

Regular Board of Education Meeting

June 21, 2021 6:00 PM

Robert J. Smallridge School Administration Building

I. Call to Order

II. Pledge of Allegiance

III. Approval of Agenda

IV. Special Reports/Presentations

A. Good News

B. Recognition of Jefferson Middle State Track Champions

C. Recognition of Robertsville Middle State Track Champions

D. RAMSAT Presentation

V. Public Forum

VI. Consent Agenda

A. Board Minutes: 5-24-21

VII. Items for Action

A. FY21 Budget Transfer #6 - Second Reading

B. FY21 Budget Transfer #7 - First and Second Reading

C. FY'22 Food Service Contract Renewal

D. FY22 First Student Transportation Contract Renewal

E. FY22 Annual Copy Paper Bid and Purchase

F. FY'22 School Class Fees

G. ORHS Boys Basketball Field Trip to the Bahamas

H. Reclassification of a 1.0 ORHS Math Teacher Position

I. Addition of a 1.0 Innovative Schools Grant Lead Teacher

J. FY21 Learning Camps Transportation Grant

K. FY22 Epidemiology and Laboratory Capacity (ELC) Grant

L. FY22 Voluntary Pre-K Grant

M. FY22 Consolidated Funding Application

N. FY22 Oak Ridge Schools Student Code of Conduct Handbook

O. Addition of a .75 TA Position with a Reduction of Two .5 TA Positions at Linden Elementary

VIII. Items for Information

A. Enrollment and Attendance Reports

B. Finance Report

IX. Items for Discussion

X. Old Business

XI. New Business

XII. Communications

XIII. Adjournment



Oak Ridge Schools

OFFICE OF
Finance Director

Telephone (865) 425-9004

MEMORANDUM

To: Dr. Bruce Borchers, Superintendent of Schools
From: Pat Smith, Finance Director *PS*
Subject: FY'21 Budget Transfer #6
Date: May 17, 2021

The attached FY'21 Budget Transfer #6 includes the following budget transfer requests for Board of Education approval:

- Establish revenue and expenditure budgets for Oak Ridge Education Foundation Grants
- Transfer from Contingency Budget to cover COVID supplies/expenditures
- Realignment of some budgeted salary and benefit lines due to fluctuations and better classification with State Chart of Account Codes
- All routine budget transfers and revisions from April 17, 2021 through May 17, 2021 for Board Approval, the majority of which are grant realignments.

FY 21 FYTD Budget Summary - Budget Transfer #6

Fund	FY21 Original Approved Budget	Budget Transfers #1 through #6 & Budget Amendments #1 & #2	FY21 Revised Budget Total
Fund 141 (General Fund)	\$ 61,154,449.00	\$ 305,766.41	\$ 61,460,215.41
Fund 142 (Federal)	\$ 4,798,134.00	\$ 3,320,576.66	\$ 8,118,710.66
Fund 143 (Food Service)	\$ 2,508,891.00		\$ 2,508,891.00
Fund 145 (Other Education)	\$ 236,719.00	\$ 3,930.38	\$ 240,649.38
Fund 146 (Extended Child Care)	\$ 456,651.00		\$ 456,651.00
TOTAL All Funds	\$ 69,154,844.00	\$ 3,630,273.45	\$ 72,785,117.45

Fund 141 Budget Transfers

Fund 141 REVENUES	Account Number	Decrease	Increase
Establish Additional FRC Grant Budget (To Fund 145)	141 R 46980 000 000 00000 000	\$ 1,500.00	\$ -
Establish Budget for OREF Grants	141 R 46980 000 000 00000 000 141 R 44570 000 000 00000 100	\$ 91,364.53 \$ -	\$ - \$ 91,364.53
Fund 141 EXPENDITURES	Account Number	Increase	Decrease
IT Adjustments for Potential Overtime	141 E 72250 187 000 00000 000 141 E 72250 189 000 0000 000	\$ 1,385.00 \$ -	\$ - \$ 1,385.00
Establish Additional FRC Grant Budget (To Fund 145)	141 E 71900 599 000 00000 000	\$ -	\$ 1,500.00
Budget Reaglinment for Salaries	141 E 72250 120 000 00000 000 141 E 71100 116 000 00000 000	\$ 15,500.00 \$ -	\$ - \$ 15,500.00
Budget Realignment for COVID Supplies (From Contingency)	141 E 72610 499 000 00000 398 141 E 71900 599 000 00000 004	\$ 110,000.00 \$ -	\$ - \$ 110,000.00
JMS Track Meet Needs	141 E 71100 429 000 00025 000 141 E 72210 524 000 00025 000	\$ - \$ 200.00	\$ 200.00 \$ -
Transfer for AED Upgrades	141 E 72210 429 000 00000 353 141 E 72120 499 000 00000 000	\$ - \$ 7,836.00	\$ 7,836.00 \$ -

Transfer for Teaching & Learning Departmental Needs	141 E 72130 322 000 00000 000	\$	-	\$	23,000.00
	141 E 72210 599 000 00068 000	\$	15,000.00	\$	-
	141 E 72210 524 000 00068 000	\$	8,000.00	\$	-

Establish Budgets for OREF Grants	141 E 72130 599 000 00000 100	\$	12,759.57	\$	-
	141 E 72130 599 000 00030 100	\$	9,036.95	\$	-
	141 E 72130 599 000 00015 100	\$	9,500.00	\$	-
	141 E 72130 599 000 00025 100	\$	23,195.00	\$	-
	141 E 72130 599 000 00035 100	\$	14,861.65	\$	-
	141 E 72130 599 000 00050 100	\$	4,300.00	\$	-
	141 E 72130 599 000 00040 100	\$	17,711.36	\$	-
	141 E 72130 599 000 00000 000	\$	-	\$	91,364.53

Transfer for AVID Tutor Costs	141 E 72130 189 000 00000 605	\$	1,000.00	\$	-
	141 E 72130 201 000 00000 605	\$	62.00	\$	-
	141 E 72130 212 000 00000 605	\$	14.50	\$	-
	141 E 72210 599 000 00068 000	\$	-	\$	1,076.50

TOTAL		\$	343,226.56	\$	343,226.56
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Fund 142 Budget Transfers

Fund 142 REVENUES	Account Code	Decrease	Increase
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FUND 142 EXPENDITURES	Increase	Decrease
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Realign Head Start Grant to Meet Program	142 E 73300 116 031 00043 000	\$ -	\$ 900.00
Needs	142 E 73300 524 031 00043 000	\$ 900.00	\$ -

Realign IDEA Grant to Meet Needs	142 E 71200 116 901 00035 000	\$ -	\$ 40,000.00
	142 E 71200 163 901 00050 000	\$ -	\$ 12,410.82
	142 E 71200 171 901 00040 000	\$ 2,448.00	\$ -
	142 E 71200 208 901 00040 000	\$ 651.98	\$ -
	142 E 71200 299 901 00000 000	\$ 226.63	\$ -
	142 E 72220 131 901 00000 000	\$ 27,806.41	\$ -
	142 E 72220 201 901 00000 000	\$ -	\$ 126.00
	142 E 72220 206 901 00000 000	\$ 126.00	\$ -
	142 E 72220 207 901 00000 000	\$ 20,509.41	\$ -
	142 E 72220 208 901 00000 000	\$ 385.50	\$ -
142 E 72220 212 901 00000 000	\$ 258.79	\$ -	
142 E 72220 299 901 00000 000	\$ 124.10	\$ -	

Realign Title I to Match ePlan	142 E 72130 207 101 00000 000	\$ -	\$ 4,000.00
	142 E 72130 599 101 00000 000	\$ -	\$ 13,655.46
	142 E 72210 207 101 00000 000	\$ 5,655.46	\$ -
	142 E 72130 299 101 00000 000	\$ 108.50	\$ -
	142 E 72130 499 101 00000 000	\$ 11,891.50	\$ -

21st Century Grant Adjustment to Meet Current Needs	142 E 73300 105 431 00015 000	\$	-	\$	1,750.00
	142 E 73300 116 431 00015 000	\$	5,435.01		
	142 E 73300 429 431 00015 000	\$	-	\$	2,101.00
	142 E 73300 204 431 00015 000	\$	-	\$	1,075.00
	142 E 73300 201 431 00015 000	\$	-	\$	463.00
	142 E 73300 212 431 00015 000	\$	-	\$	46.01
	142 E 73300 599 431 00015 000	\$	-	\$	770.00
	142 E 73300 189 431 00015 000	\$	2,657.00	\$	-
	142 E 73300 524 431 00015 000	\$	-	\$	152.00
	142 E 73300 399 431 00015 000	\$	-	\$	1,735.00
	142 E 73300 116 431 00045 000	\$	-	\$	5,000.01
	142 E 73300 189 431 00045 000	\$	5,000.01	\$	-
	142 E 73300 201 431 00045 000	\$	-	\$	880.00
	142 E 73300 204 431 00045 000	\$	680.00	\$	-
	142 E 73300 212 431 00045 000	\$	200.00	\$	-

Realign Head Start Grant to Meet Preschool Needs	142 E 73300 163 031 00043 000	\$	-	\$	2,206.00
	142 E 73300 189 031 00043 000	\$	-	\$	2,283.00
	142 E 73300 201 031 00043 000	\$	-	\$	758.00
	142 E 73300 204 031 00043 000	\$	319.00	\$	-
	142 E 73300 207 031 00043 000	\$	-	\$	144.00
	142 E 73300 212 031 00043 000	\$	-	\$	205.00
	142 E 73300 208 031 00043 000	\$	96.00	\$	-
	142 E 73300 217 031 00043 000	\$	51.00	\$	-
	142 E 73300 355 031 00043 000	\$	-	\$	135.00
	142 E 73300 399 031 00043 000	\$	-	\$	15.85
	142 E 73300 429 031 00043 000	\$	11,014.82	\$	-
	142 E 73300 524 031 00043 000	\$	-	\$	5,733.97

Realign Title IV to Match ePlan	142 E 72210 499 411 00000 000	\$	-	\$	1,076.13
	142 E 72210 524 411 00000 000	\$	3,650.24	\$	-
	142 E 99100 504 411 00000 000	\$	976.13	\$	-
	142 E 72210 399 411 00000 000	\$	-	\$	3,550.24

Realign Title II to Match ePlan	142 E 72210 196 202 00000 000	\$	5,000.00	\$	-
	142 E 72210 201 202 00000 000	\$	310.00	\$	-
	142 E 72210 204 202 00000 000	\$	513.50	\$	-
	142 E 72210 207 202 00000 000	\$	597.53	\$	-
	142 E 72210 212 202 00000 000	\$	72.50	\$	-
	142 E 99100 504 202 00000 000	\$	3,427.49		
	142 E 72210 524 202 00000 000	\$	-	\$	9,921.02

Realign Title III to Match ePlan	142 E 72210 196 303 00000 000	\$	-	\$	7,387.20
	142 E 72210 201 303 00000 000	\$	-	\$	558.00
	142 E 72210 204 303 00000 000	\$	-	\$	924.30
	142 E 72210 212 303 00000 000	\$	-	\$	130.50
	142 E 72210 499 303 00000 000	\$	8,364.72	\$	-
	142 E 99100 504 303 00000 000	\$	635.28	\$	-

Realign ESSER Budget to Match ePlan	142 E 72210 195 931 00000 000	\$	13,500.00	\$	-
	142 E 72210 201 931 00000 000	\$	1,320.60	\$	-
	142 E 72210 212 931 00000 000	\$	309.10	\$	-
	142 E 72210 204 931 00000 000	\$	801.06	\$	-
	142 E 72210 196 931 00000 000	\$	7,800.00	\$	-
	142 E 72210 499 931 00000 000	\$	31,509.70	\$	-
	142 E 72210 399 931 00000 000	\$	23,600.00	\$	-
	142 E 72210 790 931 00008 000	\$	8,610.00	\$	-
	142 E 71100 722 931 00000 000	\$	-	\$	84,002.46
	142 E 72610 720 931 00000 000	\$	-	\$	3,448.00

TOTAL		\$	207,542.97	\$	207,542.97
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Fund 145 Budget Transfers

Fund 145 REVENUES	Account Code	Decrease	Increase
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Establish Additional FRC Grant Budget (From 141 Contingency)	145 R 46590 000 048 00000 000	\$ -	\$ 1,500.00
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Fund 145 EXPENDITURES	Account Code	Increase	Decrease
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Establish Additional FRC Grant Budget (From 141 Contingency)	145 E 72130 499 048 00000 000	\$ 1,500.00	\$ -
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TOTAL		\$ 1,500.00	\$ 1,500.00
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Oak Ridge Schools

OFFICE OF
Finance Director

Telephone (865) 425-9004

MEMORANDUM

To: Dr. Bruce Borchers, Superintendent of Schools
From: Pat Smith, Finance Director *Pat*
Subject: **FY'21 Budget Transfer #7**
Date: June 7, 2021

The attached FY'21 Budget Transfer #7 includes the following budget transfer requests for Board of Education approval:

- Establish revenue and expenditure budgets for
 - Summer Learning Grants
 - Summer Learning Transportation Grant
- Coordinated School Health and Title I Grant budget transfers to align budget with program needs

FY 21 FYTD Budget Summary - Budget Transfer #7

Fund	FY21 Original Approved Budget	Budget Transfers #1 through #7 & Budget Amendments #1 & #2	FY21 Revised Budget Total
Fund 141 (General Fund)	\$ 61,154,449.00	\$ 305,766.41	\$ 61,460,215.41
Fund 142 (Federal)	\$ 4,798,134.00	\$ 3,320,576.66	\$ 8,118,710.66
Fund 143 (Food Service)	\$ 2,508,891.00	\$	\$ 2,508,891.00
Fund 145 (Other Education)	\$ 236,719.00	\$ 3,930.38	\$ 240,649.38
Fund 146 (Extended Child Care)	\$ 456,651.00	\$	\$ 456,651.00
TOTAL All Funds	\$ 69,154,844.00	\$ 3,630,273.45	\$ 72,785,117.45

Fund 141 Budget Transfers

Fund 141 REVENUES

Account Number Decrease Increase

Establish Budget for Summer Learning	\$ -	\$ 85,427.31
Transportation Grant (From Contingency)	\$ 70,427.31	\$ -
	\$ 15,000.00	\$ -

141 R 46590 000 939 00000 120	\$ -	\$ 297,752.57
141 R 46590 000 939 00000 121	\$ -	\$ 126,739.35
141 R 46590 000 939 00000 122	\$ -	\$ 85,072.16
141 R 44570 000 000 00000 000	\$ 64,989.00	\$ -
141 R 47143 000 000 00000 000	\$ 3,284.84	\$ -
141 R 46980 000 000 00000 000	\$ 441,290.24	\$ -

Establish Budget for Summer Learning Camp
Grants (From Contingency)

Fund 141 EXPENDITURES

Account Number Increase Decrease

141 E 72710 312 939 00000 123	\$ 79,427.31	\$ -
141 E 72710 412 939 00000 123	\$ 6,000.00	\$ -
141 E 71900 599 000 00000 004	\$ -	\$ 85,427.31

Establish Budget for Summer Learning
Transportation Grant (From Contingency)

141 E 72120 204 055 00000 000	\$ 1,159.48	\$ -
141 E 72120 217 055 00000 000	\$ -	\$ 1,159.48

Realign CSH Grant to Match ePlan

141 E 71100 116 939 00000 120	\$	148,982.00	\$	-
141 E 71100 201 939 00000 120	\$	8,556.00	\$	-
141 E 71100 212 939 00000 120	\$	2,001.00	\$	-
141 E 71000 204 939 00000 120	\$	14,214.00	\$	-
141 E 71100 429 939 00000 120	\$	95,691.57	\$	-
141 E 72410 104 939 00000 120	\$	24,000.00	\$	-
141 E 72410 201 939 00000 120	\$	1,488.00	\$	-
141 E 72410 204 939 00000 120	\$	2,472.00	\$	-
141 E 72410 212 939 00000 120	\$	348.00	\$	-
141 E 71100 116 939 00000 121	\$	92,000.00	\$	-
141 E 71100 204 939 00000 121	\$	8,950.00	\$	-
141 E 71100 212 939 00000 121	\$	1,334.00	\$	-
141 E 72410 104 939 00000 121	\$	16,000.00	\$	-
141 E 72410 201 939 00000 121	\$	992.00	\$	-
141 E 72410 204 939 00000 121	\$	1,527.35	\$	-
141 E 72410 212 939 00000 121	\$	232.00	\$	-
141 E 71100 116 939 00000 122	\$	69,000.00	\$	-
141 E 71100 201 939 00000 122	\$	4,278.00	\$	-
141 E 71100 204 939 00000 122	\$	7,107.00	\$	-
141 E 71100 212 939 00000 122	\$	1,000.50	\$	-
141 E 71100 429 939 00000 122	\$	3,686.66	\$	-
141 E 72410 201 939 00000 121	\$	5,704.00	\$	-
141 E 71900 599 000 00000 004	\$	-	\$	3,284.84
141 E 72130 599 000 00000 000	\$	-	\$	506,279.24
TOTAL				\$ 1,191,142.26 \$ 1,191,142.26

**Establish Budget for Summer Learning Camp
Grants (From Contingency)**

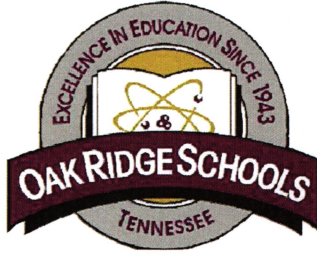
Fund 142 Budget Transfers

Fund 142 REVENUES	Account Code	Decrease	Increase
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FUND 142 EXPENDITURES	Increase	Decrease
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Realign Title I to Match ePlan	142 E 72130 599 101 00000 000	\$ 5,655.46	\$ -
	142 E 72210 207 101 00000 000	\$ -	\$ 5,655.46

TOTAL		\$ 5,655.46	\$ 5,655.46
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Oak Ridge Schools

Business Office

Telephone (865)425-9004

Fax: (865)425-9060

Memorandum

To: Dr. Bruce Borchers, Superintendent

From: Pat Smith, Finance Director

Date: June 3, 2021

RE: Food Service Contract Renewal/Amendment for FY22

I recommend approval of the attached Amendment No. 3 to the District's Food Services Management Agreement for FY22. This will be the fourth year of the contract with Aramark Educational Services, Inc. for our food service program management.

The annual general and administrative expenses fee will increase by 2.72% (from \$115,566 to \$118,802), divided equally over ten months. Additionally, the per meal management fee will increase by \$0.00290 (from \$0.1001 to \$0.1029 per meal), a 2.72% increase over the previous year.

The FY22 Contract also includes a guaranteed budget surplus of \$165,558 for the District's Food Service Fund (subject to the conditions outlined in Section F of the Contract).

There are no increases in meal prices planned. The overall food service budget for FY22 increased by \$69,607 or 2.77%. The Food Service Program is a self-supporting fund and does not affect the General Purpose Budget.

Attachment: Amendment No. 3 to Food Services Management Agreement

**AMENDMENT NO. 3 TO
FOOD SERVICES MANAGEMENT AGREEMENT**

THIS AMENDMENT NO. 3, made this 1st day of July, 2021, by and between **OAK RIDGE SCHOOLS** ("District") and **ARAMARK EDUCATIONAL SERVICES, LLC**, a Delaware limited liability company ("ARAMARK"), amends that certain Food Services Management Agreement made July 1, 2018 (as amended from time to time, the "Agreement"), pursuant to which ARAMARK provides management services to the District in connection with the operation of the District's non-profit school food service operation.

WHEREAS, the Agreement was effective for the period commencing July 1, 2018 and ending on June 30, 2021; and

WHEREAS, the District and ARAMARK desire to extend the Agreement for the 2021-2022 school year subject to the changes set forth hereafter.

NOW THEREFORE, in consideration of the mutual covenants set forth herein, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledge, and intending to be legally bound, the parties hereto agree that in accordance with Section 23 thereof, the Agreement is hereby amended as follows:

1. **Current Year**. Section 2.D. is deleted in its entirety and replaced with the following:

"D. 'Current Year': The 2021-2022 school year."

2. **Effective Date**. Section 2.G. is deleted in its entirety and replaced with the following:

"G. 'Effective Date': July 1, 2021."

3. **General and Administrative Expense**. Section 2.K. is deleted in its entirety and replaced with the following:

"K. "General and Administrative Expense": Aramark's allowance for the financial reporting, legal, tax and audit services and management oversight provided to client locations by Aramark at the regional and corporate levels. Such allowance shall be equal to One Hundred Eighteen Thousand Eight Hundred and Two Dollars (\$118,802), paid in 10 equal monthly installments

4. **Payment to ARAMARK**. Section 16.C is deleted in its entirety and replaced with the following:

"C. Payment to ARAMARK: District shall pay Aramark for all Reimbursable Items, including an allowance for its General and Administrative Expense of \$118,802 paid in 10 equal monthly installments. In addition, District shall pay to Aramark a management fee of \$0.1029 per meal for each National School Lunch and Breakfast Program meal served and Meal Equivalent served (the "Management Fee"), currently projected to be \$83,412. The total of such Reimbursable Items and Management Fee is the "District's Financial Obligation." Labor costs for special functions conducted outside the non-profit school Food Service should not be double billed for program meals and special function meals.

5. **Number of Meals.** Section 16.E. is deleted in its entirety and replaced with the following:

“E. Number of Meals: Aramark’s allowance for its Management Fee is based on an anticipated service per school year of 810,617 reimbursable meals and Meal Equivalents. In the event that existing conditions at District change (including by way of example, student population, number of service days, type and number of schools, personnel practices, hours, length or type of meal service or any other conditions beyond the control of Aramark), so that such minimum number of meals is not achieved, District and Aramark will renegotiate the Financial Terms set forth herein. Furthermore, the projected number of meals to be served by Aramark in the Current Year is based on the meal counts provided by District to Aramark as part of the request for proposal process. District represents and warrants that such meal count data and other information provided to Aramark as part of the request for proposal process is true and correct.

6. **Guarantee.** Section 16.F.1 is deleted in its entirety and replaced with the following:

1) Projected Food Service Budget Surplus: Aramark estimates that the projected surplus for the Current Year shall be at least \$165,558 (the “Projected Surplus”) for those items of revenue and expense set forth in the mutually agreed upon budget attached hereto as Exhibit B (the “Food Service Budget”).

7. **Guarantee.** Section 16.F.3 is deleted in its entirety and replaced with the following:

“3) Reimbursement Conditions and Assumptions: ARAMARK’s obligation to reimburse District in accordance with Paragraph 16.F(2), above, shall remain in effect only during the Current Year and is contingent upon the following conditions and assumptions remaining in effect for the Current Year:

- a. Reimbursement rates for Food Service Program meals shall increase by percentages at least equal to the percentage increases experienced in the prior school year.
- b. The value of government donated commodities received shall not be less than the value of government donated commodities received during the prior school year.
- c. The mix and quantity of government donated commodities shall not change from the mix and quantity received the prior school year so as to increase actual food costs over the level of projected food cost set forth in Exhibit B.
- d. The District shall not require Aramark to purchase processed commodities for a total price (including all applicable costs and fees) that exceeds the then-current market price for a comparable commercial item.
- e. There shall be at least one hundred eighty-three (180) full service days where breakfast and lunch are served for the Current Year.
- f. The average daily student enrollment/attendance for the Current Year shall be at least four thousand six hundred and forty-one (4,641).
- g. The cost of wages, salary, and fringe benefits for the food service operations employees or the number of such employees shall not exceed such levels as set forth in Exhibit A. Aramark’s obligation is based on the Federal and State minimum

wage laws and health care benefit rates, laws, and regulations including, without limitation, any prevailing wage rates and laws, in effect as of January 1, 2021. Should the minimum wage or health and welfare benefit rates be increased above the January 1, 2021 level pursuant to any Federal, State or local law or regulation, Aramark's obligation shall automatically be adjusted to cover increased labor costs resulting directly or indirectly from such increase, including any retroactive adjustments.

- h. The actual costs charged to the Food Service Enterprise Account by the District shall not exceed the projected operating expenses as set forth in Exhibit B, attached hereto and made a part hereof.
- i. Food costs during the Current Year shall not increase by an amount great than three Percent (3%). Food costs will be measured by the greater of the (a) yearly percentage change in the Consumer Price Index, All Urban Consumers, U.S. City Average, Food Away From Home Index ("CPI-FAH"), published by the U.S. Department of Labor and (b) the yearly percentage change in the Market Basket of Products (as defined below) which approximate the products served pursuant to this Agreement (the "District Menu"). The period for determining CPI-FAH and Market Basket of Products increases shall be June of the immediately preceding year to June of the Current Year. The "Market Basket of Products" represents categories or types of products that are generally used in the District Menu. Such products are classified into the following six categories of food items (each, a "Menu Category"): beverage; baked goods; produce; dairy; meat; and grocery items (composed of the food items in the menu that are not otherwise included in one of the preceding categories). Each Menu Category will be ascribed a percentage (the "Category Weighting") representing the proportion of the District Menu that such Menu Category approximately represents based on purchasing levels during the Current Year. Each Category Weighting will then be multiplied by the percentage change in the corresponding Bureau of Labor Statistics category compiled by the U.S. Department of Labor, and the results of each such calculation will be added together to arrive at the overall percentage change which will represent the Market Basket of Products.
- j. District and its representatives, including, but not limited to, the District liaison, school principals, teachers and District employees shall fully cooperate with Aramark and its representatives in the implementation of the Food Service Program and any mutually agreed upon modifications to the Food Service Program.
- k. District shall fully cooperate with Aramark to limit the expansion of competitive food sales in order to maximize the Gross Receipts and other non-cash sales of the Food Service Program.
- l. The ratio of students eligible to receive free and reduced price meals as compared to total student enrollment shall not decrease from those provided in the District's request for proposals.
- m. Should the District require in writing that Aramark take an action which causes the cost of wages, salary, and/or fringe benefits for Aramark's food service employees to exceed the levels set forth in Exhibit B, Aramark's obligation shall automatically be adjusted to cover increased labor costs resulting directly from such action.
- n. District and/or any facility affiliated with District shall neither hire any supervisory employee of Aramark, nor permit any supervisory employee of Aramark to be employed on District's premises or on the premises of any facility affiliated with District during the Current Year or for a period of 12 months subsequent to the

Current Year (unless such employees were formerly employees of District) whether as an individual or as owner, partner, majority stockholder, director, officer or employee of a food service provider. For the purpose of this provision, "supervisory employees" shall be defined as those persons who have directly or indirectly performed management or professional services on District's premises at any time during the Current Year or the 12-month period immediately preceding the Current Year.

In the event any of the foregoing conditions or assumptions is not met during the Current Year, Aramark's obligation shall be reduced by the amount of any increase in District's Total Food Service Costs or any reduction in Gross Receipts which is attributable to the changes in such conditions or assumptions. Furthermore, if during the Current Year District requests a material change in any phase of the Food Service Program that results in a decrease in Gross Receipts or an increase in Total Food Service Costs from the amounts set forth in the Food Service Budget, Aramark shall advise District of its estimate of the increase in the Total Food Service Costs or decrease in Gross Receipts attributable to such requested change. Any budget, including the Food Service Budget, agreed to by Aramark and District shall be adjusted to reflect such estimated increase in Total Food Service Costs or decrease in Gross Receipts.

8. **Food Service Budget.** Exhibit B to the Agreement is deleted in its entirety and replaced with Exhibit B to this Amendment.

9. **Term and Termination.** Section 20.A of the Agreement is hereby deleted in its entirety and replaced with the following:

"A. This Agreement shall be in effect for the Current Year."

10. The following paragraph is added to the Agreement as Section 30.

"30. Compliance. Aramark shall provide SFA with food cost data it requests in order to determine the SFA's compliance with the revenue from nonprogram foods requirements. The information provided by the FSMC must be sufficient for the SFA to be able to provide specific information about the food service operation and all required products and services they are seeking to procure. For example, essential information includes:

- a) For fixed price per meal contracts, awarded on a per meal basis and with revenues from nonprogram foods sales converted into meal equivalents to which the fixed price cost is applied, the FSMC will annually provide information on food costs and revenues. The information must include food cost for reimbursable meals, food cost for non-program foods, revenue from non-program foods, and total revenue. Nonprogram foods include: a la carte; catering; vending; and student stores operated, or any other sales generated through the nonprofit school food service account not already described. This information is used to determine compliance with revenue from nonprogram foods at 7 CFR 210.14(f).
- b) Historical information on the type and value of nonprogram foods and meals to be offered in other food service operation, for example, catering. When the FSMC will be responsible for providing the SFA with, or calculating nonprogram food costs and program revenues for compliance with the 7 CFR Part 210.14(f), the contract must clearly identify this requirement.

11. **Contract Provisions.** Federal agencies are permitted to require changes, remedies, changed conditions to the Agreement as required by law.

12. **Agreement to Remain in Effect.** In all other respects, the Agreement shall remain in full force and effect. This Amendment No. 3 shall be attached to, and become part of, the Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 3 to be signed by their duly authorized representatives the day and year first above written.

OAK RIDGE SCHOOLS

**ARAMARK EDUCATIONAL SERVICES,
LLC**

By: _____
Name: Dr. Bruce Borchers
Title: Superintendent

By: _____
Name: David Parsonage
Title: Vice President

Exhibit B

2021-2022 Food Service Budget

Revenue

Breakfast Sales	\$	-
Lunch Sales	\$	-
A la Carte	\$	155,853
State Reimbursements	\$	20,560
Federal Reimbursements	\$	2,064,551
Catering and Special Events	\$	35,295

Total Revenue: \$ 2,255,699

Expenses

Food Cost	\$	907,802
FSMC Labor	\$	519,997
FSMC Taxes Benefits	\$	129,999
District Labor	\$	59,512
Cleaning Supplies	\$	11,300
Computer Maintenance	\$	2,297
Depreciation	\$	11,022
General Liability Insurance	\$	27,348
Office Supplies	\$	5,754
Paper Supplies/ Disposables	\$	77,307
Promotional Materials	\$	5,000
Smallwares	\$	6,500
Taxes/ Licenses	\$	2,054
Freight/ Delivery	\$	2,133
Recruiting	\$	1,530
Uniforms	\$	4,500
Telephone	\$	1,769
Fixed Costs/ Other Direct Costs	\$	110,603
District Meeting Travel	\$	1,500
Admin Fee	\$	118,802
Management Fee	\$	83,412

Total Expenses: \$ 2,090,141

Profit/(Loss) \$ 165,558

Unit Name: Oak Ridge

Methodology for Calculation of Increase in
Management Fee and General and Administrative Expense

Aramark has utilized the following methodology in calculating the increase in its Management Fee and General and Administrative Expense for the 2021-2022 school year.

Aramark's General and Administrative Expense and Management Fee were increased by a percentage equivalent to the percentage change in **(CPI - U) Food Away From Home – South** ("CPI") from March 2020 to March 2021 as published by the U.S. Department of Labor, Bureau of Labor Statistics.

CPI-U Food Away From Home – South

Index, March 2020	288.492
Index, March 2021	296.709
Increase	8.217
% Increase	2.8%

	SY 20/21			SY 21/22
General and Administrative Annual Fee	\$115,566	X	1.0280 =	<u>\$118,802</u>
Management Fee Per Meal	\$0.1001	X	1.0280 =	<u>\$0.1029</u>



MEMORANDUM

OAK RIDGE SCHOOLS

Bruce Lay
Office of the Executive Director of School Leadership

DATE: June 7, 2021

SUBJECT: Transportation Contract Renewal with First Student, Inc.

FY'22 will be the 14th year we have contracted transportation services with First Student. The increase proposed for daily route expenses is 2.75%. This includes the operational cost for current buses that are leased. A total of 25 buses will be leased from First Student and 5 spare buses will be district owned.

On February 1, 2017, Oak Ridge Schools committed to a 6-year extension proposal agreement, which included a 2.75% increase for FY22. The FY22 contract reflects the increase proposed at that time. The proposed rates include operational leases for 26 buses over the term of the contract. As Oak Ridge school buses are retired, less funding will be required for Oak Ridge Schools bus repairs, radios, cameras, inspections and licensing.

The cost for routes for FY22 is \$1,445,698.80

The cost for monitors for FY22 will be \$56,577.60

**The total cost of the FY22 First Student contract with 26 buses
\$1,502,276.40**

**Due to growth there may be need of two additional buses that would
bring the total to \$1,590,282.00 (only if needed).**



Oak Ridge Schools

Business Office

Telephone (865)425-9004

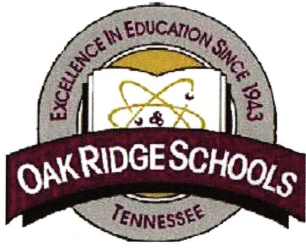
Fax: (865)425-9060

Memorandum

To: Dr. Bruce Borchers, Superintendent
From: Pat Smith, Finance Director *Pat*
Date: 6/3/21
Re: Recommendation of Annual Copy Paper Bid and Purchase Approval for
School Year 2021-2022

I recommend that Oak Ridge Schools accept the bid from American Paper & Twine for the annual District Paper bid. The bid of \$31,716.51 is the lowest that met specifications. The funding for this annual purchase will come from various school and departmental budget account codes designated in the ordering process.

Please let me know if you have questions or need additional information.



Oak Ridge Schools
OFFICE OF
Business & Support Services

Telephone (865) 425-9005
Fax: (865) 425-9060

Bid Minutes
05/18/2021
District Annual Paper Order (RFP 21-009)
Business Services Conference Room
Administration Building

Present for the bid opening were:

Mary Ann Riley
Jenifer Van Dyke

Oak Ridge Schools
Oak Ridge Schools

Bid responses were received from the following companies:

American Paper & Twine
Knoxville, TN

\$31,716.51

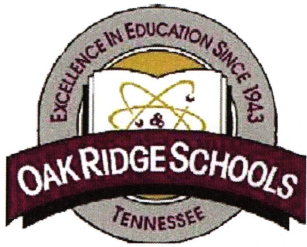
Interstate Business Solutions
Hot Springs, AR

disqualified - did not meet
specifications

Kartbros, LLC
Mt. Juliet, TN

\$36,436.29

***Recommended Bidder**



Oak Ridge Schools
OFFICE OF
Business & Support Services

Telephone (865) 425-9005
Fax: (865) 425-9060

DATE: May 18, 2021

TO: Pat Smith, Finance Director

cc: Jenifer VanDyke

FROM: Mary Ann Riley, Purchasing Specialist, Oak Ridge Schools

SUBJECT: Recommendation of RFP 21-009 District Annual Paper Order

I recommend that the Oak Ridge Board of Education accept the bid from American Paper & Twine for the above-mentioned bid. American Paper & Twine's bid of \$31,716.51 was the lowest bid that met all required specifications. The two bids meeting specifications ranged from \$31,716.51 to \$36,436.29.

Bids were advertised in accordance with state guidelines and available on the Oak Ridge Schools' website and Vendor Registry. Three companies responded with bids.

Attachment: Bid Minutes

State guidance on school fees allows schools to request but not require fees for activities and materials that impact students during the regular school day or that are a part of the curriculum. Any request for fees must still be approved by the Board of Education. We are requesting that the attached fee list be approved as a requested but not required fee list for Oak Ridge Schools.

Language already exists in the student handbook informing students and parents that class fees are not a requirement for any student regardless of his/her financial situation.

Principals will be asked to include the following phrase in any and all request for additional fees:

“In the course of learning throughout the school year, there are always opportunities to go above and beyond what the basic curriculum requires. In such cases, it is customary for the school to request a fee in order to cover the cost of these enhancements. These fees are in no way required and your child will not be denied the opportunity to participate or benefit from any curricular offering as a result of not paying a requested fee. The fees simply allow the district to offset the cost of any additional opportunities.”

Oak Ridge Schools Class Fees 2021-2022

SCHOOL	AMOUNT	GRADE LEVEL
Glenwood	\$20.00	K-4
Linden	\$20.00	K-4
Willow Brook	\$20.00	K-4
Woodland	\$20.00	K-4
Jefferson Middle	see attached list	5-8
Robertsville Middle	see attached list	5-8
Oak Ridge High School	see attached list	9-12

Jefferson Middle School
 200 Fairbanks Road
 Oak Ridge, TN 37830
 865-425-9301

To: Bruce Lay 5/14/2021

From: Phil Cox
 Felicia Story

RE: Projected Fees for FY 22 (School year 2021-22)
 Not required / only requesting

Fee Amount	Reason	Student Involved	Staff
TBD	Misc. Field Trips	Each Individual Grade	Misc.
\$15.00	Intro to Social Health – Career Explorations		TBD
\$6.00	Rocket Building 6th Bridge Towers 7th CO/2 Dragster car 8 th Student rulers – measuring fractions 5 th	Foundations of Technology (9 week Course)	Jaeger
\$25.00	Bridge Building, Tower building, mouse trap car, balsa gliders	Foundations of Technology (7 th Grade – full semester)	Jaeger
\$ 40.00	Clock, individual project	Foundations of Technology (8 th Grade – full year)	Jaeger
\$ 10.00	Chorus fee*	Chorus 7 th & 8 th	A Wilson
\$ 6.00	Chorus fee*	5 th & 6 th	A Wilson
\$ 15.00	Chorus shirt	All students	A Wilson
\$ 15.00	Uniform Rental	8 th Grade Band	Cantrell
\$ 30.00	Instrumental Rental	All Students/Semester	Cantrell
\$ 10.00	Band shirts	All students – keep each year	Cantrell
\$30.00	PLTW/Aeronautics	PLTW/Aeronautics	Mitchell
\$20.00	Materials, etc	Aviation/Intro to Business	Mitchell, Wright

* fees not requested at RMS

JMS does not request fees for Art, Orchestra and misc. magazine subscriptions

Robertsville Middle School

Grade Level Fees 2021-2022

In the course of learning throughout the school year, there are always opportunities to go above and beyond what the basic curriculum requires. In such cases, it is customary for the school to request a fee in order to cover the cost of these enhancements. These fees are in no way required and your child will not be denied the opportunity to participate or benefit from any curricular offering as a result of not paying a requested fee. The fees simply allow the district to offset the cost of any additional opportunities.

Fee Amount	Item/Purpose	Students Involved	Staff
\$20.00	Classroom Fee	CDC	Randolph
\$6.00	Science Lab Fee	8 th Grade	Doss
\$15.00	Project fees/FCCLA dues, etc.	Teen Living Grades 5/6/7/8 Elective	Manning
\$6.00	CO/2 Dragster Car	7/8 th Foundations of Tech. Rotation	Livesay
\$25.00	Construction Projects – bridge, tower mouse trap, balsa gliders, etc.	7/8 th Foundations of Tech. Elective	Livesay
\$15.00	Chorus Polo Shirt	Chorus Elective Classes	Downs
\$10.00	Band Shirt (Fall)	7/8 th Grade Band Students	Reams
\$10.00	Band Uniform Rental (school-owned)	7/8 th Grade Band Students	Reams
\$ 30.00	Band Instrumental Rental (school-owned) 5-8 Band Students/Per-Semester		Reams
\$30.00	Orchestra Instrumental Rental (school-owned)	5-8 Orch. Students/Per-Year	Gonzalez
\$15.00	Art Elective Fee	5 th & 6 th Grade	Seyfert
\$15.00	Art Project Materials (canvas paintings, clay pottery, etc)	7/8 th Gr. Art Elective	Seyfert
\$2.50	<i>Science World Magazine</i>	7 th Grade Science	Jeter/Sluss
\$2.50	<i>Junior Scholastic Magazine</i>	7 th Grade Social Studies	Richardson
TBD	Misc. Field Trips	Grade Level Specific	Misc.

ORHS CLASSROOM FEES

NAME OF FEE	Proposed FY 22	Increased/Decreased	Variance	OPT	REQUIRED	PURPOSE
Art Appreciation	7.00				X	Materials
Art for Photography	35.00				X	Materials
Art-Studio Art AP	35.00				X	Materials
Art-Three Dimensional Art	35.00				X	Materials
Art-Two Dimensional Art	35.00				X	Materials
Art - Ceramics	75.00				X	Materials
Art -Foundation of Art	25.00				X	Materials
Art - Theatrical Arts	25.00				X	Materials
Engineering	25.00				X	Materials Fee
Graphic Arts -Animation and Simulation	25.00				X	Class Fee
Machine Shop/Mechatronics	25.00				X	Materials Fee
Math -Calculator (student are required to have one)					X	Self Purchased / Rent from School
Math -Calculator (all rentals will be one price)	25.00	D	10.00	X		TI-84 & TI-89 (formerly TI-82/83/89)
Music - Band - Marching Shoe	35.00				X	Uniform item - If needed
Music - Band - Instrument Rental (per Semester)	20.00				X	Instrument Rental - If needed
Music - Band - Concert Shirt	20.00				X	Uniform item - If needed
Music - Band - Color Guard Fee	75.00				X	Fee - Shoes,Gloves, Uniform, Acces.
Music - Band - Band Fee	150.00				X	Fee
Music - Chorus - All Choirs	35.00				X	Uniform Rental
Music - Orchestra	30.00				X	Instrument Rental
ROTC	25.00				X	Materials/Supplies
Science - Biology A-E	10.00				X	Lab fee
Science - BioSTEM	10.00				X	Lab fee
Science - Microbiology	10.00				X	Lab fee
Science - Astronomy	10.00				X	Lab fee
Science -Anatomy & Physiology	20.00				X	Lab fee
Science - Chemistry Honors	10.00				X	Lab fee
Science - Biology 2AP	20.00				X	Lab fee
Science - Biology - College Prep	10.00				X	Lab fee
Science - Biology Honors	10.00				X	Lab fee
Science-Chemistry AP	20.00				X	Lab fee
Science - Chemistry Advanced	10.00				X	Lab fee
Science -Chemistry - College Prep.	10.00				X	Lab fee
Science-Env. Science AP	20.00				X	Lab fee
Science-Physics 1 AP	20.00				X	Lab fee
Science-Physics C AP	20.00				X	Lab fee
Science-Physics 1 & 2 AP	20.00				X	Lab fee
Science - Honors Physics	10.00				X	Lab Fee
Science - Physics (general)	10.00				X	Lab fee
Science - STEM	10.00				X	Lab fee
STEM	10.00				X	Materials fee
Textbook Rebinding Fee	17.00				X	Rebinding
Welding	25.00				X	Materials Fee

Justification:

Oak Ridge Schools

CAMPUS LEAVE REQUEST – Overnight Trip

Field Trips which exceed \$25,000 must be approved by the School Board, regardless of fund raising, Booster Club participation or other contributions. Please follow these guidelines when requesting approval of such trip:

1. Submit an "Item for Action" for the Board Agenda (Principals have directions on submitting Board Agenda Items).
2. Attach as documentation the following items:
 - Completed Campus Leave Request
 - Details of Trip/Itinerary
 - Justification/Explanation of Cost (per student/chaperone/total)
 - Financial Arrangements for students who cannot afford trip (if any)
 - Insurance Details
 - Out of country travel requires a release for each student participant.

Financial Arrangements: (please indicate method) X Paid for by Basketball Boosters

No Cost Paid by Students Paid by School Paid by School System

Substitute Required Acct to be charged for Substitute _____

\$ _____ Per Student TOTAL TRIP AMOUNT: \$ 14,830.⁰⁰ Estimate

Provisions for those students unable to pay: Student/Athletes will only be responsible for purchasing their passport, if they do not already have one

Other information, comments, and special arrangements: (foreseeable hazards must be identified)

If the school insurance will not cover our student-athletes & staff, we will purchase separate liability coverage for the trip.

Mode of Transportation: (circle below)

First Student to Airport, Blountville, TN Transportation Contractor School System Van Air Travel Info a Hachel

Note: Only ORS employees are authorized to drive school system vans.

School System Van – Name of Driver _____

Valid Driver's License Verified? Yes No Verified by: _____

Attach copy/copies of driver's license

Transportation Contractor: _____ Phone #: _____

(Only approved transportation companies may be used, see ORS website for a list of approved companies)

Air Travel Flight #'s: _____

Charter Flight to be determined

Oak Ridge Schools
CAMPUS LEAVE REQUEST – Overnight Trip

School: Oak Ridge HS Date: 7/27/21

The following group requests permission to leave the school campus to participate in the educational activity indicated below. Parental permission will be obtained for each student.

Class/Group Requesting Permission: ORHS Boys Basketball

Educational Activity: _____

Destination: Freeport, Bahamas

Purpose of Trip: Invitation only Thanksgiving Basketball Tournament

Departure Date: 11/24/21 Departure Time: ~~10:00~~ TBD

Return Date: 11/27/21 Return Time: TBD

Name of School Sponsor: Aaron Green Cell #: 423 595 1829

of Students: 12-15 # of Adults: ~~10~~ 8 ~~10~~ Chaperone/Student Ratio: 1:2

[The required student/chaperone ratio is one chaperone for each 6 students in grades Pre-K-4 and one chaperone for each 10 students in grades 5-12]

Professional Staff Chaperone(s):

1. Name: Aaron Green Cell #: 423 595 1829
2. Name: Danny Green Cell #: 423 337 1213
3. Name: Ronnie Scott Cell #: 865-599-6970
4. Name: Tyler Cate Cell #: 865-206-7353
Ted Mitchell Cell #: 865-771-1385

Other Chaperone(s):

1. Name: Faye Green Cell #: 423-337-1214
2. Name: Danielle Scott Cell #: 865-599-1154
3. Name: Laura Lynn Green Cell #: 865-805-5575
4. Name: _____ Cell #: _____

Oak Ridge Schools
CAMPUS LEAVE REQUEST – Overnight Trip

Accommodations: Overnight lodging for students must be appropriately selected with student safety, quality of accommodations, cost and location to events as central considerations. Students should be appropriately assigned to rooms and an overnight adult supervision and contact plan should be established and communicated to students.

Hotel/Motel Name: Island Seas Resort

Address: 123 Silver Point Drive

City: Freeport State: Bahamas Zip: _____

Phone: 242-373-1271 Contact Person: Norris Bain

Number of Nights: 5 nights Hotel Rating: 4.2

School Sponsor Signature: [Signature]

Date: 4/29/21

This Section for Athletic Trip Only

At the high school level up to three events and/or tournaments per season can involve an overnight trip. However, no more than one day of school may be missed for these trips. (Under certain conditions, the Superintendent of Schools or designee may approve additional events.) These trips must be paid entirely from funds outside the Oak Ridge High School Athletic Department. TSSAA Tournament games would be an exception to this policy. (All overnight trips involving middle school athletics require Superintendent or designee approval.)

Number of overnight trips (including this request) requested during the current school year: _____

Athletic Director Signature: Michaelo Mullins

Date: 5/18/21

Principal's Action: Approved: X Disapproved: _____

Principal's Signature: [Signature] Date: 5-19-21

Superintendent or Designee's Action: Approved: X Disapproved: _____

Superintendent or Designee's Signature: [Signature] Date: 5/20/21

(Pending Board Approval)

Board Approval Date (if required): _____

TABERNACLE BAPTIST CHRISTIAN ACADEMY

2021 THANKSGIVING BASKETBALL TOURNAMENT



INFO PACKAGE

- **HOTEL PACKAGE:** The Thanksgiving Basketball Tournament provides Four Condos (two – two bedrooms and two one bedrooms – two bedrooms sleep four or six persons and one bedrooms sleep up to two persons) for five nights per team. We provide accommodations for sixteen persons (team members/coach) only. Each person that we provide accommodations for are asked to pay \$10.00 per day (\$50.00/person). This includes all meals (breakfast, lunch and dinner). Rooms are provided from Tuesday, November 23 to Sunday, November 28, 2021. Additional rooms may be purchased through us at the following rate.

ROOM RATES FOR PARENTS/FANS: (please note rates include all you can eat/drink breakfast, lunch and dinner)

\$240.00/night One person in room @ 5 nights = \$1,200.00
\$300.00/night Two persons in room @ 5 nights = \$1,500.00
\$375.00/night Three persons in room @ 5 nights = \$1,875.00
\$435.00/night Four persons in room @ 5 nights = \$2,175.00
\$510.00/night Five persons in room @ 5 nights = \$2,550.00
\$585.00/night Six persons in room @ 5 nights = \$2,925.00

(Please note for parent/fans hotel reservations must be made through Tabernacle Baptist Christian Academy via email: tabacademy@yahoo.com or phone 954 228 7351 Attention: Ms. Outten [Payment info below] -- Please note that the rates offered to the tournament is a discounted rate. These rates are NOT OFFERED should you contact the hotel yourself, you will be given their regular room rates].

Monies for Parents/Fans hotel is due by: August 15th, 2021 to secure rooms. We however require an idea as to how many rooms you require by May 30, 2021.

➤ **FLIGHT**

The tournament has arranged a flight from the Tri-Cities Airport.

Tri-Cities Airport, Blountville, TN to Freeport, Bahamas and return - Cost \$850.00/person.

Departing Tri Cities Airport on Tuesday, November 23, 2021
Departing Freeport, Bahamas on Sunday, November 28, 2021
(departure time will be provided at a later date).

Payments required as follows:

\$200.00 deposit is required per person by May 30, 2021
\$300.00 payment per person by August 31, 2021
\$350.00 final payment by October 15, 2021

THANKSGIVING BASKETBALL TOURNAMENT INFO PACKAGE Pg. 2

Please note by October 15th, 2021 we will require full name of passengers travelling, Date of birth, Passport number, Passport issue and expiration date and country of citizenship...All persons travelling to the Bahamas must have a valid Passport.

➤ GROUND TRANSPORTATION/GYM PASS

The tournament provides ground transportation for players and coaches up to sixteen (16) persons. We also provide transportation for the Head Coach's wife and children. All others including Fans and parents – Ground Transportation and Gym pass is **One hundred (\$100.00) dollars.**

Ground Transportation includes Airport to hotel, hotel to gymnasium and return and hotel to airport.

Monies for Ground transportation/Gym passes is October 15th, 2021 in order to secure transportation.

➤ PAYMENT

The funds can be wire transferred to:

**Norris Bain
Bank of America
Account no: 898059647464
Routing no: 026009593**

Please note if you are not desirous of forwarding funds to the above account you have the option of forwarding a check by courier payable to 'Tabernacle Baptist Christian Academy' to:

**Norris Bain
Deputy Administrator
Tabernacle Baptist Christian Academy
Settlers Way
Freeport, Bahamas
Phone: 242 -352-9556**

NOTE: if you choose to go this route, you will have to send payment three (3) weeks prior to due date as US Dollar checks take three (3) weeks to clear in the Bahamas. Further, if you decide to go this route, there will be a charge on the US Dollar check.

22nd Annual Tabernacle Thanksgiving Basketball Tournament (Freeport, Bahamas)

Itinerary

Tuesday, November 23, 2021

9:45AM Bus leaves ORHS- Wildcat Arena for airport
2:00 PM Depart for Freeport, Bahamas (Tri Cities Airport- Miami Air)
3:45 PM Flight arrives in Freeport, Bahamas (Collect player passports)
6:45 PM Arrive at *Viva Wyndham Fortuna Beach Hotel*
PO Box F-42398, Freeport, 42398 BS
Phone: 242-373-4000
7:30PM Dinner at hotel
8:00PM Team Meeting (Itinerary for next day)
12:00AM Curfew

Wednesday, November 24, 2021

8:30AM Team breakfast at hotel
9:30AM Leave for Tabernacle School
10:00-11:00PM Opening Ceremony
12:00-1PM Lunch at hotel
1:00-4:30PM Leisure time on the beach/pool at the resort
5:00-5:45 Pre-Game Meal-Meeting
6:30PM Depart for Game
7:45PM ***1st Round Game vs. TBA***
9:30PM Meal at the hotel
12:00AM Curfew

Thursday, November 25, 2021

8:30AM Team Breakfast at hotel
9:30-12:30PM Leisure time (beach & pool at the resort)
12:30-1:30PM *Thanksgiving* Lunch at hotel
3:00PM Depart for Game
4:00PM ***2nd Round Game vs. TBA***
5:30PM Return to Hotel
6:30PM Team Tour into Town
8:30PM Return to resort
12:00AM Curfew

Friday, November 26, 2021

8:30AM	Breakfast at hotel
9:30-12:30PM	Team Building Activity (Snorkeling, Glass Bottom Boat, Wind surfing)
1:00-2:00PM	Lunch at hotel
2:00-4:00	Rest for game
4:00PM	Depart for Game
5:15PM	<i>3rd Round Game vs. TBA</i>
6:45PM	Return to Resort
12:00AM	Curfew

Saturday, November 27, 2021

8:30AM	Breakfast at hotel
9:30-12:30PM	Leisure time at Beach and Pool
11:00am-7:30pm	4 th Round Game(s) TBA
12:00AM	Curfew

Sunday, November 28, 2021

6:30AM	Wake Up Call
7:30AM	Depart hotel for airport
10:00AM	Plane departs Bahamas for Knoxville
11:45AM	Arrive at Tri-Cities Airport
2:00Pm	Arrive at ORHS-Wildcat Arena

*****These times are tentative. I do not have exact departure times at this time.

TABERNACLE BAPTIST CHRISTIAN ACADEMY

2021 THANKSGIVING BASKETBALL TOURNAMENT - BOYS



OFFICIAL CONTRACT

This Contract is made and subscribed by **TABERNACLE BAPTIST CHRISTIAN ACADEMY** and the Principal and Athletic Director of **OAK RIDGE HIGH SCHOOL** of Oak Ridge, TN, USA for three (3) games in Varsity Boys Basketball to be play as follows: the site will be St. Georges High School Gymnasium, Freeport, Bahamas; the dates will be November 24 to 27, 2021; Game times will be provided at a later date.

These contests will be played under the following stipulations:

1. The Constitution and the Rules and Regulations of the Grand Bahama Secondary Schools Athletic Association (GBSSAA), as well as the National Federation of High School Associations' Rules will be followed.
2. **Financial Agreement:** Tabernacle Baptist Christian Academy agrees to provide accommodations for sixteen persons for five (5) nights (arriving on November 23 and departing on November 28, 2021). Each person that we provide accommodations for are asked to pay \$10.00 per day (\$50.00/per person) for food (this includes all meals (breakfast, lunch and dinner); we will provide t-shirts for the players and coaches (not to exceed sixteen (16) people); provide transportation from the Port of arrival to living accommodations, and to the Gymnasium and return to the hotel and to port of departure.
NOTE: Additional hotel rooms can be purchased through Tabernacle Baptist Christian Academy at a special discounted rate. We will be responsible for rooms for the team only from Tuesday, November 23 to Sunday, November 28, 2021. Please note that should you come in early or leave late you are responsible for your own rooms; we can offer the rate provided to us.
3. **Special Stipulations:** **OAK RIDGE HIGH SCHOOL is responsible for: payment for travel to the tournament; the conduct of its players/coaches and any hotel/motel damage; providing requested information/photos in a timely manner as determined by the tournament director/representative; attending all designated tournament functions.**

Initials both representative _____

- 4. **Forfeiture Clause:** If this contract is broken by of **OAK RIDGE HIGH SCHOOL** agrees, to pay the sum of \$2000.00 to Tabernacle Baptist Christian Academy.

- 5. *However, the contract is not broken or breached due to the delay or inability of any party to perform its obligations hereunder when required due to events of Force Majeure, which include, without limitation, for example, an act of God, act of government, national emergency, epidemic, pandemic, flood, fire, earthquake, civil unrest or disturbances, natural disasters, wars, acts of terrorism, economic downturn, travel restrictions, cancellation or delay of conveyances scheduled for use of travel from Tennessee, USA to St. Georges High School Gymnasium, Freeport, Bahamas, Commonwealth of the Bahamas, and all other such events outside the control of the parties that make it impossible for one party to comply with its obligations hereunder.*

- 6. Should the relevant authorities of the Commonwealth of the Bahamas not permit the 2021 Thanksgiving Basketball tournament as it relates to Covid-19 or teams travelling on the Bahamasair flight not be permitted to travel by their school authority due to Covid-19, ninety (90%) percent of all funds paid will be refunded.

**For TABERNACLE BAPTIST
CHRISTIAN ACADEMY**

For OAK RIDGE HIGH SCHOOL

Principal

Coach/Tournament Director

Date

Coach

Date

NOTE: Once signed by the school authorized personnel, please email to tabacademy@yahoo.com
Once contract has been validated, a copy of the contract will be emailed back to you for your records.

Oak Ridge High School

Memorandum

Re: 2021-22 Master Schedule

To: Dr. Garfield Adams

From: Amber Roberts

Date: 5-19-2021

Now that registration for 2021-22 is complete, we are able to determine the number of sections required for each course at ORHS.

Each teacher will teach for 3 out of 4 blocks each semester with one block for planning. This means that each teacher will have three sections each semester for a total of six sections for the year. The table below shows the number of teachers we currently have in our Mathematics department and our Health Science Academy, the number of sections those teachers could cover, and the number of sections needed based on next year's registration numbers.

Department	Number of Teachers	Number of Sections	Number of Sections Requested
Mathematics	14	84	78
Health Science	1	6	12

Therefore, it is my recommendation that we reclassify the current 1.0 Mathematics vacancy to provide an additional 1.0 Health Science teacher to cover the six sections currently unable to be covered by that department. If approved, we will not fill the current vacancy in our mathematics department.

The Innovative High Schools Grant supports a vision called iSchool, where students are learning about systems thinking, design thinking, integrative thinking, wicked problem solving, lean and agile principles and methods, and the science of learning. There are many things the “i” embodies but we will focus on 8: innovation, individualized, inclusion, interpersonal, integrative thinking, interdisciplinary, always improving, and internal motivation.

Our aim is to teach better thinking – everyone, everywhere, every day. The proposed budget for the grant will cover two years of instructor salary, equipment and furnishings for an additive and subtractive advanced manufacturing Fab Lab, cover the cost of AutoDESK 3D modeling certification, and provide a mobile Fab Lab that can travel to Girls Inc., as well as our middle and elementary schools. Local partners include Tennessee Tool and Engineering, Oak Ridge Tool and Engineering, Lokar, Inc. Performance Products, Scrum Inc., Roane State Community College, The University of Tennessee Bredesen Center, and Girls Inc.

Account Number	Account Number Description	Line Item Number	Line Item Number Description	Quantity	Cost	Total	Narrative Description
71300	Vocational Education Program	189	Other Salaries Wages	2	65000	130000	Salary for a Level 5 Teacher with a Doctorate in Oak Ridge Schools for Dr. Buckner to plan and implement this program for 2 years for startup.
71300	Vocational Education Program	201	Social Security	2	2000	4000	Social Security benefits for Dr. Buckner, program director and lead mentor of iSchool.
71300	Vocational Education Program	212	Employer Medicare	2	2000	4000	Social Security benefits for Dr. Buckner, program director and lead mentor of iSchool.
							Equipment for Classroom
							Tormach Robotic Arm \$20,000.00 2 \$40,000.00
							CNC Mills
							Tormach 1100MX CNC PREMIUM PACKAGE with ATC Tormach \$37,062.65 2 \$74,125.30
							PCNC 440 Upgrades to our existing CNCs Tormach \$11,211.69
							Laguna Swift Vacuum 4'x8' Laguna \$20,240.00 1 \$20,240.00
							24R CNC Router Pro Package (2'x4') Tormach \$19,815.25 1 \$19,815.25
							xsTECH CNC Router (5 for class 1 for remote i-lab) Tormach \$3,495.00 6 \$20,970.00
							CNC Lathes
							15L Slant Pro Lathe Upgrade Tormach \$14,986.30 1 \$14,986.30
							8L CNC Lathe Premium Package Tormach \$11,816.74 3 \$35,450.22
							CNC Mill Workholding
							Art of Fixturing Kit - Mitee-Bite Product Number 30400 Tormach \$450.00 4 \$1,800.00
							Tormach 1100® XL Fixture Tooling Plate 4140 Steel SMW \$1,999.00 2 \$3,998.00
							Tormach 440® Fixture Tooling Plate 7075 Aluminium SMW \$399.99 1 \$399.99
72130	Other Student Support	499	Other Supplies and Materials	1	755000	755000	Tormach xsTECH Aluminum Fixture Tooling Plate SMW \$99.99 6

\$599.94

Modular Vise System (Hobby) Dual Station Kit SMW \$159.99 6

\$959.94

Reversible Jaw Insert (Smooth/Serrated) for Modular Vise SMW

\$19.99 24 \$479.76

1/4" Dowel Pin Socket Head Cap Screw Kit SMW \$12.99 6 \$77.94

Mitee Bite Talon Grip SMW \$14.99 24 \$359.76

1/2" Dowel Pin Stud Kit SMW \$39.99 3 \$119.97

SMW 1/2" Fixturing Pin SMW \$5.99 4 \$23.96

Materials Consumables (Aluminum, polycarbonates, HDPE,

masonite, plywood \$5,000.00 1 \$5,000.00

Dust Collection/Ventilation

P|FLUX: 3 CYCLONE Laguna \$2,499.00 1 \$2,499.00

M|Flux:5 Fume Extractor Laguna \$1,499.00 1 \$1,499.00

Dust Collection hose/fitting \$3,000.00 1 \$3,000.00

Tooling

Academy Toolkit: Titan Rocket Series MSC Direct \$1,213.59 3

\$3,640.77

Academy Toolkit: Building Block Series MSC Direct \$1,145.46 4

\$4,581.84

Tormach CNC Carbide Tooling Tormach \$3,549.97 1 \$3,549.97

HAIMER 3D-Sensor New Generation Kit (Metric) Tormach \$515.00 2

\$1,030.00

Metric Ball Replacement Tip For Haimer Zero Master/ 3D Sensor

Tormach \$51.95 10 \$519.50

Haimer 80.362.00 Short Probe, 4 mm Tip Diameter Amazon \$38.90

4 \$155.60

Aluminum CNC tooling kit Laguna \$337.50 1 \$337.50

Tooling Kit - Swift Laguna \$485.00 1 \$485.00

Tooling Kit - Sign Maker Laguna \$349.95 2 \$699.90

"Skip to the beginning of the images gallery

Work Stop" Tormach \$38.95 2 \$77.90

WaterJet \$0.00

WARDJet A-1212 4'x4' Waterjet (cuts pretty much anything)

WARDJet \$119,930.00 1 \$119,930.00

Consumables (cutting grit) \$10,000.00 1 \$10,000.00

Laser Cutters

SmartShop® Laser|EX (36x51) 150W CO2 Laguna \$12,999.00 2
\$25,998.00

SmartShop® Fiber Laser CBX 3-1/4' x 5' (cuts metal) Laguna
\$81,000.00 1 \$81,000.00

3D Printers

MARKFORGED X7 Cabon Fiber Printer 3DOLOGIE \$69,000.00 1
\$69,000.00

X7 3 year CSP 3DOLOGIE \$18,000.00 1 \$18,000.00

Consumables for Carbon Fiber printers 3DOLOGIE \$2,500.00 1
\$2,500.00

Ultimaker S3 3DOLOGIE \$3,850.00 6 \$23,100.00

ESP - Year 2 3DOLOGIE \$659.00 6 \$3,954.00

3D Printer Consumables filament, nozzles, etc Online \$2,500.00 2
\$5,000.00

ELEGOO Mars 2 Pro Mono MSLA Amazon \$299.99 6 \$1,799.94

ELEGOO Mercury Plus 2 in 1 Washing and Curing Machine Amazon
\$129.99 6 \$779.94

Resin Consumables Amazon \$2,500.00 2 \$5,000.00

Isopropyl Alcohol 99% (IPA) Amazon \$99.95 2 \$199.90

ELEGOO UNO R3 Project Smart Robot Car Kit Amazon \$59.99 40
\$2,399.60

GEPRC TinyGO 1.6inch 2S 4K Caddx Loris FPV Indoor Whoop Drone
Banggood \$299.99 40 \$11,999.60

Dryer Box for 3D Printer Filament \$50.99 6 \$305.94

Computers/ CAD Workstations/Projector

CAD Station (PC)

CUK Sentinel White Gaming PC Amazon \$2,799.99 24 \$67,199.76

BenQ 32 inch, 4K UHD Monitor, IPS Panel, sRGB and Rec. 709

PD3200U Gray/Gloss Gray Amazon \$700.00 24 \$16,800.00

Optoma UHD35 True 4K UHD \$1,299.00 2 \$2,598.00

Shop Tools \$0.00

12 in. Variable Speed Drill Press Home Depot \$270.29 1 \$270.29

Jet7 x 12" Manual Combo Horizontal Vertical Bandsaw MSC
\$1,678.95 1 \$1,678.95

Variable Speed Combination 8 in. Industrial Grinder and 4 in. x 36 in.

Belt Sander 1HP 115-Volt, IBGB-436VS Home Depot \$799.00 1 \$799.00
 eTORK (EC2100) 3/8-Inch Drive "Click Style" Electronic Torque Wrench Amazon \$86.95 2 \$173.90
 Noga SP1007 7 Pc 4-in-1 Deburring Set Amazon \$77.28 5 \$386.40
 Allen 56656G SAE Ball-Plus T-Thru Handle Set, 10-Piece Amazon \$38.80 5 \$194.00
 KNIPEX Tools 00 20 06 US2, Pliers Wrench 3-Piece Set Amazon \$163.15 5 \$815.75
 VINCA DCLA-1205 0-12 Inch/300mm Electronic Digital Vernier Micrometer Caliper Amazon \$45.98 5 \$229.90
 VINCA DCLA-0605 Electronic Digital Vernier Micrometer Amazon \$24.39 20 \$487.80

Storage

H-8421 Modular Drawer Cabinet - 5 Drawer, 29 x 29 x 34" \$985.00 4 \$3,940.00
 H-8425 Drawer Divider Set - 4" Height \$29.00 4 \$116.00
 H-8426 Drawer Divider Set - 6" Height \$37.00 4 \$148.00
 H-8427 Drawer Divider Set - 8" Height \$43.00 4 \$172.00
 H-9052 Mobile Bin Storage Cabinet - 48 x 24 x 84", 168 Bins -- Clear \$1,595.00 4 \$6,380.00
 20 in. 4-Box Slide Rack \$149.00 4 \$596.00
 Extra-Large 18 in. 16-Compartment Storage Small Parts Organizer \$46.41 16 \$742.56
 Black 4-Tier Heavy Duty Industrial Welded Steel Garage Shelving Unit (77 in. W x 78 in. H x 24 in. D) \$219.00 4 \$876.00
 Husky 27 in. 5-Drawer Roller Cabinet Tool Chest in Textured Black \$529.00 6 \$3,174.00
 CRAFTSMAN Tool Cabinet with Drawer Liner Roll Socket Organizer, 41-Inch, 10 Drawer, Red (CMST82772RB) \$528.21 4 \$2,112.84

Retractable

30Ft Retractable Extension Cord Reel with Breaker Switch \$39.95 4 \$159.80
 Air Hose Reel Retractable \$79.99 4 \$319.96

Mobile Trailer Lab

72130	Other Student Support	499	Other Supplies and Materials	1	220000	220000	Trailer/Delivery System remote classroom Truck with 8.5x28 Trailer \$45,000.00 1 \$45,000.00
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Wrap/Artwork \$5,000.00 1 \$5,000.00
Electrical \$5,000.00 1 \$5,000.00
Building Supplies \$15,000.00 1 \$15,000.00
Peavey Escort 3000 Portable PA System \$799.00 1 \$799.00
Vocopro UHF-5805 Plus Rechargeable Wireless System with Mic Bag
Band 9 \$598.00 1 \$598.00

i-lab equipment

CUK Sentinel White Gaming PC Amazon \$2,799.99 4 \$11,199.96
BenQ 32 inch, 4K UHD Monitor, IPS Panel, sRGB and Rec. 709
PD3200U Gray/Gloss Gray Amazon \$700.00 4 \$2,800.00
Laptops \$2,500.00 10 \$25,000.00
2021 Apple 11-inch iPad Pro (Wi-Fi, 128GB) - Silver \$799.99 4
\$3,199.96
xsTECH CNC Router (5 for class 1 for remote i-lab) Tormach
\$3,495.00 1 \$3,495.00
Tormach xsTECH Aluminum Fixture Tooling Plate SMW \$99.99 1
\$99.99
Modular Vise System (Hobby) Dual Station Kit SMW \$159.99 1
\$159.99
24R CNC Router Pro Package (2'x4') Tormach \$19,815.25 1
\$19,815.25
Bosch 9 Gallon Dust Extractor with Auto Filter Clean and HEPA Filter
VAC090AH Amazon \$539.99 1 \$539.99

SmartShop® Laser|EX (36x51) 150W CO2 Laguna \$12,999.00 1
\$12,999.00
Silhouette Cameo 3 Wireless Vinyl Cutting Machine Amazon
\$449.99 1 \$449.99
Structure Sensor (Mark II) Pro Bundle \$695.00 2 \$1,390.00
M|Flux:5 Fume Extractor Laguna \$1,499.00 1 \$1,499.00
Ultimaker S3 3DOLOGIE \$3,850.00 6 \$23,100.00
ESP - Year 2 3DOLOGIE \$659.00 6 \$3,954.00
3D Printer Consumables filament, nozzles, etc Online \$2,500.00 2
\$5,000.00
ELEGOO Mars 2 Pro Mono MSLA Amazon \$299.99 6 \$1,799.94
ELEGOO Mercury Plus 2 in 1 Washing and Curing Machine Amazon
\$129.99 6 \$779.94
Resin Consumables Amazon \$2,500.00 2 \$5,000.00

Isopropyl Alcohol 99% (IPA) Amazon \$99.95 2 \$199.90
 ELEGOO UNO R3 Project Smart Robot Car Kit Amazon \$59.99 40
 \$2,399.60
 GEPRC TinyGO 1.6inch 2S 4K Caddx Loris FPV Indoor Whoop Drone
 Banggood \$299.99 40 \$11,999.60
 Dryer Box for 3D Printer Filament \$50.99 6 \$305.94
 Consumables (craft wood, foam, wax, plastrics, vinyl, filament, etc)
 \$5,000.00 1 \$5,000.00

Retractable/Electrical/Pneumatic

30Ft Retractable Extension Cord Reel with Breaker Switch \$39.95 4
 \$159.80
 Air Hose Reel Retractable \$79.99 1 \$79.99

Generator/Compressor

Honda EU3000iS Portable Inverter Generator - 3000 Surge Watts,
 2800 Rated Watts, Electric Start, Model# EU3000S1AG \$2,199.00 1
 \$2,199.00
 California Air Tools CAT-4610ALFC Ultra Quiet 1 HP 4.6 Gallon Oil-
 Free Twin Stack Air Compressor \$431.16 1 \$431.16

Misc/connexivity

Internet Access Xfinity MiFi \$2,500.00 1 \$2,500.00

2 sets of this model - 1 set for the classroom, a duplicate set for the
 mobile classroom

Workbenches/Desks

Seville Classics UltraHD 72" W X 25" D Wood Top Height Adjustable
 Workbench 2000 Lb Capacity Amazon \$275.00 4 \$1,100.00
 Seville Classics Computer Desk Table, 24"Dx48"W, Granite Gray
 Adjustable \$175.00 8 \$1,400.00
 Seville Classics Heavy Duty Commercial Workbench UHD20206
 25"Dx72"W \$325.00 8 \$2,600.00
 Husky 6 ft. Folding Adjustable Height Solid Wood Top Workbench
 \$299.00 10 \$2,990.00
 Husky 52 in. Adjustable Height Work Table (Crank) \$219.00 10
 \$2,190.00
 Sage Series R2M Mobile Task Chair \$388.43 20 \$7,768.60

72130	Other Student Support	499	Other Supplies and Materials	2	20000	40000
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							AutoDESK Certification
							Generative Design Extensions \$2,500.00 1 \$2,500.00
							Cloud credits for simulation \$2,500.00 1 \$2,500.00
							Budget for Student certifications \$200/student per year \$200.00 40
72130	Other Student Support	499	Other Supplies and Materials	1	13000	13000	\$8,000.00
99100	Transfers Out	504	Indirect Cost	1	75000	75000	Oak Ridge Schools policy is 6% for Indirect Cost.



Oak Ridge Schools
TEACHING AND LEARNING

MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education

DATE: 6/9/21

SUBJECT: Innovative High Schools Grant

The Innovative High Schools Grant supports a vision called iSchool, where students are learning about systems thinking, design thinking, integrative thinking, wicked problem solving, lean and agile principles and methods, and the science of learning. There are many things the 'i' embodies but we will focus on eight: innovation, individualized, inclusion, interpersonal, integrative thinking, interdisciplinary, always improving, and internal motivation.

Our aim is to teach better thinking - everyone, everywhere, every day. The proposed budget for the grant will cover two years of instructor salary, equipment and furnishings for an additive and subtractive advanced manufacturing Fab Lab, cover the cost of AutoDESK 3D modeling certification, and provide a mobile Fab Lab that can travel to Girls Inc., as well as our middle and elementary schools. Local partners include Tennessee Tool and Engineering, Oak Ridge Tool and Engineering, Lokar, Inc. Performance Products, Scrum Inc., Roane State Community College, The University of Tennessee Bredesen Center, and Girls Inc.



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- [Funding](#)
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- [TDOE Resources](#)
- [Help for Current Page](#)
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McFall, Elizabeth

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 00:29:49

Budget Overview

Oak Ridge (012) Public District - FY 2021 - Innovative High Schools - Rev 0 - Innovative High Schools

Go To

Indirect Cost

Total Contributing to Indirect Cost	<input type="text" value="\$1,241,000.00"/>
Indirect Cost Rate	<input type="text" value="6.44%"/>
Maximum Allowed for Indirect Cost	<input type="text" value="\$75,084.93"/>

Filter by Location:

[Show Unbudgeted Categories](#)

Account Number	71300 - Vocational Education Program	72130 - Other Student Support	99100 - Transfers Out	Total
Line Item Number				
189 - Other Salaries & Wages	130,000.00	0.00		130,000.00
201 - Social Security	4,000.00	0.00		4,000.00
212 - Employer Medicare	4,000.00	0.00		4,000.00
499 - Other Supplies and Materials	0.00	1,028,000.00		1,028,000.00
504 - Indirect Cost			75,000.00	75,000.00
Total	138,000.00	1,028,000.00	75,000.00	1,241,000.00
			Adjusted Allocation	1,241,000.00
			Remaining	0.00

Go To

Budget

Oak Ridge (012) Public District - FY 2021 - Learning Camps Transportation - Rev 0 - Learning Camp Transportation

Account Number	Total
72710 - Transportation	\$85,427.31
Total	\$85,427.31
Adjusted Allocation	\$85,427.31
Remaining	\$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2021 - Learning Camps Transportation - Rev 0 - Learning Camp Transportation

72710 - Transportation - \$85,427.31 ▼

Budget Detail		Narrative Description
Account Number:	72710 - Transportation	8 buses for summer camp transportation
Line Item Number:	312 - Contracts with Private Agencies	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$79,427.31	
Line Item Total:	\$79,427.31	
Account Number:	72710 - Transportation	fuel
Line Item Number:	412 - Diesel Fuel	
Optional Program Code:		

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$6,000.00

Line Item Total: \$6,000.00

Total for 72710 - Transportation: \$85,427.31

Total for all other Account Numbers: \$0.00

Total for all Account Numbers: \$85,427.31

Adjusted Allocation: \$85,427.31

Remaining: \$0.00

Budget Overview

Oak Ridge (012) Public District - FY 2021 - Learning Camps Transportation - Rev 0 - Learning Camp Transportation

Filter by Location: All - \$85,427.31 ▼

Line Item Number	Account Number	72710 - Transportation	Total
312 - Contracts with Private Agencies		79,427.31	79,427.31
412 - Diesel Fuel		6,000.00	6,000.00
Total		85,427.31	85,427.31
		Adjusted Allocation	85,427.31
		Remaining	0.00

Program Details

Oak Ridge (012) Public District - FY 2021 - Learning Camps Transportation - Rev 0 - Learning Camp Transportation

Instructions

* How does the planned use of these funds align with your current student transportation services?

We will serve 700+ students for summer learning camps. Bus service will be provided for any student who needs it. We will continue to contract with First Student, which we use for the regular school year.

* How does the planned use of these funds directly tied to summer learning transportation?

Buses will only be used for students participating in summer learning.

* Identify other grant applications that are funding summer programming transportation.

- Bridge Camp Application Funds
- Summer Camp Application Funds
- STREAM Camp Application Funds
- None
- Other
- If Other selected, please type the funding source here.

500 * How many estimated students will use school transportation for summer programming?

Resources

[Click here to open the application guidance document.](#)

Assurance

Oak Ridge (012) Public District - FY 2021 - Learning Camps Transportation - Rev 0 - Learning Camp Transportation

* The local education agency (LEA) hereby assures the state education agency (SEA) that the LEA meets each of the following conditions:

Assurances

1. The programs and services provided under this grant will be used to address the needs set forth in the application and fiscal related information will be provided within the fiscal year timelines established for new, reapplying, and/or continuing programs.
2. The grantee understands if it does not meet the assigned ED target participation rate for a program, the amount of TANF funds will be reduced proportionally to the amount by which the target was missed.
3. Administration of the program, activities, and services covered by this application will be in accordance with all applicable state and federal statutes, regulations, and the approved application, including but not limited to:
 - a. The length and duration of camps and use of time during the day in accordance with state law or an approved waiver;
 - b. Priority enrollment and enrollment period;
 - c. Administration and reporting of data from the state-provided pre- and post-assessment;
 - d. Teacher compensation; and
 - e. Use of state-adopted instructional materials or state-provided materials to the greatest extent possible.
4. The grantee will submit to the department such information, and at such intervals, that the department requires to complete state and/or federal reports.

5. The grantee will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, state and federal funds received and distributed under this program.




6. The grantee will adopt and use proper methods of administering such program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; or (b) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.

7. The grantee will administer such funds and property to the extent required by the authorizing statutes.

8. The grantee will maintain on-site documentation for all reimbursement requests for a period of five (5) years following the end of the grant period of performance. The grantee will provide such documentation to the department as requested.

Related Documents

Oak Ridge (012) Public District - FY 2021 - Learning Camps Transportation - Rev 0 - Learning Camp Transportation

Optional Documents		
Type	Document Template	Document/Link
Justification for Capital Purchases Form 	 Justification for Capital Purchases Form	 <u>Justification for Capital Purchases ORS</u>



Oak Ridge Schools
TEACHING AND LEARNING

MEMORANDUM

Dr. Kelly Williams
Executive Director, Office of Teaching and Learning

TO: Board of Education
DATE: 6/9/21
SUBJECT: Summer Learning Camps Transportation Grants

The Summer Learning Camps Transportation Grant will serve over 700 students for summer learning camps. Bus service will be provided for any student who needs it to attend summer learning camps. We will continue to contract with First Student who we use for the regular school year.



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McFall, Elizabeth

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 Session Timeout
 00:29:55

Budget Overview

Oak Ridge (012) Public District - FY 2021 - Learning Camps Transportation - Rev 0 - Learning Camp Transportation

Filter by Location: All - \$85,427.31

[Show Unbudgeted Categories](#)

	Account Number	72710 - Transportation	Total
Line Item Number			
312 - Contracts with Private Agencies		79,427.31	79,427.31
412 - Diesel Fuel		6,000.00	6,000.00
Total		85,427.31	85,427.31
		Adjusted Allocation	85,427.31
		Remaining	0.00



MEMORANDUM
OAK RIDGE SCHOOLS

Bruce Lay
Office of the Executive Director of School Leadership

TO: Board of Education

DATE: 5/6/21

SUBJECT: Epidemiology and Laboratory Capacity (ELC) Grant

The following information is being provided to summarize how funds from the ELC Grant will be used to increase COVID-19 Testing. This plan has been created based on data regarding current trends regarding active cases of COVID-19. We will exercise flexibility should the current trend change and support COVID-19 testing at a higher level.

Intended Use of Funds:

A committee consisting of the Nurse Coordinator, Wellness Coordinator, Director of Pupil Services, Supervisor of Maintenance and Operation and the Executive Director of School Leadership Department have worked to develop a plan that will use the funds from the ELC Grant to implement COVID-19 Testing opportunities for all students, staff and families.

We are preparing to provide COVID-19 Testing in each of our nine facilities on a daily basis as well as a central COVID-19 Testing Center at the ORS Administration Building. This central testing site will be used to serve larger groups to reduce potential exposure at the school level. The preparation required to open the testing clinics will be extensive due to the logistics of our current nursing clinics. Our school clinics are in need of a major update and additional equipment and supplies to adequately utilize current space to address potential concerns addressed with COVID-19 Testing. In many cases our current school clinics are too small to adequately accommodate sick students, provide medications and test students, staff or school families that are exhibiting COVID -19 symptoms. These clinics will be expanded and stations will be developed with approved barriers to better separate those needing assistance in a safe manner.

Funds will be utilized to support the salaries and benefits of our current 7.7 nurses, a nurse coordinator and two additional nurses. The two additional nurses will assure that there is no disruption of services in the area of testing, manage the Central COVID -19 Testing Center at the Oak Ridge Schools Administration Building, serve as a substitute nurse and assist schools with COVID-19 Testing as needed.

Planned Testing:

As stated previously, each of our eight school facilities will serve as a COVID-19 Testing Center. All nurses will be trained to implement COVID-19 tests that will be purchased and processed from WINBIGLER Medical, PLLC. Our initial plan is to only test students, staff and family members that are exhibiting COVID-19 symptoms or individuals identified as a close contact to a person confirmed to have COVID-19. We will consider conducting mass testing if we were to experience a concerning spike of confirmed COVID-19 cases. The testing plan will be as follows:

1. Students and staff exhibiting COVID-19 symptoms will be isolated and restricted from attending school in compliance with CDC Guidelines.
2. Students and staff will be provided the option of being tested for COVID-19. Parent or guardian permission will be attained prior to testing students. We will seek parental permission at the time a student exhibiting COVID-19 symptoms is picked up from a school clinic.
3. Students and staff identified as a close contact to a person confirmed to have COVID-19 will be encouraged to be tested in compliance with CDC Testing Guidelines.
4. Family members of identified close contacts to a person confirmed to have COVID-19 will be encouraged to be tested as well. This testing opportunity will take place at a central testing center to reduce the potential of students and staff exposure at the building level. This option will require us to set up a testing clinic at the Oak Ridge Schools Administration Building.

Specific Details for Updating Testing Centers:

We will utilize our 8 school medical Clinics as testing centers and will add an additional testing center in the Oak Ridge Schools, School Administration Building. Due to the increase in student and staff services during the pandemic it has become apparent that some of our school clinics do not have the space required to provide the services currently required by students and staff. We have assessed current clinic needs and will be working during the duration of the grant to complete identified improvement. In existing clinics where the square footage isn't adequate to provide a safe environment for students and staff, we will be relocating the school clinic to a larger space or expanding the current space by removing walls. By June 30, 2022, the following improvements will be made to each school clinic:

1. Assuring that each school clinic has adequate space.
2. Updating floor and wall coverings.
3. Providing multiple stations with barriers to accommodate and separate students and staff from potential exposure.
4. Increasing storage for medical supplies and testing kits.
5. Clinics will be stocked with updated and necessary equipment to better monitor students and staff.
6. Place an AED device in each clinic.

7. Remodeling of restroom facilities in three of the clinics to match the new locations for two clinics and address ADA requirements of the third clinic.
8. Addition of handwashing station in one of the new clinics.
9. Updating new and outdated clinics with healthcare grade casework.



ePlan Home
Search
Inbox
Planning
Monitoring
Funding
Reimbursement Requests
Project Summary
LEA Document Library
Address Book
TDOE Resources
Help for Current Page
Contact TDOE
ePlan Sign Out

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Session Timeout
00:29:39

Budget Overview

Oak Ridge (012) Public District - FY 2022 - Epidemiology & Laboratory Capacity (ELC) - Rev 0 - Epidemiology & Laboratory Capacity (ELC)

Go To

Filter by Location: All - \$1,253,679.58
[Show Unbudgeted Categories](#)

Account Number	72120 - Health Services	72130 - Other Student Support	76100 - Regular Capital Outlay	Total
Line Item Number				
131 - Medical Personnel	556,803.69			556,803.69
201 - Social Security	34,521.86	0.00		34,521.86
204 - State Retirement	53,787.54	0.00		53,787.54
206 - Life Insurance	1,386.00	0.00		1,386.00
207 - Medical Insurance	64,192.37	0.00		64,192.37
208 - Dental Insurance	4,018.30	0.00		4,018.30
212 - Employer Medicare	8,073.67	0.00		8,073.67
299 - Other Fringe Benefits	1,193.50	0.00		1,193.50
312 - Contracts with Private Agencies	27,000.00			27,000.00
355 - Travel	2,000.00	0.00		2,000.00
413 - Drugs & Medical Supplies	144,088.27			144,088.27
499 - Other Supplies and Materials		1,600.00		1,600.00
706 - Building Construction			25,000.00	25,000.00
707 - Building Improvements			225,000.00	225,000.00
735 - Health Equipment	105,014.38			105,014.38
Total	1,002,079.58	1,600.00	250,000.00	1,253,679.58
			Adjusted Allocation	1,253,679.58
			Remaining	0.00

Go To

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TN Department of Education | Andrew Johnson Tower | 710 James Robertson Parkway | Nashville, TN 37243 | (629) 395-4684 | ePlan.Help@tn.gov



Oak Ridge Schools

PRESCHOOL

Rationale for Board of Education approval of VPK Grant:

I respectfully request Board of Education approval of the proposal for the State's Voluntary Pre-K Grant for 2021-2022 (FY2022). This grant provides funding for 5 Pre-K classrooms to provide services for 100 4-year old students.

Due to changes at the state level, districts were required to submit responses to 5 questions in e-plan in March 2021. At that time, there was no amount to be budgeted available in e-plan. The Board of Ed approved the preliminary grant proposal.

The amount now entered into e-plan for the VPK grant this year is \$459,658.83. A budget and all required supporting documents have now been entered into e-plan and are ready for the state's approval.

If you have any questions, please do not hesitate to contact me.

Thank you,

Lisa Downard

Principal

Oak Ridge Schools Preschool
157 Carver Avenue | Oak Ridge, TN 37830
(865) 425-9101
www.orn.edu/preschool



MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education

DATE: 6/9/21

SUBJECT: Consolidated Funding Application (CFA) Federal Grants

The Consolidated Funding Application federal grants are intended to help meet the additional needs of the most at-risk student groups. The grants making up the CFA include:

- Title I (Improving Basic Programs for At-Risk/Low Income students)
- Title II (Supporting Effective Instruction)
- Title III (English Learners)
- Title IV (Well-Rounded Educational Opportunities, Safe and Healthy Students, Effective Use of Technology)
- IDEA Part B (Special Education, Individuals with Disabilities)
- IDEA Preschool (Special Education)



ePlan Home
Administer
Search
Reports
Inbox
Planning
Monitoring
Funding
Reimbursement Requests
Project Summary
LEA Document Library
Address Book
TDOE Resources
Help for Current Page
Contact TDOE
ePlan Sign Out

McFall, Elizabeth

Production
 Session Timeout
 00:29:47

Budget Overview

Oak Ridge (012) Public District - FY 2022 - Consolidated - Rev 0 - Title I, Part A

Go To

Indirect Cost

Total Contributing to Indirect Cost	\$894,714.00
Indirect Cost Rate	6.45%
Maximum Allowed for Indirect Cost	\$57,672.75

Filter by Location: All - \$951,824.00

Show Unbudgeted Categories

Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
Line Item Number					
116 - Teachers	198,000.00				198,000.00
163 - Educational Assistants	309,403.26		0.00		309,403.26
189 - Other Salaries & Wages	8,000.00	36,500.00	76,000.00		120,500.00
201 - Social Security	32,388.72	2,190.24	4,800.00		39,378.96
204 - State Retirement	36,000.00	5,000.00	8,050.00		49,050.00
206 - Life Insurance	1,452.00	126.00	128.00		1,706.00
207 - Medical Insurance	57,000.00	15,700.00	2,400.00		75,100.00
208 - Dental Insurance	3,700.00	177.50	225.00		4,102.50
212 - Employer Medicare	7,300.00	512.23	1,120.00		8,932.23
299 - Other Fringe Benefits	1,090.00	0.00	76.00		1,166.00
429 - Instructional Supplies & Materials	59,000.00				59,000.00
499 - Other Supplies and Materials	0.00	1,500.00	0.00		1,500.00
504 - Indirect Cost				57,110.00	57,110.00
524 - In-Service / Staff Development		0.00	18,000.00		18,000.00
599 - Other Charges	0.00	8,875.05	0.00		8,875.05
Total	713,333.98	70,581.02	110,799.00	57,110.00	951,824.00
				Adjusted Allocation	951,824.00
				Remaining	0.00

Go To



ePlan Home
Administer
Search
Reports
Inbox
Planning
Monitoring
Funding
Reimbursement Requests
Project Summary
LEA Document Library
Address Book
TDOE Resources
Help for Current Page
Contact TDOE
ePlan Sign Out

Budget Overview

Oak Ridge (012) Public District - FY 2022 - Consolidated - Rev 0 - Title II-A

Go To

Indirect Cost

Total Contributing to Indirect Cost	\$176,211.00
Indirect Cost Rate	6.45%
Maximum Allowed for Indirect Cost	\$11,282.86

Filter by Location: All - \$186,211.00

[Show Unbudgeted Categories](#)

Account Number	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
----------------	--	-----------------------	-------

Line Item Number

189 - Other Salaries & Wages	26,000.00		26,000.00
196 - In-Service Training	30,000.00		30,000.00
201 - Social Security	3,472.00		3,472.00
204 - State Retirement	5,768.00		5,768.00
206 - Life Insurance	100.00		100.00
207 - Medical Insurance	4,500.00		4,500.00
208 - Dental Insurance	150.00		150.00
212 - Employer Medicare	812.00		812.00
299 - Other Fringe Benefits	100.00		100.00
399 - Other Contracted Services	58,000.00		58,000.00
504 - Indirect Cost		10,000.00	10,000.00
524 - In-Service / Staff Development	47,309.00		47,309.00
Total	176,211.00	10,000.00	186,211.00
		Adjusted Allocation	186,211.00
		Remaining	0.00

Go To

McFall, Elizabeth

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Session Timeout
00:29:56



- [ePlan Home](#)
- [Administer](#)
- [Search](#)
- [Reports](#)
- [Inbox](#)
- [Planning](#)
- [Monitoring](#)
- [Funding](#)
- [Reimbursement Requests](#)
- [Project Summary](#)
- [LEA Document Library](#)
- [Address Book](#)
- [TDOE Resources](#)
- [Help for Current Page](#)
- [Contact TDOE](#)
- [ePlan Sign Out](#)

Budget Overview

Oak Ridge (012) Public District - FY 2022 - Consolidated - Rev 0 - Title III

Go To

Indirect Cost

Total Contributing to Indirect Cost	<input type="text" value="\$14,559.77"/>
Indirect Cost Rate	<input type="text" value="6.45%"/>
Maximum Allowed for Indirect Cost	<input type="text" value="\$935.21"/>

Filter by Location:

[Show Unbudgeted Categories](#)

Account Number	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
Line Item Number			
196 - In-Service Training	3,500.00		3,500.00
201 - Social Security	217.00		217.00
204 - State Retirement	360.50		360.50
212 - Employer Medicare	4.35		4.35
499 - Other Supplies and Materials	6,977.92		6,977.92
504 - Indirect Cost		874.86	874.86
524 - In-Service / Staff Development	3,500.00		3,500.00
Total	14,559.77	874.86	15,434.63
		Adjusted Allocation	15,434.63
		Remaining	0.00

Go To

McFall, Elizabeth

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Session Timeout
00:29:56



ePlan Home
Administer
Search
Reports
Inbox
Planning
Monitoring
Funding
Reimbursement Requests
Project Summary
LEA Document Library
Address Book
TDOE Resources
Help for Current Page
Contact TDOE
ePlan Sign Out

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Production
Session Timeout
00:29:52

Budget Overview

Oak Ridge (012) Public District - FY 2022 - Consolidated - Rev 0 - Title IV

Go To

Indirect Cost

Total Contributing to Indirect Cost	\$68,510.34
Indirect Cost Rate	6.45%
Maximum Allowed for Indirect Cost	\$4,401.42

Filter by Location: All - \$72,640.62

Show Unbudgeted Categories

Account Number	72120 - Health Services	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72250 - Education Technology	99100 - Transfers Out	Total
Line Item Number						
189 - Other Salaries & Wages	12,500.00	0.00	0.00	0.00		12,500.00
196 - In-Service Training			10,000.00	5,000.00		15,000.00
201 - Social Security	745.00	0.00	620.00	310.00		1,675.00
204 - State Retirement	1,200.00	0.00	1,030.00	515.00		2,745.00
206 - Life Insurance	36.00	0.00	0.00	0.00		36.00
208 - Dental Insurance	100.00	0.00	0.00	0.00		100.00
212 - Employer Medicare	200.00	0.00	145.00	72.50		417.50
217 - Retirement - Hybrid Stabilization	125.00	0.00	0.00	0.00		125.00
299 - Other Fringe Benefits	50.00	0.00	0.00	0.00		50.00
399 - Other Contracted Services	0.00	0.00	2,924.98	0.00		2,924.98
499 - Other Supplies and Materials	0.00	0.00	3,436.86	0.00		3,436.86
504 - Indirect Cost					4,130.28	4,130.28
524 - In-Service / Staff Development	2,500.00	0.00	3,500.00	1,500.00		7,500.00
599 - Other Charges	0.00	20,000.00	2,000.00	0.00		22,000.00
Total	17,456.00	20,000.00	23,656.84	7,397.50	4,130.28	72,640.62
					Adjusted Allocation	72,640.62
					Remaining	0.00

Go To



ePlan Home
Administer
Search
Reports
Inbox
Planning
Monitoring
Funding
Reimbursement Requests
Project Summary
LEA Document Library
Address Book
TDOE Resources
Help for Current Page
Contact TDOE
ePlan Sign Out

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Production
 Session Timeout
 00:29:56

Budget Overview

Oak Ridge (012) Public District - FY 2022 - Consolidated - Rev 0 - IDEA, Part B

Go To

Indirect Cost

Total Contributing to Indirect Cost	\$994,133.04
Indirect Cost Rate	6.45%
Maximum Allowed for Indirect Cost	\$63,773.01

Filter by Location: All - \$1,052,503.00

[Show Unbudgeted Categories](#)

Account Number	71200 - Special Education Program	72220 - Support Services/Special Education Program	99100 - Transfers Out	Total
Line Item Number				
116 - Teachers	206,550.23			206,550.23
131 - Medical Personnel		167,560.87		167,560.87
163 - Educational Assistants	307,161.00			307,161.00
171 - Speech Pathologist	55,453.00	0.00		55,453.00
189 - Other Salaries & Wages	0.00	1.00		1.00
201 - Social Security	37,688.06	12,465.90		50,153.96
204 - State Retirement	58,368.27	16,190.59		74,558.86
206 - Life Insurance	2,268.00	378.00		2,646.00
207 - Medical Insurance	82,335.60	30,074.69		112,410.29
208 - Dental Insurance	5,328.00	710.40		6,038.40
212 - Employer Medicare	7,301.81	2,438.22		9,740.03
299 - Other Fringe Benefits	1,549.50	309.90		1,859.40
504 - Indirect Cost			58,368.96	58,368.96
725 - Special Education Equipment	1.00			1.00
Total	764,004.47	230,129.57	58,368.96	1,052,503.00
			Adjusted Allocation	1,052,503.00
			Remaining	0.00

Go To



- [ePlan Home](#)
- [Administer](#)
- [Search](#)
- [Reports](#)
- [Inbox](#)
- [Planning](#)
- [Monitoring](#)
- [Funding](#)
- [Reimbursement Requests](#)
- [Project Summary](#)
- [LEA Document Library](#)
- [Address Book](#)
- [TDOE Resources](#)
- [Help for Current Page](#)
- [Contact TDOE](#)
- [ePlan Sign Out](#)

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 Session Timeout
 00:29:57

Budget Overview

Oak Ridge (012) Public District - FY 2022 - Consolidated - Rev 0 - IDEA Preschool

Go To

Indirect Cost

Total Contributing to Indirect Cost	<input type="text" value="\$26,883.67"/>
Indirect Cost Rate	<input type="text" value="6.45%"/>
Maximum Allowed for Indirect Cost	<input type="text" value="\$1,726.69"/>

Filter by Location:

[Show Unbudgeted Categories](#)

Account Number	71200 - Special Education Program	99100 - Transfers Out	Total
Line Item Number			
163 - Educational Assistants	22,824.87		22,824.87
201 - Social Security	1,375.00		1,375.00
204 - State Retirement	2,218.80		2,218.80
206 - Life Insurance	113.00		113.00
212 - Employer Medicare	352.00		352.00
504 - Indirect Cost		1,613.45	1,613.45
725 - Special Education Equipment	5,800.88		5,800.88
Total	32,684.55	1,613.45	34,298.00
		Adjusted Allocation	34,298.00
		Remaining	0.00

Go To

OAK RIDGE SCHOOLS

CODE OF CONDUCT



A HANDBOOK FOR PARENTS,
STUDENTS AND STAFF

Oak Ridge, Tennessee

July, 2021

To Students, Parents and Oak Ridge Schools Staff:

One of the responsibilities that I hold most seriously is the obligation to provide a safe and secure environment for all students who participate in our school programs. There can be little learning without discipline. A safe and orderly school environment is critical in providing a conducive environment where students can maximize their academic and personal development. We can expect our students to take full advantage of their educational opportunities only when they are able to attend school without fear. Our students must understand their rights and responsibilities in relationship to achieving the maximum from every educational experience. They must acknowledge that there are clear expectations for appropriate behavior and that violations of school rules will lead to prescribed consequences. Student discipline should be firm, fair, and consistent, and should be focused on changing inappropriate behavior.

It is the purpose of the Oak Ridge Schools Discipline Code booklet to provide the framework for governing student policies related to disciplinary expectations, procedures and responsibilities approved by the Board of Education. This publication provides to students, parents, school personnel, and the public a concise and comprehensive description of the minimum standards of behavior for all students enrolled in the public schools of Oak Ridge. It defines appropriate student conduct and presents a menu of alternatives to be employed by school administrators and staff to address individuals who exhibit inappropriate behavior. Emphasis is placed upon the right of all students to accept the challenge of maximizing their educational program through responsible behavior and academic achievement.

To establish a standard of student conduct, each school principal is required by state law to recommend a student's expulsion when the student:

- Is in possession of a firearm
- Assaults a staff member
- Distributes, possesses or consumes illegal substances during a school activity.

Parental involvement and support have a great effect on student conduct. Together we can provide strong discipline and rigorous academic programming in our schools. I ask that you as a parent assist us in this process by discussing the Oak Ridge Discipline Code.

Please keep this code booklet for reference throughout the school year. Should you have any questions concerning any information included in this document, please do not hesitate to talk with your school principal or the Director of Pupil Services at 425-9009.

Sincerely,

Bruce Borchers

Dr. Bruce Borchers
Superintendent

FORM FOR VERIFYING RECEIPT OF DISCIPLINE CODE HANDBOOK

Dear Parent and Student:

In order that we may know you have received the Oak Ridge Schools Discipline Handbook, please sign this form and return it to your child's teacher.

I have **received, read and understand the procedures and policies** within the Oak Ridge School Discipline Handbook.

(Student's Signature)

Grade _____

Date _____

Parent/Guardian Name (Please print)

Parent/Guardian Signature

Date

I understand and will abide by the Oak Ridge Internet Acceptable Use Policy for the duration of my enrollment in the Oak Ridge Schools for the 2020-2021 school year. I understand that any violation of the policy may constitute suspension and/or criminal offense. My access privileges may be revoked; school disciplinary action may be taken and/or appropriate legal action.

User Signature: _____ Date _____

User Name: _____ (Please print) _____

School: _____

FOR THE PARENTS OR GUARDIANS OF STUDENT USER

As the parents or guardians of this student, I have read the Oak Ridge Internet Acceptable Use Policy and agree to its terms. I understand that this is designed for educational purposes. I hereby give permission to allow internet access for my child while enrolled in the Oak Ridge Schools and certify that the information contained on this form is correct.

Parent/Guardian's Name (please print) _____

Signature _____ Date: _____

Please keep this handbook and return this form only to your child's teacher by Friday, August 27, 2021.

TABLE OF CONTENTS

INTRODUCTION	1
Common Notations for Legal References	1
SECTION I	
AUTHORITY TO DISCIPLINE/PROCESS TO DISCIPLINE	2
Range of Authority	2
Rights of the student	2
Oak Ridge Board of Education Expectations	2
Minor Behavior Problems	2
Frequent or Serious Misbehavior	3
SECTION II	
LEVELS OF MISBEHAVIOR AND DISCIPLINARY OPTIONS	3
MISBEHAVIORS: Level I	3
Examples (not an exclusive listing)	3
Disciplinary Procedures Generally Followed	3
Disciplinary Options	4
MISBEHAVIORS: Level II	4
Examples (not an exclusive listing)	4
Disciplinary Procedures	4
Disciplinary Options Available to staff	4
MISBEHAVIORS: Level III	4
Examples (not an exclusive listing)	5
Disciplinary Procedures	5
Disciplinary Options	5
MISBEHAVIORS: Level IV	5
Examples (not an exclusive listing)	5
Disciplinary Procedures	6
Disciplinary Options	6
SECTION III	
EXPLANATION OF STAFF ROLES AS RELATED TO DISCIPLINE	6
Teacher	7
Counselor	7
School Resource Officer (SRO)	7
Assistant Principal/Administrative Assistant	7
Principal	7
Pupil Services: Director, Supervisors/Coordinators	7
Discipline Hearing Authority (DHA)	8
Special Education Services	8
Superintendent of Schools	8
Board of Education	8

SECTION IV

RESPONSIBILITIES OF MEMBERS OF A SCHOOL COMMUNITY..... 9
Students are expected to:..... 9
Teachers, Counselors, and Support Staff are expected to..... 9
Administrators are expected to..... 9
Parents are expected to:.....10
Rules and Expectations for Cross-Boundary/Tuition Students: 10

SECTION V

DEFINITIONS AND CLARIFICATIONS OF DISCIPLINE

RELATED TERMS10
Abusive Language 10
Appeal.....10
Attendance and Enrollment..... 10
Excused Absences..... 11
Bullying.....12
Cyberbullying.....13
Bus Conduct.....13
Computers 14
Debt to School 15
Discrimination..... 15
Disorderly Conduct/Disturbance of the Peace 15
Dress Code. 15
Driver's License17
Drugs 17
Drug Paraphernalia 18
Drug Testing18
Extortion 18
Felony Charge..... 19
Fighting (see Violence)..... 19
Fireworks 19
Gambling..... 19
Harassment..... 19
Hazing..... 19
Homework and Class Assignments 20
Homebound.....20
Personal Communication Devices..... 20
Personally-Owned Devices..... 21
Sexting.....21
Profanity (Directed at Staff Member)..... 21
School Conduct 21
Search 21
Smoking/Tobacco Citations/Vaping..... 22
Student Behavior at School Events/Activities 23
Suspension and Expulsion..... 23
Theft (Robbery) 23

Threats of Violence: see Violence	23
Trespassing and Loitering	23
Truancy.....	24
Vandalism and/or Destruction of Property	24
Vaping.....	24
Violence.....	25
Weapons.....	25
Carrying Weapons on school grounds.....	26
Zero Tolerance	26

SECTION VI

RIGHT TO REVIEW ADMINISTRATIVE DECISIONS.....	27
RIGHT TO APPEAL ADMINISTRATIVE DECISIONS	27

SECTION VII

REQUIRED FEDERAL NOTICES	28
Statement of non-discrimination	28
McKinney-Vento Act (Homeless).....	28
Title I	28
Title III programs.....	29
Title VI.....	29
Section 504.....	29
Family Educational Rights and Privacy Act (FERPA).....	31
ESSA.....	31
Notice of Directory Information.....	31
Tennessee Department of Education.....	33

APPENDICES

Board of Education.....	34
School Administration.....	34
Acceptable Use Policy for Accounts on the Oak Ridge Schools' Education Network.....	37
Fees.....	50
Medication Administration during School Hours.....	52
Student Bully/Harassment Form.....	54

Changes were made on the following pages: 22, 24, 37-49
No additions or updates to the current Truancy Plan

INTRODUCTION

Every student in the State of Tennessee is guaranteed the right to a free, public education. With this right, the student must accept the responsibility to know, understand, and follow the rules, policies, and laws of the State, the local community, and the school system. The Discipline Code is that set of rules, policies, and laws by which order is maintained for the benefit of all. Rules and regulations are needed to provide a safe and orderly atmosphere in the school so teachers can teach and students can learn. The most important factors in discipline are communication and cooperation among all participants: students, teachers, parents, school administrators, and the community.

According to Tennessee law, school systems are required to establish a code of acceptable behavior and discipline that is uniformly and fairly applied to all students. The code shall contain the type of behavior expected from each student, consequences of failure to obey such standards, and the importance of standards in maintaining an atmosphere where orderly learning is possible and encouraged. This booklet constitutes the official Code of Acceptable Behavior and Discipline for the Oak Ridge Schools as required by Tennessee law. This Code was revised and adopted by the Board in June, 2016. (Tennessee Code Annotated (TCA) 49-6- 4017 and Section III of Board of Education Policies)

The purpose of this publication is to discuss what is meant by discipline, to define the various responsibilities necessary to achieve discipline and to acquaint the reader with the various rules, regulations, policies and laws that govern the behavior of students.

We hope you will use this handbook along with the more detailed information contained in other handbooks and publications prepared by the individual schools. We also ask for your continued support and cooperation in maintaining a school environment, which supports the teaching/learning process.

Common Notations for Legal References

As you read this handbook some legal references are used. Below is a list of common legal abbreviations used in this document, as well as many of the building level handbooks. We are providing these references simply for your information.

TCA - Tennessee Code Annotated - A compilation of Tennessee laws

ORCC - Oak Ridge City Code - The regulations and ordinances governing the city

BEP - Board of Education Policies - Board approved guidelines for operation of the schools

USC - United States Code (USC) - Compilation of Federal laws

SECTION I

AUTHORITY TO DISCIPLINE/PROCESS TO DISCIPLINE

Range of Authority

Behavior problems are dealt with using procedures and consequences that vary based on the age of the student, severity of the offense, and the frequency of the offenses. **Disciplinary procedures are not limited to those occurring on school campuses, but include all school-related activities and even non-school-related activities if the student's behavior is directly linked to school events.** The Tennessee State Law recognizes the right of school personnel to act in the place of the parent in situations where school personnel are responsible for the students.

Rights of the student

The principal or principal's designee at the building level administers disciplinary actions. Students referred for a disciplinary violation are entitled to explain their side of the story and to place their conduct in what they consider to be the proper context. This is done in an informal administrative conference prior to administering any disciplinary action (except in an emergency situation).

Tennessee Code Annotated (TCA 49-6-3401) gives a school principal or his designee the authority to suspend a student for various rule violations. When out of school suspension is used the principal/designee will generally meet with the parent to develop a plan of improvement upon re-entry of the student. A written plan of improvement will always be developed if the suspension exceeds five school days. Students and parents may from time to time disagree with the action taken by the principal. The procedure to be followed when such a disagreement occurs is outlined in the "Rights to Reviews and Appeals" section of this handbook.

Oak Ridge Board of Education Expectations

The Oak Ridge Schools Board of Education has established this handbook as policy and expects that parents and school staff will work in close cooperation to ensure student success, both academically and behaviorally. In order to achieve this goal, it is anticipated that staff and parents will communicate routinely, and definitely, whenever there is a concern regarding student progress. By establishing and maintaining close contact, parents and teachers can prevent or minimize discipline problems as well as maximize student growth.

Minor Behavior Problems

In the event that minor problems involving students in a particular class cannot be managed by close contact between the teacher and the parent, the student's school counselor may be consulted. If this step does not bring satisfactory results, the principal or assistant principal should be contacted and a conference held with all parties involved.

Frequent or Serious Misbehavior

Student misbehavior, which occurs frequently or is of a serious or disruptive nature to the classroom or school, may result in suspension, expulsion, or assignment to an “alternate class.” The principal, DHA, or Board of Education may require participation in specific behavior modification/treatment programs (at parent expense) as a condition of continued attendance or in lieu of suspension or as a condition of re-entry after a suspension. Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as positive behavior intervention strategies. Exclusionary discipline shall only be used as a measure of last resort. (School Board Policy 6.300.04)

SECTION II

LEVELS OF MISBEHAVIOR AND DISCIPLINARY OPTIONS

This section identifies levels of misbehavior, the disciplinary procedure typically used to address a specific category of misbehavior, and the discipline options available to a teacher and/or principal for the various types of misbehavior. The following levels, procedures, and options are designed to protect all members of the educational community in the exercise of their rights and duties. The district shall utilize trauma-informed discipline practices. (School Board Policy 6.300.04).

MISBEHAVIORS: Level I

Level I rule violations are minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

Examples (not an exclusive listing):

Classroom disturbances; Classroom tardiness; Cheating and lying; Use of inappropriate language (non-directed, first offense, inadvertent); Non-defiant failure to do assignments or carry out directions; Teasing of a peer; possession of unauthorized personal communication devices and dress code violations.

Disciplinary Procedures Generally Followed:

- Immediate intervention by the staff member.
- Determine what offense was committed and its severity.
- Determine that the student understands the nature of the offense and has an opportunity to explain his/her behavior.
- Employ appropriate disciplinary options.
- Record of the offense and disciplinary action maintained by staff member.
- Confiscation of unauthorized electronic device.
- Refer to school counselor

Disciplinary Options:

Verbal reprimand; Special assignment; Restricting activities; Assigning work details; Counseling; Withdrawal of privileges; Issuance of demerits which might affect citizenship or department grades; Strict supervised study; Detention; and/or In-school suspension.

MISBEHAVIORS: Level II

Misbehavior where frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors, which do not represent a direct threat to the health and safety of others, but where educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing):

Continuation of unmodified Level I behaviors; Tardy to school; School or class truancy; Use of tobacco; Using forged notes or excuses; Disruptive classroom behavior; Teasing with intent to embarrass; stealing, possession of unauthorized personal communication devices, gambling, fighting, skipping class, and inappropriate access of Internet sites, e-mail services or secured files

Disciplinary Procedures:

- Immediate intervention by staff members.
- Student is referred to principal for appropriate disciplinary action.
- Principal/designee meets with student and teacher.
- Principal/designee hears report/referral made by teacher, permits student the opportunity of explaining his/her behavior, denying it or explaining any mitigating circumstances.
- Principal/designee takes appropriate disciplinary action and notifies teacher of action.
- Record of offense and disciplinary action maintained by principal.
- Parent notified of situation and the action taken.

Disciplinary Options Available to staff:

Modified probation; Behavior Modification; Social probation; Peer counseling; Referral to outside agency; In-school suspension; Transfer from class; Detention; Suspension from school-sponsored activities or from riding school bus; Restricting school-related honors/privileges student is otherwise due; Tobacco Court, Truancy Review Board, Truancy Court; and/or Out-of-school suspension not to exceed ten (10) days.

MISBEHAVIORS: Level III

Acts directly against persons or property but where consequences *do not seriously endanger* the health or safety of others in the school.

Examples (not an exclusive listing):

Continuation of unmodified Level I and II behaviors; Fighting (simple); Vandalism (minor); Stealing; Cheating; Computer misuse; Threats to others; General allegation of a peer; and Directed profanity at a staff member (automatic five (5) day suspension first offense)

Disciplinary Procedures:

- Immediate intervention by staff members.
- Law enforcement may be contacted if deemed appropriate and possible arrest may result
- Student is referred to principal for appropriate disciplinary action.
- Principal/Designee meets with student and staff member.
- Principal/Designee hears report/referral and permits student the opportunity of explaining conduct.
Principal/Designee takes appropriate disciplinary action:
- If student's program is to be changed, adequate notice shall be given to the student and his/her parents of the charges against him, his/her right to appear at a hearing and to be represented by a person of his/her choosing
- A change in school placement may be appealed.
- Record of offense and disciplinary action maintained by principal.
- Parent notified of situation and the action taken.

Disciplinary Options:

In-school suspension; Detention; Restitution for lost, damaged or stolen property; Out-of-school suspension not to exceed ten (10) days; Mandatory tutorial sessions outside the regular school day; Social adjustment/skill building classes; Transfer from class; and/or Long-term out-of-school suspension for more than 10 days; Participation at parent expense in a specific behavior modification program.

MISBEHAVIORS: Level IV

Acts which result in violence to another's person or property, or which *pose a threat* to the safety of others in the school, or substantially disrupt the learning environment. These acts are so serious that they usually require administrative actions, which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or long term removal from the school.

Examples (not an exclusive listing):

Unmodified Level III behaviors; Felony charges of criminal activity within the community which, because of the nature of the charge, has a high probability of disrupting the

learning environment; Extortion; Bomb Threat; Possession/use/transfer of dangerous weapons; possession/use/or transfer of weapons or look-alike weapons on or around a school campus or a school activity; participation in any activity within the community that provokes campus unrest; Assault; Battery; Vandalism; Theft/possession/sale of stolen property; Arson; Possession of unauthorized substances (drugs and other controlled substances); Use/transfer of unauthorized substances; Sexual allegation/Ethnic allegation/Tormenting of a peer/Hazing; Serious breach of conduct; Trespassing; Making false accusations about a staff member

Disciplinary Procedures:

- Immediate action by staff prudent to a given situation (School Resource Officer [SRO] may be involved at this point).
- Principal confers with appropriate staff members and with the student.
- Principal hears staff report/referral and permits student opportunity of explaining conduct. Parents are notified.
- Law enforcement officials are contacted and possible arrest may result (unless SRO is already involved).
- Incident is reported and recommendations made to the Superintendent of Schools.
- Complete and accurate reports are submitted to the Superintendent of Schools.
- Student is given hearing before Discipline Hearing Authority.

Disciplinary Options:

Out-of-school suspension; Expulsion; Alternative school; Other Discipline Hearing Authority or Board action which results in appropriate placement; Required to attend a related skill building program and/or Suspension for a period of not less than one (1) calendar year subject to modification by the Superintendent of Schools on a case-by-case basis.

SECTION III EXPLANATION OF STAFF ROLES AS RELATED TO DISCIPLINE

This section of the handbook attempts to clarify the roles of school staff related to the disciplining process. Key staff in the discipline process is identified at both the building and system-wide levels.

Teacher

Plans and provides classroom activities and programs to develop each student's potential. Creates a positive learning atmosphere conducive to learning for all students. Manages the classroom environment so that the learning by all students is not disrupted by student misbehavior. Works closely with parents to prevent or minimize disruptive

behavior. Employs positive consequences to reinforce appropriate behavior. Refers students for administrative discipline as appropriate.

Counselor

Provides individual or group counseling, consults with parents about student's learning and social development and assists school personnel in planning programs to meet student needs. Assists students, parents, and staff in the development of behavior improvement plans.

School Resource Officer (SRO)

A SRO is a police officer assigned by Oak Ridge City Police Department to the Oak Ridge City Schools. These uniformed officers visit schools and interact with students in order to develop positive relationships, teach drug resistance and other similar pro-social programs. They help to establish a safe school tone by their visibility and presence. They are available to assist staff with emergency situations or investigate criminal activity. Should the SRO have to assist school officials with inappropriate student behavior, please be aware that the police may follow up with criminal charges. SRO's are considered school staff and have access to all directory information related to students.

Assistant Principal/Administrative Assistant

Handles student discipline problems and mediates teacher-student conflict. She/He assists the principal in administering the school program including the discipline policy.

Principal

Handles responsibility for total school program, students, and staff. This position has a duty to develop and maintain a safe and orderly school environment.

Pupil Services: Director, Supervisors/Coordinators

Handles system-wide responsibility for such areas as attendance, guidance, residency issues, student discipline, student health services, and alternative school placement. The Pupil Services Director is also the Title VI, IX, X and 504 Compliance Officer for student concerns.

Discipline Hearing Authority (DHA)

The Discipline Hearing Authority is a Board of Education designee. This means that the Oak Ridge Board of Education has established the Discipline Hearing Authority to **hear and rule on appeals related to student suspensions that exceed ten (10) days.**

The DHA is made up of Oak Ridge School staff who is not involved in the situation that resulted in the student being suspended from school. Members of the DHA for any specific student's hearing would not be under the authority of the principal that suspended the student and are therefore able to be impartial in their judgment of the student's behavior.

A DHA hearing is not open to public audiences like a Board of Education hearing would be. This gives the student and family more confidentiality and privacy in presenting their appeal. A parent or student may appeal (in writing and within five working days or receipt of a written DHA decision) the decision of the DHA to the Superintendent. However, upon review of the written record of the DHA hearing, the Superintendent may decide to simply affirm the DHA decision; or may lessen the discipline administered; or may decide to hear the case in an open Board of Education meeting. Appeals to the Board will be open meetings unless the parent/guardian has officially requested a closed meeting. In cases where the state law or Board of Education Policy requires "zero tolerance" for substantiated rule violations, the Superintendent of Schools has final authority over consequences to be administered on a case by case basis.

Special Education Services: Supervisor

Handles system-wide responsibility for special education, speech and hearing, and psychological testing.

Superintendent of Schools

Is responsible for the total educational program which includes the development of the discipline code. Has authority to modify zero tolerance consequences on a case by case basis.

Board of Education

When acting at officially called meetings, the Board collectively determines school policy and provides overall direction for school programs. The Board may act on appeal of disciplinary actions taken by the Oak Ridge Schools Discipline Hearing Authority. However, consequences administered for zero tolerance offenses may only be modified by the Superintendent of Schools.

SECTION IV

RESPONSIBILITIES OF MEMBERS OF A SCHOOL COMMUNITY

Each individual within the school community has rights and responsibilities related to enjoying the benefits of the learning environment. The expectations for each group are identified in this section.

Students are expected to:

- Attend school, be on time and not skip class.
- Take advantage of the opportunity to learn.
- Assume responsibility for personal growth and self-discipline.
- Take care of both personal and school property.
- Respect the rights and property of others.
- Work cooperatively with school personnel and other students.
- Know and follow school rules.
- Respect school staff and the reasonable exercises of authority by school staff.
- Maintain appropriate classroom conduct.
- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.

Teachers, Counselors, and Support Staff are expected to:

- Work collaboratively with each other, parents, and students to improve student behavior and to maintain a positive learning environment.
- Be knowledgeable of instructional techniques, which enhance and improve student behavior.
- Teach and model desired behaviors. Provide appropriate consequences and reinforce appropriate behavior.
- Confront any student misbehavior whenever observed in all school settings.
- Use interpersonal skills, which permits the de-escalation of student-staff conflict.
- Contact and involve parents in dealing with disciplinary and/or academic matters.
- Provide a flexible curriculum to meet individual needs.
- Maintain a safe and orderly school environment.
- Inform the community, students, and school staff of policies relating to pupil conduct.

Administrators are expected to:

- Protect the due process rights of teachers, students, and parents.
- Support other school personnel in the fulfillment of their disciplinary responsibilities.
- Contact and involve parents in dealing with disciplinary matters.
- Maintain a safe and orderly school environment.

- Inform the community, students, and school staff of policies relating to pupil conduct.

Parents are expected to:

- *Ensure that the child attends school and is on time.*
- Communicate with school personnel about their child and make themselves readily and easily accessible when the school needs to make contact.
- Realize the extent of responsibility for the behavior of their child.
- Prepare their child to assume responsibility for his/her own behavior.
- Foster positive attitudes in their child toward self, others, school, and community.
- Know and follow school regulations.

Rules and Expectations for Cross-Boundary/Tuition Students:

For a tuition or cross-boundary student to remain in their school of choice, the student must maintain **satisfactory achievement, good attendance, and acceptable behavior**. Each principal has the right to revoke the privilege after notice to the parent for help in addressing any problems. Specific guidelines have been established for revocation of cross boundary or tuition status. (See policy in section “Other School Information”)

**SECTION V
DEFINITIONS AND CLARIFICATIONS OF DISCIPLINE RELATED TERMS**

This section attempts to define terms commonly used by school staff. It is also believed that this section will further explain potential consequences or actions that may occur for specific types of rule violations. These terms are arranged in alphabetical order.

Abusive Language

Use of vulgar, profane, or threatening language on any school property including buses or at any school event is prohibited. See School Conduct for consequences.

Appeal

A grievance procedure for administrative decisions.

Attendance and Enrollment

Under the Tennessee Compulsory School Attendance Law, all children between the ages of six and seventeen, both inclusive, are legally required to attend school (TCA 49-6-3001). Students less than 6 years of age who have been enrolled in school for 6 weeks or more are subject to the same attendance regulations as other students of compulsory school age (TCA 49-6-3007). Students entering first grade are required to have completed a State-approved kindergarten program (TCA 49-6-201). Students not in school on any day for at least half the time for which they are enrolled will be

considered absent for state reporting. This includes students not in school half the abbreviated day.

Per 49-6-3007, after a child has five (5) unexcused absences without adequate excuse, their parent(s)/guardian(s) will receive a notice stating that the child's attendance at school is required. Upon the next unexcused absence, a referral may be made to the Anderson County Juvenile Court and a Truancy petition may be issued. If after notice to the juvenile court is given, either the child or parent(s)/guardian(s) do not immediately conform to school attendance guidelines, additional referrals shall be made to either law enforcement, the Tennessee Department of Children's Services, and/or the juvenile court where appropriate. The legal consequences issued by the Court for unlawful absences can result in criminal charges for educational neglect which is a Class C misdemeanor per TCA-49-6-3009 (amended). Parents can also be fined up to \$50.00 per day, given community service or be ordered to serve time in the county jail.

In collaboration with the Anderson County District Attorney's Office and the Oak Ridge Police Department, a truancy review support system is in place. Parents will be notified via phone calls, school personnel contact and US mail that their child has the potential of being petitioned to court for truancy and the parent could be prosecuted for educational neglect. Included in the appendices are the steps for reporting truancy by school personnel and the steps in place across the district.

Students are expected to:

- Be present and on time for all assigned classes (skipping classes will count as unexcused absences).
- Present documentation of parental permission before checking out of school. Class absences as a result of early checkout are considered the same as any other absence and are subject to all attendance policy rules.
- Provide a written excuse for each absence from his/her parent or custodial parent giving the date and reason for the absence(s).
- Make up assigned work missed during excused absences.

Excused Absences: Students must be in school unless the absence has been excused for one of the reasons listed below. It is the responsibility of each student's parent/guardian to explain the student's absence to the school in a manner satisfactory to the principal. Absences may be classified as either excused or unexcused as determined by the principal or his/her designee. Absences will only be excused for the following reasons:

1. Personal illness

- a. Only seven days, whether consecutive or not can be excused by a parent note;
- b. After a child has had (7) days, not necessarily consecutive, of illness related absences excused by a parent note, **any future illness related absence must have a doctor's note stating that the absence is medically necessary.**

- c. All parent and doctor notes must be turned into the school within three school days of the child returning to school.
- 2. Death in the family
- 3. Religious observations
- 4. Extreme weather conditions
- 5. Court appearance or legal mandates
- 6. Verifiable family emergency
- 7. School sponsored events
- 8. Principal has discretion to excuse absences based on the following:
 - a. The absence must be prearranged
 - b. The absence must not have an adverse effect on the child's academic standing
 - c. The child must have a good attendance history
 - d. The child must have a good behavior record
 - e. The Director of Schools must agree

Any absence that does not fit any of the criteria listed above will be considered unexcused. The criteria listed above will also apply to tardies and early dismissals.

A student is considered legally truant following **five (5)** cumulative unexcused absences (**TCA 49-6-3007**).

The Board of Education may excuse children from compulsory attendance in accordance with guidelines developed by the State Board of Education (TCA 49-6-3005). Students may be subject to withdrawal from Oak Ridge Schools after ten consecutive unexcused absences or fifteen unexcused absences during a semester (TCA 49-6-3017[c]). In cases of IEP students, the IEP team will convene to discuss appropriate options available.

Bullying

It is the policy of the Oak Ridge Schools to maintain a learning environment that is free from allegation and bullying due to a student's race, color, sex, sexual orientation, gender identity, national origin or disability. The Oak Ridge Schools prohibits all forms of bullying, including cyber bullying and harassment.

It is a violation of state and district policy for any student, teacher, administrator or other school personnel of this district to bully or tolerate bullying as defined by this policy (TCA 49-6-1014, 49-6-1016). **Bullying** is defined as any act that substantially interferes with a student's educational benefits, opportunities or performance, takes place on school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop, and that has the effect of (1) physically harming a student or damaging a student's property; (2) knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or (3) creating a hostile educational environment. Behavior of this nature may result in the following but is not limited to, disciplinary actions per school board policy:

Two days in school suspension and parent conference held
Two days out of school suspension and parent conference held
Five days out of school suspension

Ten days out of school suspension and referral to Disciplinary Hearing Authority

Any continued bullying behavior will be subject to expulsion

The school system will act to promptly investigate all complaints, formal or informal, verbal or written for alleged incidents of bullying. Bullying/Allegation forms are available in each school office and is also located in the back of the handbook. The form should be completed by the student and given to the school administrator or building designee. The school will follow up by conducting an investigation and submitting a copy of the final disposition to the Director of Pupil Services.

Cyberbullying is the use of cell phones, instant messaging, e-mail, chat rooms, social networking sites or other type of digital technology to harass, threaten, discriminate or intimidate others. If a student receives a text, email, blog, comment, social network post or message via other Web 2.0 tool that makes them feel uncomfortable or is not respectable, they must follow the steps mentioned above to report the incident to the school administrator or building designee and must not respond to comment.

Bus Conduct

Students are expected to follow the rules and regulations established by the Oak Ridge Schools' Transportation Policies. All students will be responsible to:

- Board the bus in a calm and reasonably quiet manner.
- Act with courtesy toward the driver and fellow students.
- Go immediately to a seat, sit down, and remain there until time to disembark.
- Cooperate with the bus driver in providing any information needed to enforce the rules of safety.
- Depart from the bus in a quiet, calm, and cautious manner and cross the street in front of the bus while traffic is stopped.
- Observe safety rules and respect the rights of others while waiting for the bus.
- Act with courtesy and respect toward private and public property.
- Cooperate fully with parents, teachers, and principals in obeying the rules established for the safety of all students.
- Maintain personal possessions at all times.
- Refrain from holding a seat for another person.
- Remain behind the driver's seat until the bus has come to a complete stop.
- Refrain from opening and closing windows without permission from the driver or other adult supervisor.
- Refrain from placing any body part or personal belonging outside the window
- Refrain from loud talking, screaming, and other boisterous behavior, which could distract the driver.
- Observe all related school rules.

Parents of kindergarten students must be visible at the student's bus stop.

The school bus is considered an extension of the school. Consequences for bus misbehavior will be the same as those employed for school rule violations within the school setting.

Computers, Computer Networks, and the Internet

(Revised Acceptable Use Policy explained in detail on page 36-41) Students in grades 5-12, please see the Access Oak Ridge Handbook located in the back of the Discipline Handbook.

Students are responsible for good behavior on school computers and personal computers brought to school for use at school, and computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The school computer network is provided for students to conduct research and to communicate with others. Independent access to the Internet is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor signed agreements.

Network storage areas may be considered analogous to school lockers. Network administrators, school site administrators, and teachers may review files and communications to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that files or communication stored on district servers are private.

During school, teachers of younger students will guide them toward appropriate materials. Outside school, families bear the responsibility for such guidance.

The following actions are not permitted (inclusive of, but not limited to):

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, computer systems, or computer networks
5. Violating copyright laws, existing school policy or public law
6. Using the passwords of others
7. Trespassing in the folders, work, or files of others
8. Intentionally wasting limited resources
9. Employing the school resources for inappropriate purposes

Violations of acceptable use may result in loss of access. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved.

Debt to School

Any student who incurs a school debt may be denied a grade card, diploma, and certificate of progress or transcript until restitution is made (TCA 49-1-302-15).

However, a child with a disability shall not be denied a copy of his/her educational record, including but not limited to grade cards, diplomas, transcripts, IEPs, progress reports, etc. notwithstanding the student's outstanding school debts.

Discrimination

In compliance with equal opportunity legislation, the Oak Ridge Schools does not discriminate nor deny any student's participation in any program or activity on the basis of gender, race, color, religion, ethnicity, national origin, sexual orientation, gender identity or disability. Students or parents believing specific acts of discrimination are occurring should contact the school principal for the grievance procedures. This is a formal procedure and a record of all grievances must be maintained by the Department of Pupil Services for all students or Human Resources for all employees. Students, parents, and staff are expected to report occurrences of perceived discrimination or harassment to a school counselor or building administrator, or Oak Ridge School staff.

Disorderly Conduct/Disturbance of the Peace

It is illegal for anyone to:

- Engage in violent/threatening behavior or refuse to obey an order to discipline.
- Create a hazardous or physically offensive condition by any act that serves no purpose.
- Make unreasonable noise, which prevents others from carrying out lawful activities.
- Incite or urge three or more persons to create/engage in a riot (TCA-39-17-304, 305).

Please note that should any of the above inappropriate behaviors occur and law enforcement is called to assist, possible arrest may occur.

Dress Code

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear suitable clothing. Students are asked to wear simple, comfortable clothing that is clean and neat. Shoes should be worn at all times. Generally speaking, students are not to wear clothing which compromises safety or modesty; nor clothing which is disruptive to the educational process. Students are prohibited from wearing:

1. Clothing or accessories which by reasonable judgment is considered unsafe, dangerous or a health hazard (examples include, but are not

limited to: wallet chains; spiked collars, necklaces or rings with spikes or sharp edges; oversized belt buckles; picks and combs

2. Clothing or accessories which contain or suggest offensive or obscene symbols, signs, slogans or words degrading any gender, cultural, religious or ethnic values.
3. Clothing or accessories which contain or suggest language or symbols oriented toward violence, vandalism, sex, drugs, alcohol or tobacco.
4. Clothing that resembles sleepwear such as lounging pants, or other lounging items. This also includes house shoes.
5. Apparel
 - a. skirts and dresses that are inappropriate for bending, sitting, standing and reaching.
 - b. attire that is disruptive to the instructional process which may be inclusive of, but not limited to: bare midriffs; halter tops; short shorts; tight, see through, or revealing clothing; or clothing which allows underwear to be exposed, (examples include, but are not limited to: sagging pants, tank tops, spaghetti strap tops, muscle shirts, etc.
 - c. A belt is mandatory if pants or shorts will not stay at the waist without one.
 - d. Mid-thigh is the appropriate length for shorts, skirts, and dresses.
 - e. Mid-thigh length top is appropriate for covering leggings.
6. Hats, head coverings, athletic headbands not worn during athletic event, bandanas and sunglasses are not to be worn inside the school building.
7. Any articles which can be related to gang activity such as: items with gang names; gang initials; or individual gang member monikers; gang related jewelry; gang related tattoos; or self-inflicted scars. (TCA 49-6-4215)
8. Any manner of grooming, which by its color, arrangement, trademark, or any other attribute that is gang related. This may include such items as shoe laces, belt buckles, hats or tattoos.
9. All students must wear shoes. It is strongly suggested that students wear shoes which either enclose the foot or are secured with heel straps. Flip flops are not allowed in grades PreK-4.
10. Coats and jackets must be removed upon arrival at school, be placed in lockers and left there until the student leaves the building. (At campuses that have multiple buildings that require outside travel between classes, the principal may exercise discretion.)

The school building administrator may make exceptions to dress requirements to accommodate the special needs of classes (examples include but are not limited to: science labs, welding, cooking labs) and/or certain sports/activities.

Consequences for violations of the dress code guidelines will follow the district disciplinary code.

All students enrolled in the Secret City Academy Program are expected to comply with the general dress code policy of the Oak Ridge School Board. Students who fail to comply with the Dress Code Policy shall be advised of the policy and offered the use of a clean shirt or pants/shorts for the day. The School shall attempt to contact the student's parents. Students who repeatedly fail to dress in accordance with the Dress Code Policy may be subject to disciplinary actions as set forth in the Oak Ridge Schools Discipline Code. The Administration reserves the right to judge what is appropriate or not.

Driver's License

Any student between the ages of 15 and 18 making application for a driver's permit or license must be enrolled in school, or meet other special requirements of the law. To obtain a driver's license or permit a student must have thirty (30) consecutive days of attendance without unexcused absences.

To maintain a driver's license, students must be enrolled in school and must pass at least 3 full unit subjects or their equivalency by the end of any subsequent grading period. Any student who fails to meet these requirements will be reported to his/her parents and the Department of Safety who will revoke the license until satisfactory academic progress is achieved. According to TCA 55-10-701, students between the ages of 13 and 18 found guilty (in juvenile or adult court) of using alcohol or controlled substances shall be denied a Tennessee driver's license.

When a student, under the age of 18, drops out of school, his/her name will also be forwarded to the Department of Safety resulting in the loss of the license. Withdrawal from school is defined as 10 consecutive days of unexcused absences, or 15 days of unexcused absences within a single semester, or notification of withdrawal. (Public Chapter No. 763 and TCA 49-6-3017)

Drugs (See new state and board approved policy in the appendices)***

It is against the law to use, possess, distribute (BEP, Sec. III-29) or sell:

- Illegal drugs (TCA 49-6-4202) and drug paraphernalia (TCA 39-17-425)
- Drugs that are similar in appearance to illegal drugs (TCA 39-17-423)
- Substances which are represented to be an illegal drug or substances used to elicit (TCA 39-17-423)

The use (to include use prior to coming on to school property or a school activity), possession, sale or supply of illegal or controlled* drugs or alcohol on school property, within 1,000 feet of school property, or at any school activity is strictly prohibited (TCA 39-17-417, 39-17-432, 49-6-4202). To discourage illicit drugs in the school setting, Police K-9's (dogs) will periodically inspect school property and vehicles parked on and around school property.

Principals will report all violations to law enforcement officials. Any student using or possessing illegal or controlled drugs, alcohol, or illicit inhalants used in "huffing" will be subject to expulsion. Conditions for readmission will include participation in a drug education-counseling program at the parent's expense and other consequences as deemed appropriate.

Students who need to take medication while at school must comply with the Oak Ridge Schools' Medication Policy. Students who do not comply with the medication policy will be subject to disciplinary action. The details of the medication policy can be found in each school office and in the back of the Discipline Handbook.

Drug Paraphernalia

It is unlawful to use, possess with the intent to use or to promote the sale of drug paraphernalia (T.C.A. 39-17-425). Such possession or use may be treated similarly to the possession or use of drugs at school.

Drug Testing

Principals are authorized to order drug tests for individual students when there is reasonable cause. Prior to performing a drug test on a student based on reasonable suspicion, certain conditions must be met. These conditions are listed in 6.3071 of the Oak Ridge School Board policy listed on the last 3 pages in this handbook.

Students involved in any voluntary extracurricular activities shall be subject to random drug tests. Parents and students will be informed of this policy prior to participation and shall sign a contract to the drug testing and a release of information as a condition of participation.

Extracurricular activity is defined as voluntary participation in activities not falling within the scope of regular curriculum and carrying no academic credit. This includes participating in athletic programs, cheerleading, bands, clubs, student leadership positions etc.

Extortion

It is against the law for anyone to threaten, harm, or restrict the freedom or action of another person in order to obtain property or services of that person (TCA-39-14-112). This behavior is subject to suspension on the first offense.

Felony Charge

Any student charged with a felony for off-campus criminal behavior, whose presence in school poses a danger to persons or property or disrupts the educational process, is subject to suspension (TCA 49-6-3401).

Fighting (see Violence)

Fireworks

The possession, sale or use of any fireworks on school grounds is in violation of the law (TCA 68-104-112). The discharge of fireworks in or around the school setting may result in suspension.

Gambling

It is against the law to knowingly engage in gambling (TCA 39-17-502) or games of chance for money and/or other articles of value.

Harassment

No student shall commit any act that injures, degrades, threatens or disgraces others. Students perceiving harassment must report each occurrence to a teacher, a school counselor or administrator. Forms for reporting allegations of harassment are available in the school office and in the back of the handbook, should be completed by the student, parent or guardian and given to the school administrator or designee. This is a formal procedure and a record of all grievances must be maintained by the Department of Pupil Services or Human Resources (whichever department is appropriate).

Students, parents, and staff are expected to report occurrences of perceived discrimination or harassment to a school counselor or building administrator. Harassment of another student will not be tolerated. Behavior of this nature may result in the following but is not limited to, the disciplinary actions per school board policy:

Two days in school suspension and parent conference held

Two days out of school suspension and parent conference held

Five days out of school suspension

Ten days out of school suspension and referral to Disciplinary Hearing Authority

Any continued harassment behavior will be subject to expulsion.

Hazing

Hazing by any person or organization sanctioned by the Oak Ridge School System is prohibited by the board of education pursuant to T.C.A. 49-2-120.

“Hazing” means any intentional or reckless act in Tennessee, on or off Oak Ridge Schools property, by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student’s mental or physical health or safety. **“Hazing”** does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization (TCA 49-2-120).

Homework and Class Assignments

Students are expected to complete class assignments and those who fail to do so may be expected to attend help sessions, if available. Students failing at grading periods, who are not routinely accessing help sessions, will be subject to mandatory assignment to tutoring sessions. Failure to attend mandatory tutoring sessions will be subject to discipline up to and including suspension.

Homebound

Homebound services may be available for students who meet the criteria listed below:

1. **Short term illness** preventing attendance to school
2. Documentation from a licensed, treating medical physician supporting the need for the homebound service.
3. Students must remain in attendance at their school until the information listed above has been received and approved. Parents will be notified of the status of the Homebound application by the Health Services Coordinator/Pupil Services.

Personal Communication Devices

State law prohibits possession or use of an electronic pager by a student on school property or at school-sponsored activities, without the permission of the school principal or his designated representative (TCA 49-6-4214).

Students in possession of a personal communication device such as an electronic pager, cell phone or similar devices without principal permission will be subject to their personal communication devices being confiscated. Confiscated devices may be returned to the student’s parent/ guardian and/or local police. Disruptions to the classroom such as an audible signal, vibration, display of a message or other summon delivered to the possessor that is caused by a pager, telephone, or other device will be treated as disruptive behavior to the classroom environment and subject to the following consequences:

- First offense – item confiscated and returned to parent
- Second offense – item confiscated, returned to parent and student will serve detention
- Third offense – item confiscated, returned to parent and student will serve in-school suspension

- Fourth offense – item confiscated, returned to parent and student will serve out of school suspension.

Sexting is the inappropriate display of the human anatomy via a cell phone or similar device. Sexting is illegal. This will result in suspension and will be reported to law enforcement officials.

Personally-Owned Devices

To prevent distractions and interruptions in the learning environment, students should keep personally-owned devices (including but not limited to laptops, kindles, Nooks, e-book devices, tablets, smart phones and cell phones) turned off and put away during school hours – unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. The principal has discretion to approve use of personally owned devices during non-instructional hours of the school day such as study hall, lunch etc.

Students are prohibited from using personally-owned devices to record (video, audio, photograph) others. Students are also prohibited from using personally-owned devices (video, audio, photograph) to copy tests or other confidential information.

Profanity (Directed at Staff Member)

Students who use profane, vulgar, abusive language or display other forms of flagrant disrespect toward staff members will generally be disciplined as follows:

- 1st Offense - Up to 5 days out-of-school suspension.
- 2nd Offense - Up to 10 days out-of-school suspension.
- 3rd Offense - Long-term suspension (beyond 10 days).

Depending on the severity of the behavior, a principal may invoke any of the above consequences as well as other disciplinary measures on the first offense.

School Conduct

Students are expected to exhibit appropriate behavior at all times. Appropriate behavior includes showing respect for staff members and other students, paying attention, contributing appropriately to discussions, using appropriate language, following teachers' directions, refraining from making unnecessary and disruptive comments, etc.

Search

When individual circumstances dictate, a principal may order a search of a student, his/her possessions, book bags, containers, packages, locker or vehicle located on school property (TCA 49-6-4204). Students are responsible for items found stored in their assigned locker. **Students shall not share a school locker and should ensure the locker is secure/locked at all times.** Items found in a locker will be considered

the property of the individual student assigned the locker. Items found in the student's possession or in his/her belongings will be considered the property of the individual student.

Smoking/Tobacco Citations/Electronic Cigarettes

Smoking or the possession or use of any tobacco product including smokeless tobacco and electronic cigarettes in school buildings, on school premises, or at school-related activities is prohibited. (BEP SEC. I-5, TCA 39-17-1601 and school board policy 1.803) Students who are found in possession of tobacco or tobacco products including smokeless tobacco, and electronic cigarettes will be issued a tobacco citation for a court hearing. (T.C.A. 39-17-1505). Electronic cigarettes mean an electronic device that converts nicotine into a vapor that is inhaled by the user. Nicotine vapors or oils will be considered as paraphernalia for the electronic cigarettes.

All uses of tobacco including electronic/battery operated nicotine delivery devices, vapor products, and all other associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased, or operated by the district. Smoking and vaping shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms. (School Board policy 1.803)

Students who are vaping or found to be in possession of tobacco or tobacco products on school property including smokeless tobacco, and electronic cigarettes, will be assigned the following consequences:

First Offense – Student will be assigned five days of out of school suspension, receive a tobacco citation and be required to attend a tobacco/vaping education class. ~~The length of the suspension may be reduced pending the successful completion of the tobacco/vaping education class.~~

Second Offense – Student will be assigned seven days of out of school suspension

Third Offense – Student will be assigned a long term suspension (10 days or more).

Students who are found to be distributing tobacco or tobacco products, including smokeless tobacco and electronic cigarettes, will be assigned the following consequences:

First Offense – Student will be assigned seven days of out of school suspension, receive a tobacco citation and be required to attend a tobacco/vaping education class. The length of the suspension may be reduced pending the successful completing of the tobacco /vaping education class.

Second Offense – Student will be assigned a long term suspension (10 days or more).

Vaping products containing THC – Student activity involving possession or distribution of

products containing THC will be addressed as a Zero Tolerance Offense.

Student Behavior at School Events/Activities

School sponsored field trips, athletic events, or other activities are considered an integral part of the school program. All school rules and student behavior codes apply to student participants and student spectators at these events.

Suspension and Expulsion

Students may be suspended short term (less than ten days), long term (ten days or more) or expelled (no less than one calendar year) from school for unacceptable behavior as outlined in this booklet. Unacceptable behavior is defined as behavior that is in violation of city or state laws and/or school rules.

Principals have the authority to suspend students from school attendance, including its sponsored activities, and/or from riding a school bus (T.C.A. 49-6-3401).

Theft (Robbery)

It is unlawful for anyone to take property from another person by force, fear or without that person's consent (TCA 39-13-401, and TCA 39-14-103). Any student found guilty of theft may be suspended from school and in certain instances may be considered for either long-term suspension or expulsion. Any student who takes school property may also be denied a report card, diploma, certificate of progress, transcript, or schedule until restitution is made (TCA 49-1-302-15).

When students find lost or misplaced property they are required to promptly present such property to school authorities. Students found in possession of others' lost or misplaced property will be required to provide convincing evidence that such property was not stolen.

Threats of Violence

Per TCA 49-6-3401, a threat is defined as: school threat (threat of harm or destruction); any threat (verbal, written or electronic) by a person to use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property or to harm students or staff; intentionally making a false report of potential harm from a bomb, dynamite, explosive or arson-causing device; gang-related or hate-related.

Threats will be investigated by school staff and may result in possible disciplinary actions.

Trespassing and Loitering

It is illegal to be on any public school property during the day or night without lawful authority or after having been asked to leave the premises by school personnel (TCA 49-6-2008).

Truancy

Students who are absent **five (5)** days without adequate excuse will be reported to the superintendent of schools or his/her designee who will, in turn, provide written notice to the parents/guardians of the student's absence. Skipping classes is also a form of truancy and will fall under the same consequences for unexcused absences.

The legal consequences issued by the Court for unlawful absences can range from zero to the child being placed in the custody of the Tennessee Department of Children's Services with the parents paying child support to the State. The parents can also be fined up to \$50.00 per day, given community service be ordered to serve time in the county jail or be criminally charged with a Class C misdemeanor for educational neglect.

Vandalism and/or Destruction of Property

In cases of willful or malicious damage to a person's or the school's property, the policy of the Oak Ridge Schools will be to seek full restitution from those persons responsible for such acts. Where necessary, the Superintendent of Schools or his designee, with the approval of the Chairman of the Board of Education, will institute civil court action to recover damages and may also refer the matter to law enforcement. In Tennessee, parents may be held liable for damages committed by their children until eighteen (18) years of age (BEP Sec. III-17 and 20).

Vaping

Students who are vaping or found to be in possession of tobacco or tobacco products on school property including smokeless tobacco, and electronic cigarettes, will be assigned the following consequences:

First Offense – Student will be *assigned five* days of out of school suspension, receive a tobacco citation and be required to attend a tobacco/vaping education class. ~~The length of the suspension may be reduced pending the successful completion of the tobacco/vaping education class.~~

Second Offense – Student will be assigned seven days of out of school suspension.

Third Offense – Student will be assigned a long term suspension (10 days or more).

Vaping products containing THC – Student activity involving possession or distribution of products containing THC will be addressed as a Zero Tolerance Offense.

Violence

Violence or threatened violence against anyone attending or assigned to a public school is against the law (TCA 49-6-3401). Mutual combat between students will generally be disciplined as follows:

- 1st Offense - Up to 5 days out-of-school suspension.
- 2nd Offense - Up to 10 days out-of-school suspension and enrollment in anger management class at parent's expense.
- 3rd Offense - Recommendation for expulsion.

Students encouraging fighting will be subject to the same discipline as combatants.

Acts of battery, physical intimidation and/or aggression may be reported to law enforcement. Battery is sufficient reason for expulsion on a first offense. Fighting involving more than two students will be sufficient reason for expulsion on the first offense. Retaliation against students cooperating with school administration is subject to expulsion on a first offense. Physical aggression (contact) towards a staff member will result in an expulsion on the first offense.

Given the events that have occurred throughout the United States involving students using firearms on their peers, the school staffs have been directed to investigate any student making “death threat” statements to determine the seriousness of the threat. The student may be suspended or excluded from school while the potential for “real harm” is evaluated. In some cases, student will need to undergo a mental health assessment at parent expense.

Weapons

The possession of legally defined weapons or any instrument used as a weapon (including look-a-likes), whether on a person or in his/her locker or vehicle, is prohibited. It is a violation of state law for any person to possess or carry, whether openly or concealed a weapon on school property. Weapons are defined as firearms, knives exceeding a specified blade length, explosives, blackjacks, knuckles, clubs, BB guns, pellet guns, a sharp pointed or edged instrument, or any other device capable of harming an individual. A weapon (or an item perceived as a weapon by school authorities) will be given to the police. All students using or possessing a weapon will be reported to the police. **Any item deemed a weapon per consultation with the police will result in the appropriate disciplinary consequence (i.e. pepper gas, electrical weapons, possession or use of fireworks or incendiary devices).**

A violation of this law is a felony with a maximum penalty of six (6) years' imprisonment and a fine not to exceed three thousand dollars (\$3,000). (TCA 39-17-1302 and, TCA 39-17-1309) Individuals violating this law are subject to prosecution

Carrying weapons on school property

Possession of a "weapon-knife" (butterfly, switchblade, hunting knife, large pocket knife, etc.) concealed or openly with the intent to go armed is a violation of 39-17-1309 (2) will be subject to expulsion. Violation of this subsection is a Class E felony. Use of any knife in relationship to a threat of harm or actual injury will result in expulsion. Students who bring or use a firearm in school buildings, on school grounds or at school- sponsored events will be expelled for a period of not less than one year (TCA 49-6- 3401) (U.S.C. Code 18-921).

A principal or teacher who has reasonable suspicion to believe a student is in possession of a weapon at school in violation of TCA 39-17-1307, 39-17-1309, 49-6-4209 or of title 39, chapter 17; part 4 is required to report such suspicion to the appropriate authorities.

The policy of the Oak Ridge Schools is to suspend students for no less than 2 days for possession of a simple pocket knife.

Zero Tolerance (T.C.A. 49-6-3401 and 49-6-4216)

Some school rule violations always require expulsion under state law. These violations are referred to as “**zero tolerance**” violations and are:

- Possession of a firearm on school property/activity
- Possession/use/sale of drugs on school property/activity
- Battery on a staff member
- Making a threat to use a bomb, dynamite or any other deadly or destructive device, including chemical weapons, on school property or at a school sponsored event.

The Board of Education has extended the discipline option of expulsion for a first offense to include:

- Alcohol possession/use or distribution on school property or at a school activity
- Alcohol or drug use prior to accessing school property/activity (under the influence)
- Battery on peers; other than mutual combat
- Use of any device as a weapon to intentionally harm another or threaten harm
- Possession of any items defined as weapons in this handbook

SECTION VI

RIGHT TO REVIEW ADMINISTRATIVE DECISIONS

All administrative decisions made under this code are subject to review or appeal. The Tennessee State Law does not provide an appeals process for short-term suspension (less than 10 days); however, a parent may request an external review of the disciplinary action. A review can only be conducted after the parent has attempted to resolve the concern with the principal. The purpose of a review is to confirm that the principal's action is consistent with this Discipline Code and consistent with the discipline administered to other students committing similar offenses (the principal's disciplinary action will be implemented during a review). The Director of Pupil Services would conduct this review and report to the Superintendent of Schools.

Any inconsistencies noted in the review will be addressed by the principal and the Superintendent of Schools/Designee. If a student or parent disagrees with the finding of this level review, he/she may ask the Superintendent of Schools to review the situation with the Board of Education. However, a principal acting with consistency to the discipline code may not be overruled on judgment calls related to administering discipline of less than ten (10) days suspension.

General concerns, grievances, and concerns related to discipline **consequences of less than ten (10) days of suspension** (includes short term suspension, detention, exclusion, etc.) would generally be reviewed in the following sequence:

Principal - Pupil Services Director - Superintendent of Schools - Board of Education

RIGHT TO APPEAL ADMINISTRATIVE DECISIONS

Expulsion or suspension beyond 10 days is a legal action of the Board of Education, or their appointed designee (e.g. Disciplinary Hearing Authority or the principal, vice-principal, or teacher-principal). A formal appeals hearing may be conducted for any student suspended in excess of 10 days or expelled by a principal. Students appealing a long-term suspension and expulsion are entitled to:

- Consideration of placement in the alternative program
- Legal counsel and right to have witness testimony
- Timely written notice detailing the incident and written notice of all hearings
- A presentation of case and a presentation of the evidence against him/her
- A written summary of the findings

Appeals of discipline actions where the consequences exceed ten (10) school days will follow the following sequence:

Principal - DHA - Superintendent of Schools (Zero Tolerance Offenses) - Board of Education

Additional safeguards are provided for students with disabilities. For additional information and procedures related to disciplining disabled students, please contact the Office of Pupil Services at 425-9009.

SECTION VII

REQUIRED FEDERAL AND STATE NOTICES

Statement of non-discrimination (Title IX)

The Oak Ridge Schools Board of Education prohibits discrimination against any student on the grounds of race, color, religion, national origin, sex, or disability. The Oak Ridge Schools seek to fully comply with the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act. Further, the Board of Education forbids sexual allegation. No member of the Board, employee of the schools, agent of the schools, or student of the schools may harass any employee, person seeking employment or student on the basis of sex. Students, who believe they have been excluded from, or denied participation in, or refused the benefits of, or otherwise subjected to discrimination in school, should report all incidents to the principal immediately. Principals will report all student incidents to the Director of Pupil Services. Staff believing they have been subjected to discrimination should contact the Director of Human Resources without delay.

In accordance with Federal law and the U. S. Department of Agriculture policy, Oak Ridge Schools is prohibited from discriminating on basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY).

McKinney –Vento Act for Homelessness (Title X)

The McKinney-Vento Act defines “homeless children and youths” as individuals who lack a fixed, regular and adequate nighttime residence. However, because the circumstances of homelessness vary with each family’s or unaccompanied youth’s situation, determining the extent to which the family or youth fits the definition will occur on a case-by-case basis. The Director of Pupil Services is the homeless educational liaison for the Oak Ridge Schools.

Title I

Title I programs provide funds to school districts in order to assist schools with the highest levels of economically disadvantaged youngsters to improve student

achievement for all participating children, improve staff development and improve parental and community involvement.

Title III – English Language Learners

Title III programs focus on two main purposes: 1) ensure that English Learners (ELs) attain language proficiency and meet state academic standards and 2) provide enhanced instructional opportunities for immigrant children and youth.

Title VI – Civil Rights Act of 1964

No person in the Oak Ridge Schools shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any school program or school activity. The Director of Pupil Services is the Title VI contact for any student concerns. The Director of Human Resources is the Title VI contact for any staff concerns.

Section 504

Section 504 of the Rehabilitation Act of 1973 provides that: No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The Section 504/ADA Coordinator for student concerns is:

Director of Pupil Services
304 New York Avenue
P. O. Box 6588
Oak Ridge, TN 37831
(865) 425-9009

The Section 504/ADA Coordinator for staff concerns is:

Director of Human Resources
304 New York Avenue
P. O. Box 6588
Oak Ridge, TN 37831
(865) 425-9008

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (20 USC 1232g)

As authorized by the Family Education Rights and Privacy Act (FERPA), the Oak Ridge Schools reserves the right to disclose information without parental consent about students to school officials with legitimate educational interests, including School Resource Officers.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school system receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Parents may request a copy of records for a fee of 10 cents per page.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the Oak Ridge Schools to amend their record. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school system decides not to amend the record as requested by the parent or eligible student, the school system will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent or not to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent is disclosure to the school officials with legitimate educational interests.

A school official is a person employed by the school system as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school system has contracted to perform a special task (such as an attorney, auditor, Food Services, medical consultant, transportation or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Oak Ridge Schools will disclose education records without parental consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education

concerning alleged failures by the school system to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

REQUIRED FEDERAL NOTICES UNDER NO CHILD LEFT BEHIND (ESSA)

Parents may request, in accordance with public records policy, information about the professional qualifications of their child's classroom teacher by contacting the Human Resources office.

If a child is the victim of a violent crime at school, the child has the right to attend another grade-appropriate public school in the district if the applicable offense is identified and defined in T.C.A. 40-38-111(g).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE OF DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Oak Ridge Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Oak Ridge Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists; including the website and newspaper;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If parents want to opt out of the disclosure of Directory Information, release for student work and/or photographs on the Oak Ridge Schools websites, opt out forms are available in the school's main office or guidance department. Please notify the building level principal of your request for this form and return it to the school office.
- Oak Ridge Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received, including the most recent educational agency institution attended.

TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division
Division of Special Education, Tennessee Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 5th Floor
Nashville, Tennessee 37243-2851
Phone: (615) 741-2851
Fax: (615) 253-5567 or (615) 532-9412

East Tennessee Regional Resource Center
2763 Island Home Boulevard
Knoxville, Tennessee 37920
Phone: (865) 594-5691
Fax: (865) 594-8909

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are listed below:

The ARC of Tennessee is on the Internet at <http://www.thearchtn.org/>
44 Vantage Way, Suite 550
Nashville, TN 37228
Phone: (615) 248-5878 Toll free: 1-800-835-7077 E-mail: p.cooper@thearchtn.org

Support and Training for Exceptional Parents (STEP) is on the Internet at <http://www.tnstep.org/>
East Tennessee
712 Professional Plaza (423) 639-2464
Greeneville, TN 37745 Karen.Harrison@tnstep.org

Tennessee Protection & Advocacy (TP&A) is on the Internet at <http://www.tpainc.org/>
416 21st Avenue, South
Nashville, TN 37212
1-800-287-9636 (Toll free) or (615) 298-1080
(615) 298-2471 (TTY) Fax (615) 29802046

Tennessee Voices for Children is on the Internet at <http://www.tnvoices.org/main.htm>
East Tennessee
Knoxville Area Phone (865) 609-2490 Fax: (865) 609-2543

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services – Disability Pathfinder Database: <http://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp>

On the web page, select your “county” and the “service” you desire from the drop-down lists and click “Submit.”

The information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization or service represented on this page.

OAK RIDGE BOARD OF EDUCATION

Mr. Keys Fillauer
Ms. Laura McLean
Ms. Angie Agle
Ms. Erin Webb
Mr. Ben Stevens

SCHOOL ADMINISTRATION

Dr. Bruce Borchers Superintendent of Schools	425-9001
Mr. Bruce Lay Executive Director of School Leadership	425-9002
Dr. Larrissa Henderson Director of Pupil Services	425-9009
Mr. Matthew Bradburn Executive Director of Human Resources	425-9008
Ms. Pat Smith Director of Finance	425-9003
Mr. Doug Cofer Director of Technology & Information Systems	425-9015
Dr. Myles Hebrard Supervisor of Special Education	425-9027
Dr. Kelly Williams Executive Director of Teaching and Learning	425-9013

PRESCHOOL PROGRAM

Ms. Lisa Downard, Principal	425-9101
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ELEMENTARY SCHOOLS

GLENWOOD

Ms. Ginny Rigell Boles, Principal Ms. Amelia Bell, Admin. Assistant	425-9401
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LINDEN

Dr. Roger Ward, Principal Ms. Heather Jenkins, Admin. Assistant	425-5701
--	----------

WILLOW BROOK

Dr. Sherrie Fairchild-Keys, Principal Dr. Tisha Brown, Admin. Assistant	425-3201
--	----------

WOODLAND

Mr. Donald T. Hobby, Principal Ms. Angie Israel, Admin. Assistant	425-9501
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MIDDLE AND HIGH SCHOOLS

JEFFERSON MIDDLE

Mr. Phillip Cox, Principal

425-9301

Ms. Jenifer Laurendine, Vice Principal

Mr. Nicholas Corrigan, Dean of Students

ROBERTSVILLE MIDDLE

425-9201

Dr. Kirk Renegar, Principal

Ms. Christy Free, Vice Principal

Mr. Mark Garrison, Dean of Students

OAK RIDGE HIGH

425-9601

Dr. Garfield Adams, Principal

Mr. Christopher James, Vice Principal

Mr. David Foust, Vice Principal

Ms. Amber Roberts, Vice Principal

Ms. Beth Estep, Vice Principal

Ms. Stephanie Thompson, Vice Principal for Academic Intervention

SECRET CITY ACADEMY GRADES 5 – 12

Mr. Christopher Scott, Administrator

425-3151

OTHER IMPORTANT SCHOOL INFORMATION

- 1:1 Student Device Acceptable Use Policy
- District Board Policies and Procedures
- The Board of Education policies that are relevant to the use of 1:1 technology devices include: 4.406: Use of Internet 6.309: Zero Tolerance Offenses (Electronic) 6.311: Care of School Property 6.312: Use of Personal Communication Devices and Electronic Devices 6.709: Student Fees and Fines
- Network and District Resources
- The purpose of the Oak Ridge Schools district network is to support education, particularly in the areas of research and communications, by providing access to a multitude of electronic resources and the opportunity to collaborate with other individuals and groups. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of others, respect the integrity of the computer network, and observe all relevant federal and state laws as well as Oak Ridge Schools district policies and guidelines. Misuse of computing, networking, and information resources may result in the loss of computing privileges and/or other appropriate disciplinary actions up to and including suspension or expulsion.
- Privacy
- All users are warned that no guarantee of privacy exists in the use of Oak Ridge Schools district technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using district resources or stored on services or hard drives of individual computers will be private.
- Respectful Conduct
- Users of the Oak Ridge Schools technology resources are expected to respect district property and be responsible in using technology equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional (malicious) or negligent acts while district technology is in their care. The school district is responsible for any routine maintenance or standard repairs to school system computers. With these guidelines in mind, students should:
 - · Use assigned devices as required by instructors
 - · Be considerate when using scarce resources (scanners, printers, paper and bandwidth)

- · Avoid deliberately disrupting system performance or interfering with the work of another user
- · Report equipment problems immediately to instructor or network administrator
- Responsibilities
 - · Users will accept the responsibility for all material sent from and/or stored in their account.
 - · Users will not download copyrighted software, inappropriate text and graphic files, or files dangerous to the integrity of the network.
 - · Users will regularly delete electronic messages and any unnecessary files to limit the storage space being utilized by their account.
 - · Users will not tamper with, modify, or change the district system software, hardware or wiring or take any action to violate the district's security system.
 - · Users will not use the district's electronic technologies in such a way as to disrupt the use of the system by other users.
- Misuse
 - Examples of misuse include, but are not limited to, the activities below:
 - · Using the district's electronic technologies to engage in any illegal act or violate any local, state or federal laws, including downloading copyrighted material
 - · Using electronic mail to harass others, including but not limited to the use of vulgar or offensive language and terms.
 - · Accessing, reviewing, uploading, downloading, completing, storing, printing, posting, receiving, transmitting or distributing:
 - o Pornographic, obscene or sexually explicit material or other visual depictions; obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language;
 - o Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - o Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - o Materials that use language or images that advocate violence or discrimination or threatens the safety of others

- § Masking the identity of an account or machine
- § Posting materials that violate existing laws or Oak Ridge School district policies
- § Sending chain letters over the network or “broadcasting” messages to lists or individuals which would cause congestion of the networks or otherwise interfere with the work of others
- · Using a computer account, other than your own, without authorization
- · Gaining unauthorized access to any computer system
- · Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks
- · Demonstrating a suspected security violation
- · Attempting an unauthorized login to any school system computer on the network as a system administrator
- · Knowingly running, installing, or sharing a program intended to damage or to place excessive load on a computer system or network, including viruses, Trojan horses, and worms
- · Using the district’s electronic technologies to vandalize, damage, or disable the property of another person or organization
- · Attempting to circumvent data protection schemes or take advantage of security loopholes
- Cyberbullying
- Students should not use the Oak Ridge School district network or Internet access to make, distribute or redistribute jokes, stories or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation. As a district, we teach our students to identify various safety risks when online, including cyberbullying.
- Per release of the FCC (Federal Communications Commission) and CIPA (Children’s Internet Protection Act), students and staff shall not use cell phones, instant messaging, email, chat rooms, social networking sites, or other types of digital technology to bully, threaten, discriminate, or intimidate others. If a student or staff member receives a text, email, blog comment, social network post, or message that makes them feel uncomfortable or is not respectful, they must report the incident to the school administrator or building designee. Do not respond to the comment.

- Personal Safety
- Per compliance with CIPA, the Oak Ridge School district will utilize filtering software or other technologies to prevent students from accessing visual depictions that are obscene, pornographic or harmful to minors. The use of anonymous proxies to get around the content filter is strictly prohibited and will be considered a violation of this policy. Social networking resources will be for educational purposes only and will be conducted with proper supervision. No personal addresses, personal phone numbers or last names of students will be permitted to be given out on the Internet.
- Social Networking
- Oak Ridge Schools users with access to social networking sites as part of their student assignments are required to keep personal information out of their postings. All activities are limited to usage in association with activities of Oak Ridge Schools. Speech that is inappropriate for class is not appropriate on social media tools. Users are expected to treat others and their ideas with respect.
- Creation of Web-Accessible Materials
- All student-created web pages and materials that become a part of the Oak Ridge Schools website must be created in the context of a course and under the supervision of an instructor. All web pages are subject to initial approval and on-going review and should reflect the mission and character of the District and schools.
- The web page cannot be used for personal financial gain, to express personal or political opinions, or to editorialize. The Technology Department reserves the right to reject all or part of a proposed or posted web page. Students and staff will not post or release student family name, password, username, email address, home address, or other information that could help someone located or contact a student in person. Group photographs without names are preferred for all students.
- Students utilizing classroom discussion boards/posts or chats should refrain from language that bullies, threatens, intimidates, or discriminates against others. Speech that is inappropriate inside the classroom is also inappropriate in digital discussion formats.
- Copyright Laws
- Educational multimedia projects which incorporate portions of copyrighted works under these guidelines may be used for educational purposes and for curriculum-based learning activities. Students:

- · Must seek individual permissions for all copyrighted works incorporated in their personal multimedia projects before reproduction and distribution
- · May incorporate portions of lawfully acquired copyrighted works when producing their own educational multimedia projects for a specific course, for one-time use (i.e. not accessible electronically via the web or broadcasted)
- · May perform and display their own educational projects in the course for which they were created and may use them in portfolios as examples of their academic work or for job and college entry interviews
- · Are advised to exercise caution in using digital material downloads from the Internet in producing their own projects due to copyright laws
- Cybersecurity
- Cybersecurity is an ever-growing threat, especially for students in an online world. Oak Ridge Schools utilizes multiple tools to protect students.
- · Gaggle is a software tool that alerts school administrators of suspicious, harmful, or telling activity on student devices. This allows the district to identify and address a host of concerns including offensive media, unwelcome communications, suicidal intentions and more before they become larger problems. Gaggle monitors student laptops 24/7 through applications like Canvas, Office 365, Google and anywhere student email is used.
- · Website filters are used by Oak Ridge Schools to filter all website content that students are able to access. These filters are customized by school and grade level so that students are able to learn without accessing inappropriate material. This security feature is in compliance with CIPA as well as the Children’s Online Privacy Protection Act (COPPA).
- Device Use Policy
- Restricted Users and Unrestricted Users
- Please note, throughout this manual, the term “Unrestricted User” refers to students who take their district-issued technology device home with them after school is dismissed each day. The term “Restricted User” refers to students that only use their district-issued technology devices while on school property during the school day, returning the devices to the student help desk before leaving the school.
- In-person elementary school students will be considered Restricted Users. All ConnectOR students are considered Unrestricted Users regardless of grade level.

- Expectations
- Throughout the remainder of the manual, the term “technology device” includes the laptop, charger, and protective covering provided by the school. A stylus and bag strap are available upon request.
- Receiving a Technology Device
- System-wide training will occur for each school’s student device deployment.
- · Parents/guardians are required to attend and/or view a training for all students who receive a technology device, regardless of whether their child is a Restricted or Unrestricted User.
- · Parents/guardians and students must sign the Oak Ridge Schools Technology Device Agreement online in Skyward before the device can be issued to the student.
- · Students will use technology devices in a manner consistent with all Board of Education policies, district procedures and school rules.
- Returning a Technology Device
- · The student’s school technology device and accessories, as listed above, must be returned to the school at the end of each school year.
- · Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their school technology device on the date of termination.
- · Students who transfer to a school within the district must turn in their devices before transferring. The devices will be checked for damage and then will be sent to the student’s new school by the Technology Department.
- · If a student fails to return the technology device at the end of the school year or upon termination of enrollment, that student/parent/guardian will be subject to the replacement cost of the device (see damage penalty matrix below).
- · If the student/parent/guardian has unpaid penalties, a student transcript can be withheld, or the student’s new school will be notified of the penalties.
- Technology Device Use
- Students are responsible for using the technology device according to school and district policies and procedures listed in this manual.

- · If a student's technology device is not working or is damaged the student must report the problem immediately to the Student Helpdesk.
- · Failure to bring the district-issued technology device or other class materials does not release a student from his/her responsibility for class work. If a student repeatedly fails to bring materials to class, including the technology device, progressive discipline procedures will be followed.
- · Students should charge their technology device each night at home so that it is fully charged when they arrive at school each day.
- · Students should not lend their technology device to another person. If a student lends their device to someone else, the student who lent the device is responsible for any damages that take place as a result. Students should never leave their technology unattended unless requested to do so by a staff member. When not in a student's possession, the device should be in a secure, locked environment.
- · Each device has a unique serial number and asset tag. Students should not modify or remove this tag. If a label has been damaged or has fallen off, the student must return the device to the Student Helpdesk so that a new label can be made.
- · Students should not write on, draw on, or add stickers or labels to the technology device. No other form of tampering will be permitted.
- · It is the student's responsibility to back up projects and content.
- · Students may add music subscription service to their device with parent's agreement. This information may be inspected and inappropriate, graphic, or offensive material may be removed.
- · The technology device is the property of Oak Ridge Schools and may be collected and inspected at any time. Students have no right to privacy for any material on a technology device.
- Technology Device Guidelines
- Care and Maintenance
- · Technology devices should NEVER be picked up by the lid. Students should close the technology device before it is picked up.
- · Students will use the school issued protective covering at all times.
- · When carrying the device to and from school, it is expected that the device will be placed in a backpack, bag, or other carrying case. Consider carrying the device

in a bag with a designated laptop sleeve for further protection. Always make sure the laptop is placed in a bag with the port side facing up.

- · When using ports for headphones, microphones, a computer mouse, etc., use care when plugging in and taking out devices.
- · Technology devices should be kept at room temperature and should NOT be exposed to extremes of hot or cold. Students should not leave their technology device in a vehicle for extended periods of time, and students should not leave their technology device outside.
- · Liquids and food should not be used/consumed in the vicinity of the device or accessories.
- · The device should never be placed in an area where it could accidentally be sat or stepped on. In addition, devices can be a tripping hazard when charging.
- Cleaning
- · Cleaners, sprays, alcohol, ammonia or abrasives should not be used on the technology device.
- · Technology devices should be cleaned with a soft, lint-free cloth.
- Maximize Battery Life Students should use the technology device in ways that maximize its battery life. See our tech tip at www.ortn.edu/district/technology/help for a step-by-step.
- · Battery Saver: The Energy Saver control panel offers several settings that can adjust power levels for the device. Adjusting these settings will allow the device to dim the screen and use other components sparingly when it is not plugged in to charge. This helps preserve battery.
- · Brightness: Students should dim the screen to the lowest comfortable level to achieve maximum battery life.
- · Bluetooth Wireless: You may also turn off Bluetooth to maximize battery.
- · Applications and Peripherals: Disconnect peripherals (external devices like headphones or keyboards) and completely quit and close applications that are not in use.
- Bed Bug Protocol
- In the event that a bed bug is found on a student's device, the device will be collected from the student and given to a school technician for treatment.

- · School administrators will give the parent/guardian a “Consent to Treat” form to be signed and returned.
- · The technology device will be treated with Proof® Bed Bug and Dust Mite Killer.
- · The entire treatment process will take approximately 2 hours or less to complete.
- · Once the treatment is complete, if the “Consent to Treat” form has been signed by the parent/guardian and returned, the student’s device will be returned to the student.
- · If the “Consent to Treat” form has not been signed and returned, the student will become a Restricted User until the form is signed and returned.
- · The device will be re-treated every two weeks until school administrators have deemed the home is cleared.
- Parent/Guardian Guide for Safe Device Use
- The following are suggestions to promote safe use of the technology device in your home.
- · Monitor your child’s home use of the Internet while using the technology device.
- · Provide a place in an open area of your home, such as the kitchen or family room, where the device will be used.
- · Use the internet with your child to help develop safe Internet habits. One suggested resource is NetSmartz – <http://www.netsmartz.org/internetsafety>
- · Frequently ask to see your child’s device and ask how it is being used.
- · Review the programs installed on the device with your child and ask them what each program does.
- · Do not hesitate to contact your school if you have any questions or concerns about the technology device.
- Repair and Replacement Guidelines
- The following is designed to be a guide and reference for dealing with issues related to student technology device damage with the understanding that the goal is for every student to have an operational device. Typically, issues will arise over one of the following: Theft, Non-preventable Damage, Preventable Damage/Negligence, and Intentional (Malicious) Damage/Recklessness.

- Theft/Non-Preventable Damage
- For theft:
 - The theft must be reported within 5 days.
 - An administrator will meet with student and parent/guardian in order to investigate the theft.
 - A police report is required to document a theft.
 - After a police report is submitted, the student will become a Restricted User during the time of the investigation. Upon finalizing the report, a student may be issued a replacement computer.
- For non-preventable damage (these are rare, but examples may include an auto accident or a house fire):
 - An administrator will meet with the student to investigate the incident and discuss with parent/guardian as necessary
 - A loaner computer will be issued until the accident can be verified. Upon determination of a verifiable accident, the student will be issued another computer permanently.
- Wear and Tear
 - If the device has minor damage due to wear and tear based on required use, no penalties will be assessed.
- Unintentional Damage/Negligence
 - Damage must be reported as soon as possible, within a window of one week from the time of the damage unless the damage occurs during a break; in this case, the damage must be reported within one week of the student's return to school.
 - An administrator will meet with the student to investigate the incident and discuss with parent/guardian as necessary.
 - Student will become a Restricted User until the damage penalty is received. This holds true whether damages relate to the laptop, charger, or bag. Principals may make an exception to this rule if the student's family has agreed upon and begun a payment plan for the remainder of the penalty.
 - The replacement cost of the device, charger, or bag cannot be satisfied by families purchasing their own replacement device, chargers or bags.

- Lost Device
- If a student's device is lost, whether on or off school property, the student must report the loss immediately to school administration. For damage penalties related to lost devices, please see the damage matrix below.
- Stolen Device
- If a student's device is stolen on school property, the student must report the loss immediately to school administration. If the device is stolen outside of school, parents/guardians must report the loss immediately to local police and obtain a police report. If it is not clear where a device was stolen, please contact police and obtain a police report. For damage penalties related to stolen devices, please see the damage matrix below.
- Intentional (Malicious) Damage/Recklessness
 - · The parent/guardian and student have accepted responsibility for the machine and, therefore, are liable for the cost of the repair or replacement of the device.
 - · An administrator will meet with the student to investigate and discuss with parent/guardian as necessary.
 - · Student will become a Restricted User until the cost of the repair or replacement is received. If the payment is not received within 30 days, the student will be removed from Restricted User status and will only be able to use classroom machines. Principals may make an exception to this rule if the student's family has agreed upon and begun a payment plan for the remainder of the penalty.
 - · The replacement cost of the device, charger, or bag cannot be satisfied by families purchasing their own replacement device, chargers or bags.
 - · The cost for repairs will be assessed for each reported incident.
 - · Please note that intentional (malicious) damage also includes the removal of asset tags and power supply identifiers.
 - · Multiple offenses should be handled appropriately and in consultation with the district office if necessary.
 - · If a student owes a penalty at the beginning of the school year based on the previous year, the penalty will have to be paid before a device is issued. Principals may make an exception to this rule if the student's family has agreed upon and begun a payment plan for the remainder of the penalty.
 - · Discipline will start over at the beginning of each new school year.

- Penalty Damage Matrix

The following table summarizes the consequences of the various damage scenarios for the technology device charger, stylus and bag.

The maximum out-of-pocket cost for damages will not exceed \$50 per act of accidental damage. Additional damages may be added on a case-by-case basis.

Damage Financial Consequence Additional Consequence

Wear and Tear No penalty No additional consequence

Laptop Charger

Damage/Replacement

Needed \$17 penalty/replacement cost No additional consequence

Device Bag

Damage/Replacement

Needed \$32 penalty/replacement cost No additional consequence

Damage/Replacement Needed \$30 penalty/replacement cost No additional consequence

MiFi

Damage/Replacement

Needed \$35 penalty/replacement cost No additional consequence

Unintentional Damage

for a 1st, 2nd, or 3rd

offense in a year

(includes more than one

incident within the school

year) No penalty No additional consequence

Unintentional Damage

for

4 or more offenses \$50 penalty No additional consequence

Lost Device Up to \$702 penalty/replacement cost No additional consequence

Stolen Device \$50 penalty/replacement cost No additional consequence

Intentional (Malicious)

Damage Up to \$702 for replace/repair The student will become a Restricted User for the remainder of the school year and face suspension as determined by administration

School Fees

Per state law, each LEA is required to notify you of the following:

(a) No fees or tuitions shall be required of any student as a condition of attending public schools or using its equipment while receiving educational training. All school fees must be authorized by the local board of education. Local board policy will determine activities during the school day and supplies that are required for participation in courses offered for credit or grade for which the board authorizes the requesting of fees.

(b) The following school fees may be requested from but not required of any student, regardless of financial status (including eligibility for free or reduced price lunch):

1. Fees for activities that occur during regular school hours (the required one hundred eighty (180) instructional days), including field trips, any portion of which fall within the school day; or for activities outside regular school hours if required for credit or grade;

2. Fees for activities and supplies required to participate in all courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit in accordance with local board policies; and

3. Refundable security deposits collected by a school for use of school property for courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit in accordance with local board policies.

(c) LEAs shall establish a process by which to waive the following school fees for students eligible for free or reduced price school lunches:

1. Fees or tuition applicable to courses taken for credit or grade during the summer by a student; except that non-resident students regularly enrolled in another school system may be required to pay fees or tuition for such summer courses; and

2. Fees required for graduation ceremonies.

LEAs are authorized to require payment of the following fees by all affected students:

1. Fines imposed on all students for late-returned library books; parking or other traffic fines imposed for abuse of parking privileges on school property; or reasonable charges for lost or destroyed textbooks, library books, workbooks or any other property of the school;

2. Debts incurred pursuant to Rule 0520-1-3-.03(14), Withholding of Student Grades for Debts Owed to the School;

3. Refundable security deposits collected by a school for use of school property for participation in extracurricular activities;

4. Costs for extracurricular activities occurring outside the regular school day including sports, optional trips, clubs or social events; and
5. Non-resident tuition charged of all students attending a school system other than the one serving their place of residence.

OAK RIDGE SCHOOLS AUTHORIZATION FOR MEDICATION ADMINISTRATION DURING SCHOOL HOURS

The medication administration policy of the Oak Ridge School System states: every effort should be made to avoid the necessity of children being given medication at school. If under exceptional circumstances a student is required to take medication during school hours, only the school nurse or the principal’s designee may assist the student. It is the parent/guardian’s responsibility to bring this medication to school and remove any unused medication when treatment is completed. (Prescription medication must have a proper pharmacy label. Non-prescription medication must be in a new **UNOPENED** container with current expiration date.) All medication shall be kept in a locked container. (Inhalers may be kept with student if noted by physician below. Parent and student must sign the Medication Exemption form ORS-191ES). **Written authorization is for the current school year only.**

Medication to be given on a short-term basis (two weeks or less), prescription or non-prescription with adequate instructions provided, requires the **PARENT** to complete and sign.

Medication to be given longer than two weeks, the **PARENT** and **PHYSICIAN** portions of the form must be completed.

TO BE COMPLETED BY THE PHYSICIAN OR AUTHORIZED PRESCRIBER

It is understood that the medication is administered to the student listed above solely at the request of and as an accommodation by the undersigned parent or guardian. I give permission for my child to be assisted with the medicine(s) described above at school by authorized persons or permitted to medicate herself/himself as also authorized by me and the physician.

***I give permission to the Oak Ridge Schools to contact the prescriber for questions. YES NO**

STUDENT NAME: _____	
SCHOOL: _____	BIRTHDATE: _____
SEX: _____	
NAME OF MEDICATION: _____ REASON FOR MEDICATION: _____	
Allergies: <input type="checkbox"/> None or Describe: _____ Type of Reaction: _____	
Form of medication/treatment: _____	
Dosage: _____ Schedule (Time(s) of administration): _____	
Restrictions and/or important side effects: _____ None anticipated _____ Yes PLEASE DESCRIBE:	
_____ Special	
Storage	
Requirements: <input type="checkbox"/> None <input type="checkbox"/> Refrigerate <input type="checkbox"/> Other (Describe)	
The student is both capable and responsible for assisted self-administering this medication:	
<input type="checkbox"/> Yes, with supervised assistance <input type="checkbox"/> No, student cannot administer	
<input type="checkbox"/> Student may carry this medication (Emergency meds only – Inhaler, Epi Pen, Benadryl, Glucagon)	
Physician’s Signature _____	
Date _____	
Physician’s Name: _____ Address: _____ Phone	
Number: _____	

TO BE COMPLETED BY PARENT/GUARDIAN

I agree to release the Oak Ridge School System and its personnel from any liability arising out of the administration of the medication to the student. **I will assume full responsibility for any side effects and complications that my child may have as a result of taking this medication.**

Parent Signature: _____ Phone Number: _____ Date: _____

THE FOLLOWING TO BE COMPLETED BY SCHOOL PERSONNEL

School: _____ Medication shall be kept by: _____ Office _____ Teacher _____ Student _____

Clinic Signature of school personnel to administer medication: _____ Date: _____

THIS FORM IS NON-TRANSFERRABLE

ORS-191

**OAK RIDGE SCHOOLS
STUDENT REPORTING FORM FOR
ALLEGATIONS OF BULLYING AND/OR
HARASSMENT**

1. Student: _____ Date: _____ Grade: _____ School: _____
2. Describe the allegation (attach additional pages, if necessary). _____

3. Who was responsible for the allegation? _____
4. Date(s), time(s) and place(s) the allegation occurred. _____

5. Were there other individuals involved in the allegation? Yes _____ No _____
If so, name the individual(s) and what their role was. _____

6. Did anyone witness the allegation? Yes _____ No _____
If so, name the witness (es)
7. What was your involvement in the allegation?
8. What was your response to the allegation?
9. Describe any prior incidents?
10. Have you asked for help with this from any other adult at the school? If so, when?

Signature of school official

Signature of student or legal guardian

Action taken at school/follow up

Truancy Reporting Steps

Step One – Parent/Guardian will receive an automated Skylert Message informing them that their child has accumulated 3 unexcused absences.

Step Two – Once a student accumulates 5 unexcused absences, the following interventions will be implemented:

1. Parent/Guardian will receive an automated Skylert message.
2. Parent/Guardian will be mailed a letter regarding student attendance expectations from General David Clark, Anderson County District Attorney.
3. Parent/Guardian and the student will receive an invitation to meet with the school Truancy Intervention Team to complete an attendance contract.
4. Student attendance will be monitored the remainder of the school year.

Step Three – Once a student has accumulated 7 unexcused absences, the following interventions will take place:

1. School staff will contact parents/guardians to inform them that their child has accumulated 7 unexcused absences
2. The Director of Pupil Services will send a written notice directing parents/guardians and the student to attend a Truancy Review and Support Meeting.
3. Parents/Guardians choosing to attend the Truancy Review and Support Meetings will have the opportunity to participate in a Diversion Program. Maintaining compliance with the terms of the Diversion will allow the parent to avoid having a truancy petition filed against their child as well as the possibility of an educational neglect charge against them.
4. Parent/Guardians electing not to attend the Truancy Review and Support Meeting risk the possibility of being referred for legal interventions.
5. The School Truancy Team will complete the Attendance Assessment in an effort to determine barriers and needed support to promote acceptable school attendance.

Step Four – Once a student has accumulated 10 unexcused absences, the following actions will take place:

1. The Director of Pupil Services and the School Truancy Team will continue monitoring attendance.
2. If the student continues to accumulate unexcused absences, the School Truancy Intervention Team will complete the Truancy Referral Form (A) and recommend one of the listed interventions to the Director of Pupil Service and the Executive Director of School Leadership
 - Continue to provide student support and monitor attendance
 - File a truancy petition against the student
 - Charge the parent or guardian with educational neglect
3. The Director of Pupil Services will then complete the Truancy Referral Form (B) and determine which of the above interventions are most appropriate.

Step Five – If it is determined legal interventions are appropriate, the Director of Pupil Services will submit a completed Truancy Referral Packet to the School Resource Officer who will take the appropriate legal action.

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Alcohol and Drug Testing	Descriptor Code: 6.3071	Issued Date: 01/23/17
		Rescinds: 6.3071	Issued: 09/28/15

1 The possession and/or use of illegal drugs, and the misuse of prescription drugs is prohibited. The
2 distribution, abuse, or misuse of over the counter medications or other chemicals or substances is
3 likewise prohibited. Students will be notified in writing at the beginning of each school year or at the
4 time of enrollment that they shall be subject to testing for drugs and alcohol during the school year.¹ The
5 board will pay costs of any testing required pursuant to this policy.²

6 **Reasonable Suspicion Drug Testing**

7 Principals are authorized to order drug tests for individual students when there is a reasonable cause to
8 believe that:³

- 9 1. A school board policy on alcohol and drug use has been violated;
- 10 2. A search of lockers produced evidence of the presence of drugs and/or alcohol;
- 11 3. A search of persons and containers has produced evidence of a presence of drugs and/or alcohol;
- 12 4. A search of vehicles has produced evidence of the presence of drugs and/or alcohol; or
- 13 5. Through observation or other reasonable information reported by a teacher, staff member or other
14 student that a student is using and/or under the influence of drugs and/or alcohol on school
15 property.

16 Prior to performing a drug test on a student based on reasonable suspicion, the following conditions must
17 be met:

- 18 1. A particular student has violated school policy;
- 19 2. The test will yield evidence of the violation of school policy or will establish that a student either
20 was impaired due to drug use or did not use drugs;
- 21 22
- 23 3. The test is in pursuit of legitimate interests of the school in maintaining order, discipline, safety,
24 supervision and education of students;
- 25 26
- 27 4. The test is not conducted for the sole purpose of discovering evidence to be used in a criminal
28 prosecution; and

1 5. Tests shall be conducted in the presence of a witness. Persons who shall act as witnesses shall be
2 a contracted facility to conduct the tests and report findings to the Director of Pupil Services.

3 Upon receiving reasonable information, the principal shall take the following steps:

4 1. Call the student into the principal's office or another private place;

5 2. Summon an appropriate qualified witness;

6 3. Discuss with the student the basis for the determination that a test is necessary;

7 4. Inform the student of the procedures which shall be followed in administering the test;

8 5. Notify the parent or guardian of the student of the impending test; and

9 6. Give the student an opportunity to decline the test and inform the student that if the test is not
10 taken the penalty shall be suspension from school and a hearing before the disciplinary hearing
11 authority.

12 **Random Drug Testing of Students Participating in Extracurricular Activities⁴**

13 Students involved in any voluntary extracurricular activities shall be subject to random drug tests.
14 Parents and students will be informed of this policy prior to participation and shall sign a consent to the
15 drug testing and a release of information as a condition of participation.

16 Extracurricular activity is defined as voluntary participation in activities not falling within the scope of
17 regular curriculum and carrying no academic credit. This includes participating in athletic programs,
18 cheerleading, band, clubs, student leadership positions, etc.

19 Prior to performing a random drug test on a student participating in extracurricular activities, the
20 following conditions must be met:

21 1. The test will yield evidence of the violation of school policy or will establish that a student either
22 was impaired due to drug use or did not use drugs;

23
24 2. The test is in pursuit of legitimate interests of the school in maintaining order, discipline, safety,
25 supervision and education of students;

26
27 3. The test is not conducted for the sole purpose of discovering evidence to be used in a criminal
28 prosecution; and

29
30 4. Tests shall be conducted in the presence of a witness. Persons who shall act as witnesses shall be
31 a contracted facility to conduct the tests and report findings to the Director of Pupil Services.

32 No student who tests positive under a random drug testing program shall be suspended or expelled from
33 school solely as the result of the positive test.⁵

1 Drug Testing Process

2 The Director of Pupil Services will provide information about the contracted facility to the parent and
3 student. The parent or guardian will contact the contracted facility to set a date and appointment time for
4 the facility to collect a specimen from the student. The specimen shall be taken in a manner which will
5 ensure the integrity, validity, and accuracy of the test results but are minimally intrusive and provide
6 maximum privacy to the tested student.

7 The type of specimen taken shall depend on the substance in question and the test performed on the
8 specimen shall be appropriate for accurate detection of the substance in question. Once taken, the
9 contracted facility shall give the specimen an identifying number which in no way will reveal the identity
10 of the student.

11 The contracted facility will forward the specimen for analysis to a laboratory accredited by the Tennessee
12 Department of Health and Environment and designated by the Board. Specimens confirmed as positive
13 shall be retained for ten (10) days.⁶

14 Upon receiving a written, certified copy of the analysis from the laboratory, the Director of Pupil
15 Services shall do one of the following:⁷

16 1. If the results of the analysis are negative, they shall be reported as negative and all evidence of
17 the individual test, including all records in the school that the test was ordered and the reasons
18 therefore, shall be destroyed and expunged.

19
20 2. If the results of the analysis are positive, the student and parents or guardian shall be given the
21 written notice of the result. All records of the test, request for a test or indication a student has
22 been tested shall be confidential student records in accordance with state law.

23 Penalties

24 Each confirmed incident will result in a referral to the Youth Services Officer (YSO). The YSO will
25 provide students testing positive an assessment to determine the severity of the student's alcohol and
26 drug problem and a recommendation for referral to intervention or treatment resources as appropriate.⁸

27 First offense students will be suspended from all extra-curricular activities for one calendar year.

28 Second offense students will be suspended from all extra-curricular activities for duration of time
29 enrolled or re-enrolled in the Oak Ridge school system.

30 Malicious use of authority granted by this policy by any school personnel may be grounds for
31 dismissal.⁹

Legal References

1. T.C.A. § 49-6-4213(a)(1)
2. T.C.A. 49-6-4213(a)(2)(G)
3. T.C.A. 49-6-4213(a)(1)
4. T.C.A. 49-6-4213(a)(2)

5. T.C.A. 49-6-4213(k)(2)
6. T.C.A. 49-6-4213(d)
7. T.C.A. 49-6-4213(j)-(k)
8. T.C.A. 49-6-4213(l)
9. T.C.A. 49-6-4213(m)

Reduction of Two .5 TA Positions and an Addition of a .75 TA Position at Linden Elementary

Dr. Ward has requested to change his current staff allotment of TA's. Linden currently has two TA positions staffed at 0.5 which have been difficult to staff. He is requesting to change the two current 0.5 TA's position to a 0.75 TA Position. He is confident that this change will be easier to staff and will be more efficient since this TA will be in the building 75% of each day.

Oak Ridge Schools

9th Attendance Period

June 2, 2021

These numbers reflect the **2020-2021** Skyward Student Management System (Entity) active student enrollment count as of **June 2, 2021**.

The total includes **47** private school and home schooled students receiving Special Ed services.



Oak Ridge Schools

Enrollment Entity Counts 9th RP 2020-21

June 2, 2021

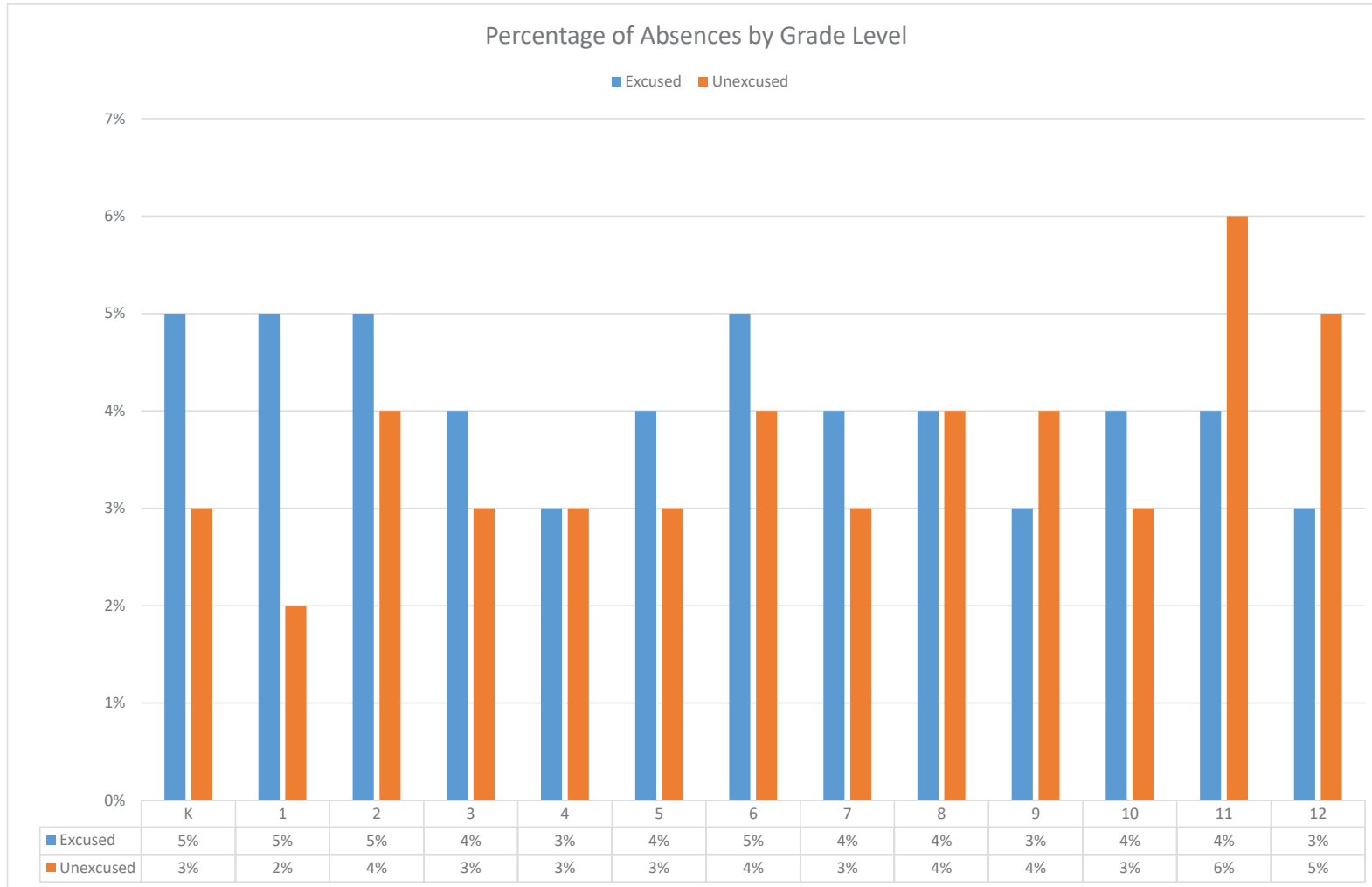
School	P3	P4	K	1	2	3	4	5	6	7	8	9	10	11	12	Total PK-12 2020-21	Previous 8th RP 2020-21	Diff
Preschool	99	104														203	202	1
Glenwood			58	67	69	68	79									341	342	-1
Linden			83	99	99	78	71									430	428	2
Willow Brook			75	78	61	70	71									355	355	0
Woodland			85	76	80	81	85									407	405	2
JMS								175	178	180	168					701	704	-3
RMS								171	155	184	190					700	700	0
ORHS												387	377	355	373	1492	1501	-9
Enrollment 2020-21	99	104	301	320	309	297	306	346	333	364	358	387	377	355	373	4628	4637	-8
Prev. 8th RP 2020-21	98	104	299	318	312	297	304	348	333	365	358	390	380	357	374	4637		
Difference	1	0	2	2	-3	0	2	-2	0	-1	0	-3	-3	-2	-1	-8		

This report compares the 2020-21 9th RP period enrollment with the 2020-21 8th RP period.

Attendance Graphs

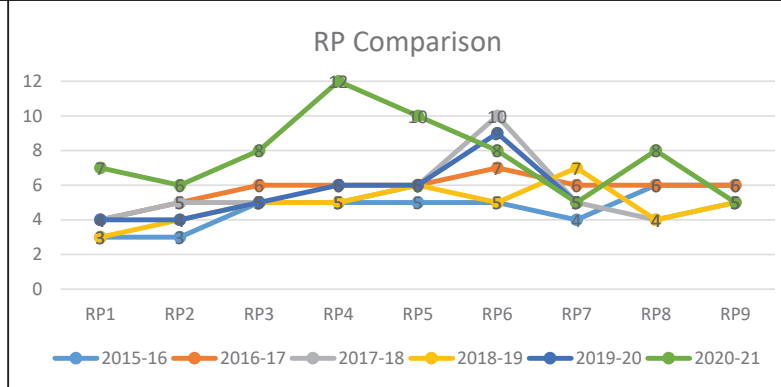
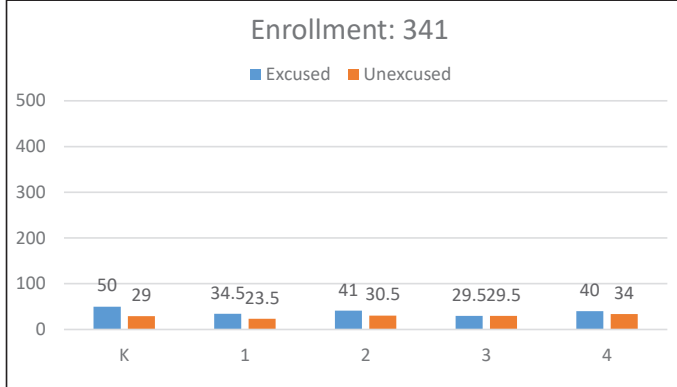
The graphs below display excused and unexcused absence totals, entity counts, and attendance percentages by grade and reporting period. The data was compiled using information from attendance detail and summary reports and entity counts reports.

Reporting Period 9: 5/3/2021-5/28/2021



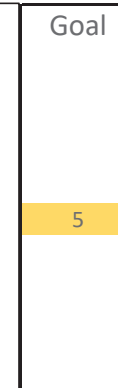
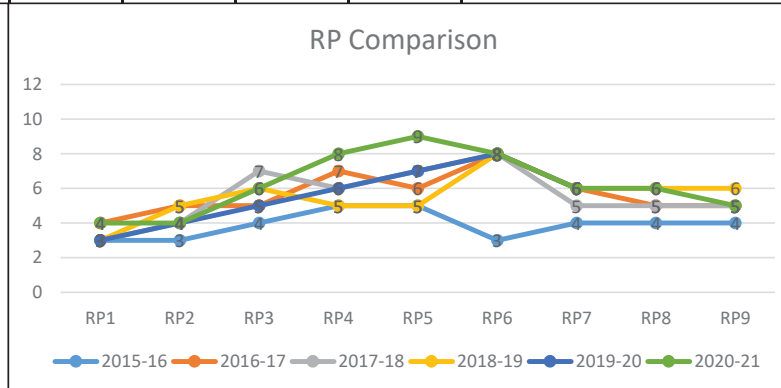
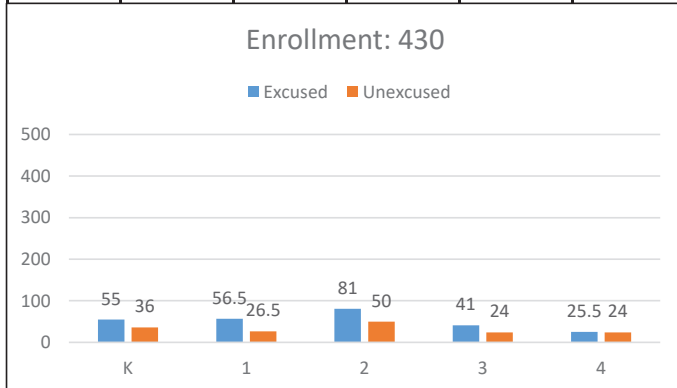
2015-16	RP1: 3%	RP2: 3%	RP3: 5%	RP4: 5%	RP5: 5%	RP6: 5%	RP7: 4%	RP8: 6%	RP9: 6%
2016-17	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 6%	RP5: 6%	RP6: 7%	RP7: 6%	RP8: 6%	RP9: 6%
2017-18	RP1: 4%	RP2: 5%	RP3: 5%	RP4: 5%	RP5: 6%	RP6: 10%	RP7: 5%	RP8: 4%	RP9: 5%
2018-19	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 5%	RP5: 6%	RP6: 5%	RP7: 7%	RP8: 4%	RP9: 5%
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6%	RP6: 8.8%	RP7: 4.9%	Covid-19	Covid-19
2020-21	RP1: 7.3%	RP2: 5.8%	RP3: 8.1%	RP4: 11.6%	RP5: 9.9%	RP6: 7.5%	RP7: 5.3%	RP8: 8%	RP9: 5.4%

Glenwood



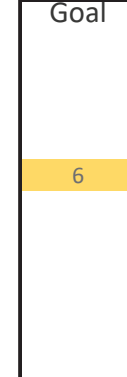
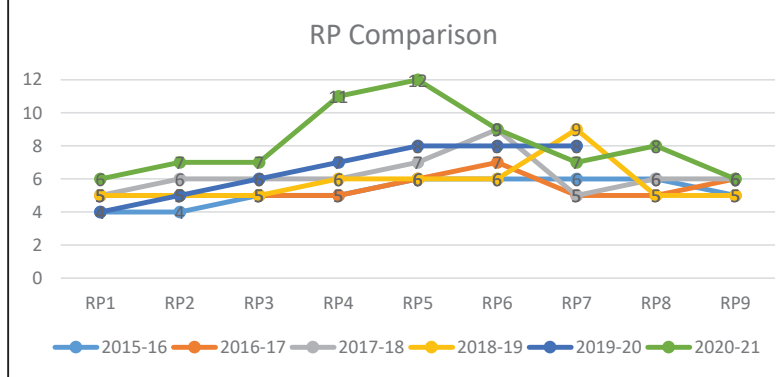
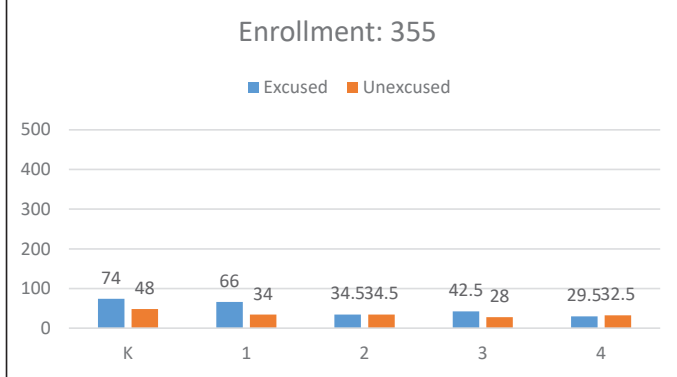
2015-16	RP1: 3%	RP2: 3%	RP3: 4%	RP4: 5%	RP5: 5%	RP6: 3%	RP7: 4%	RP8: 4%	RP9: 4%
2016-17	RP1: 4%	RP2: 5%	RP3: 5%	RP4: 7%	RP5: 6%	RP6: 8%	RP7: 6%	RP8: 5%	RP9: 5%
2017-18	RP1: 3%	RP2: 4%	RP3: 7%	RP4: 6%	RP5: 7%	RP6: 8%	RP7: 5%	RP8: 5%	RP9: 5%
2018-19	RP1: 3%	RP2: 5%	RP3: 6%	RP4: 5%	RP5: 5%	RP6: 8%	RP7: 6%	RP8: 6%	RP9: 6%
2019-20	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6.8%	RP6: 7.7%	RP7: 6.4%	Covid-19	Covid-19
2020-21	RP1: 4.3%	RP2: 4.3%	RP3: 6.1%	RP4: 7.7%	RP5: 9.1%	RP6: 7.9%	RP7: 6.2%	RP8: 5.6%	RP9: 5.3%

Linden



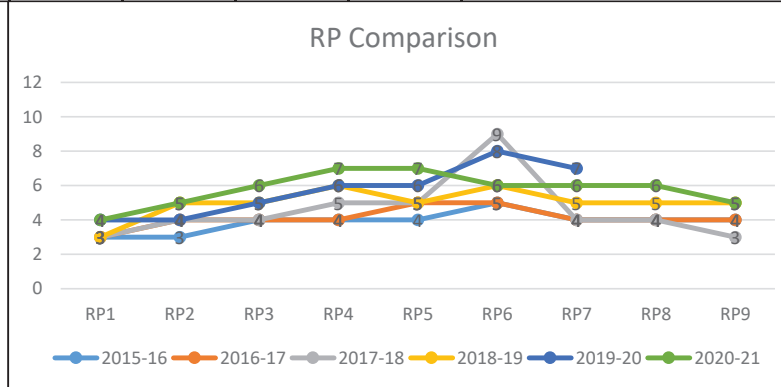
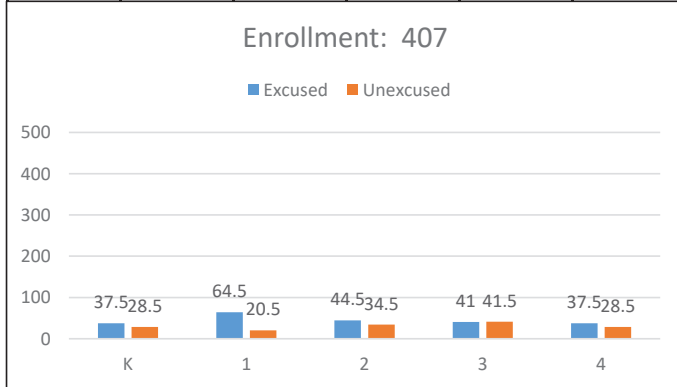
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2016-17	RP1: 5%	RP2: 5%	RP3: 5%	RP4: 5%	RP5: 6%	RP6: 7%	RP7: 5%	RP8: 5%	RP9: 6%
2017-18	RP1: 5%	RP2: 6%	RP3: 6%	RP4: 6%	RP5: 7%	RP6: 9%	RP7: 5%	RP8: 6%	RP9: 6%
2018-19	RP1: 5%	RP2: 5%	RP3: 5%	RP4: 6%	RP5: 6%	RP6: 6%	RP7: 9%	RP8: 5%	RP9: 5%
2019-20	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 6.6%	RP5: 7.8%	RP6: 8.4%	RP7: 7.5%	Covid-19	Covid-19
2020-21	RP1: 6.1%	RP2: 7.1%	RP3: 7.3%	RP4: 11%	RP5: 11.7%	RP6: 8.9%	RP7: 6.9%	RP8: 7.5%	RP9: 6.4%

Willow Brook



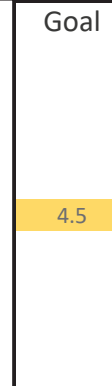
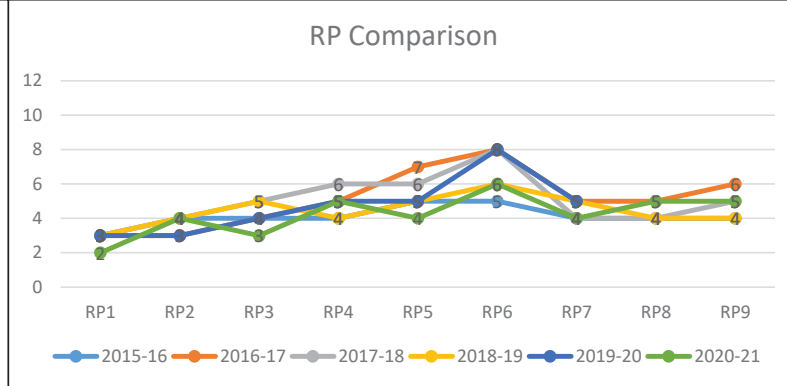
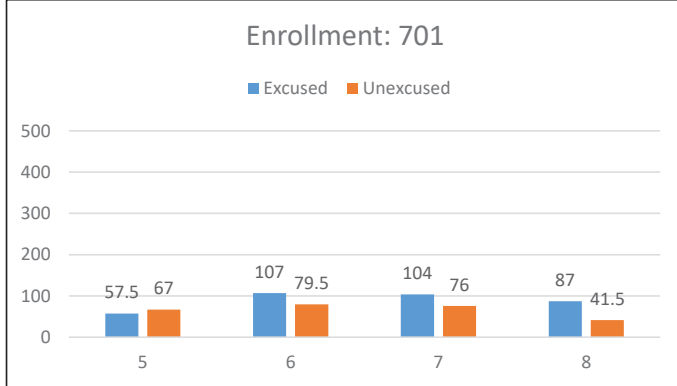
2015-16	RP1: 3%	RP2: 3%	RP3: 4%	RP4: 4%	RP5: 4%	RP6: 5%	RP7: 4%	RP8: 4%	RP9: 4%
2016-17	RP1: 3%	RP2: 4%	RP3: 4%	RP4: 4%	RP5: 5%	RP6: 5%	RP7: 4%	RP8: 4%	RP9: 4%
2017-18	RP1: 3%	RP2: 4%	RP3: 4%	RP4: 5%	RP5: 5%	RP6: 9%	RP7: 4%	RP8: 4%	RP9: 3%
2018-19	RP1: 3%	RP2: 5%	RP3: 5%	RP4: 6%	RP5: 5%	RP6: 6%	RP7: 5%	RP8: 5%	RP9: 5%
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6.2%	RP6: 8.4%	RP7: 6.6%	Covid-19	Covid-19
2020-21	RP1: 4.1%	RP2: 4.9%	RP3: 6.2%	RP4: 7.1%	RP5: 7.1%	RP6: 5.9%	RP7: 5.5%	RP8: 5.9%	RP9: 5.3%

Woodland



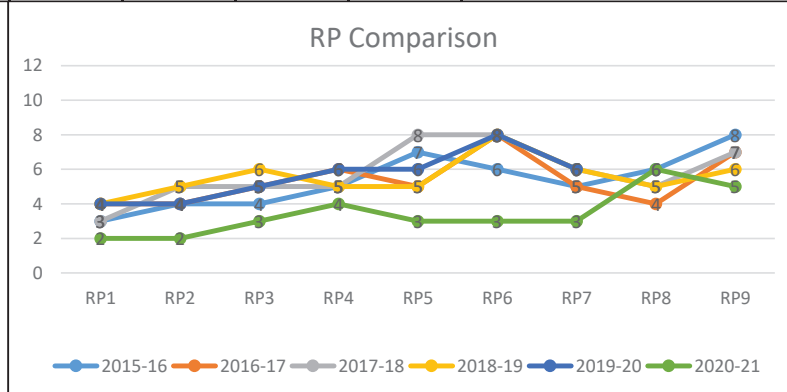
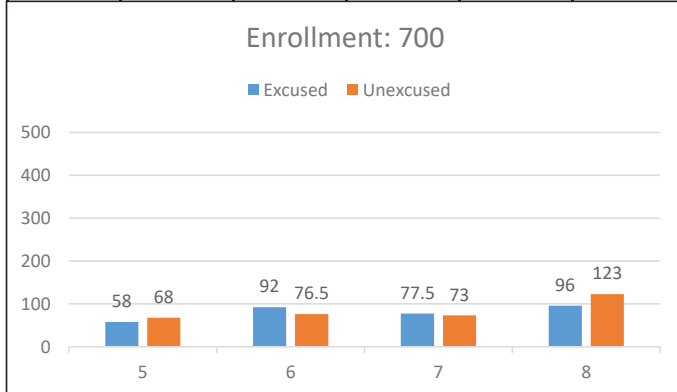
2015-16	RP1: 3%	RP2: 4%	RP3: 4%	RP4: 4%	RP5: 5%	RP6: 5%	RP7: 4%	RP8: 4%	RP9: 4%
2016-17	RP1: 3%	RP2: 3%	RP3: 4%	RP4: 5%	RP5: 7%	RP6: 8%	RP7: 5%	RP8: 5%	RP9: 6%
2017-18	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 6%	RP5: 6%	RP6: 8%	RP7: 4%	RP8: 4%	RP9: 5%
2018-19	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 4%	RP5: 5%	RP6: 6%	RP7: 5%	RP8: 4%	RP9: 4%
2019-20	RP1: 3%	RP2: 3%	RP3: 4%	RP4: 5%	RP5: 4.9%	RP6: 8.4%	RP7: 5.2%	Covid-19	Covid-19
2020-21	RP1: 2.2%	RP2: 4.1%	RP3: 3.4%	RP4: 4.5%	RP5: 3.8%	RP6: 5.7%	RP7: 3.7%	RP8: 5.1%	RP9: 4.7%

Jefferson



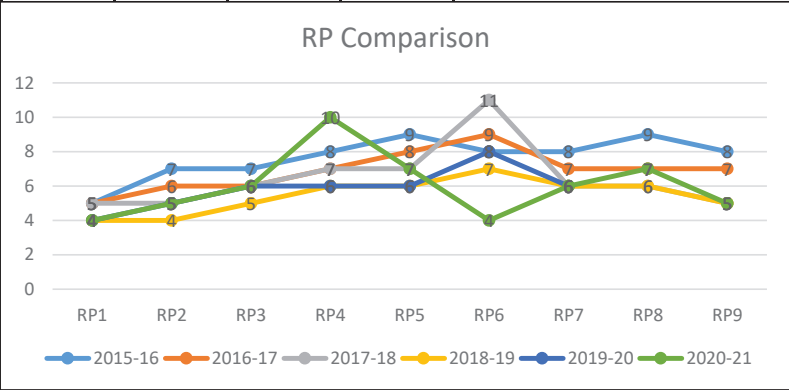
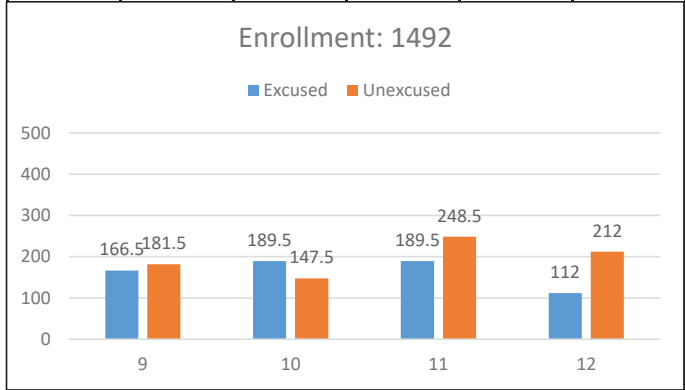
2015-16	RP1: 3%	RP2: 4%	RP3: 4%	RP4: 5%	RP5: 7%	RP6: 6%	RP7: 5%	RP8: 6%	RP9: 8%
2016-17	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 6%	RP5: 5%	RP6: 8%	RP7: 5%	RP8: 4%	RP9: 7%
2017-18	RP1: 3%	RP2: 5%	RP3: 5%	RP4: 5%	RP5: 8%	RP6: 8%	RP7: 6%	RP8: 5%	RP9: 7%
2018-19	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 5%	RP5: 5%	RP6: 8%	RP7: 6%	RP8: 5%	RP9: 6%
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.7%	RP5: 5.6%	RP6: 7.9%	RP7: 5.7%	Covid-19	Covid-19
2020-21	RP1: 2%	RP2: 2.3%	RP3: 3.4%	RP4: 4%	RP5: 2.7%	RP6: 3.3%	RP7: 2.8%	RP8: 5.6%	RP9: 5.1%

Robertsville



2015-16	RP1: 5%	RP2: 7%	RP3: 7%	RP4: 8%	RP5: 9%	RP6: 8%	RP7: 8%	RP8: 9%	RP9: 8%
2016-17	RP1: 5%	RP2: 6%	RP3: 6%	RP4: 7%	RP5: 8%	RP6: 9%	RP7: 7%	RP8: 7%	RP9: 9%
2017-18	RP1: 5%	RP2: 5%	RP3: 6%	RP4: 7%	RP5: 7%	RP6: 11%	RP7: 6%	RP8: 6%	RP9: 5%
2018-19	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 6%	RP5: 6%	RP6: 7%	RP7: 6%	RP8: 6%	RP9: 5%
2019-20	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 6.2%	RP5: 6.4%	RP6: 7.6%	RP7: 6.4%	Covid-19	Covid-19
2020-21	RP1: 3.6%	RP2: 4.6%	RP3: 5.5%	RP4: 9.9%	RP5: 6.8%	RP6: 3.8%	RP7: 5.8%	RP8: 7.1%	RP9: 5.1%

ORHS



Goal

6

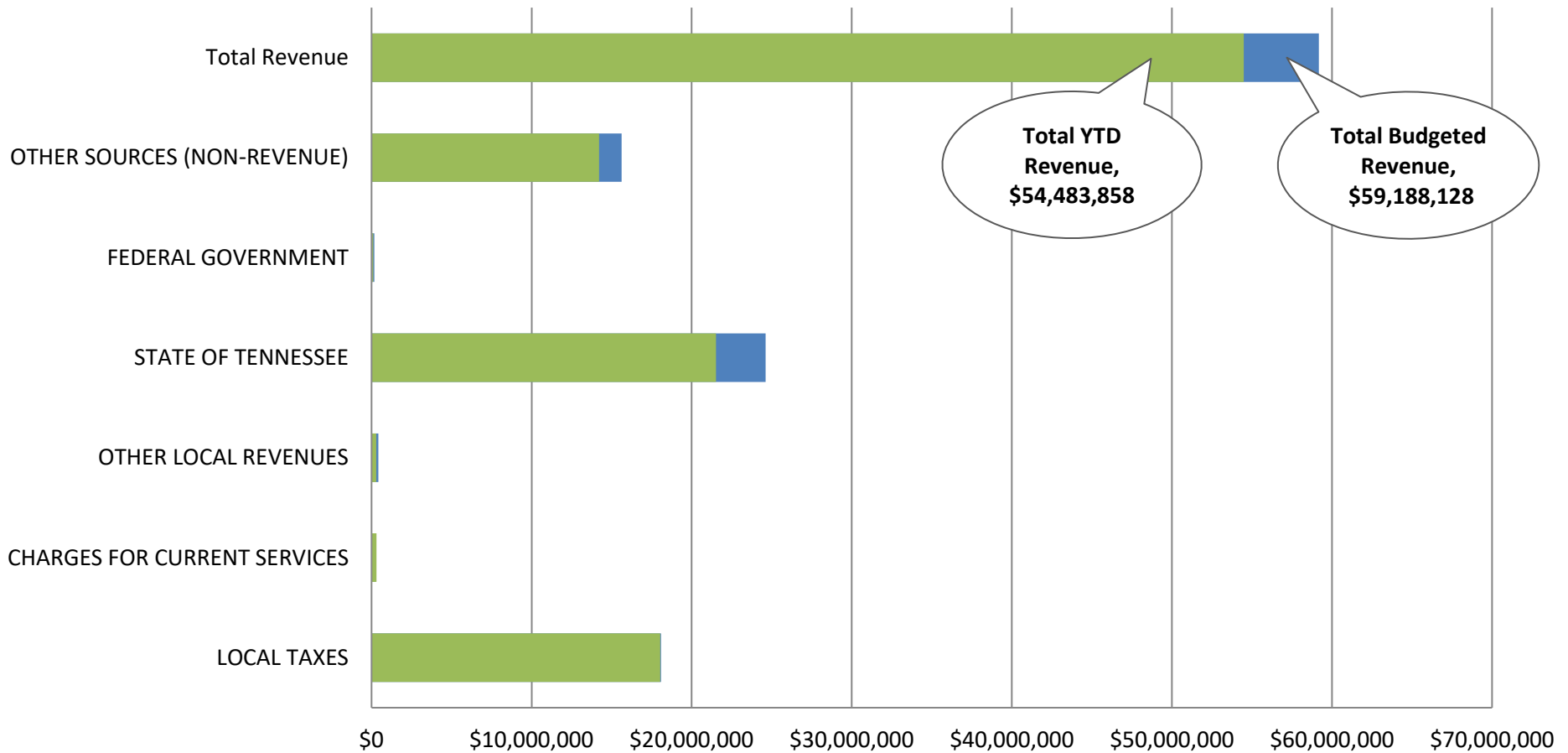
Acct	Acct	2020-21 FYTD Budget	May 2020-21 Monthly Activity	2020-21 Year-To-Date	2020-21 Percent of Budget	2020-21 Variance from Bud	Encumbered Amount	Unencumbered Budget Remaining
40110	Current Property Tax	11,711,350.00	146,982.45	11,510,080.53	98.28%	201,269.47		201,269.47
40210	Local Option Sales Tax	6,366,339.00	677,933.04	6,525,439.20	102.50%	-159,100.20		-159,100.20
40275	Mixed Drink Tax	125.00	15.70	224.17	179.34%	-99.17		-99.17
40280	Mineral Severance Tax	125.00		5.30	4.24%	119.70		119.70
43511	Tuition - Regular Day Students	245,000.00	11,325.90	310,904.34	126.90%	-65,904.34		-65,904.34
43513	Tuition - Summer School	12,000.00		150.00	1.25%	11,850.00		11,850.00
43533	Transportation Fees	5,000.00		70.00	1.40%	4,930.00		4,930.00
44110	Interest Earned	69,572.69	996.62	16,178.68	23.25%	53,394.01		53,394.01
44120	Lease/Rentals	18,000.00	-280.00	1,365.00	7.58%	16,635.00		16,635.00
44170	Miscellaneous Refunds	2,500.00		6,261.99	250.48%	-3,761.99		-3,761.99
44530	Sale of Equipment	35,000.00	393.60	28,749.70	82.14%	6,250.30		6,250.30
44570	Contributions & Gifts	221,928.53	91,364.53	228,093.53	102.78%	-6,165.00		-6,165.00
44990	Other Local Revenues	75,000.00	166.00	8,087.21	10.78%	66,912.79		66,912.79
46511	Basic Education Program	23,331,000.00		20,967,100.00	89.87%	2,363,900.00		2,363,900.00
46515	Early Childhood Education	460,110.64	40,879.72	349,526.99	75.97%	110,583.65		110,583.65
46590	Other State Education Funds	669,991.39	6,592.73	64,471.76	9.62%	605,519.63		605,519.63
46610	Career Ladder Program	118,500.00	53,469.14	117,551.08	99.20%	948.92		948.92
46990	Other State Revenues	45,189.00		27,176.41	60.14%	18,012.59		18,012.59
47143	Special Education Grants	46,715.16				46,715.16		46,715.16
47630	Public Law 874 - Maint/Operat.	55,000.00		66,535.00	120.97%	-11,535.00		-11,535.00
47640	ROTC Reimbursement	73,772.00		46,401.18	62.90%	27,370.82		27,370.82
49700	Insurance Recovery	6,947.00		5,761.00	82.93%	1,186.00		1,186.00
49800	Transfers In	125,000.00		926.02	0.74%	124,073.98		124,073.98
49810	City General Fund Transfer	15,493,963.00	1,291,163.58	14,202,799.38	91.67%	1,291,163.62		1,291,163.62
-----	Revenue	59,188,128.41	2,321,003.01	54,483,858.47	92.05%	4,704,269.94		4,704,269.94
		=====	=====	=====	=====	=====		=====
71100	Regular Instruction Prgm	27,785,447.05	2,324,106.81	23,013,169.94	82.82%	4,772,277.11	4,002,729.16	769,547.95
71150	Alternative Instruction Prgm	827,640.00	69,319.37	691,228.82	83.52%	136,411.18	119,242.29	17,168.89
71200	Special Education Prgm	4,532,760.29	385,911.74	3,736,739.11	82.44%	796,021.18	637,532.84	158,488.34
71300	Career/Technical Education Prg	1,459,860.93	130,936.58	1,229,426.26	84.22%	230,434.67	209,200.94	21,233.73
71900	Contingency	966,564.24		-1,291.50	-0.13%	967,855.74		967,855.74
72120	Health Services	615,271.28	51,906.56	533,066.63	86.64%	82,204.65	68,837.01	13,367.64
72130	Other Student Support	1,800,265.66	209,619.17	1,524,043.93	84.66%	276,221.73	196,937.56	79,284.17
72210	Regular Inst. Support	3,364,841.59	213,491.87	2,843,439.80	84.50%	521,401.79	311,011.30	210,390.49
72220	Special Education Support	840,432.72	73,165.53	735,389.86	87.50%	105,042.86	97,329.71	7,713.15
72230	Career & Technical Prg Support	118,429.14	5,852.50	104,689.52	88.40%	13,739.62	2,440.72	11,298.90
72250	Technology Services	2,585,383.15	224,031.96	2,362,443.92	91.38%	222,939.23	175,407.82	47,531.41
72290	Communications	120,705.02	6,480.34	107,009.34	88.65%	13,695.68	2,440.72	11,254.96

Acct	Acct	2020-21 FYTD Budget	May 2020-21 Monthly Activity	2020-21 Year-To-Date	2020-21 Percent of Budget	2020-21 Variance from Bud	Encumbered Amount	Unencumbered Budget Remaining
72310	Board of Education	1,120,360.69	9,977.13	914,004.14	81.58%	206,356.55		206,356.55
72320	Director of Schools	357,863.16	29,011.44	320,742.79	89.63%	37,120.37	28,354.94	8,765.43
72410	Office of the Principal	3,938,685.76	327,592.93	3,491,847.93	88.66%	446,837.83	345,551.61	101,286.22
72510	Fiscal Services	856,378.80	66,579.21	759,223.09	88.66%	97,155.71	62,085.12	35,070.59
72520	Human Resources/ Personnel	416,318.28	30,081.34	381,735.90	91.69%	34,582.38	29,165.93	5,416.45
72610	Operation of Plant	4,578,565.47	322,230.80	3,774,404.00	82.44%	804,161.47	268,394.39	535,767.08
72620	Maintenance of Plant	1,689,052.78	118,853.37	1,487,144.79	88.05%	201,907.99	150,394.37	51,513.62
72710	Transportation	1,647,569.31	171,106.91	1,293,863.11	78.53%	353,706.20		353,706.20
73300	Community Services	4,146.80		4,146.80	100.00%			
73400	Early Childhood Education	460,110.64	40,206.23	389,733.22	84.70%	70,377.42	70,316.07	61.35
73401	Pre-K General Fund	704,536.74	61,345.55	631,896.22	89.69%	72,640.52	52,283.85	20,356.67
76100	Regular Capital Outlay	585,846.91	329,592.66	472,816.38	80.71%	113,030.53	113,356.57	-326.04
99100	Transfers Out	83,179.00				83,179.00		83,179.00
-----	Expense	61,460,215.41	5,201,400.00	50,800,914.00	82.66%	10,659,301.41	6,943,012.92	3,716,288.49
-----	General Purpose School Fund	-2,272,087.00	-2,880,396.99	3,682,944.47	87.27%	-5,955,031.47	-6,943,012.92	987,981.45
Grand Revenue Totals		59,188,128.41	2,321,003.01	54,483,858.47	92.05%	4,704,269.94		4,704,269.94
Grand Expense Totals		61,460,215.41	5,201,400.00	50,800,914.00	82.66%	10,659,301.41	6,943,012.92	3,716,288.49
Grand Totals		2,272,087.00	2,880,396.99	3,682,944.47	-162.10%	5,955,031.47	6,943,012.92	987,981.45
		Loss	Loss	Profit		Loss	Loss	Profit

Number of Accounts: 1543

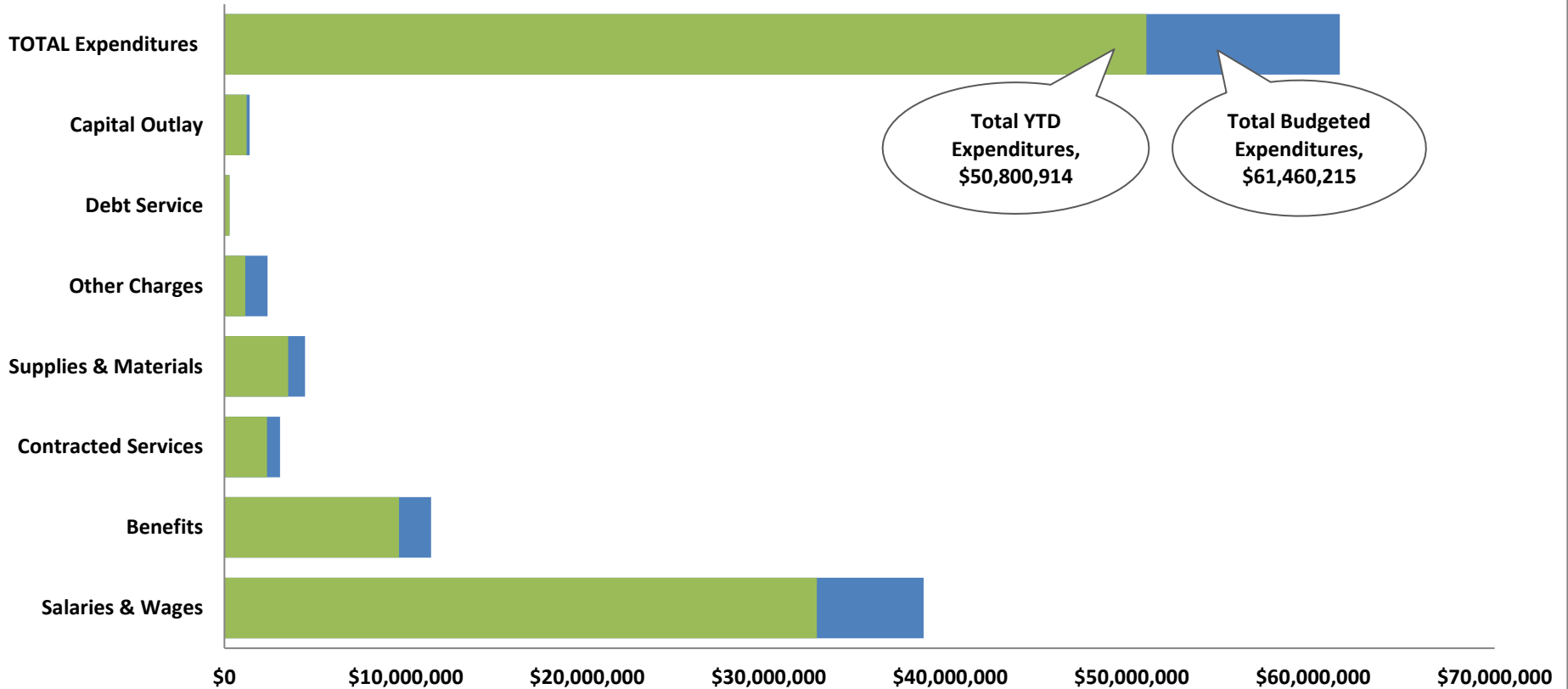
***** End of report *****

General Fund Revenue Budget to Actual Summary - May, 2021



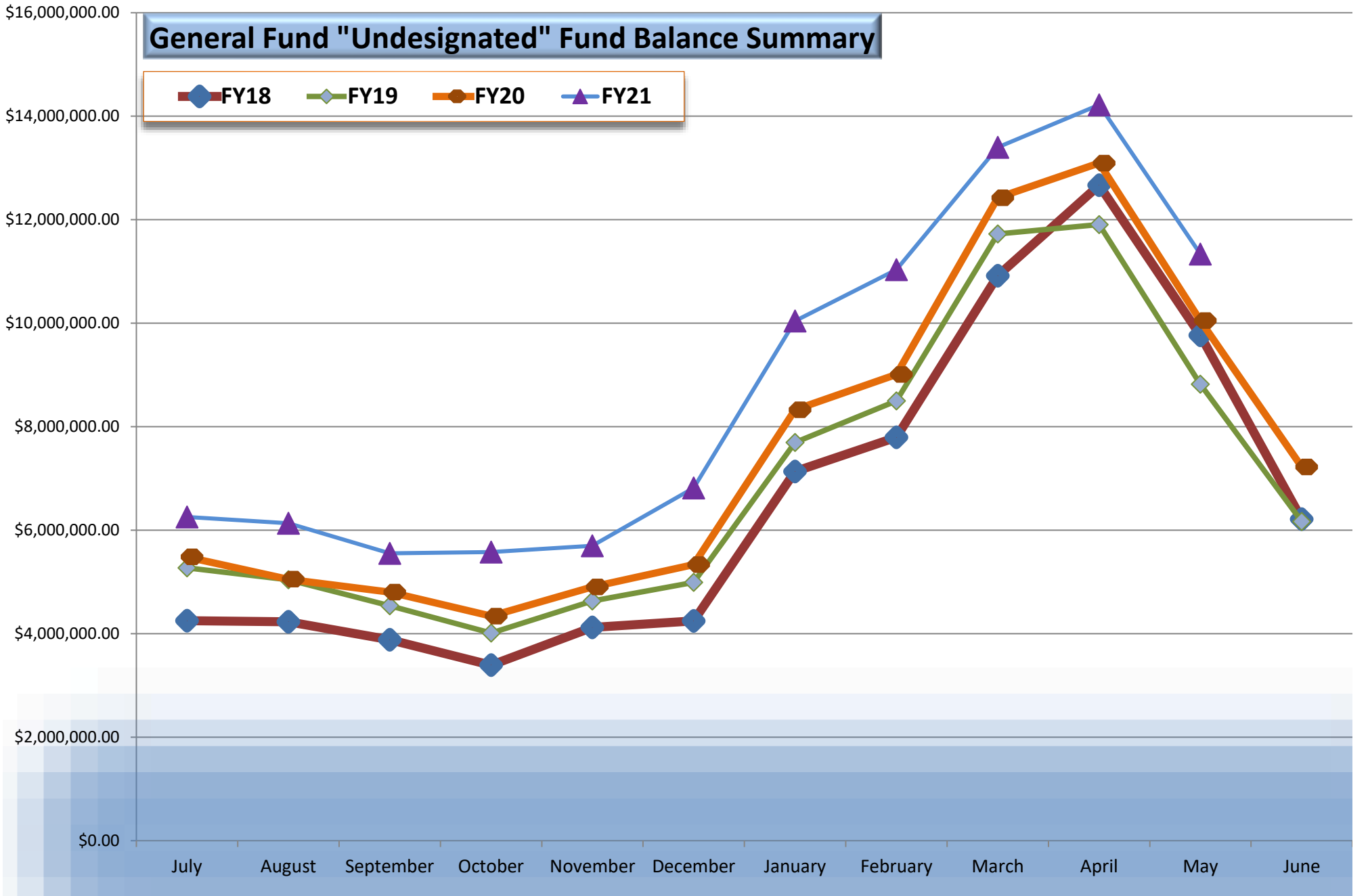
	LOCAL TAXES	CHARGES FOR CURRENT SERVICES	OTHER LOCAL REVENUES	STATE OF TENNESSEE	FEDERAL GOVERNMENT	OTHER SOURCES (NON-REVENUE)	Total Revenue
■ Percent of Budget	99.77%	118.75%	68.42%	87.42%	64.36%	90.94%	92.05%
■ Year-To-Date	18035749.2	311124.34	288736.11	21525826.24	112936.18	14209486.4	\$54,483,858
■ FYTD Budget	18077939	262000	422001.22	24624791.03	175487.16	15625910	\$59,188,128

General Fund Expenditure Budget to Actual Summary by Object May, 2021



	Salaries & Wages	Benefits	Contracted Services	Supplies & Materials	Other Charges	Debt Service	Capital Outlay	TOTAL Expenditures
FYTD %	84.76%	84.55%	76.80%	79.09%	48.35%	100%	88.18%	82.66%
FYTD Activity	32652815.76	9628724.16	2350213.41	3508522.93	1148580.51	287205	1224852.23	\$50,800,914
FYTD Revised Bdg	38523889.09	11388344.2	3060062.6	4435999.33	2375687.1	287205	1389028.09	\$61,460,215

General Fund "Undesignated" Fund Balance Summary



Acct	Acct	2020-21 FYTD Budget	May 2020-21 Monthly Activity	2020-21 Year-To-Date	2020-21 Percent of Budget	2020-21 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
142	School Federal Projects							
R	Revenue							
47131	Vocational Program Improvement	124,801.54	2,948.00	113,585.09	91.01%	11,216.45		11,216.45
47139	Other Vocational	150,000.00		146,917.93	97.95%	3,082.07		3,082.07
47141	Title I	1,013,484.09	66,789.05	716,424.92	70.69%	297,059.17		297,059.17
47143	Special Education Grants	1,166,454.62	89,148.02	773,479.57	66.31%	392,975.05		392,975.05
47145	Special Ed Pre-School Grants	44,904.87	3,825.35	32,487.61	72.35%	12,417.26		12,417.26
47146	English Lang Acq Grants	28,088.51		7,815.14	27.82%	20,273.37		20,273.37
47147	Title IV Part B, 21st Century	166,148.98	7,793.24	102,930.18	61.95%	63,218.80		63,218.80
47189	Title II	168,560.54	6,471.90	106,220.44	63.02%	62,340.10		62,340.10
47301	ESSER	756,515.31	3,352.19	551,787.48	72.94%	204,727.83		204,727.83
47303	COVID19 Grant	100,000.00		100,000.00	100.00%			
47304	Remote Technology Grant	90,940.35		90,940.35	100.00%			
47305	Internet Connectivity Grant	45,000.00		41,084.83	91.30%	3,915.17		3,915.17
47307	ESSER2.0	3,120,709.36	412,478.48	412,478.48	13.22%	2,708,230.88		2,708,230.88
47590	Other Federal Through State	84,728.55	1,811.23	30,602.16	36.12%	54,126.39		54,126.39
47990	Other Direct Fedral Revenue	1,058,373.94	92,823.91	735,953.94	69.54%	322,420.00		322,420.00
-----	Revenue	8,118,710.66	687,441.37	3,962,708.12	48.81%	4,156,002.54		4,156,002.54
E	Expense							
71100	Regular Instruction Prgm	2,603,783.59	74,200.73	1,360,527.10	52.25%	1,243,256.49	1,166,563.02	76,693.47
71200	Special Education Prgm	855,869.25	63,554.07	651,347.43	76.10%	204,521.82	93,980.66	110,541.16
71300	Career/Technical Education Prg	268,681.54	10,032.57	266,535.59	99.20%	2,145.95	2,147.91	-1.96
72120	Health Services	17,406.29	1,311.23	13,097.31	75.24%	4,308.98	1,311.21	2,997.77
72130	Other Student Support	664,938.28	70,750.52	247,180.92	37.17%	417,757.36	321,941.97	95,815.39
72210	Regular Inst. Support	545,139.82	41,342.78	331,183.61	60.75%	213,956.21	110,110.53	103,845.68
72220	Special Education Support	301,911.69	25,658.81	250,379.75	82.93%	51,531.94	28,481.33	23,050.61
72250	Technology Services	4,389.05		202.98	4.62%	4,186.07		4,186.07
72610	Operation of Plant	5,000.00	851.89	4,767.33	95.35%	232.67	178.74	53.93
73300	Community Services	1,211,500.42	104,215.38	951,583.20	78.55%	259,917.22	119,354.80	140,562.42
76100	Regular Capital Outlay	1,500,000.00	233,814.48	233,814.48	15.59%	1,266,185.52	1,266,185.52	
99100	Transfers Out	140,090.73		926.02	0.66%	139,164.71		139,164.71
-----	Expense	8,118,710.66	625,732.46	4,311,545.72	53.11%	3,807,164.94	3,110,255.69	696,909.25

Acct	Acct	2020-21 FYTD Budget	May 2020-21 Monthly Activity	2020-21 Year-To-Date	2020-21 Percent of Budget	2020-21 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
145	Other Education Funds							
R	Revenue							
44990	Other Local Revenues	32,929.00	9,100.00	51,985.00	157.87%	-19,056.00		-19,056.00
46590	Other State Education Funds	124,541.38	9,666.64	117,144.14	94.06%	7,397.24		7,397.24
49800	Transfers In	83,179.00				83,179.00		83,179.00
-----	Revenue	240,649.38	18,766.64	169,129.14	70.28%	71,520.24		71,520.24
E	Expense							
72130	Other Student Support	114,290.65	11,684.65	92,554.06	80.98%	21,736.59	11,960.78	9,775.81
72210	Regular Inst. Support	2,500.00		30.00	1.20%	2,470.00		2,470.00
72620	Maintenance of Plant	90,929.73		90,929.73	100.00%			
73300	Community Services	32,929.00	700.00	30,686.27	93.19%	2,242.73		2,242.73
-----	Expense	240,649.38	12,384.65	214,200.06	89.01%	26,449.32	11,960.78	14,488.54
-----	Other Education Funds		6,381.99	-45,070.92	79.64%	45,070.92	-11,960.78	57,031.70
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146	Extended School Program							
R	Revenue							
43581	Community Services Fees Child	456,651.00	29,509.40	294,193.40	64.42%	162,457.60		162,457.60
-----	Revenue	456,651.00	29,509.40	294,193.40	64.42%	162,457.60		162,457.60
E	Expense							
73300	Community Services	446,651.00	26,241.07	265,782.50	59.51%	180,868.50	7,107.12	173,761.38
99100	Transfers Out	10,000.00				10,000.00		10,000.00
-----	Expense	456,651.00	26,241.07	265,782.50	58.20%	190,868.50	7,107.12	183,761.38

Acct	Acct	2020-21 FYTD Budget	May 2020-21 Monthly Activity	2020-21 Year-To-Date	2020-21 Percent of Budget	2020-21 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
146	Extended School Program							
-								
-----	Extended School Program		3,268.33	28,410.90	61.31%	-28,410.90	-7,107.12	-21,303.78
			=====	=====	=====	=====	=====	=====

Grand Revenue Totals	11,144,902.04	993,589.73	6,135,367.86	55.05%	5,009,534.18		5,009,534.18
Grand Expense Totals	11,324,902.04	842,745.73	6,203,844.47	54.78%	5,121,057.57	3,144,276.75	1,976,780.82
Grand Totals	180,000.00	150,844.00	68,476.61	38.04%	111,523.39	3,144,276.75	3,032,753.36
	Loss	Profit	Loss		Loss	Loss	Profit

Number of Accounts: 438

***** End of report *****

Combined Fund Balance and YTD Operating Statement Summary

May, 2021

Description	General Fund 141	Federal Fund 142	Food Service Fund 143	Special Fund 145	ECC Fund 146
Beginning Fund Balance July 1, 2020	10,022,093.25	0.00	953,368.79	7,783.83	75,957.36
Plus YTD Revenue per books 5/31/21	52,162,855.46	3,275,266.75	1,451,464.88	150,362.50	264,684.00
Less YTD Expenditures per books 5/31/21	(45,599,514.00)	(3,685,813.26)	(1,233,928.64)	(201,815.41)	(239,541.43)
Revenues Over (Under) Expenditures as of 5/31/21	6,563,341.46	(410,546.51)	217,536.24	(51,452.91)	25,142.57
Ending Fund Balance per books as of 5/31/21	16,585,434.71	(410,546.51)	\$1,170,905.03	(43,669.08)	101,099.93

Fund Balance Restricted/Committed/Assigned Status

Encumbrances and Deferred Revenue		\$ -	\$ 36,579.38		
Inventory					
Restricted for Career Ladder Program	-5,078.96				
Restricted for Operation of Non-Instructional Services			954,325.65		101,099.93
Committed for Other Purposes (Vehicles- ERR Fund)	283,570.52				
Assigned for Instruction- Coordinated School Health	2,122.60				
Assigned for other local grants					
Assigned for Instruction - Education Foundation Grant	769.56				
Assigned for Instruction (APSI-ORHS)	12,279.95				
Assigned for Support Services FRC Local Funds (56)				20,682.56	
Nonspendable-Prepaid Expenditures					
Assigned to Balance FY21 Budget	2,072,087.00	0.00	180,000.00		
Unassigned Fund Balance 5/31/21	\$ 14,219,684.04	-410,546.51		-64,351.64	
Total Fund Balance 5/31/21	16,585,434.71	\$ (410,546.51)	\$ 1,170,905.03	(43,669.08)	\$ 101,099.93