee does not have the ability to influence or recommend purchases by the district.

Family Members’ Businesses

Can a business owned by a family member be a contractor or vendor for the district?

The district cannot do business with any business organization owned by an immediate family or household member of a district employee unless that family or household member only owns 3% or less of the business. Immediate family member is typically defined as parents, siblings, spouse, and children (including in-laws, step-family, and half-siblings).

Gifts

A consultant with the district gave me a small present around the holidays—a nice book bag and water bottle, both of which have the name of the consultant’s business on it. I do not know the value of the gifts. What should I do?

You should return the gift if the combined value appears to be more than \$125. A good way to check the approximate value of the gift is to look up the cost of similar items on the internet. Also, gifts of any kind or value should never be received if they would impair or appear to impair the objectivity of the district’s business operations. Consequently, even a small present around the holidays is not appropriate if the district is currently evaluating the vendor’s performance or a proposal by the vendor.

What should I do if a business wishing to contract (do business with) with the district is sending electronic gift cards to me and my colleagues?

Policy 4409 prohibits employees from receiving gift cards of any value from a person or organization doing business or seeking to do business with the district. Consequently, you should decline the gift card and promptly report this activity to your supervisor. To prevent the activity from continuing, you and/or your supervisor should also inform the business that it is prohibited from this activity and should contact the office of the chief financial officer for clarification of the district’s rules regarding conflicts of interest.

Updated July 2025



What should I do if a vendor/prospective vendor offers me a gift valued more than \$125, or if the gift is nominal but is offered at a time when the district is evaluating a proposal from the vendor?

Any gift offers that violate policy 4409 (like these do) should be declined and the situation should be reported to your supervisor and the chief financial officer –or the superintendent directly.

May I accept gifts from a parent or student of the district—even gift cards or cash?

Assuming the parent does not do business with the district, you may accept a gift from a parent—even gift cards or other cash equivalents. However, remember that there are rules of ethics that apply to educators, including rules stating that you must not use your professional relationships with students for private advantage. Consequently, the context of the gift and the value of the gift are highly relevant to this question. To be safe, an individual gift from a parent/student should be declined if its value is more than \$125, and you should be sensitive to whether the parents are expecting favorable treatment in return for the gift. In short, you do not want there to be any impression or explicit expectation of favoritism.

I hear that booster clubs are giving stipends and other gifts to certain district employees. Is that okay?

While policy 4409 is applicable in many respects to this situation, policy 5707 and 5707-R are the most instructive on this question, and they set out the rules on when (if at all) a booster may provide gifts to district employees. Those policies only authorize gifts, reimbursements, stipends, etc. when there is a prior written approval of the superintendent or their designee. Any approved monetary contributions made to the employee must go through the district's payroll. As a result, boosters may not provide gift cards to district employees.

A nonprofit organization wishes to give me a \$200 end-of-year check to show its appreciation of my work for the district. They do not contract with the district, so may I accept the check?

Your compensation as an employee is set by the board of education and subject to a variety of rules regarding reporting, withholdings, etc. Consequently, you should not seek or receive payment for your work from anyone other than the district. In this situation, you should not accept any bonus payment from other individuals or organizations unless it is approved by the superintendent or chief financial officer in consultation with the general counsel. They will ensure that any additional compensation is properly authorized by the board of education and that there is no appearance that your professional judgment or loyalty to the district is impacted

Meals

A business representative who wishes to do work with the district has asked me to go to lunch with them. Can they pick up the lunch tab?

Updated July 2025



The answer to this question depends a lot on the situation. A meal would never be allowable if the value is more than \$125, but if the value is less than \$125 and such meals are common business practices in the vendor's industry, it is allowable so long as it does not impair or appear to impair the district's objectivity in its business operations. For example, meals should never be accepted from a vendor or prospective vendor when the district is soliciting or considering proposals from similar vendors. Nor would it ever be appropriate to receive regular or frequent meals from this vendor, as the frequency of the meals would (at a minimum) appear to others as creating bias in your judgment of the vendor.

Travel

Can I travel to and attend a conference at the expense of a vendor? It's a very valuable conference and I will learn a significant amount of new information that will help my work at the district. They wouldn't pay for the travel directly. They say they will reimburse the district.

Generally speaking, vendors and prospective vendors should never pay for your travel—even if it is to attend a conference that will be valuable to the district. Travel to a conference paid by (or reimbursed by) a vendor or prospective vendor is only allowed in unusual situations authorized in writing by the superintendent in advance of the travel. Those unusual situations may arise when the employee will be attending the conference as a district representative with special expertise in their field of work and when similar employees from other entities are invited to attend.

Membership on Business and Nonprofits' Boards

I have been offered a position on an organization's board of directors. Am I allowed to accept the position? Does it matter that they are a nonprofit?

If the organization—whether it's a profit or nonprofit or for-profit—provides services or products to others for a fee, you should email the general counsel or other legal counsel for the district before accepting the position. Board memberships are typically not a concern for most employees, but it is important to be certain. The attorney will ask you about the role on the board, the organization's history with the district, and what kind of involvement you may have, if any, in evaluating the performance of the vendor or any proposal they may submit to the district. Please note that if you have already accepted it because you did not know about the rule, contact the general counsel to talk through the situation.

Reporting a Conflicts of Interest Concern

I am an assistant principal, and it has come to my attention that the principal at our school may have violated policy 4409. Am I obligated to take any action?

Any employee who knows or has reason to know of a potential violation of policy 4409 is required to report the matter to their supervisor and the office of the chief financial officer.

Updated July 2025



In the middle of a project—after a selection committee chose the vendor to work with the district—I became aware that there may be a conflict of interest for the district in working with this vendor. What do I do since the vendor has already begun work with the district?

You should talk to our supervisor about the concern. If there is any question about whether or not working with this vendor is a violation of policy 4409, you or your supervisor should contact the office of the chief financial officer to talk through the matter. Talking through the matter with the district’s legal counsel is also an option.

ISSUED: SEPTEMBER 15, 2022

Policy 4409-R

TULSA PUBLIC SCHOOLS POLICY 4410: EMPLOYEE CONDUCT

PURPOSE: To establish parameters for employee conduct.

Although the personal life of an employee should be exemplary at all times, it shall only be of concern to the District if it violates Board policy; local, state or national laws; or contractual agreements. The Administration expects all employees to exhibit behavior not adversely affecting the operation of the District.

In the event an employee violates District regulations concerning employee conduct, the employee shall be subject to appropriate disciplinary action inclusive of suspension, termination, or criminal prosecution if warranted. Employees should adhere to the following; however, it is important to note these are not all inclusive.

Employees shall not:

1. Possess, purchase, sell, distribute, or use illegal chemical substances.
2. Engage in immoral conduct of any kind.
3. Refuse to follow a supervisor's instructions.
4. Smoke in restricted areas.
5. Misuse District leave regulations and unauthorized absences.
6. Falsify any school record or employment application.
7. Carry firearms or other weapons on District property.
8. Fight or intentionally cause physical harm to another employee.
9. Use vulgar or obscene language.
10. Destroy or deface District property.
11. Threaten, intimidate, harass, or in any way coerce or abuse, either physically or verbally, another employee, patron or student.
12. Violate Board policy, local, state or national laws.
13. Convert property of the District, other employees, students or vendors for personal use.
14. Misuse District funds.

Updated July 2025



15. Behave in a manner considered as a conflict of interest.

ADOPTED: JUNE 1994
REVISED: JUNE 2005

TULSA PUBLIC SCHOOLS POLICY 4411: STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

PURPOSE: To establish performance standards and conduct for teachers.

Teachers are expected to behave in a professional manner that supports a quality learning environment.

Commitment to Students

In fulfillment of their obligation to the students, teachers:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, creed, gender, gender expression, gender identity, national origin, marital status, political or religious beliefs, family, social or cultural background, sexual orientation, or disability unfairly:
 - a. Exclude any student from participation in any program.
 - b. Deny benefits to any student.
 - c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

Commitment to the Profession

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

Updated July 2025



In fulfillment of their obligation to the profession, teachers shall not:

1. Make false statements or fail to disclose a material fact related to competency and qualifications, in an application for a professional position.
2. Misrepresent their professional qualifications.
3. Assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attributes.
4. Knowingly make a false statement concerning the qualifications of a candidate for the professional position.
5. Assist an unqualified person in the unauthorized practice of the profession.
6. Disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Knowingly make false or malicious statements about a colleague.
8. Accept any gratuity, gift or favor that might impair or appear to influence professional decisions or actions.

Teacher Due Process Act of 1990

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

Subject to the provisions of the Teacher Due Process Act, a career teacher may be dismissed or not reemployed for:

1. Willful neglect of duty.
2. Repeated negligence in performance of duty.
3. Mental or physical abuse to a child.
4. Incompetence.
5. Instructional ineffectiveness.
6. Unsatisfactory teaching performance.
7. Any reason involving moral turpitude.

A teacher convicted of a felony shall be dismissed or not reemployed, unless a presidential or gubernatorial pardon has been issued.

A teacher may be dismissed, refused employment or reemployment after a finding that such person has engaged in criminal sexual activity or sexual misconduct impeding the effectiveness of the individual's performance of school duties.

As used in this policy:

Criminal sexual activity means the commission of an act as defined in Section 886 of Title 21 of the Oklahoma statutes, which is the act of sodomy.

Updated July 2025



Sexual misconduct means the soliciting or imposing of criminal sexual activity.

ESTABLISHED BY LAW
ADOPTED: JUNE 1994
REVISED: MARCH 2016
LEGAL REFERENCE: TITLE 70 O.S., 6-101.22, HOUSE BILL 1017, SECTION 76 4411 PAGE 2 OF 2

TULSA PUBLIC SCHOOLS POLICY 4412: WHISTLEBLOWER PROTECTION/ANTI-RETALIATION

PURPOSE: To ensure Board members and employees observe high standards of business and personal ethics and comply with all applicable laws, District regulations and policies in the conduct of their duties and responsibilities; and to encourage open and honest communication relevant to the District’s governance, finances and compliance with applicable laws and regulations.

This Whistleblower Protection/Anti-Retaliation Policy is intended to encourage and enable employees to make good faith reports within the District of unlawful or improper conduct and reflects the practices and principles of behavior that support this commitment.

It is important that the District be promptly notified of unlawful or improper behavior including, but not limited to, any of the following conduct:

- * Harm or potential harm to students
- * Theft of property or embezzlement or misuse of funds
- * Financial reporting that is fraudulent, intentionally misleading, or negligent in any manner
- * Improper or undocumented financial transactions
- * Forgery or alteration of documents
- * Unauthorized alteration or manipulation of computer files
- * Fraudulent destruction of records
- * Improper use or sale of District assets, including but not limited to its funds, supplies, intellectual property, and other assets
- * Improper access or use of confidential employee, student or donor information
- * Authorizing or receiving compensation for goods not received or services not performed
- * Violation of the District’s conflict of interest policy
- * Any other improper occurrence regarding cash, property, financial procedures or reporting
- * Any abuse of or discrimination against a District employee, student, parent, vendor or person connected with any of the foregoing
- * Failure by the District to provide a reasonable accommodation for disability or religious belief
- * Retaliation against a whistleblower

Any employee of the District who has a reasonable, good faith belief or suspicion about any of the above conduct shall promptly report the conduct to the District. The District values this input and each employee should feel free to make such reports without fear of retaliation. Therefore, the Board directs the Superintendent of Schools to provide regulations that instruct employees on the procedures and personnel responsible for implementing this Whistleblower Protection/Anti-Retaliation Policy.

Updated July 2025



CONFIDENTIALITY: To assure the reporting of any activity that threatens the efficient administration of the District, reports that disclose improper activities shall be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law.

NON-RETALIATION: Employees will not be unlawfully retaliated against for making good faith reports under this policy. While the District has separate policies that cover harassment and employment discrimination (see 4901, 4901-R and 4902), this Whistleblower Protection/Anti-Retaliation Policy also applies to these situations to encourage the reporting of such wrongful actions against the District's interest.

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, is 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.

1 Pursuant to Tulsa Public Schools Policy 2110, Reporting Child Abuse, and to Oklahoma law, any District employee who suspects that a child under the age of eighteen (18) years is a victim of abuse or neglect must promptly report directly to the Department of Human Services.

ADOPTED: NOVEMBER 2010

LEGAL REFERENCES: OKLAHOMA PERSONNEL ACT, §74-840-2 THROUGH §74-840-2-12

TULSA PUBLIC SCHOOLS POLICY 4414: EMPLOYEE AND STUDENT USE OF SOCIAL MEDIA AND OTHER FORMS OF ELECTRONIC COMMUNICATION

PURPOSE: This policy describes the district's expectations regarding the use of social media, social networking, phone calls, the internet and other forms of electronic communications by district employees and students. The use of electronic media does not change the basic rules of professional conduct and student behavior. All policies and behavior guidelines currently applicable to students and employees similarly apply to the online environment and electronic communications. This policy should be read in coordination with all other district policies, including but not limited to those regarding student behavior, bullying, employee conduct, nondiscrimination, sexual harassment, professional ethics, other employment terms and

Updated July 2025

TULSA PUBLIC SCHOOLS

EQUITY CHARACTER EXCELLENCE TEAM JOY



conditions, as well as internet safety and appropriate use. Individuals engaging in inappropriate conduct through electronic communications may be subject to discipline.

“Social media” or “social networking” means an interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or photo sharing and social bookmarking. “Comment” means a response to an article or social media content submitted by a commenter.

Good Judgment and Common Sense with Electronic Communications: Students and employees should use good judgment when using social media and other electronic communications. When they communicate electronically, students and employees should think about the type of image they wish to convey on behalf of themselves, and if applicable, the district. What is posted can be viewed by countless others and is permanently archived. Internet search engines can find information years after it was originally posted. Social media websites and blogs are never truly private. Comments can be forwarded or copied, and archival systems save information even if a post is deleted. Employees and students should be aware that people who electronically follow them have the ability to screenshot, download, forward or otherwise copy and share their message, post, information, video, and photographs with others. Employees and students are strongly encouraged to set and maintain social networking privacy settings at the most restrictive level.

This policy may be read in full at this [link](#).

TULSA PUBLIC SCHOOLS POLICY 4901: NONDISCRIMINATION

Tulsa Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, disability, genetic information, veteran status, marital status or age in its employment, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the Tulsa Public Schools’ non-discrimination policies:

Human Rights and Title IX Coordinator
Tulsa Public Schools Human Capital Department
3027 South New Haven Avenue
Tulsa, Oklahoma 74114-6158
(918) 746-6158

The Board and the District fully support a policy of nondiscrimination/ equal opportunity in employment in all job classifications of the District. All employees and job applicants are guaranteed equality of employment opportunity. Students are provided equal educational opportunities. This means the District will not discriminate against any employee or applicant, students, parents/guardians, patrons, and beneficiaries on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, disability, genetic information, veteran status, marital status or age. The District will make reasonable

Updated July 2025



accommodations for students, job applicants and employees with disabilities in accordance with the requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act.

The Board recognizes the effective application of this policy involves undertaking a program of nondiscrimination/equal opportunity. All District personnel concerned with recruitment, hiring, training, assignments, promotion, transfer, compensation, dismissal, and all other employment practices are directed to govern personnel actions and procedures within the intent of federal and state law.

All recruitment, selection, placement, training, and layoff decisions or recommendations made by the District's supervisors or managers will be based solely on the basis of an individual's ability, merit (as demonstrated by the individual's performance record), and any other considerations that may be mandated by collectively-bargained agreements with employee organizations recognized under Oklahoma law.

All employees applying for a promotion or transfer will be given equal consideration. Assuming an opening exists, the qualifications of candidates for a promotion or transfer will be based solely on the basis of an individual's ability, merit (as demonstrated by the individual's performance record), and any other considerations that may be mandated by collectively-bargained agreements.

All other personnel policies and practices of the District, including compensation, benefits, discipline, safety, and health programs, as well as social and recreational activities, will be administered and conducted without regard to any individual's race, color, religion, sex, sexual orientation, gender expression, gender identity, age, national origin, genetic information, veteran status, marital status or disability.

The District will continually review its personnel practices and procedures to ensure employees, supervisors, and managers are adhering to the District's commitment to equal employment opportunity principles and practices.

Employees having equal employment opportunity related questions, problems, or complaints should first communicate their concerns to their immediate supervisor. If they are dissatisfied with the supervisor's handling of the matter, they may pursue their complaint through the District's formal dispute resolution procedure which is set forth in Regulation 4901-R Grievance Procedure for Discrimination Complaints.

In keeping with the requirements of state and federal law, the District will strive to prevent any discrimination in employment, assignment and promotion of personnel, and in educational opportunities and services offered to students in the District's programs and activities. Additionally, there shall be no discrimination against any employee on the basis of membership/non-membership or participation in any professional, civic, parent or charitable organization and in the evaluation, employment, transfer, or promotion of personnel.

Updated July 2025



Anti-Retaliation

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any individual for opposing or complaining about discrimination, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing or participating in any other discrimination complaint, proceeding or hearing.

ADOPTED: NOVEMBER 1982
REVISED: MARCH 2016
LEGAL REFERENCES:
TITLE 6, CIVIL RIGHTS ACT OF 1964
TITLE 7, CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972
TITLE 9, EDUCATION AMENDMENTS OF 1972
EDUCATION FOR ALL HANDICAPPED CHILDREN ACT OF 1975
TITLE 25, O.S., SECTION 1302
BOY SCOUTS OF AMERICA EQUAL ACCESS ACT

TULSA PUBLIC SCHOOLS POLICY 4901-R: DISCRIMINATION, HARASSMENT AND RETALIATION, AND RELATED COMPLAINT PROCEDURES

The District is committed to providing all students, employees and members of the public with a safe and respectful school and workplace environment. The District prohibits discrimination, harassment, or retaliation based on real or perceived race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age or any other classification protected by applicable laws. This prohibition applies to students, employees, vendors and board members in any aspect of the District's programs, including during school hours, extracurricular activities, District sponsored events, or outside of school hours if the conduct affects the education or working environment.

The policy may be read in full at this [link](#).

TULSA PUBLIC SCHOOLS POLICY 5706: STUDENT DONATIONS, GIFTS, AND SOLICITATIONS

PURPOSE: To define the limits of solicitation of charitable donations and gifts by students.

Students will not give gifts of significant value to school personnel. Neither will school personnel give gifts of significant value to students. This procedure will be observed at all times.

The policy may be read in full at this [link](#).

Updated July 2025



TULSA PUBLIC SCHOOLS POLICY 6201: COMPUTING RESOURCES

PURPOSE: To establish requirements for the appropriate and acceptable use of computing resources.

It is the intent of the Board that District computer usage complies with federal and state laws and regulations, Internet policies and procedures, and other related Board policies. The use of the District system, whether by students or employees must be in support of education and consistent with the educational objectives of the District.

District computing resources are intended for administration, education, training, research, and planning purposes. The computing resources shall not be used for unauthorized purposes such as, but not limited to, transmission of commercial or personal advertisements, solicitations, promotions, destructive programs, and/or distribution of political or religious material or material considered offensive.

To protect the integrity of the systems, workstations, networks, and instructional facilities, the District reserves the right to monitor and restrict access to District computing resources and the Internet.

The District makes no warranty of any kind, whether expressed or implied, for the services it provides through District computing resources.

The use of District computing resources is a privilege, not a right, afforded to students and employees of the District. Violation of District policies and procedures may result in cancellation of computer-use privileges and/or other disciplinary action.

ADOPTED: SEPTEMBER 1998
REVISED: APRIL 2010

TULSA PUBLIC SCHOOLS POLICY 7308-R: EMERGENCY CLOSINGS

Emergency situation that affects only one school -- If situations develop within a building indicating students must be evacuated or emergency preparations must be taken, the following procedures will be utilized:

Emergency Preparations -- The building principal will contact the Chief Information and Operations Officer who, in turn, will confer with the Director of Maintenance and Plant Operation and the Director of Child Nutrition Services to ascertain the possibilities of handling the emergency with students remaining in the

Updated July 2025



building. This report will be given to the Superintendent so that a decision may be made relative to the closing of school.

Closing of the School -- If the Superintendent decides to close the school, the Chief Information and Operations Officer will be notified. The Chief Information and Operations Officer or designee will notify the principal and assist by providing the necessary buses. The Communications Office will notify television and radio stations, if necessary. It is important to keep the welfare and safety of the students in mind. Particularly at the elementary level, the principal will make every effort to provide for students until contact has been made with parents/guardians.

Bomb Threats -- See Regulation 7305-R, "Procedure for Handling Bomb Threats."

Emergency situation that affects all schools in the District - Inclement weather -- If inclement weather exists or is expected to occur during the early morning hours of the following day, the following procedures will be followed:

When Inclement Weather Conditions Already Exist

Transportation field coordinators will check road conditions between 8:00 p.m. and 9:00 p.m. and report their findings to the Director of Transportation by 9:25 p.m. The Director will notify the Emergency Management Coordinator by 9:30 p.m. and will make a recommendation to the Chief Information and Operations Officer and Superintendent so an announcement may be made to the public through the local news media no later than 10:00 p.m.

If Inclement Weather Conditions Are Expected

Field coordinators will check road conditions beginning at 3:00 a.m. Once hazardous road conditions are verified, Field coordinators will report this information to the Director of Transportation by 4:15 a.m. The Director will contact the Chief Information and Operations Officer by 4:45 a.m. The Chief Information and Operations Officer will make a recommendation to the Superintendent, so an announcement may be made to the public through the local news media no later than 6:00 a.m.

The Education Service Center will remain open unless weather conditions dictate otherwise, as determined by the Superintendent or designee. Twelve-month employees at other District facilities will report to their regularly assigned positions unless weather conditions dictate otherwise, as determined by the Superintendent or designee.

ADOPTED (AS POLICY): NOVEMBER 1982 ISSUED (AS REGULATION): JANUARY 2005 REVISED: FEBRUARY 2014

Updated July 2025