

# Regular Board of Education Meeting

June 20, 2022 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

## V. Public Forum

## VI. Consent Agenda

A. Board Minutes: 5-23-22

## VII. Items for Action

A. FY'22 Budget Transfer #5 - Second Reading

B. FY22 Budget Transfer #6 - First and Second Reading

## C. Purchase of Grades 2-4 Devices

D. Purchase of Middle and High School Lenovo Student Devices.

E. FY23 Annual Copy Paper Bid and Purchase

F. Addition of a 1.0 Math Teacher

G. Addition of a 1.0 School Nurse

H. Addition of Two 1.0 Elementary Classroom Teachers

I. Addition of a 0.6 STEM Teacher at Robertsville

J. McKinney-Vento Title IX Subgrant

K. 2022-2023 Oak Ridge Schools Discipline Code of Conduct

L. ORHS Facility Alteration Request

## VIII. Items for Information

A. Finance Report

B. Attendance and Enrollment Reports

## 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

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## MEMORANDUM

**To:** Dr. Bruce Borchers, Superintendent of Schools  
**From:** Jenifer Van Dyke, Finance Director  
**Subject:** **FY'22 Budget Transfer #6**  
**Date:** June 16, 2022

The attached FY'22 Budget Transfer #6 includes the following budget transfer request for Board of Education approval:

- Transfer to cover utility overages in electricity & natural gas accounts. Funds transferred from other Maintenance accounts & Contingency.

# FY 22 FYTD Budget Summary - Budget Transfer #6 & Amendment #5

Fund	FY22 Original Approved Budget	Budget	Budget Transfers	FY22 Revised & Amended Budget Amounts
		Amendments #1, #2, #3, #4, #5, & #6	#1, #2, #3, #4, & #5	
Fund 141 (General Fund)	\$ 61,572,213.00	\$ 435,000.00	\$ (31,974.46)	\$ 61,975,238.54
Fund 142 (Federal)	\$ 12,266,732.00	\$ 4,638,612.92	\$ 25,183.81	\$ 16,930,528.73
Fund 143 (Food Service)	\$ 2,578,498.00	\$ 100,000.00		\$ 2,678,498.00
Fund 145 (Other Education)	\$ 226,395.00		\$ 6,790.65	\$ 233,185.65
Fund 146 (Extended Child Care)	\$ 362,340.00			\$ 362,340.00
<b>TOTAL All Funds</b>	<b>\$ 77,006,178.00</b>	<b>\$ 5,173,612.92</b>	<b>\$ -</b>	<b>\$ 82,179,790.92</b>

## Fund 141 Budget Transfers

Fund 141 REVENUES	Account Number	Decrease	Increase
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Fund 141 EXPENDITURES	Account Number	Increase	Decrease
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	141 E 72610 166 000 00000 000	\$ -	\$ 45,000.00
	141 E 72610 399 000 00000 000	\$ -	\$ 2,000.00
	141 E 72610 351 000 00000 000	\$ -	\$ 3,000.00
Budget Transfer to Cover Utility Overages in	141 E 72610 524 000 00000 000	\$ -	\$ 1,000.00
Electricity & Natural Gas (from Maintenance	141 E 72610 359 000 00000 000	\$ -	\$ 9,000.00
Accounts & Contingency)	141 E 72610 454 000 00000 000	\$ -	\$ 20,000.00
	141 E 71900 599 000 00000 002	\$ -	\$ 55,000.00
	141 E 72610 434 000 00000 000	\$ 5,000.00	\$ -
	141 E 72610 415 000 00000 000	\$ 130,000.00	\$ -

<b>TOTAL</b>		<b>\$ 135,000.00</b>	<b>\$ 135,000.00</b>
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**Oak Ridge Schools**  
TEACHING AND LEARNING

MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education

DATE: 6/13/22

SUBJECT: Purchase Approval: Lenovo Student Devices

I recommend the approval of the purchase of 1,000 Lenovo 300 laptops for grades 2-4. Bid documents are attached and funding is in place from 141-71100-722-000-00000-225.



# OAK RIDGE SCHOOLS

## Technology Department

Telephone: (865) 425-9015 | Fax: (865) 425-9062



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## MEMORANDUM

**Date:** June 13, 2022

**To:** Kelly Williams

**From:** Doug Cofer 

**Subject:** RFP 22-018 – Elementary Devices

I recommend the approval for the purchase 1,000 Lenovo Model 300SE laptops for grades 2-4 for a total of \$549,000.00 from Insight Public Sector. The funding for this purchase is from account 141-71100-722-000-00000-225.

Purchasing requirements were met by bid advertised in the Knoxville News Sentinel and District Website. A total of 6 bid was received, which Insight Public Sector was the lowest bidder.



# Oak Ridge Schools

OFFICE OF  
Business & Support Services

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

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**DATE:** June 10, 2022

**TO:** Jenifer Van Dyke, Finance Director

**cc:** Dana Paolucci, Doug Cofer

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

**SUBJECT:** Recommendation of RFP 22-018 Student Devices: Elementary

I recommend that the Oak Ridge Board of Education accept the bid from Insight Public Sector for the above-mentioned bid. Their bid of \$549,000.00 for 1000 student devices met all required specifications. Six companies responded.

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

Attachment: Bid Minutes

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# Oak Ridge Schools

*Business Office*

Telephone (865)425-9005

Fax: (865)425-9060

Bid Minutes

06/10/2022

Student Devices: Elementary (RFP 22-018)

SAB Business Office Conference Room

Present for the bid opening were:

Mary Ann Riley

Dana Paolucci

Susan Dundore

ORS Purchasing

ORS Business Services Coordinator

ORS IT Department

Bid responses were received from the following companies:

<u>Company</u>	<u>Bid Amount (1000 devices)</u>
Arey Jones Atlanta, GA	\$551,000.00 \$551.00/ea.
CDWG Vernon Hills, IL	\$553,000.00 \$553.00/ea.
Howard Technology Solutions Laurel, MS	\$589,000.00 \$589.00/ea.
<b>Insight Public Sector Chandler, AZ</b>	<b>\$549,000.00 *</b> <b>\$549.00/ea.</b>
Technology Express Kingston, TN	\$579,890.00 \$579.89/ea.
Zones, LLC Auburn, WA	\$554,480.00 \$554.48/ea.

**\*Recommended Bidder**



INSIGHT PUBLIC SECTOR SLED  
 2701 E INSIGHT WAY  
 CHANDLER AZ 85286-1930  
 Tel: 800-467-4448

**SOLD-TO PARTY 10325476**

OAK RIDGE SCHOOLS  
 PO BOX 6588  
 OAK RIDGE TN 37831-3221

**SHIP-TO**

OAK RIDGE SCHOOLS-IT  
 127 PROVIDENCE RD STE 100  
 OAK RIDGE TN 37830-6345

**We deliver according to the following terms:**

Payment Terms : Net 30 days  
 Ship Via : CEVA FREIGHT LLC/TL  
 Terms of Delivery: : FOB DESTINATION  
 Currency : USD

In order for Insight to accept Purchase Orders against this contract and honor the prices on this quote, your agency must be registered with OMNIA Partners Public Sector (formerly U.S. Communities). Our sales teams would be happy to assist you with your registration. Please contact them for assistance -- the registration process takes less than five minutes.

Quotation	
Quotation Number	: 225110941
Document Date	: 07-JUN-2022
PO Number	:
PO Release	:
Sales Rep	: Ashley McDonald
Email	: ASHLEY.MCDONALD@INSIGHT.COM
Telephone	: +18004674448
Sales Rep 2	: Branden Maiorano
Email	: BRANDEN.MAIORANO@INSIGHT.COM
Telephone	: +17372473702

Material	Material Description	Quantity	Unit Price	Extended Price
<u>82J2S02T00</u>	NB 300W AMD G3 3015E 8G 256G 11P OPEN MARKET	1,000	437.00	437,000.00
<u>5PS0N75694</u>	Lenovo Depot + Accidental Damage Protection - extended service agreement - 4 years - School Year Term OPEN MARKET	1,000	112.00	112,000.00

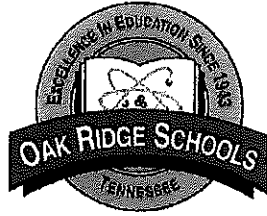
Product Subtotal	437,000.00
Services Subtotal	112,000.00
TAX	0.00
<b>Total</b>	<b>549,000.00</b>

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Ashley McDonald  
 +18004674448  
 ASHLEY.MCDONALD@INSIGHT.COM  
 Fax +14807608991

Branden Maiorano  
 +17372473702  
 BRANDEN.MAIORANO@INSIGHT.COM



## Business

### Department

School Administration Building  
304 New York Ave  
Oak Ridge, Tennessee 37830  
Phone (865) 425-9005  
Fax (865) 425-9060

## Request for Proposal

### *Description of items/services requested:*

The Oak Ridge Schools Board of Education is soliciting proposals for Student Devices (RFP 22-018) Student Devices - Elementary.

### *General Requirements:*

Proposals, bids, or responses will be accepted by the Oak Ridge Schools Business Department no later than **1:30 PM, June 10, 2022**. Every document must be enclosed in an envelope clearly marked as a bid document. Two full copies of the proposal must be submitted each with original signatures on both Bid Forms (included in this packet). Any response, bid, or proposal received after the above deadline shall be considered late, and will not be opened or considered. Bid prices must be valid for no less than sixty (60) days from the date of the bid.

All documents shall be submitted to the following address:

Mary Ann Riley, Purchasing Specialist  
Re: Student Devices – Elementary  
(RFP 22-018)  
Oak Ridge Schools  
304 New York Ave  
Oak Ridge, TN 37830

**Specifications:**

Below please find specifications for Student Devices (Elementary):

Quantity: 1000

<b>82J2502T00</b>	<b>Notebook Lenovo 300w G3 AMD 8GB/256GB</b>
Country/Region	USA
Warranty	N13 1Y Mailin
Preload Type	Standard Image (Preload)
Preload OS	Windows 11 Pro 64
Processor	3015e 1.2G 2C MB
Display	11.6" HD (1366x768), IPS, Glare, 250nits, Multi-touch
Camera	720P HD with Single Microphone
Onboard Memory	8 GB DDR4-3200MHz (Soldered)
Second Storage	256 GB SSD M.2 2242 PCIe TLC
Battery	3Cell 47Wh Internal
Power Adapter	45W USB-C LC PCC 2Pin BK US
Keyboard	Keyboard Black English
Publication	Publication-English
OS DPK	W11 Pro STD
Preload Language	Windows 11 Pro 64 English
System Unit	300wG3 3015e IG+8G NWW
Display Shell	300wG3 HD MT 2D MC NWW WL
Lenovo Pen	Lenovo Digital Pen AES
Microsoft Office	Microsoft Office Trial
Absolute BIOS Selection	BIOS Absolute Enabled
Wireless LAN	Wi-Fi 6 2x2 AX & Bluetooth® 5.0 or above
<b>5PSON75694</b>	<b>WARRANTY – LENOVO 4 YEAR DEPOT AND ADP</b>

**Shipping & Receiving:**

**All shipping costs are included in the final price.**

**Delivery address is:**

**Oak Ridge High School Technology Department**

**127 Providence Rd, Suite 100**

**Oak Ridge, TN 37830**

**Submission Requirements:**

1. A detailed bid form, which includes quantity and unit cost must be included in the bid package. Please include specification sheets on all products/terms.
2. Two full copies of the proposal must be submitted, with original Bid Forms included with each copy.
3. A detailed description of all warranties and support for equipment and software must be included.
4. Any license or renewal costs (if any) shall be included in notes on the Bid Form. Specifically, anticipated annually recurring costs for maintenance, support, and software updates and upgrades, if any, must be listed.
5. Any questions regarding this bid document should be addressed to:  
[orspurchasing@ortn.edu](mailto:orspurchasing@ortn.edu).

**Functional Equivalents:**

No functional equivalents allowed.

**Schedule:**

Sealed bids will be opened at the School Administration Building, 304 New York Avenue, Oak Ridge TN, 37830, at 1:30 PM EDT, June 10, 2022, in the Business Office Conference Room.

## Bidding Procedures

**Location:** All bids must be submitted to the Oak Ridge Schools Business Department at or before the announced deadline.

Mary Ann Riley,  
Purchasing Specialist  
Student Devices –  
Elementary  
RFP 22-018  
304 New York Ave.  
Oak Ridge, TN 37830

**Award of Contract:** The owner (Oak Ridge Schools) further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all non-conforming, non-responsive, or conditional bids. Oak Ridge Schools may conduct such investigations, as it deems necessary, to assist in the evaluation of any bid to establish the responsibility, qualifications, and financial ability of the bidder, proposed sub-contractors and other persons and organizations to perform the work in accordance with the contract documents to the bidder who does not pass any such evaluation to the owner's satisfaction. The contract shall be awarded to the bidder, whose evaluation by the owner indicates to the owner that the award will be in the best interest of Oak Ridge Schools. It is also understood that the "apparent low bidder" will be announced at the bid opening; however, the "successful bidder," who may or may not be the lowest bidder, will not be announced until all issues, which include, but are not limited to quality, service, conformity to specifications, etc. have been resolved and until a period of review has been completed by the owner. Price will be the primary factor when determining the successful bidder assuming all bid specifications are met. Oak Ridge Schools does not enter into contracts that provide for mediation or arbitration. The owner (Oak Ridge Schools) further reserves the right to reject any and all bids, to waive any and all informalities, and to negotiate contract terms with the successful bidder (e.g., product line-item deletions or adjustments), and the right to disregard all non-conforming, non-responsive, or conditional bids.

**Bid Document:** For certain projects the Owner will supply a bid form to be completed by the bidder. When such forms are issued, only bids returned with the proper forms will be accepted. Envelopes must be sealed and marked as a bid document. Any bid may be withdrawn prior to the date and time as set forth in the "bid invitation."

**EDGAR Certification:** The EDGAR certifications and provisions are required and applied when Oak Ridge Schools expends federal funds for any contract resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the District and the District's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

**Errors in Bids:** When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of bid otherwise, will not relieve the bidder. Erasures or changes to bids must be initialed. Any alteration, erasure, addition to or omission of required information, change of the specifications, or bidding schedule, is made at the risk of the bidder.

**Facsimile transmissions:** Electronic transmissions will not be accepted, except when during the bidding process addendums or other notifications of errors on behalf of the owner places an undue hardship upon prospective bidders. Written notification by the owner must precede the acceptance of facsimile transmissions.

**Hold Harmless Agreement:** Bidders shall be required to complete the attached Hold Harmless Agreement.

**Laws and Regulations:** The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

**Legal Issues:** Contracts with Oak Ridge Schools will be subject to the laws of Tennessee. Disputes will be tried in the State of Tennessee and in the Court of Anderson County. Bids will be denied if these provisions are not included in the contract.

**Non-Collusion Affidavit:** Bidder shall be required to complete the attached Non-Collusion Affidavit.

**Payments:** Invoices that are submitted by the awarded bidder are required to provide accurate and current addresses.

Payment terms shall be specified in the bid response, including any discounts for early payment. The Oak Ridge Schools Business Department discourages the practice of picking up checks in person, unless there is an emergency situation.

**Purchase:** No purchase or contract is authorized or valid until the issuance of a Purchase Order from Oak Ridge Schools and the Board of Education approval of project in accordance with Oak Ridge Schools Policy. No employee is authorized to purchase equipment, supplies or services prior to the issuance of such Purchase Order and Board of Education approval.

**Sub-contracts:** The Bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a sub-contract under this contract must be acceptable to the Owner.

**Subcontractors and employees:** If work is to be performed during regular school hours when children are present, the B O E reserves the right to require background checks, dress codes, and certain ethical standards of all employees on school property.

**Taxes:** Oak Ridge Schools is tax exempt.

**Tie Bids:** If two or more bidders submit identical bids and is equally qualified; selection shall be made at the discretion of the owner.

**Title VI of the Civil Rights Act of 1964:** All interested parties, without regard of race, color, or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Title VI states "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance." Oak Ridge Schools strives to protect individuals' civil rights through active compliance with the requirements of Title VI.

**Vendor Indemnify:** Oak Ridge Schools will indemnify vendor to the extent Tennessee law allows.

**Warranty:** The vendor shall provide warranty information on the equipment, components and items bid with the bid submittal.

**Bid Form**

Owner: Oak Ridge Schools Board of Education  
Mary Ann Riley, Purchasing Specialist  
School Administration Building  
304 New York Ave  
Oak Ridge, TN 37830

Project: Student Devices  
  
(Elementary)  
  
(RFP 22-018)

Opening: **1:30 PM EDT, June 10, 2022**

Company Name: Insight Public Sector, Inc.

Address: 2701 E Insight Way

Chandler AZ 85286

Phone Number: 737-247-3702

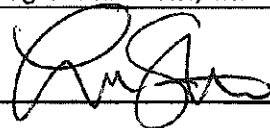
Email: Ashley.Mcdonald@Insight.com

**Main Bid:** *This Price is to be for the complete package (including any fees/charges), materials, licenses, and labor.*

**Bid Amounts:**

Student Devices (Elementary) as detailed on pages 2-3 \$ 549,000.00 USD (1000 total & delivery)

Company: Insight Public Sector, Inc.

Signature: 

Title: Global Compliance Officer

Date: 6/7/2022

**Please attach detailed specifications. \*\*\*All shipping is to be included in final price. \*\*\***

**HOLD HARMLESS AGREEMENT**

This Hold Harmless Agreement is between Insight Public Sector, Inc.  
Name of Contractor

(Hereinafter Contractor), and Oak Ridge Schools named in this bid.

Contractor agrees that as a condition precedent to "Contractor" being awarded a contract from Oak Ridge Schools, "Contractor" agrees to indemnify, protect, defend, and hold harmless Oak Ridge Schools, its Board Members, agents, and employees from all judgments, claims, demands for payment, suits or actions of every nature and description brought against Oak Ridge Schools, its Board Members, agents, and employees alleging injuries or damages sustained by any person arising out of or in the course of "Contractor's" providing goods or services to Oak Ridge Schools.

Name of Contractor: Insight Public Sector, Inc.

By: Lisanne Steinheiser

Title: Global Compliance Officer

STATE OF Arizona

County of Maricopa

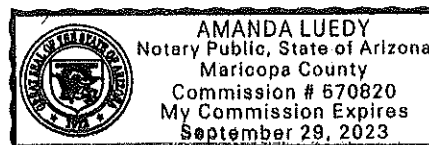
Lisanne Steinheiser personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledge that he/she/it is authorized to execute this interment on behalf of Insight Public Sector, Inc.

[Handwritten Signature]  
Signature

Witness by hand and Notaries seal at office this 7th day of June year of 2022.

[Handwritten Signature]  
Notary Public

My Commission Expires: Sept 29, 2023



**NON-COLLUSION AFFIDAVIT**

NON-COLLUSION AFFIDAVIT TO BE EXECUTED  
BY DESIGN-BUILDER

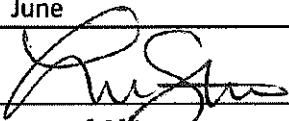
State of Arizona

County of Maricopa

Lisanne Steinheiser, being first duly sworn, deposes and says that he or she is of the party making the foregoing bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder neither possesses a business relationship with any employee of the District which may be involved in the award or administration of the project nor has received or solicited either directly or indirectly any inside information from an employee of the District which would give the bidder an advantage over any other bidder; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract or any interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Subscribed and sworn to (or affirmed) before me this 7th day

of June, 2022.

  
\_\_\_\_\_  
Signature of Officer

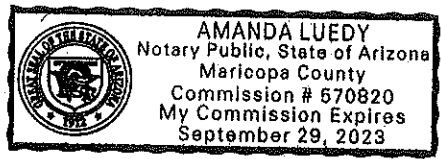
  
\_\_\_\_\_  
Notary Signature

Lisanne Steinheiser

Typed Name of Officer

Global Compliance Officer

Office



Notary Seal

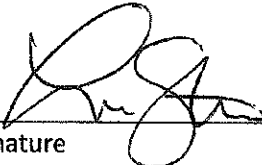
**WARNING! PROPOSALS WILL NOT BE CONSIDERED UNLESS THIS AFFIDAVIT IS COMPLETED AND EXECUTED, INCLUDING THE AFFIDAVIT OF THE NOTARY AND THE NOTORIAL SEAL.**

**IRAN DIVESTMENT ACT REQUIREMENTS**

Pursuant to Tennessee Code Annotated § 12-12-106 (as enacted by Chapter 817 of the Public Acts of 2016) the chief procurement officer for the State of Tennessee shall publish a list of persons determined to be engaging in investment activities in Iran. The list is posted on the website of the Tennessee General Services Department's Central Procurement Office\*. When competitive bidding is required, Tennessee Code Annotated § 12-12-111 requires every bid or proposal submitted to a local government for goods or services to include the following statement, subscribed or affirmed by the bidder as true under the penalty of perjury:

**CERTIFICATION**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. § 12-12-106.

  
\_\_\_\_\_  
Signature

Lisanne Steinheiser  
\_\_\_\_\_  
Printed Name

Insight Public Sector, Inc.  
\_\_\_\_\_  
Name of Firm/Company

6/7/2022  
\_\_\_\_\_  
Date

Global Compliance Officer  
\_\_\_\_\_  
Title

\*[https://tn.gov/assets/entities/generalservices/cpo/attachments/List\\_of\\_persons\\_pursuant\\_to\\_Tenn.\\_Code\\_An\\_n.\\_12-12-106\\_Iran\\_Divestment\\_Act-July.pdf](https://tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_An_n._12-12-106_Iran_Divestment_Act-July.pdf)

**EDGAR CERTIFICATIONS**  
ADDENDUM FOR AGREEMENT FUNDED BY U.S. FEDERAL GRANT

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**TO WHOM IT MAY CONCERN:**

Oak Ridge Schools is in the process of ensuring that all policies and procedures involving the expenditure of federal funds are compliant with the new Education Department General Administrative Guidelines ("EDGAR"). Part of this process involves ensuring that all current vendors agree to comply with EDGAR. You must complete this form and return to Oak Ridge Schools along with your proposal.

The following certifications and provisions are required and apply when Oak Ridge Schools expends federal funds for any contract resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the District and the District's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

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**REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS**  
**APPENDIX II TO 2 CFR PART 200**

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(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when Oak Ridge Schools expends federal funds, Oak Ridge Schools reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does Vendor agree? YES JA Initials of Authorized Representative of Vendor

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

Pursuant to Federal Rule (B) above, when Oak Ridge Schools expends federal funds, Oak Ridge Schools reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor in the event Vendor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. Oak Ridge Schools also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if Oak Ridge Schools believes, in its sole discretion that it is in the best interest of the District to do so. Vendor will be compensated for work performed and accepted and goods accepted by the District as of the termination date if the contract is terminated for convenience of the District. Any award under this procurement process is not exclusive and Oak Ridge Schools reserves the right to purchase goods and services from other vendors when it is in the District's best interest.

Does Vendor agree? YES JA Initials of Authorized Representative of Vendor

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rule (C) above, when Oak Ridge Schools expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does Vendor agree to abide by the above? YES JA Initials of Authorized Representative of Vendor

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when Oak Ridge Schools expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

Does Vendor agree? YES     *JS*     Initials of Authorized Representative of Vendor

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when SAISD expends federal funds, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by SAISD resulting from this procurement process.

Does Vendor agree? YES     *JS*     Initials of Authorized Representative of Vendor

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by Oak Ridge Schools, the vendor certifies that during the term of an award for all contracts by SAISD resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does Vendor agree? YES     *JS*     Initials of Authorized Representative of Vendor

(G) Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended— Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by Oak Ridge Schools, the vendor certifies that during the term of an award for all contracts by Oak Ridge Schools member resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does Vendor agree? YES     *JS*     Initials of Authorized Representative of Vendor

**(H) Debarment and Suspension (Executive Orders 12549 and 12689)**—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that Implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by Oak Ridge Schools, the vendor certifies that during the term of an award for all contracts by Oak Ridge Schools resulting from this procurement process, the vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does Vendor agree? YES JA Initials of Authorized Representative of Vendor

**(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

- (1) Pursuant to Federal Rule (I) above, when federal funds are expended by Oak Ridge Schools, the vendor certifies that during the term and after the awarded term of an award for all contracts by Oak Ridge Schools resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:
- (2) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (3) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (4) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds, at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does Vendor agree? YES JA Initials of Authorized Representative of Vendor

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**EMPLOYMENT VERIFICATION  
FAR 22.18**

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As applicable, and as a condition for the award of any Federal contract at \$50,000 or greater, Vendor certifies that vendor is enrolled in, and is currently participating in, E-Verify or any other equivalent electronic verification of work authorization program operated by the U.S. Department of Homeland Security and does not knowingly employ any person who is an unauthorized alien in conjunction with the contract services. A breach in compliance with immigration laws and regulations shall be deemed a material breach of the contract and may be subject to penalties up to and including termination of the contract.

Does vendor agree? YES JA Initials of Authorized Representative of vendor

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**RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS**

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When federal funds are expended by Oak Ridge Schools for any contract resulting from this procurement process, Vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The Vendor further certifies that Vendor will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does Vendor agree? YES JA Initials of Authorized Representative of Vendor

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**CERTIFICATION OF COMPLIANCE WITH EPA REGULATIONS  
APPLICABLE TO GRANTS, SUBGRANTS, COOPERATIVE AGREEMENTS, AND CONTRACTS  
IN EXCESS OF \$50,000 OF FEDERAL FUNDS**

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When federal funds are expended by Oak Ridge Schools, and/or its cooperative members, for any contract resulting from this procurement process in excess of \$50,000, the vendor certifies that the vendor is in compliance with all applicable standards, orders, regulations, and/or requirements issued pursuant to the Clean Air Act of 1970, as amended (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation 40 CFR Part 15.

Does Vendor agree? YES JS Initials of Authorized Representative of Vendor

**CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

When Oak Ridge Schools expends federal funds for any contract resulting from this procurement process, Vendor certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

Does Vendor agree? YES JS Initials of Authorized Representative of Vendor

**CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS**

Vendor certifies that Vendor is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does Vendor agree? YES JS Initials of Authorized Representative of Vendor

**CERTIFICATION OF ACCESS TO RECORDS — 2 C.F.R. § 200.336**

Vendor agrees that the Inspector General of the District or any of their duly authorized representatives shall have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

Does Vendor agree? YES JS Initials of Authorized Representative of Vendor

**CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS**

Vendor agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does Vendor agree? YES JS Initials of Authorized Representative of Vendor

**Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.**

Corporate/Company Insight Public Sector, Inc. Name:

Authorized Signature: [Signature]

Printed Name: Lisanne Steinheiser

Title: Global Compliance Officer

Date: 6/7/2022

Address: 2701 E Insight Way

City, State, Chandler AZ Zip 85286 Code:

Phone #: 737-247-3702

Fax #:

Email Address: ashley.mcdonald@insight.com

Corporate/Company Website: www.ips.insight.com

DUNS #: 884347568

CAGE #: 3DLL3

Oak Ridge Schools RFP#: 22-018

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OMNIA Partners (formerly U.S. Communities) IT Products, Services and Solutions Contract No. 4400006644

Insight Public Sector (IPS) is proud to be a contract holder for the OMNIA Partners Technology Products, Services & Solutions Contract.

This competitively solicited contract is available to participating agencies of OMNIA Partners. OMNIA Partners assists local and state government agencies, school districts (K-12), higher education, and nonprofits in reducing the cost of purchased goods by pooling the purchasing power of public agencies nationwide. This is an optional use program with no minimum volume requirements and no cost to agencies to participate.

Regarding tariff impacts on IPS contract quotes, Insight is communicating with the contracting officials on the contracts held by Insight to minimize the impact of tariffs to our clients.

Thanks for choosing Insight!

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by you and Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

Effective Oct. 1, 2018, the U.S. government imposed tariffs on technology-related goods. Technology manufacturers are evaluating the impact on their cost and are providing us with frequent cost updates. For this reason, quote and ecommerce product pricing is subject to change as costs are updated. If you have any questions regarding the impact of the tariff on your pricing, please reach out to your sales team.

**SOFTWARE AND CLOUD SERVICES PURCHASES:** If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.  
<https://www.insight.com/terms-and-policies>



**LENOVO™ SCHOOL YEAR WARRANTY**  
 TO MEET THE UNIQUE NEEDS OF YOUR SCHOOL  
 BUY NOW AND GET SCHOOL YEAR COVERAGE

Lenovo™ offers an exclusive School Year Warranty to match the needs of Schools and their buying cycles. You can buy hardware and warranties on your schedule and enjoy warranty coverage throughout the upcoming school year, when it counts the most. Lenovo School Year Warranty is available for Depot Warranty Service, Onsite Warranty Service and Accidental Damage Protection, and it will alleviate your concerns about robust warranty coverage during the school year. School Year Warranty is available on any Lenovo or ThinkPad Education line laptops.

**WHY LENOVO™?**

- No one knows our products like we do. The best products deserve the best service.
- Certified Lenovo™ technicians use Lenovo™-Qualified parts for the highest quality repairs.

**BUY A SCHOOL YEAR TERM WARRANTY AND GET AN EXTRA 6 MONTHS OF COVERAGE**

Buy as early as you like and get School Year Coverage

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

**EXTENDED PROTECTION AND UPGRADES FOR MAXIMUM CONVENIENCE**

Longer warranty periods with Depot, On-site and Advanced Exchange warranty options.

**WARRANTY EXTENSIONS AND UPGRADES**

**PROTECT YOUR SYSTEM FROM ACCIDENTAL DAMAGE**

Common accidents not covered under the base warranty

**ACCIDENTAL DAMAGE PROTECTION<sup>1]</sup>**

**Lenovo** Services

Lenovo™ offers a comprehensive portfolio of services that support the entire lifecycle of your Think branded PCs. For more information visit [www.lenovo.com/services](http://www.lenovo.com/services) or call 1-855-253-6686.

1] Cosmetic damage, e.g.: scratches, dents, or cracks that do not affect the product's functionality or structural integrity are not covered. All products and offers are subject to availability. Lenovo reserves the right to alter product offerings and specifications at any time, without notice. Lenovo makes every effort to ensure accuracy of all information but is not liable or responsible for any editorial, photographic or typographic errors. All images are for illustration purposes only. For full Lenovo product, service and warranty specifications visit [www.lenovo.com](http://www.lenovo.com). The following are trademarks or registered trademarks of Lenovo: Lenovo, the Lenovo logo, ThinkPad and For Those Who Do. Other company, product and service name may be trademarks or service marks of others. ©2019 Lenovo. All rights reserved.

Lenovo™

# ACCIDENTAL DAMAGE PROTECTION

PROTECT FROM THE UNEXPECTED

“

Although many manufacturers limit the number of claims to once per year, Lenovo provides continued coverage and multiple repairs, or a single replacement of your laptop or desktop.

”

Today's highly mobile workforce knows that accidents happen. Drops, bumps, and spills can damage even the most durable and well-engineered tablets, PCs, and Smart Displays. And since standard warranty terms and conditions don't cover accidental damage to devices, that's where Lenovo's Accidental Damage Protection service comes in.

Covering accidents beyond the system warranty and protecting your devices from non-warranty operational or structural failures incurred under normal operating conditions, **Accidental Damage Protection (ADP)** service helps IT departments avoid purchasing and managing extra inventory to replace damaged units.

ADP offers your organization:



**Peace of mind:** Avoid unexpected costs associated with replacing damaged system parts.



**Comprehensive coverage:** labor, parts, and full system replacement in cases where repair is not possible.



**Quality assurance:** Performed by Lenovo trained technicians using qualified parts.

Standard warranty terms and conditions don't cover accidental damage and experience shows that a significant portion of users' devices will be damaged and not covered under warranty in the first three years. This is where **ADP will help you save up to 80% of your repair or replacement costs** (depending on device type and repairs needed).

Lenovo™

## RETURN TO DEPOT REPAIR WARRANTY

REPAIR AT THE SERVICE CENTER MADE  
EASY

“

remote repairs made easy with  
shipping paid for by Lenovo

”

Customers who are required to budget all PC expenses at the time of purchase can opt for Lenovo's Return to Depot service. Under this, if a problem with a Lenovo device cannot be resolved via telephone or through the use of a Customer Replaceable Unit (CRU), the product will be repaired or replaced at a designated service center.

Instead of having to take it to a service center, Lenovo will pay for all three legs of shipping – the box to the customer, freight to the service center, and freight back to the customer. The average time to repair is 7-10 business days.



**Save on shipping costs:** All charges for shipping systems back and forth to the repair center, including packaging, is paid for by Lenovo



**Avoid unplanned operational expense:** Accurately budget for IT expenses at the time of PC purchase



**Convenient and reliable repair services:** Avoid the hassle of carrying taking units to the repair center

For faster resolution, there is the option of upgrading to Expedited Return to Depot that typically has the device back to you by the 3<sup>rd</sup> business day.



**Oak Ridge Schools**  
TEACHING AND LEARNING

MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education

DATE: 6/15/22

SUBJECT: Purchase Approval: Lenovo Student Devices – Middle and High

I recommend the approval of the purchase of 45 Lenovo 11e laptops for middle and high grades. Bid documents are attached and funding is in place from 142-71100-722-930-00000-000, Best for All Grant.



# OAK RIDGE SCHOOLS

Technology Department

Telephone: (865) 425-9015 | Fax: (865) 425-9062




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## MEMORANDUM

**Date:** June 13, 2022

**To:** Kelly Williams

**From:** Doug Cofer 

**Subject:** RFP 22-017 – Middle and High School Devices

I recommend the approval for the purchase 45 Lenovo 11e laptops for grades 6<sup>th</sup> – 12<sup>th</sup> for \$36,540.00, from CDWG. Purchase would come from account 142-71100-722-930-00000-000.

Purchasing requirements were met by bid advertised in the Knoxville News Sentinel and District Website. A total of 4 bids were received. CDWG had the 2<sup>nd</sup> lowest bid. We prefer to go with CDWG as we have a good working relationship with them and the bid winner, Arey Jones, we have never done business with. The difference between the two bids was \$135.00.



# Oak Ridge Schools

OFFICE OF  
Business & Support Services

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

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**DATE:** June 10, 2022

**TO:** Jenifer Van Dyke, Finance Director

**cc:** Dana Paolucci, Doug Cofer

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

**SUBJECT:** Recommendation of RFP 22-017 Student Devices: Middle & High

I recommend that the Oak Ridge Board of Education accept the bid from CDWG for the above-mentioned bid. Their bid of \$36,540.00 met all required specifications. While CDWG was not the lowest bidder, we have a sound working relationship with them. Total price difference was \$135.00. Four companies responded.

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

Attachment: Bid Minutes

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# Oak Ridge Schools

*Business Office*

Telephone (865)425-9005

Fax: (865)425-9060

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Bid Minutes  
06/10/2022  
Student Devices: Middle & High (RFP 22-017)  
SAB Business Office Conference Room

Present for the bid opening were:

Mary Ann Riley  
Dana Paolucci  
Susan Dundore

ORS Purchasing  
ORS Business Services Coordinator  
ORS IT Department

Bid responses were received from the following companies:

<u>Company</u>	<u>Bid Amount (45 devices)</u>
Arey Jones Atlanta, GA	\$36,405.00 \$809.00/ea.
<b>CDWG Vernon Hills, IL</b>	<b>\$36,540.00 *</b> <b>\$812.00/ea.</b>
Howard Technology Solutions Laurel, MS	\$39,150.00 \$870.00/ea.
Technology Express Kingston, TN	\$38,249.55 \$849.99

**\*Recommended Bidder**

# QUOTE CONFIRMATION



**DEAR SUSAN DUNDORE,**

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MVBF016	6/7/2022	LENOVO 11E YOGA	0729655	\$36,540.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>Lenovo 4 Year Depot Support Warranty (School Year Term)</u> Mfg. Part#: 5WS0N75634 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: Tennessee Lenovo NVP Computer Equipment (MNWNC-117 57369)	45	4473842	\$81.00	\$3,645.00
<u>Lenovo 4 Year Accidental Damage Protection Warranty (School Year Term)</u> Mfg. Part#: 5PS0N75563 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: Tennessee Lenovo NVP Computer Equipment (MNWNC-117 57369)	45	4473765	\$95.00	\$4,275.00
<u>LVO YOGA11E M3-8100Y W10P MC00036587</u> Mfg. Part#: 20SES0YG00-MC00036587 Contract: MARKET	45	7062079	\$636.00	\$28,620.00

PURCHASER BILLING INFO		SUBTOTAL	\$36,540.00
<b>Billing Address:</b> OAK RIDGE SCHOOLS PO BOX 6588 OAK RIDGE, TN 37831-3221 Phone: (865) 425-9004 Payment Terms: NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$36,540.00
		DELIVER TO	
<b>Shipping Address:</b> OAK RIDGE SCHOOLS 127 PROVIDENCE RD SUITE 100 OAK RIDGE, TN 37830 <b>Shipping Method:</b> DROP SHIP-GROUND		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION		
	Rebekah Marco	rebmarc@cdwg.com
	(866) 301-5740	

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>  
 For more information, contact a CDW account manager

# Oak Ridge Schools

**Student Devices – Middle and High | RFP 22-017**

Original Response | 6/10/2022



## Education

© CDW Government LLC 2022 | 230 N. Milwaukee Ave. | Vernon Hills, IL 60061

To the extent allowable, all information and documents hereby submitted in response to the Request for Proposal ("RFP") furnished by Oak Ridge Schools are the Proprietary and Confidential property of CDW Government LLC ("CDW-G").

6/10/2022

Oak Ridge Schools  
304 New York Ave  
Oak Ridge, TN, 37830



One CDW Way  
230 N. Milwaukee Avenue  
Vernon Hills, IL 60061  
P: 847.371.5800  
F: 847.465.6800  
Toll-free: 800.808.4239  
cdwg.com/PeopleWhoGetIT

**RE: CDW Education Response to Oak Ridge Schools' RFP for Student Devices**

Dear Mary Ann Riley,

CDW Education understands the objective of the RFP is for Oak Ridge Schools to identify a reliable and experienced supplier partner capable of managing your student devices solution. Our response demonstrates CDW Education's ability to contribute to the overall success of this initiative.

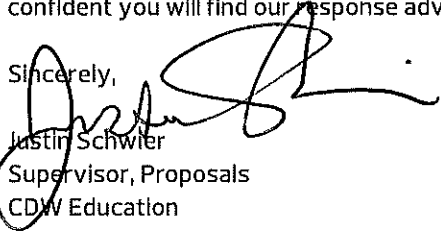
CDW Education is a specialized segment of CDW Government LLC ("CDW-G"), the wholly-owned subsidiary of CDW LLC. As a global systems integrator impacting 75 million students across 34 countries, we enable and empower over 17,000 education institutions to get the most out of the transformational impact of our partners' technology. Specific advantages of partnering with us include:

- **Redundancy and Speed.** Store products in one of our two US CDW-owned, ISO 9001:2015-certified distribution facilities. CDW can assist with equipment schedules and logistics.
- **Turnkey with Breadth of Solutions.** We are technology neutral with 100,000+ products and services from 1,000+ leading and emerging brands. We continually update these partners and products, allowing you access to industry-leading solutions.
- **Dedicated Support.** Highly trained and experienced account team, including a dedicated account manager is responsible for coordinating all of your needs and ensuring customer satisfaction.
- **Financial Strength.** Our financial stability stems from our vendor-neutral solutions and multiple dedicated customer channels. Multiple avenues for growth and a balanced customer base allow us to weather economic and technology cycles.

Please note CDW-G submits this bid response subject to the terms and conditions on Seller's website at <http://www.cdwg.com/content/terms-conditions/product-sales.asp> (the "Product Sales Terms and Conditions"), unless otherwise stated herein and is also subject to, where applicable, the Tennessee Lenovo NVP Computer Equipment (MNWNC-11757369) Contract agreement. Any terms and conditions in the bid or elsewhere that are additional to or different from the terms and conditions of these agreements shall not apply to any transaction(s) that results from CDW-G's submission of its bid response.

As always, we consistently strive to exceed your expectations. Should you have any questions regarding our response, please contact your account manager, Rebekah Marco, at (312) 547-2962, or via email [atrebmarc@cdwg.com](mailto:atrebmarc@cdwg.com). We thank you for the opportunity to participate in this RFP process and are confident you will find our response advantageous from both a strategic and budgetary standpoint.

Sincerely,

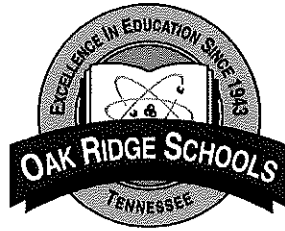
  
Justin Schwiter  
Supervisor, Proposals  
CDW Education

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To the extent allowable, all information and documents hereby submitted in response to the Request for Proposal ("RFP") furnished by Oak Ridge Schools are the Proprietary and Confidential property of CDW Government LLC ("CDW-G").

Oak Ridge Schools, Student Devices

# Bid Document



## Business

### Department

School Administration Building  
304 New York Ave  
Oak Ridge, Tennessee 37830  
Phone (865) 425-9005  
Fax (865) 425-9060

## Request for Proposal

### *Description of items/services requested:*

The Oak Ridge Schools Board of Education is soliciting proposals for Student Devices (**RFP 22-017) Student Devices - Middle and High.**

### *General Requirements:*

Proposals, bids, or responses will be accepted by the Oak Ridge Schools Business Department no later than **1:00 PM, June 10, 2022**. Every document must be enclosed in an envelope clearly marked as a bid document. Two full copies of the proposal must be submitted each with original signatures on both Bid Forms (included in this packet). Any response, bid, or proposal received after the above deadline shall be considered late, and will not be opened or considered. Bid prices must be valid for no less than sixty (60) days from the date of the bid.

All documents shall be submitted to the following address:

Mary Ann Riley, Purchasing Specialist  
Re: Student Devices – Middle & High  
(RFP 22 -017)  
Oak Ridge Schools  
304 New York Ave  
Oak Ridge, TN 37830

Specifications:

Below please find specifications for Student Devices (Middle and High):

Quantity: 45

<b>20SECTO1WW</b>	<b>Notebook ThinkPad 11e Yoga Gen 6 20SECTO</b>
Country/Region	USA
Processor	8th Generation Intel® Core™ m3-8100Y Processor (1.10 GHz up to 3.40 GHz)
Security Chip Setting	Enabled Discrete TPM2.0
Display	11.6" HD (1366x768), IPS, Glare, 250nits, Multi-touch
Camera	720P HD Camera with Array Microphone
Onboard Memory	8GB LPDDR3 2133MHz Onboard
Storage Selection	256GB Solid State Drive, M.2 2242, PCIe-NVMe
Wireless LAN	Intel Wireless-AC 9260 2x2 AC, Bluetooth 5.0
Battery	4 Cell Li-Ion Polymer Internal Battery, 46Wh
Power Adapter	65W AC Adapter PCC (2pin)-US (USB Type C)
Keyboard	Keyboard Black English
Publication	Publication-English
OS DPK	W10 Pro
Preload Language	Windows 10 Pro 64 English
System Unit	Intel UHD Graphics 615
Display Shell	11.6" HD (1366x768), IPS, Glare, 250nits, Multi-touch, 720p HD Camera, Black
Lenovo Pen	Garaged Pen
Custom Asset Tag	Enhanced Asset Tag
Custom Etching	Etching
LanSchool Software	Includes 1 Year of LanSchool
vPro Certified Model	No vPro Certified
Camera 2	None
Pointing Device	No Fingerprint Reader, No World Facing Camera Enabled, Pen Enable
Warranty	4 Year Depot (School Year Term)
Warranty	4 Year Accidental Damage Protection (School Year Term)

**Shipping & Receiving:**

**All shipping costs are included in the final price.**

**Delivery address is:**

**Oak Ridge High School Technology Department**

**127 Providence Rd, Suite 100**

**Oak Ridge, TN 37830**

**Submission Requirements:**

1. A detailed bid form, which includes quantity and unit cost must be included in the bid package. Please include specification sheets on all products/terms.
2. Two full copies of the proposal must be submitted, with original Bid Forms included with each copy.
3. A detailed description of all warranties and support for equipment and software must be included.
4. Any license or renewal costs (if any) shall be included in notes on the Bid Form. Specifically, anticipated annually recurring costs for maintenance, support, and software updates and upgrades, if any, must be listed.
5. Any questions regarding this bid document should be addressed to:  
[orspurchasing@ortn.edu](mailto:orspurchasing@ortn.edu).

**Functional Equivalents:**

No functional equivalents allowed.

**Schedule:**

Sealed bids will be opened at the School Administration Building, 304 New York Avenue, Oak Ridge TN, 37830, at 1:00 PM EDT, June 10, 2022, in the Business Office Conference Room.

## Bidding Procedures

**Location:** All bids must be submitted to the Oak Ridge Schools Business Department at or before the announced deadline.

Mary Ann Riley,  
Purchasing Specialist  
Student Devices –  
Middle & High  
RFP 22-017  
304 New York Ave.  
Oak Ridge, TN 37830

**Award of Contract:** The owner (Oak Ridge Schools) further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all non-conforming, non-responsive, or conditional bids. Oak Ridge Schools may conduct such investigations, as it deems necessary, to assist in the evaluation of any bid to establish the responsibility, qualifications, and financial ability of the bidder, proposed sub-contractors and other persons and organizations to perform the work in accordance with the contract documents to the bidder who does not pass any such evaluation to the owner's satisfaction. The contract shall be awarded to the bidder, whose evaluation by the owner indicates to the owner that the award will be in the best interest of Oak Ridge Schools. It is also understood that the "apparent low bidder" will be announced at the bid opening; however, the "successful bidder," who may or may not be the lowest bidder, will not be announced until all issues, which include, but are not limited to quality, service, conformity to specifications, etc. have been resolved and until a period of review has been completed by the owner. Price will be the primary factor when determining the successful bidder assuming all bid specifications are met. Oak Ridge Schools does not enter into contracts that provide for mediation or arbitration. The owner (Oak Ridge Schools) further reserves the right to reject any and all bids, to waive any and all informalities, and to negotiate contract terms with the successful bidder (e.g., product line-item deletions or adjustments), and the right to disregard all non-conforming, non-responsive, or conditional bids.

**Bid Document:** For certain projects the Owner will supply a bid form to be completed by the bidder. When such forms are issued, only bids returned with the proper forms will be accepted. Envelopes must be sealed and marked as a bid document. Any bid may be withdrawn prior to the date and time as set forth in the "bid invitation."

**EDGAR Certification:** The EDGAR certifications and provisions are required and applied when Oak Ridge Schools expends federal funds for any contract resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the District and the District's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

**Errors in Bids:** When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of bid otherwise, will not relieve the bidder. Erasures or changes to bids must be initialed. Any alteration, erasure, addition to or omission of required information, change of the specifications, or bidding schedule, is made at the risk of the bidder.

**Facsimile transmissions:** Electronic transmissions will not be accepted, except when during the bidding process addendums or other notifications of errors on behalf of the owner places an undue hardship upon prospective bidders. Written notification by the owner must precede the acceptance of Facsimile transmissions.

**Hold Harmless Agreement:** Bidders shall be required to complete the attached Hold Harmless Agreement.

**Laws and Regulations:** The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

**Legal Issues:** Contracts with Oak Ridge Schools will be subject to the laws of Tennessee. Disputes will be tried in the State of Tennessee and in the Court of Anderson County. Bids will be denied if these provisions are not included in the contract.

**Non-Collusion Affidavit:** Bidder shall be required to complete the attached Non-Collusion Affidavit.

**Payments:** Invoices that are submitted by the awarded bidder are required to provide accurate and current addresses.

Payment terms shall be specified in the bid response, including any discounts for early payment. The Oak Ridge Schools Business Department discourages the practice of picking up checks in person, unless there is an emergency situation.

**Purchase:** No purchase or contract is authorized or valid until the issuance of a Purchase Order from Oak Ridge Schools and the Board of Education approval of project in accordance with Oak Ridge Schools Policy. No employee is authorized to purchase equipment, supplies or services prior to the issuance of such Purchase Order and Board of Education approval.

**Sub-contracts:** The Bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a sub-contract under this contract must be acceptable to the Owner.

**Subcontractors and employees:** If work is to be performed during regular school hours when children are present, the B O E reserves the right to require background checks, dress codes, and certain ethical standards of all employees on school property.

**Taxes:** Oak Ridge Schools is tax exempt.

**The Bids:** If two or more bidders submit identical bids and is equally qualified; selection shall be made at the discretion of the owner.

**Title VI of the Civil Rights Act of 1964:** All interested parties, without regard of race, color, or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Title VI states "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance." Oak Ridge Schools strives to protect individuals' civil rights through active compliance with the requirements of Title VI.

**Vendor Indemnify:** Oak Ridge Schools will indemnify vendor to the extent Tennessee law allows.

**Warranty:** The vendor shall provide warranty information on the equipment, components and items bid with the bid submittal.

## Bid Form

Owner: Oak Ridge Schools Board of Education  
Mary Ann Riley, Purchasing Specialist  
School Administration Building  
304 New York Ave  
Oak Ridge, TN 37830

Project: Student Devices  
(Middle & High)  
(RFP 22-017)

Opening: **1:00 PM EDT, June 10, 2022**

Company Name: CDW Government LLC

Address: 230 N. Milwaukee Ave

Vernon Hills, IL 60061

Phone Number: (312) 547-2962

Email: rebmarc@cdwg.com

**Main Bid:** *This Price is to be for the complete package (including any fees/charges), materials, licenses, and labor.*

### Bid Amounts:

Student Devices (Middle & High) as detailed on page 2 \$ 36,540.00 USD (45 total & delivery)

Company: CDW Government LLC

Signature:  \*

Title: Justin Schwier - Supervisor, Proposals

Date: 6/8/22

\*Please note CDW\*G submits this bid response subject to the terms and conditions on Seller's website at <http://www.cdwg.com/content/terms conditions/product-sales.asp> (the "Product Sales Terms and Conditions"), unless otherwise stated herein and is also subject to, where applicable, the Tennessee Lenovo NVP Computer Equipment (MNWNC-11757369) Contract agreement. Any terms and conditions in the bid or elsewhere that are additional to or different from the terms and conditions of these agreements shall not apply to any transaction(s) that results from CDWG's submission of its bid response.

**Please attach detailed specifications. \*\*\*All shipping is to be included in final price. \*\*\***

**HOLD HARMLESS AGREEMENT**

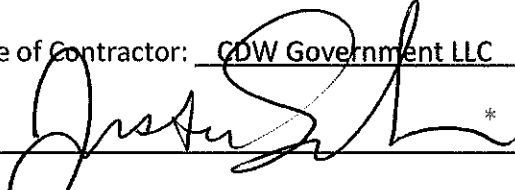
This Hold Harmless Agreement is between CDW Government LLC

Name of Contractor

(Hereinafter Contractor), and Oak Ridge Schools named in this bid.

Contractor agrees that as a condition precedent to "Contractor" being awarded a contract from Oak Ridge Schools, "Contractor" agrees to indemnify, protect, defend, and hold harmless Oak Ridge Schools, its Board Members, agents, and employees from all judgments, claims, demands for payment, suits or actions of every nature and description brought against Oak Ridge Schools, its Board Members, agents, and employees alleging injuries or damages sustained by any person arising out of or in the course of "Contractor's" providing goods or services to Oak Ridge Schools.

Name of Contractor: CDW Government LLC

By: \*


Title: Justin Schwier - Supervisor Proposals

STATE OF Connecticut

County of New Haven

\*In the event of an award, CDW-G would be happy to meet with Oak Ridge Schools to negotiate in good faith an appropriate written agreement. Until such an agreement is executed, it is CDW-G's intent that the "Terms and Conditions of Product Sales and Service Project", accessed at <https://www.cdwg.com/content/cdwg/en/terms-conditions/sales-and-service-projects.html> provide the definitive terms and conditions to govern this submission.

Justin Schwier personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledge that he/she/it is authorized to execute this interment on behalf of CDW Government LLC.

  
Signature

Witness by hand and Notaries seal at office this 8th day of June,  
year of 2022.

Matthew Esposito  
Notary Public

**Matthew Esposito**  
Notary Public, State of Connecticut  
My Commission Expires 06/30/2026

My Commission Expires: 6/30/2026

**NON-COLLUSION AFFIDAVIT**

NON-COLLUSION AFFIDAVIT TO BE EXECUTED  
BY DESIGN-BUILDER

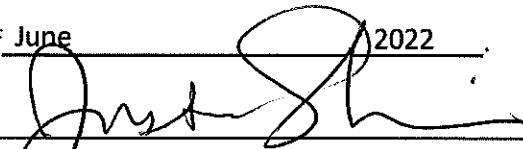
State of Connecticut

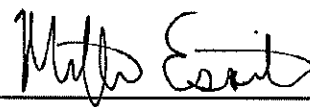
County of New Haven

Justin Schwier, being first duly sworn, deposes and says that he or she is of the party making the foregoing bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder neither possesses a business relationship with any employee of the District which may be involved in the award or administration of the project nor has received or solicited either directly or indirectly any inside information from an employee of the District which would give the bidder an advantage over any other bidder; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract or any interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Subscribed and sworn to (or affirmed) before me this 8th day

of June 2022.

  
\_\_\_\_\_  
Signature of Officer

  
\_\_\_\_\_  
Notary Signature

Justin Schwier  
\_\_\_\_\_  
Typed Name of Officer

<b>Matthew Esposito</b> Notary Public, State of Connecticut My Commission Expires 06/30/2026
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Supervisor, Proposals  
\_\_\_\_\_  
Office

Notary Seal

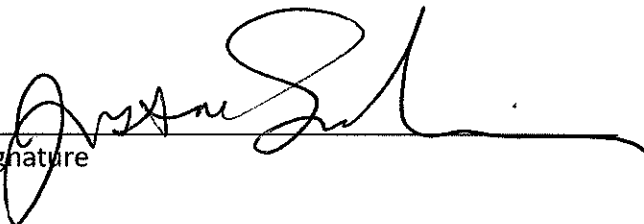
WARNING! PROPOSALS WILL NOT BE CONSIDERED UNLESS THIS AFFIDAVIT IS COMPLETED AND EXECUTED, INCLUDING THE AFFIDAVIT OF THE NOTARY AND THE NOTORIAL SEAL.

**IRAN DIVESTMENT ACT REQUIREMENTS**

Pursuant to Tennessee Code Annotated § 12-12-106 (as enacted by Chapter 817 of the Public Acts of 2016) the chief procurement officer for the State of Tennessee shall publish a list of persons determined to be engaging in investment activities in Iran. The list is posted on the website of the Tennessee General Services Department's Central Procurement Office\*. When competitive bidding is required, Tennessee Code Annotated § 12-12-111 requires every bid or proposal submitted to a local government for goods or services to include the following statement, subscribed or affirmed by the bidder as true under the penalty of perjury:

**CERTIFICATION**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. § 12-12-106.

  
\_\_\_\_\_  
Signature

Justin Schwier  
\_\_\_\_\_  
Printed Name

CDW Government LLC  
\_\_\_\_\_  
Name of Firm/Company

6/8/22  
\_\_\_\_\_  
Date

Supervisor, Proposals  
\_\_\_\_\_  
Title

\*[https://tn.gov/assets/entities/generalservices/cpo/attachments/List\\_of\\_persons\\_pursuant\\_to\\_Tenn.\\_Code\\_An\\_n.\\_12-12-106.\\_Iran\\_Divestment\\_Act-July.pdf](https://tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_An_n._12-12-106._Iran_Divestment_Act-July.pdf)

**EDGAR CERTIFICATIONS**  
ADDENDUM FOR AGREEMENT FUNDED BY U.S. FEDERAL GRANT

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**TO WHOM IT MAY CONCERN:**

Oak Ridge Schools is in the process of ensuring that all policies and procedures involving the expenditure of federal funds are compliant with the new Education Department General Administrative Guidelines ("EDGAR"). Part of this process involves ensuring that all current vendors agree to comply with EDGAR. You must complete this form and return to Oak Ridge Schools along with your proposal.

The following certifications and provisions are required and apply when Oak Ridge Schools expends federal funds for any contract resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the District and the District's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

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**REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS**  
**APPENDIX II TO 2 CFR PART 200**

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**(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**

Pursuant to Federal Rule (A) above, when Oak Ridge Schools expends federal funds, Oak Ridge Schools reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does Vendor agree? YES JS Initials of Authorized Representative of Vendor

**(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)**

Pursuant to Federal Rule (B) above, when Oak Ridge Schools expends federal funds, Oak Ridge Schools reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor in the event Vendor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. Oak Ridge Schools also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if Oak Ridge Schools believes, in its sole discretion that it is in the best interest of the District to do so. Vendor will be compensated for work performed and accepted and goods accepted by the District as of the termination date if the contract is terminated for convenience of the District. Any award under this procurement process is not exclusive and Oak Ridge Schools reserves the right to purchase goods and services from other vendors when it is in the District's best interest.

Does Vendor agree? YES JS Initials of Authorized Representative of Vendor

**(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."**

Pursuant to Federal Rule (C) above, when Oak Ridge Schools expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does Vendor agree to abide by the above? YES JS Initials of Authorized Representative of Vendor

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when Oak Ridge Schools expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

Does Vendor agree? YES JS Initials of Authorized Representative of Vendor

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when SAISD expends federal funds, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by SAISD resulting from this procurement process.

Does Vendor agree? YES JS Initials of Authorized Representative of Vendor

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by Oak Ridge Schools, the vendor certifies that during the term of an award for all contracts by SAISD resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does Vendor agree? YES JS Initials of Authorized Representative of Vendor

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended— Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by Oak Ridge Schools, the vendor certifies that during the term of an award for all contracts by Oak Ridge Schools member resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does Vendor agree? YES JS Initials of Authorized Representative of Vendor

**(H) Debarment and Suspension (Executive Orders 12549 and 12689)**—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by Oak Ridge Schools, the vendor certifies that during the term of an award for all contracts by Oak Ridge Schools resulting from this procurement process, the vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does Vendor agree? YES  Initials of Authorized Representative of Vendor

**(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

- (1) Pursuant to Federal Rule (I) above, when federal funds are expended by Oak Ridge Schools, the vendor certifies that during the term and after the awarded term of an award for all contracts by Oak Ridge Schools resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:
- (2) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (3) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-L.L., "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (4) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does Vendor agree? YES  Initials of Authorized Representative of Vendor

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**EMPLOYMENT VERIFICATION  
FAR 22.18**

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As applicable, and as a condition for the award of any Federal contract at \$50,000 or greater, Vendor certifies that vendor is enrolled in, and is currently participating in, E-Verify or any other equivalent electronic verification of work authorization program operated by the U.S. Department of Homeland Security and does not knowingly employ any person who is an unauthorized alien in conjunction with the contracted services. A breach in compliance with immigration laws and regulations shall be deemed a material breach of the contract and may be subject to penalties up to and including termination of the contract.

Does vendor agree? YES  Initials of Authorized Representative of vendor

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**RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS**

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When federal funds are expended by Oak Ridge Schools for any contract resulting from this procurement process, Vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The Vendor further certifies that Vendor will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does Vendor agree? YES  Initials of Authorized Representative of Vendor

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**CERTIFICATION OF COMPLIANCE WITH EPA REGULATIONS  
APPLICABLE TO GRANTS, SUBGRANTS, COOPERATIVE AGREEMENTS, AND CONTRACTS  
IN EXCESS OF \$50,000 OF FEDERAL FUNDS**

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When federal funds are expended by Oak Ridge Schools, and/or its cooperative members, for any contract resulting from this procurement process in excess of \$50,000, the vendor certifies that the vendor is in compliance with all applicable standards, orders, regulations, and/or requirements issued pursuant to the Clean Air Act of 1970, as amended (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15.

Does Vendor agree? YES JS Initials of Authorized Representative of Vendor

**CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

When Oak Ridge Schools expends federal funds for any contract resulting from this procurement process, Vendor certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

Does Vendor agree? YES JS Initials of Authorized Representative of Vendor

**CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS**

Vendor certifies that Vendor is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does Vendor agree? YES JS Initials of Authorized Representative of Vendor

**CERTIFICATION OF ACCESS TO RECORDS — 2 C.F.R. § 200.336**

Vendor agrees that the Inspector General of the District or any of their duly authorized representatives shall have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

Does Vendor agree? YES JS Initials of Authorized Representative of Vendor

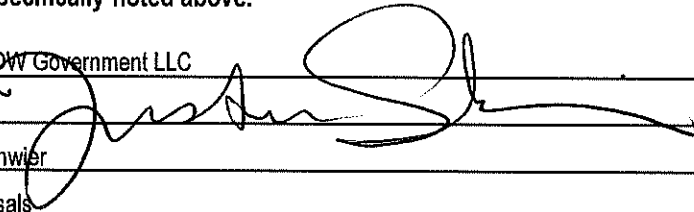
**CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS**

Vendor agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does Vendor agree? YES JS Initials of Authorized Representative of Vendor

**Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.**

Corporate/Company CDW Government LLC Name: Justin Schwier

Authorized Signature: 

Printed Name: Justin Schwier

Title: Supervisor, Proposals

Date: 6/8/22

Address: 230 N. Milwaukee Ave

City, State: Vernon Hills, IL

Zip: 60061

Code: \_\_\_\_\_

Phone #: (312) 547-2962

Fax #: (312) 705-4972

Email Address: rebmarc@cdwg.com

Corporate/Company Website: www.cdwg.com

DUNS #: 026-15-7235

CAGE #: 1KH72

Oak Ridge Schools RFP#: 22-017

# Company Overview

CDW Education understands that the objective of this RFX is for Oak Ridge Schools to identify the most reliable and experienced provider for student devices. Whatever the driving force behind your technology needs, we can support you where you are and help you achieve your goals—present and future—with the right solutions, precisely implemented, which can evolve with your organization.

Along with unwavering customer focus, we are committed to technology solutions delivering the best possible service and support with one-stop shopping for customized solutions. No matter where you are on your technology journey, Oak Ridge Schools gets more from your IT investment through our Technology Services, from roadmaps and adoption to project deployment and lifecycle management. Some benefits Oak Ridge Schools will realize when partnering with CDW Education are:

- Accessibility, reliability, and consistency for a smoother experience
- Greater efficiencies through automated operations, agility, and scalability
- Increased infrastructure security with preventative and proactive protection and remediation
- Robust solution development for your unique challenges by experienced and knowledgeable engineers.
- Integrated technology solutions designed, implemented, and managed by highly specialized solution architects who can help you capitalize on new opportunities
- Management of your technology environment today and into the future with lifecycle technical and customer support, from presales consultations to post-implementation issue resolution
- Savings of time money by supplementing your IT staff quickly with award-winning staff augmentation
- A strong partnership with individuals Oak Ridge Schools knows and trusts due to high retention of quality coworkers motivated to maximize performance and productivity.

## CDW Quick Facts

### Vernon Hills, IL

Headquarters

**\$21B**

2021 Annual Net Sales

**14,000**

Coworkers

**28**

U.S. Sales Offices

**250,000+**

Customers

**166**

2022 Fortune 500 Rank

## ABOUT CDW EDUCATION

CDW Education is a specialized segment of CDW Government LLC ("CDW-G"), the wholly-owned subsidiary of CDW LLC, a leading multi-brand technology solutions provider to business, government, education and healthcare organizations in the United States, the United Kingdom and Canada. Recognizing the unique challenges and opportunities of our public sector customers, we established CDW-G in 1998 to focus on the specific needs of the government and education sectors. Our teams are broken down by segment, with separate teams serving State and Local customers, K-12, Higher

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To the extent allowable, all information and documents hereby submitted in response to the Request for Proposal ("RFP") furnished by Oak Ridge Schools are the Proprietary and Confidential property of CDW Government LLC ("CDW-G").

## **Oak Ridge Schools, Student Devices**

Education, and Federal, and further organized into 11 geographic regions for a higher level of specialization. Our customer base is quite diverse, ranging from state and local government, federal, healthcare, K-12 and higher education. We have an expansive network of offices near major cities and a large team of field coworkers across the United States. As a global systems integrator impacting 75 million students across 34 countries, CDW Education enables and empowers over 17,000 education institutions to get the most out of the transformational impact of our partners' technology.

CDW debuted on the Fortune 500 in 2001, and now ranks at number 166. CDW ranks at No. 4 on CRN's 2022 Solution Provider 500 list. The sustainable growth and continued financial stability of our company serves to assure Oak Ridge Schools that we are here to stay and can support you through the life of this contract and beyond.

### **WE GET Classroom IT**

You will find that CDW Education addresses Oak Ridge Schools' RFP requirements to highlight our proposed value-added services; aimed at increasing educator effectiveness, saving you budget dollars and saving you valuable IT staff time. We hope to bring forth the kinds of solutions that will make for more smiles and success among parents, teachers, students, and staff.

### **We are a trusted technology partner to more than 15,000 K-12 schools.**

We have experience handling complex deployments for the largest school districts in the country. We have deployed devices nationwide, and we have the logistics capabilities to get your devices to your students, even in adverse conditions. Over the past 20+ years, CDW's technology infrastructure solutions have stayed in line with emerging technologies. Keeping up with those technologies, such as collaboration solutions, cloud, mobility and virtualization, has been a major aspect of our ability to grow as a company. In 2020, CDW acquired Amplified IT, a leading provider of education-focused services and cloud-based software, enabling and empowering schools to leverage the innovation of Google for Education and Google Cloud.

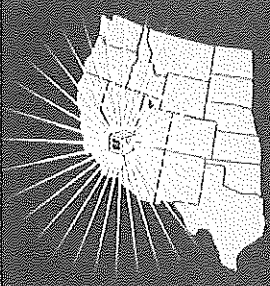
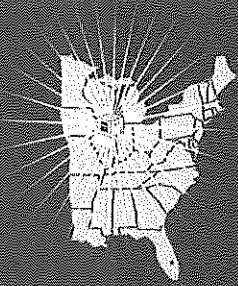
### **WE GET Empowering Your Classroom**

Empower your students, teachers, administrators and parents to explore and build opportunities for improving academic outcomes. From selecting the right mobile devices to ensuring seamless connectivity and accessibility, we can help you orchestrate highly effective personalized learning environments

Balancing the challenge of maximizing your students' digital freedom while simultaneously keeping them protected is no easy task. You must also ensure your teachers are supported with the digital autonomy they need to educate your students. Innovative uses of educational devices including Chromebooks and Windows 10 can help you overcome this challenge and achieve digital freedom and security. CDW Education can assist you with implementing content filtering and classroom management techniques, finding the right storage solutions and determining your new software workflow.

## WE GET Reliable Distribution

Unlike many solutions integrators, CDW operates physical warehouses as opposed to the virtual warehouse methodology. CDW has two large, strategically located distribution centers controlled by a state-of-the-art Warehouse Management System (WMS) that ensures speed and accuracy throughout the order fulfillment and distribution processes. CDW has a 450,000-square-foot distribution center located at our headquarters in Vernon Hills, IL and a 513,000-square-foot distribution center located in North Las Vegas, NV. These locations facilitate quick distribution of products to our growing customer base throughout the country. The Vernon Hills (VH) distribution center focuses on distributing products to customers east of the Mississippi River while the Las Vegas (LV) distribution center primarily serves the western part of the United States.

 <p><b>LAS VEGAS, NV</b> 513k square feet Capacity for up to 10K+ configurations per day</p>	 <p><b>VERNON HILLS, IL</b> 450k square feet Capacity for up to 10K+ configurations per day</p>
---	--

### OUR CONFIGURATION CENTERS ARE PCI CERTIFIED AND HOLD SEVERAL ISO CERTIFICATIONS:

**ISO 9001**  
Quality

**ISO 14001**  
Environmental

**ISO 20243**  
Risk Management

**ISO 27001**  
Information Security

**ISO 28000**  
Secure Supply Chain

CDW holds more than \$300M of available inventory in our two CDW-owned distribution centers that total almost 1M square feet. Our ISO 9001, 14001 and 28000 certified strategically located distribution centers provide speed, accuracy, and excellent geographic coverage across the United States. We have access to more than 100,000 top brand-name products from more than 1,000 leading manufacturers.

## WE GET Secure Supply Chain

Inventory availability and reliable distribution are not the only key elements in effective purchasing. More and more, organizations rely on information and communication technology to handle growing workloads and mission-critical operations. In this increasingly uncertain world, they are facing a dangerous reality: the rise of counterfeit and maliciously tainted equipment. Customer can be confident in the quality of the products you order through CDW. ISO 28000:2007 Secure Supply Chain is an important standard for our company. The scope of the certification includes planning, deployment, and provisioning of supply chain services and supporting processes. ISO 28000:2007 certification

**Oak Ridge Schools, Student Devices**

demonstrates that CDW has mature, end-to-end risk management programs, with a focus on delivering quality and security in managing information, products, and services to meet our customers' needs.

**WE GET Strong Manufacturer and Distribution Partnerships**

A significant advantage we offer Oak Ridge Schools is our ability to deliver the right products, at the right value, right when you need them. As one of the largest direct market resellers, CDW has established exceptional working relationships with the major manufacturers in the technology industry. Our buying power attracts the industry's top manufacturers – and their best prices. To supplement our direct purchasing model, CDW has developed strong affiliations with principal channel distributors. Our distribution centers are located in close proximity to principal distributors; this enables us to quickly obtain competitively priced, non-stocked items.

Some of our strongest manufacturer and software publisher partnerships and designation levels are provided below.

<b>CDW Partnerships</b>	
<b>Partner</b>	<b>Designation</b>
<b>Acer</b>	CDW is largest B2B partner in the U.S.
<b>Adobe</b>	Largest Platinum partner in the US and Worldwide
<b>Cisco</b>	Largest U.S. Direct Reseller, Gold Certified Partner
<b>Dell</b>	#1 National Solution Provider Partner, Titanium Partner
<b>HP Enterprise</b>	#1 Global Channel Partner
<b>HP Inc.</b>	#1 Commercial Channel Partner, Platinum Partner
<b>IBM</b>	Platinum IBM Business Partner
<b>Lenovo</b>	#1 Global Partner
<b>Microsoft</b>	Gold Certified Partner
<b>VMware</b>	Largest Corporate Reseller Among the America's Channel Partner Organization

# Value-Added Resources & Account Management Team

CDW offers an account management structure that focuses on providing value-added presales consulting and comprehensive support throughout the lifecycle management of your assets. When you work with CDW, you have access to expertise that is not available within your organization. Your CDW Account Management Team coordinates with the applicable value-added resources to help your organization develop the best solution for your specific needs, challenges, and long-term goals.

## Account Management Team

Your dedicated account management team is responsible for managing your procurement needs and overseeing all facets of your account. Key personnel include:

**Rebekah Marco, Sr Account Manager**

**P: (312) 547-2962 , E: rebmarc@cdw.com**

Rebekah Marco serves as Oak Ridge Schools' primary point of contact. She is available on an as-needed basis to tackle all of Oak Ridge Schools' product quote, order placement, and problem resolution needs. Rebekah is highly trained to address your questions and concerns. Having managed numerous accounts based in the Oak Ridge region, she is extremely familiar with the processes, challenges, and needs that are specific to organizations similar to Oak Ridge Schools.

**Marcus Flores, Sales Manager**

**P: (312) 547-2878 , E: marcusf@cdw.com**

Marcus Flores, oversees your account team and helps to develop strategies that best serve your organization's long-term success. He spends a significant amount of time meeting with customers to understand the dynamics of their local markets and to ensure that they take full advantage of CDW's offerings. Also, Marcus is responsible for building and maintaining strong relationships locally with our top OEM partners. His ability to leverage those relationships will greatly benefit your organization.

## Presales Consulting Expertise

A unique advantage of CDW's business model is that Oak Ridge Schools has access to an incomparable depth and breadth of value-added technical expertise. Your CDW Account Team includes highly trained presales specialists who are experts in particular areas of technology or for specific partner products. These resources include Technology Specialists, Presales Systems Engineers, Solution Architects, and Onsite Vendor Representatives.

Your account manager engages these value-added resources to bring Oak Ridge Schools the best advice and technology solutions to meet your unique needs. Your account team coordinates meetings Oak Ridge Schools and vendors to review future needs, standards, and roadmaps. In addition, your account team has access to dedicated manufacturer representatives who are onsite at CDW's sales offices to provide guidance and support.

## Ongoing Customer Support

CDW strives to provide outstanding customer support and resolve issues quickly so your organization will maintain a high level of productivity. While your account manager can generally handle most issues and concerns, our Technical Support, Customer Relations, and Site Support staffs are available to help. CDW-G has customer relations representatives who are available to resolve post-sales inquiries from 7:00 a.m. until 9:00 p.m. CT, Monday through Friday. We service customers through phone support, email, and live chat.

Excellence in customer service is a top priority for CDW-G. We have many quality controls and metrics in place to ensure high quality standards across the organization. We track and monitor a variety of service metrics and ratios daily to ensure that we provide continuous, high-quality customer service. We make adjustments and evaluate process changes as needed when we see high volumes for particular types of issues.

**Oak Ridge Schools, Student Devices**

# Pricing Offer

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# ThinkPad 11e Yoga Gen 6

This 11.6" mini convertible laptop has a flexible 360° hinge that accommodates use as a regular laptop, tablet or something in between. Use as a tablet to interact with web pages, position it in a 'tent shape' or with the keyboard upside-down for watching videos or when engaged in a conference call. The toughened Gorilla Glass touchscreen supports drawing and note-taking with the optional garaged digital pen, or even a regular graphite pencil.

## BUSINESS DEVICES THAT ARE A CLASS APART



ThinkPad 11e Series are MIL-SPEC tested with the same build quality as larger ThinkPad models. These mini versions are perfect for basic email and productivity tasks.

### REASONS TO BUY

With up to 12 hours of battery life, it will comfortably last all day for users on the move, and it's small enough to fit into almost any bag, making it an ideal travelling companion for those who need a basic notebook for email and lightweight computing tasks.

It might be a mini-laptop, but it still includes 2x USB 3.2 and 1x USB-C ports, HDMI and a microSD card reader. Not to mention a full size keyboard and touchpad, integrated webcam and even an optional world-facing 5MP camera.

Minimal preloaded applications mean maximum battery life and responsiveness for users, and faster deployment for IT admins.



Lenovo™

## RETURN TO DEPOT REPAIR WARRANTY

REPAIR AT THE SERVICE CENTER MADE  
EASY

“

remote repairs made easy with  
shipping paid for by Lenovo

”

Customers who are required to budget all PC expenses at the time of purchase can opt for Lenovo's Return to Depot service. Under this, if a problem with a Lenovo device cannot be resolved via telephone or through the use of a Customer Replaceable Unit (CRU), the product will be repaired or replaced at a designated service center.

Instead of having to take it to a service center, Lenovo will pay for all three legs of shipping – the box to the customer, freight to the service center, and freight back to the customer. The average time to repair is 7-10 business days.



**Save on shipping costs:** All charges for shipping systems back and forth to the repair center, including packaging, is paid for by Lenovo



**Avoid unplanned operational expense:** Accurately budget for IT expenses at the time of PC purchase



**Convenient and reliable repair services:** Avoid the hassle of carrying taking units to the repair center

For faster resolution, there is the option of upgrading to Expedited Return to Depot that typically has the device back to you by the 3<sup>rd</sup> business day.

Lenovo™

# ACCIDENTAL DAMAGE PROTECTION

PROTECT FROM THE UNEXPECTED

“

Although many manufacturers limit the number of claims to once per year, Lenovo provides continued coverage and multiple repairs, or a single replacement of your laptop or desktop.

”

Today's highly mobile workforce knows that accidents happen. Drops, bumps, and spills can damage even the most durable and well-engineered tablets, PCs, and Smart Displays. And since standard warranty terms and conditions don't cover accidental damage to devices, that's where Lenovo's Accidental Damage Protection service comes in.

Covering accidents beyond the system warranty and protecting your devices from non-warranty operational or structural failures incurred under normal operating conditions, **Accidental Damage Protection (ADP)** service helps IT departments avoid purchasing and managing extra inventory to replace damaged units.

ADP offers your organization:



**Peace of mind:** Avoid unexpected costs associated with replacing damaged system parts.



**Comprehensive coverage:** labor, parts, and full system replacement in cases where repair is not possible.



**Quality assurance:** Performed by Lenovo trained technicians using qualified parts.

Standard warranty terms and conditions don't cover accidental damage and experience shows that a significant portion of users' devices will be damaged and not covered under warranty in the first three years. This is where **ADP will help you save up to 80% of your repair or replacement costs** (depending on device type and repairs needed).



**LENOVO™ SCHOOL YEAR WARRANTY**

TO MEET THE UNIQUE NEEDS OF YOUR SCHOOL  
 BUY NOW AND GET SCHOOL YEAR COVERAGE

Lenovo™ offers an exclusive School Year Warranty to match the needs of Schools and their buying cycles. You can buy hardware and warranties on your schedule and enjoy warranty coverage throughout the upcoming school year, when it counts the most. Lenovo School Year Warranty is available for Depot Warranty Service, Onsite Warranty Service and Accidental Damage Protection, and it will alleviate your concerns about robust warranty coverage during the school year. School Year Warranty is available on any Lenovo or ThinkPad Education line laptops.

**WHY LENOVO™?**

- ^ No one knows our products like we do. The best products deserve the best service.
- ^ Certified Lenovo™ technicians use Lenovo™-Qualified parts for the highest quality repairs.

**BUY A SCHOOL YEAR TERM WARRANTY AND GET AN EXTRA 6 MONTHS OF COVERAGE**

Buy as early as you like and get School Year Coverage

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

**EXTENDED PROTECTION AND UPGRADES FOR MAXIMUM CONVENIENCE**

Longer warranty periods with Depot, On-site and Advanced Exchange warranty options.

**WARRANTY EXTENSIONS AND UPGRADES**

**PROTECT YOUR SYSTEM FROM ACCIDENTAL DAMAGE**

Common accidents not covered under the base warranty  
**ACCIDENTAL DAMAGE PROTECTION<sup>1]</sup>**

**Lenovo** Services

Lenovo™ offers a comprehensive portfolio of services that support the entire lifecycle of your Think branded PCs. For more information visit [www.lenovo.com/services](http://www.lenovo.com/services) or call: 1-855-253-6666.

<sup>1]</sup> Cosmetic damage, e.g. scratches, dents, or cracks that do not affect the product's functionality or structural integrity are not covered. All products and offers are subject to availability. Lenovo reserves the right to alter product offerings and specifications at any time, without notice. Lenovo makes every effort to ensure accuracy of all information but is not liable or responsible for any editorial, photographic or typographic errors. All images are for illustration purposes only. For full Lenovo product, service and warranty specifications visit [www.lenovo.com](http://www.lenovo.com). The following are trademarks or registered trademarks of Lenovo: Lenovo, the Lenovo logo, ThinkPad and For Those Who Do. Other company, product and service name may be trademarks or service marks of others. ©2019 Lenovo. All rights reserved.

## Device and Warranty Info

### Device:

Notebook ThinkPad 11e Yoga Gen 6 20SECTO

**Part Number-** 20SESOYG00

Custom etching **\*is included\***

### CONFIGURATION DETAILS

Part Number	SKU (MTM_VK)	Component	Description
20SESOYG00			Notebook ThinkPad 11e Yoga Gen 6 20SECTO
	20SE_VK00061089	Country/Region	USA
	20SE_VK00028571	Preload Type	Standard Image (Preload)
	20SE_VK00061166	Preload OS	Windows 10 Pro 64
	20SE_VK00061665	vPro Certified Model	No vPro Certified
	20SE_VK00083853	Processor	8th Generation Intel® Core™ m3-8100Y Processor (1.10 GHz up to 3.40 GHz)
	20SE_VK00069954	Security Chip Setting	Enabled Discrete TPM2.0
	20SE_VK00069693	Display	11.6" HD (1366 x 768), IPS, Glare, Touch, 250 nits
	20SE_VK00061401	Camera	720P HD with Array Microphone
	20SE_VK00085810	Onboard Memory	8 GB LPDDR3-2133MHz (Soldered)
	20SE_SBB0U62286	Storage Selection	256 GB SSD M.2 2242 PCIe
	20SE_VK00062876	Wireless LAN	Intel® Wireless-AC 9260 2x2 AC & Bluetooth® 5.0 or above
	20SE_VK00081437	Battery	4 Cell Li-Polymer 46Wh
	20SE_SBB0Q57300	Power Adapter	65W AC Adapter PCC (2pin)-US (USB Type C)
	20SE_SBB0N10376	Keyboard	Black - English
	20SE_SBB0Q08208	Publication	Publication-English
	20SE_VK00061344	OS DPK	W10 Pro
	20SE_SBB0R27939	Preload Language	Windows 10 Pro 64 English

20SE_SBB0U62272	System Unit	Intel UHD Graphics 615
20SE_SBB0U62279	Display Shell	11.6" HD (1366x768), IPS, Glare, 250nits, Multi-touch, 720p HD Camera, Black
20SE_SBB0U62282	Pointing Device	No Fingerprint Reader, No World Facing Camera Enabled, Pen Enable
20SE_SBB0T25578	Lenovo Pen	Garaged Pen
20SE_VK00087770	Custom Asset Tag	Enhanced Asset Tag
20SE_VK00061077	OS Type	Windows 10 Pro
20SE_VK00061438	GEO	NA
20SE_SBB0Q25266	Publication 2	PUB ENG/BRL/FRA/ARA/SPA
20SE_SBB0N10538	Package Box	Standard
20SE_SBB0S70482	CPU Label	Intel Core m3 8G Titanium
20SE_VK00061379	Microsoft Label	Windows GML
20SE_VK00083847	CO2 Neutral Label	No CO2 Neutral Label
20SE_VK00080006	Absolute BIOS Selection	BIOS Absolute Enabled
20SE_VK00071089	Warranty	1 Year Courier or Carry-in
20SE_VK00064393	Camera 2	None
20SE_VK00061391	Accessories 1	None
20SE_VK00061392	Accessories 2	None
20SE_VK00061393	Accessories 3	None
20SE_VK00061590	Enterprise Ready Preload	None
20SE_VK00061584	Adobe Elements	None
20SE_VK00061583	Adobe Acrobat	None
20SE_VK00061137	Microsoft Office	None
20SE_VK00061664	Security Software	None
20SE_VK00061511	Adobe Creative Cloud	None
20SE_VK00061512	Cloud Security Software	None
20SE_VK00061513	SWAPP Misc 3	None
20SE_VK00087802	Microsoft Autopilot	None
20SE_VK00061495	Image Management	None
20SE_VK00061474	Cloud Recovery	None
20SE_VK00087801	Hard Drive Encryption	None
20SE_VK00087803	Premier Asset Tag	None
20SE_VK00061481	Drop In Box	None
20SE_VK00087794	BIOS Customization	None
20SE_VK00087804	vPro Factory Pre-provisioning	None
20SE_VK00087797	Future Services 1	None
20SE_VK00087798	Future Services 2	None
20SE_VK00087799	Future Services 3	None
20SE_VK00087800	Future Services 4	None
20SE_VK00084910	Warranty Card	None
20SE_VK00083848	Digital Learning Horus	None
20SE_VK00086391	11e Gen6 Others3	None
20SE_VK00106312	ASCII PW Support on BIOS	None

### Warranties:

Lenovo 4Y Depot (School Year Term)

Part Number- 5WSON75634

Lenovo 4Y Accidental Damage Protection for Onsite (School Year Term)

**Part Number-** 5PS0N75563

**\*\*Please see spec sheets for additional information on Depot and ADP coverage\*\***

# CDW•G Terms of Offer

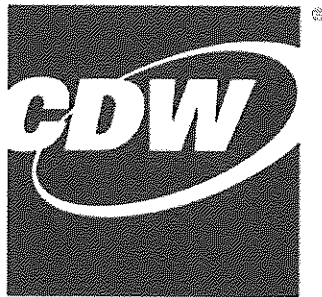
To the extent allowable, all information and documents hereby submitted in response to the Request for Proposal ("RFP") furnished by Oak Ridge Schools are the property of and are proprietary to CDW Government, LLC ("CDW•G"),

Please note CDW•G submits this bid response subject to the terms and conditions on Seller's website at [http://www.cdwg.com/content/terms conditions/product-sales.asp](http://www.cdwg.com/content/terms%20conditions/product-sales.asp) (the "Product Sales Terms and Conditions"), unless otherwise stated herein and is also subject to, where applicable, the Tennessee Lenovo NVP Computer Equipment (MNWNC-11757369) Contract agreement. Any terms and conditions in the bid or elsewhere that are additional to or different from the terms and conditions of these agreements shall not apply to any transaction(s) that results from CDW•G's submission of its bid response. CDW•G requests that Customer review and confirm acceptance of the T&C or, if necessary, negotiate with CDW a mutually agreeable final contract. CDW•G shall not be bound to any term(s) of the RFP or the Proposal or to any contract related to the RFP until or unless: (i) Customer confirms in writing its acceptance of the T&C; or (ii) authorized representatives of CDW•G and Customer execute a written contract that is separate from the Proposal.

Except as otherwise set forth above, CDW•G agrees to maintain the validity of the Proposal for a period of thirty (30) days from the RFP-established due date ("Validity Period"), provided that there are no extraordinary changes in pricing due to unique market conditions, product discontinuation, manufacturer price changes, or other extenuating circumstances. In order to ensure CDW•G's commitment to the pricing levels and other proposed offerings contained in the Proposal, Customer may notify CDW•G via mail or e-mail that either: (i) Customer accepts CDW•G's Proposal and agrees to be bound by the T&C, or (ii) Customer intends to negotiate with CDW•G a separate agreement during the Validity Period.

CDW•G will conduct any negotiation of a final agreement with Customer in good faith. Notwithstanding the foregoing, any prices or other privileges contemplated in the Proposal shall commence on the effective date of agreement between the parties or the date of agreement or amendment to an existing agreement between the parties.

**Oak Ridge Schools, Student Devices**



**Education**

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# Oak Ridge Schools

*Business Office*

Telephone (865)425-9004

Fax: (865)425-9060

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## Memorandum

**To:** Dr. Bruce Borchers, Superintendent  
**From:** Jenifer Van Dyke, Finance Director  
**Date:** 6/13/2022  
**Re:** Recommendation of Annual Copy Paper Bid and Purchase Approval

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I recommend that Oak Ridge Schools accept the bid from American Paper & Twine for the annual District Paper bid. The bid of \$48,839.90 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

*Business Office*

Telephone (865)425-9005

Fax: (865)425-9060

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Bid Minutes

06/10/2022

District Annual Paper Order (RFP 22-016)

SAB Business Office Conference Room

Present for the bid opening were:

Mary Ann Riley

Dana Paolucci

ORS Purchasing

ORS Business Services Coordinator

Bid responses were received from the following company:

**American Paper & Twine**

**Knoxville, TN 37830**

**\$48,839.90 \***

**\*Recommended Bidder**



# Oak Ridge Schools

OFFICE OF  
Business & Support Services

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

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**DATE:** June 10, 2022

**TO:** Jenifer Van Dyke, Finance Director

**cc:** Dana Paolucci

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

**SUBJECT:** Recommendation of RFP 22-016 Annual District Paper Order

I recommend that the Oak Ridge Board of Education accept the bid from American Paper & Twine for the above-mentioned bid. Their bid of \$48,839.90 met all required specifications. One company responded.

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

Attachment: Bid Minutes

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**MEMORANDUM**  
**OAK RIDGE SCHOOLS**

**Office of the Executive Director of School Leadership**

**From: Bruce Lay**

**Date: June 20, 2022**

**RE: Addition of a 1.0 Math Teacher**

I recommend that a 1.0 math teacher be hired at ORHS for the 2022–2023 school year. This position is necessary to increase Algebra 1 classes from a semester class to a yearlong class. This change will increase the support needed to assist our students in acquiring a stronger Algebra foundation. This position will be funded using the remaining contingency position that was previously approved by the board in the FY23 School Budget.



**MEMORANDUM**  
**OAK RIDGE SCHOOLS**

**Office of the Executive Director of School Leadership**

**From: Bruce Lay**

**Date: June 20, 2022**

**RE: Addition of a School Nurse**

I recommend that a 1.0 school nurse be hired for the 2022–2023 school year. The primary role of this position is to provide COVID-19 testing at SAB. During periods of low COVID-19 testing this person will serve as a substitute nurse and/or other school nurse support roles as needed. This position will be funded using remaining ELC Grant funds.



**MEMORANDUM**  
**OAK RIDGE SCHOOLS**

**Office of the Executive Director of School Leadership**

**From: Bruce Lay**

**Date: June 20, 2022**

**RE: Addition of Two (2) Classroom Teachers**

I recommend the addition of two (2) 1.0 teachers due to increased student enrollment. One position will be assigned to Willow Brook Elementary and the second position at Linden Elementary. Both positions will be funded using two (2) of the three (3) contingency positions that were approved in the FY23 Budget.



**MEMORANDUM**  
**OAK RIDGE SCHOOLS**

**Office of the Executive Director of School Leadership**

**From: Bruce Lay**

**Date: June 20, 2022**

**RE: Addition of a 0.6 STEM Teacher at Robertsville**

I recommend that a 0.6 STEM Teacher be hired at RMS. RMS was left with a 0.4 STEM position due to transferring Mr. Livesay to ORHS full time. To attract a highly effective applicant it is necessary to make this STEM position a 1.0 position. This position will further support additional students in having the opportunity to participate in STEM classes at RMS. This additional position will be funded from the General Fund.

## **McKinney-Vento subgrant funding**

The McKinney-Vento Title IX subgrant will allow the district to provide extraordinary services and assistance to homeless children and youths regarding mental health and other medical services such as securing medical attention and assisting with attainment of birth certificates for homeless children enrolling within your LEA.



ePlan Home
Search
Reports
Inbox
Planning
Monitoring
Funding
Data and Information
Reimbursement Requests
Project Summary
LEA Document Library
Address Book
TDOE Resources
Help for Current Page
Contact TDOE
<b>ePlan Sign Out</b>

Henderson, Larrissa

**Production**

Session Timeout

**00:29:42**

## Budget Overview

Oak Ridge (012) Public District - FY 2023 - Title IX McKinney-Vento - Rev 0 - Title IX McKinney-Vento

Go To

### Indirect Cost

Total Contributing to Indirect Cost

Indirect Cost Rate

Maximum Allowed for Indirect Cost

Filter by Location:  ▼

Show Unbudgeted Categories

Account Number	72120 - Health Services	72210 - Support Services/Regular Instruction Program	72710 - Transportation	Total
Line Item Number				
135 - Assessment Personnel	5,000.00			5,000.00
313 - Contracts with Parents			5,000.00	5,000.00
524 - In-Service / Staff Development	0.00	5,000.00	0.00	5,000.00
<b>Total</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>15,000.00</b>
			<b>Adjusted Allocation</b>	<b>0.00</b>
			<b>Remaining</b>	<b>-15,000.00</b>

Go To

## **2022-2023 Oak Ridge Schools Discipline Code of Conduct**

Changes are noted in red type and pages 36-44 are updates from the Technology Department.

# OAK RIDGE SCHOOLS CODE OF CONDUCT



A HANDBOOK FOR PARENTS,  
STUDENTS AND STAFF

Oak Ridge, Tennessee

July, 2022

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 2022-2023 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 26, 2022.**

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**Changes were made on the following pages: 16, 22, 26, 36-44**  
**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.

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.

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.

## **Student with knowledge of a Zero Tolerance Weapon Offense at school**

Any student with direct knowledge of a weapon on school property that fails to immediately report this safety concern to school staff, or an SRO will be suspended out of school for a period of not less than 10 days and possible expulsion.

Students confirmed of committing the following Zero Tolerance actions will not be eligible to attend the Secret City Academy for in person instruction:

1. Possession of a firearm on school property/Activity.
2. Battery on a staff member.
3. 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.
4. Possession of drugs with the intent to distribute or sale.

These students will have the option of participating in an on-line program until their suspension or expulsion has ended.

## **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, 5<sup>th</sup> 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](mailto: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](mailto:Karen.Harrison@tnstep.org)

**Tennessee Protection & Advocacy (TP&A)** is on the Internet at <http://www.tpainc.org/>  
416 21<sup>st</sup> 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.”

<p>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.</p>
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**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. <b>Jenifer Van Dyke</b> Director of Finance	425-9003
Mr. Doug Cofer Director of Technology & Information Systems	425-9015
<b>Mr. John Stults</b> 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**

<b>Ms. Melinda Massaglia, Principal</b> Ms. Heather Jenkins, Admin. Assistant	425-5701
--	----------

**WILLOW BROOK**

<b>Mrs. Jen Laurendine, Principal</b> <b>Mr. Jason Nussbaum, Admin. Assistant</b>	425-3201
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**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

Ben Fowler, Vice Principal

Brian Tinker, Dean of Students

### ROBERTSVILLE MIDDLE

425-9201

Mr. Nick Corrigan, Principal

Ms. Christy Free, Vice Principal

Mr. Chris Williams, Dean of Students

### OAK RIDGE HIGH

TBD, Principal

425-9601

Mr. Drayton Hawkins, 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



# Oak Ridge SCHOOLS

## Student-Assigned Technology Device

### *Acceptable Use Policy and Device Use Policy For Students and Parents*

The following policies and manual detail proper use and care of student-assigned technology devices both off and on school property.

## 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:

- 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:
  - Pornographic, obscene or sexually explicit material or other visual depictions; obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language;
  - Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - 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).

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# Device Use Policy

## Restricted Users and Unrestricted Users

Please note the following terms:

**Unrestricted User** refers to students who take their district-issued technology device home with them after school is dismissed each day. These students have chosen *not* to opt out of the Student-Assigned Technology Device program.

**Restricted User** refers to students that only use a district-issued technology device while on school property during the school day, returning the devices to the student help desk before leaving the school. Students can become Restricted Users either by opting out of the Student-Assigned Technology Device program or through disciplinary means.

In-person elementary school students will be considered **Restricted Users**. All students completing school from home are considered **Unrestricted Users** regardless of grade level.

## Expectations

Throughout the remainder of the manual, the term "technology device" includes the laptop, charger, stylus and protective covering provided by the school.

## Receiving a Technology Device

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](http://www.ortn.edu/district/technology/help) at [www.ortn.edu/district/technology/help](http://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:

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.

- An administrator will meet with student and parent/guardian in order to investigate the theft.
- A police report is required in all instances 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 and return to Unrestricted User status.

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.

- Each student will be allowed 3 incidents of unintentional damage per school year without being assessed a damage penalty. A fourth incident will result in a \$50 charge. Additional \$50 charges will be assessed for each further incident of unintentional damage.
- 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 any damage penalty or replacement costs are received. 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 cannot be satisfied by families purchasing their own replacement device or accessories from a third party.

## **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.

## **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 or accessories cannot be satisfied by families purchasing their own replacement items from a third party.
- 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 measures will start over at the beginning of each new school year.

## Accessories Damage and Replacement

Damage to laptop accessories such as styluses or chargers will be repaired when possible. If repair is not possible, or if accessories have been lost/stolen, the student will be responsible for purchasing a replacement directly from the Technology Department. Replacement accessories may not be purchased from a third party.

Please see the matrix below for costs associated with replacement technology accessories.

## Penalty Damage Matrix

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

*Please note that Restricted Users, including those who opt-out of the program, will not be responsible for any damage payments apart from those associated with intentional (malicious) damage incidents.*

**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
<b>Wear and Tear</b>	No penalty	No additional consequence
<b>Laptop Charger Damage/Replacement Needed</b>	\$17 replacement cost	No additional consequence
<b>Device Bag Damage/Replacement Needed</b>	\$32 replacement cost	No additional consequence
<b>Stylus Damage/Replacement Needed</b>	\$30 replacement cost	No additional consequence
<b>MiFi Damage/Replacement Needed</b>	\$35 replacement cost	No additional consequence
<b>Unintentional Damage for a 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> offense in a year</b> (includes more than one incident within the school year)	No penalty	No additional consequence
<b>Unintentional Damage for</b>	\$50 penalty	No additional consequence

<b>4 or more offenses</b>		
<b>Lost Device</b>	Up to \$702 replacement cost	No additional consequence
<b>Stolen Device</b>	\$50 replacement cost	No additional consequence
<b>Intentional (Malicious) Damage</b>	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

### **Opting Out**

Parents have the right to opt out of the Student-Assigned Technology Device program. Opting out will mean that the student will not receive a personally assigned technology device for the entirety of the 2022-2023 school year.

The student will be considered a Restricted User and can pick up a device each morning from their school's Student Help Desk. This device must be returned to the help desk by the end of school each day. This device may NOT be taken home.

In order to opt out of the program, middle school and high school parents must pick up an opt out form from their student's school. Signed forms must be returned to the school as soon as possible.

# OTHER INFORMATION

**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		Describe: _____		Type of Reaction: _____			
Form of medication/treatment: _____							
Dosage: _____ Schedule (Time(s) of administration): _____							
Restrictions and/or important side effects: _____						None anticipated _____ Yes <b>PLEASE DESCRIBE:</b>	
Storage _____						Special _____	
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 <b>cannot</b> administer <input type="checkbox"/> Student may carry this medication ( <b>Emergency meds only – Inhaler, Epi Pen, Benadryl, Glucagon</b> )							
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 the appropriate legal action.

# Oak Ridge Board of Education

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

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.<sup>1</sup> The  
5 board will pay costs of any testing required pursuant to this policy.<sup>2</sup>

## 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:<sup>3</sup>

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

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 Activities<sup>4</sup>**

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.<sup>5</sup>

## 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.<sup>6</sup>

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:<sup>7</sup>

- 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 2. If the results of the analysis are positive, the student and parents or guardian shall be given the  
20 written notice of the result. All records of the test, request for a test or indication a student has  
21 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.<sup>8</sup>

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.<sup>9</sup>

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### 1 Legal References

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

<b>Oak Ridge Board of Education</b>			
Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <b>Medicines</b>	Descriptor Code: <b>6.405</b>	Issued Date: <b>01/25/21</b>
		Rescinds: <b>6.405</b>	Issued: <b>03/26/18 09/28/15 09/27/10</b>

1 Prescription and non-prescription medication may be administered only with the written request and  
 2 permission of a parent or guardian. The physician must complete the ORS-191 Authorization Form for  
 3 prescription medications (and for any non-prescription medication to be administered for more than two  
 4 (2) consecutive weeks). If under exceptional circumstances a child is required to take non-prescription  
 5 or prescription medication during school hours and the parent cannot be at school to administer the  
 6 medication, the principal, the principal's designee or the school nurse will assist in self-administration  
 7 of the medication if the student is competent to self-administer medicine with assistance in compliance  
 8 with the following regulations:<sup>1</sup>

9 Written instructions signed by the parent and the treating physician will be required for prescribed  
 10 medication and will include:

- 11 1. Child's name;
- 12 2. Name of medication;
- 13 3. Name of physician;
- 14 4. Time to be self-administered;
- 15 5. Dosage and directions for self-administration (non-prescription medicines must have label
- 16 direction);
- 17 6. Possible side effects, if known; and
- 18 7. Termination date for self-administration of the medication.

19 Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever  
 20 inhalers if the additional information is provided by a parent/guardian:

- 21 1. Written statement from the prescribing health care practitioner that the student suffers from  
 22 asthma and has been instructed in self-administration; and
- 23
- 24 2. Purpose of the medication.

25 The medication must be delivered to the principal's office in person by the parent or guardian of the  
 26 student unless the medication must be retained by the student for immediate self-administration. (i.e.  
 27 students with asthma, diabetes, hypersensitivity)

28 The administrator/designee will:

- 29 1. Inform appropriate school personnel of the medication to be self-administered;
- 30 2. Keep written instructions from parent or physician in student's record;

- 1           3. Keep an accurate record of the self-administration of the medication;
- 2           4. Keep all medication in a locked cabinet except medication retained by a student per physician's
- 3           order;
- 4           5. Return unused prescription to the parent or guardian only; and
- 5           6. Ensure that all guidelines developed by the Department of Health and the Department of
- 6           Education are followed.

7   The parent or guardian is responsible for informing the designated official of any change in the student's  
8   health or change in medication.

9   A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term  
10   administration of medication.

#### 11   **BLOOD GLUCOSE SELF-CHECKS<sup>2</sup>**

12   Upon written request of a parent or guardian, and if included in the student's medical management plan  
13   and in the IHP, a student with diabetes shall be permitted to perform a blood glucose check or administer  
14   insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student  
15   shall be permitted to perform the testing in any area of the school or school grounds at any time  
16   necessary.

17   Sharps shall be stored in a secure, but accessible location, including the student's person, until use of  
18   such sharps is appropriate.

19   Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee  
20   Occupational Safety and Health Administration (TOSHA).<sup>3</sup>

#### **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS<sup>4</sup>**

If age appropriate, students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed healthcare provider without additional assistance or direction. The Superintendent (or designee) shall develop procedures for the development of an IHP for every student that wishes to self-administer.

#### **STUDENTS WITH ADRENAL INSUFFICIENCY<sup>5</sup>**

The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of the student's diagnosis. Once notified, the district shall observe the following procedure:

1. The district shall train school personnel who will be responsible for administering the medication for the treatment of adrenal insufficiency and any who volunteer to administer the medication.
2. The district shall maintain a record of all school personnel who have completed this training.
3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care professional may administer the prescribed medication to the student. If a school nurse or other licensed health care professional is not immediately available, trained school personnel may administer the prescribed medication.

The Superintendent or designee shall develop procedures on the administration of medications that treat adrenal

insufficiency and recordkeeping per rules set forth by the State Board of Education.

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Legal References

1. TCA 49-50-1602  
*et seq.*; TRR/MS  
0520-01-13-.03
2. TCA 49-50-  
1602(d)(7)
3. State Board of  
Education Policy  
4.205; TRR/MS  
0800-01-10
4. TCA 49-50-1601
5. TRR/MS 0520-  
01-13; State  
Board of  
Education Policy  
4.205

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Cross References

Emergency Allergy Response  
Plan 6.412



## Permanent Structure of Facility Alteration Request Form

Date of Request: 5/19/22

Location/Building: Oak Ridge High School - Memorial Wall Area

Name of person or group making request: Senior Steering - Class of 2022 - Callie Stallard - Advisor

Description of proposed project: To mount the 7x9 plaque (in honor of Mrs. Tilson) on the Memorial Wall. To plant a Magnolia Tree (4ft.) and lavender plants in the area behind/near the Memorial Wall.

Total Project Cost: \$ 170<sup>00</sup>

District/School Cost: \$ 0

Donated Amount: \$ 170<sup>00</sup>

Projected Operation/Maintenance Cost: \$ 0

Name of Group or Individual making the donation:

Purchased by the Class of 2022 Senior Steering Club.

People/Group that will do the work: We are requesting that the Facilities Dept. mount the plaque & plant the Magnolia Tree & Lavender Plants. The World Languages Dept @ OCHS will care for the tree & plants.  
 If contract labor will be used, please complete the following:

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

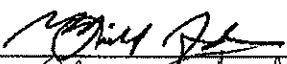


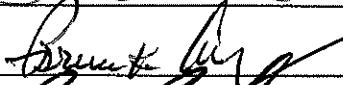

Phone: \_\_\_\_\_

Background check of contracted labor has been verified by:

\_\_\_\_\_ Date: \_\_\_\_\_

Attach any pictures, diagrams or blueprints for the proposed project.

Approval Signatures:

Date	Title	Signature
5/20/22	Principal or Building Administrator	
5/20/22	Supervisor of Maintenance and Operations	
5/24/22	<del>Executive Director of Business and Operations</del> Director of Finance	
5/20/22	Executive Director of School Leadership	
5-20-22	Superintendent of Schools	

**Project work may not begin prior to ORS Board of Education approval.**

Board Approval Date: \_\_\_\_\_

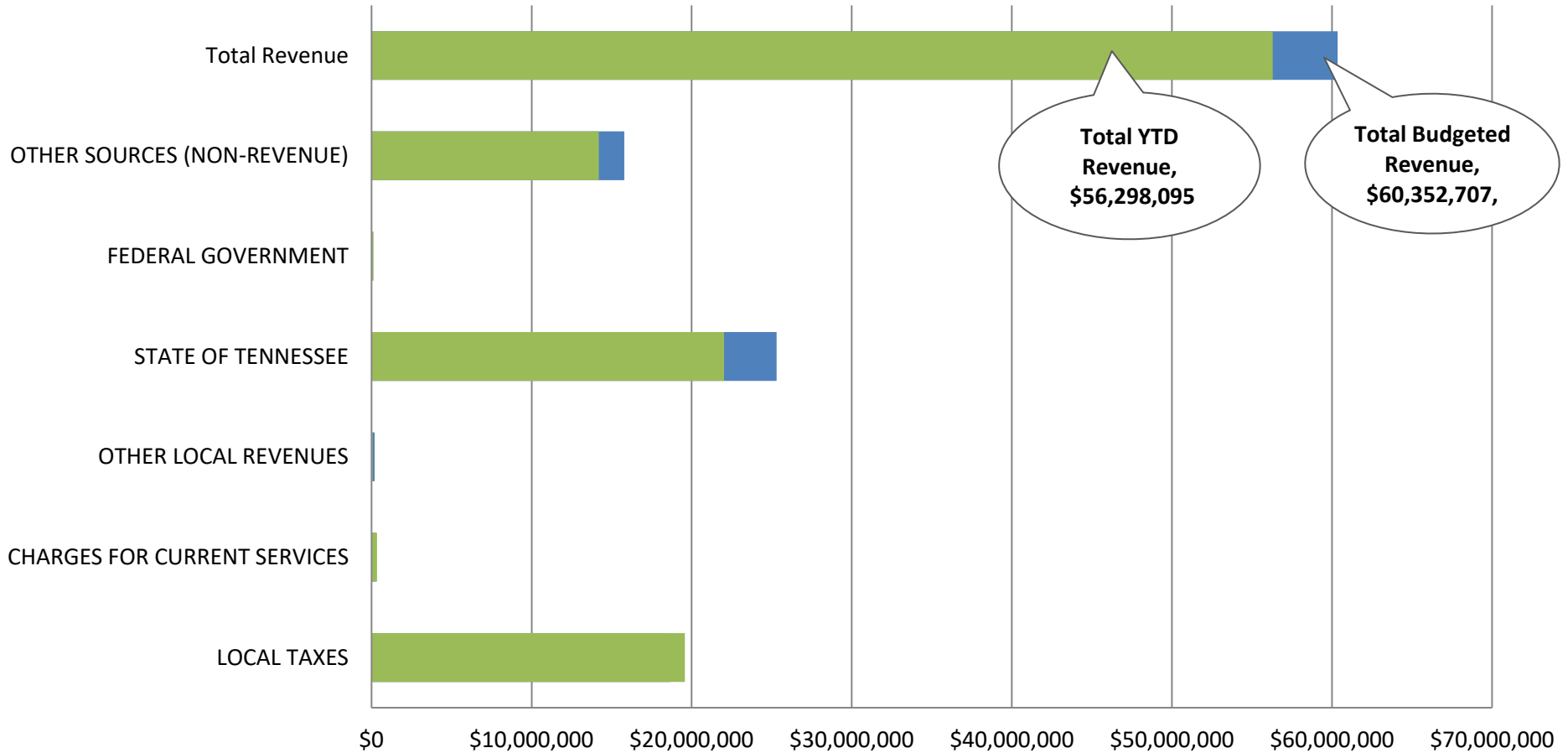
Acct	Acct	2021-22 FYTD Budget	May 2021-22 Monthly Activity	2021-22 Year-To-Date	2021-22 Percent of Budget	2021-22 Variance from Bud	Encumbered Amount	Unencumbered Budget Remaining
40110	Current Property Tax	11,945,577.00	339,917.97	12,435,312.29	104.10%	-489,735.29		-489,735.29
40210	Local Option Sales Tax	6,748,319.00	730,998.15	7,133,720.44	105.71%	-385,401.44		-385,401.44
40275	Mixed Drink Tax	125.00	25.66	317.98	254.38%	-192.98		-192.98
40280	Mineral Severance Tax	125.00				125.00		125.00
43511	Tuition - Regular Day Students	260,000.00	11,333.24	335,606.57	129.08%	-75,606.57		-75,606.57
43513	Tuition - Summer School	5,000.00				5,000.00		5,000.00
43533	Transportation Fees	2,500.00	120.00	1,260.00	50.40%	1,240.00		1,240.00
44110	Interest Earned	25,000.00	9,268.63	26,634.54	106.54%	-1,634.54		-1,634.54
44120	Lease/Rentals	5,000.00	4,305.00	27,149.55	542.99%	-22,149.55		-22,149.55
44170	Miscellaneous Refunds	2,500.00		2,752.05	110.08%	-252.05		-252.05
44530	Sale of Equipment	60,000.00	1,470.00	8,486.20	14.14%	51,513.80		51,513.80
44560	Damages Recovered from Individ			320.84		-320.84		-320.84
44570	Contributions & Gifts	27,292.71		1,628.00	5.96%	25,664.71		25,664.71
44990	Other Local Revenues	75,000.00	16.00	1,857.13	2.48%	73,142.87		73,142.87
46511	Basic Education Program	23,721,000.00		21,373,200.00	90.10%	2,347,800.00		2,347,800.00
46515	Early Childhood Education	459,658.83	72,011.04	334,880.66	72.85%	124,778.17		124,778.17
46590	Other State Education Funds	948,130.00	7,595.94	194,013.00	20.46%	754,117.00		754,117.00
46610	Career Ladder Program	124,000.00	43,181.50	99,431.86	80.19%	24,568.14		24,568.14
46990	Other State Revenues	45,189.00		18,397.78	40.71%	26,791.22		26,791.22
47630	Public Law 874 - Maint/Operat.	25,000.00		36,815.00	147.26%	-11,815.00		-11,815.00
47640	ROTC Reimbursement	76,827.00	20,683.31	63,511.55	82.67%	13,315.45		13,315.45
49700	Insurance Recovery	2,500.00				2,500.00		2,500.00
49800	Transfers In	300,000.00				300,000.00		300,000.00
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	60,352,706.54	2,532,090.02	56,298,094.82	93.28%	4,054,611.72		4,054,611.72
		=====	=====	=====	=====	=====		=====
71100	Regular Instruction Prgm	27,726,950.94	2,267,144.48	22,407,710.60	80.82%	5,319,240.34	3,944,523.91	1,374,716.43
71150	Alternative Instruction Prgm	841,981.00	75,239.99	706,728.56	83.94%	135,252.44	116,477.99	18,774.45
71200	Special Education Prgm	4,579,038.00	389,748.92	3,736,563.11	81.60%	842,474.89	636,681.93	205,792.96
71300	Career/Technical Education Prg	1,599,226.00	136,907.81	1,359,724.66	85.02%	239,501.34	228,352.53	11,148.81
71900	Contingency	329,448.71		-9,628.29	-2.92%	339,077.00		339,077.00
72120	Health Services	129,176.00	11,118.43	95,446.28	73.89%	33,729.72	14,680.28	19,049.44
72130	Other Student Support	1,685,073.94	142,046.69	1,437,223.50	85.29%	247,850.44	214,611.85	33,238.59
72210	Regular Inst. Support	3,320,340.01	264,359.80	2,774,179.42	83.55%	546,160.59	381,249.19	164,911.40
72220	Special Education Support	854,077.00	73,173.15	713,296.33	83.52%	140,780.67	107,201.69	33,578.98
72230	Career & Technical Prg Support	145,707.00	15,832.57	120,264.12	82.54%	25,442.88	16,033.59	9,409.29
72250	Technology Services	2,612,834.00	249,852.77	2,209,743.77	84.57%	403,090.23	273,713.27	129,376.96
72290	Communications	125,612.00	8,775.34	116,672.14	92.88%	8,939.86	8,442.61	497.25

Acct	Acct	2021-22 FYTD Budget	May 2021-22 Monthly Activity	2021-22 Year-To-Date	2021-22 Percent of Budget	2021-22 Variance from Bud	Encumbered Amount	Unencumbered Budget Remaining
72310	Board of Education	1,059,610.00	31,417.16	851,355.48	80.35%	208,254.52	102.11	208,152.41
72320	Director of Schools	368,945.00	29,588.38	325,387.73	88.19%	43,557.27	28,357.79	15,199.48
72410	Office of the Principal	4,017,017.42	329,935.93	3,527,921.34	87.82%	489,096.08	348,786.29	140,309.79
72510	Fiscal Services	922,957.00	75,482.81	784,258.89	84.97%	138,698.11	61,497.67	77,200.44
72520	Human Resources/ Personnel	433,512.00	36,331.19	385,170.91	88.85%	48,341.09	31,029.40	17,311.69
72610	Operation of Plant	4,184,216.00	302,530.37	3,739,906.13	89.38%	444,309.87	229,390.52	214,919.35
72620	Maintenance of Plant	1,824,962.00	183,813.85	1,563,954.46	85.70%	261,007.54	211,704.73	49,302.81
72710	Transportation	1,790,454.69	174,988.57	1,327,571.75	74.15%	462,882.94		462,882.94
73400	Early Childhood Education	459,658.83	44,866.16	379,746.82	82.61%	79,912.01	69,812.17	10,099.84
73401	Pre-K General Fund	682,012.00	33,811.58	571,148.60	83.74%	110,863.40	43,470.62	67,392.78
76100	Regular Capital Outlay	2,205,045.00	159,134.90	819,041.10	37.14%	1,386,003.90	1,059,292.57	326,711.33
99100	Transfers Out	77,384.00				77,384.00		77,384.00
-----	Expense	61,975,238.54	5,036,100.85	49,943,387.41	80.59%	12,031,851.13	8,025,412.71	4,006,438.42
-----	General Purpose School Fund	-1,622,532.00	-2,504,010.83	6,354,707.41	86.85%	-7,977,239.41	-8,025,412.71	48,173.30
	Grand Revenue Totals	60,352,706.54	2,532,090.02	56,298,094.82	93.28%	4,054,611.72		4,054,611.72
	Grand Expense Totals	61,975,238.54	5,036,100.85	49,943,387.41	80.59%	12,031,851.13	8,025,412.71	4,006,438.42
	Grand Totals	1,622,532.00	2,504,010.83	6,354,707.41	-391.65%	7,977,239.41	8,025,412.71	48,173.30
		Loss	Loss	Profit		Loss	Loss	Profit

Number of Accounts: 1374

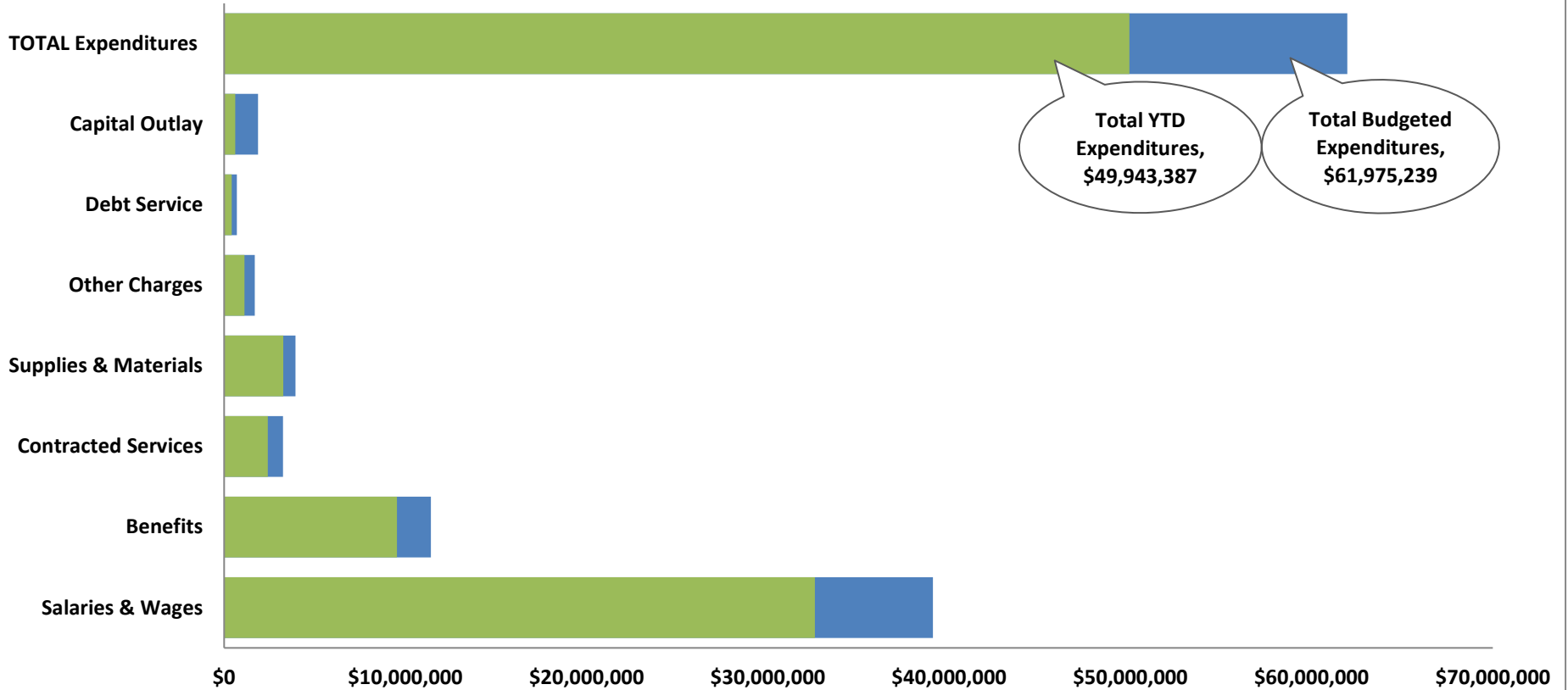
\*\*\*\*\* End of report \*\*\*\*\*

## General Fund Revenue Budget to Actual Summary - May, 2022



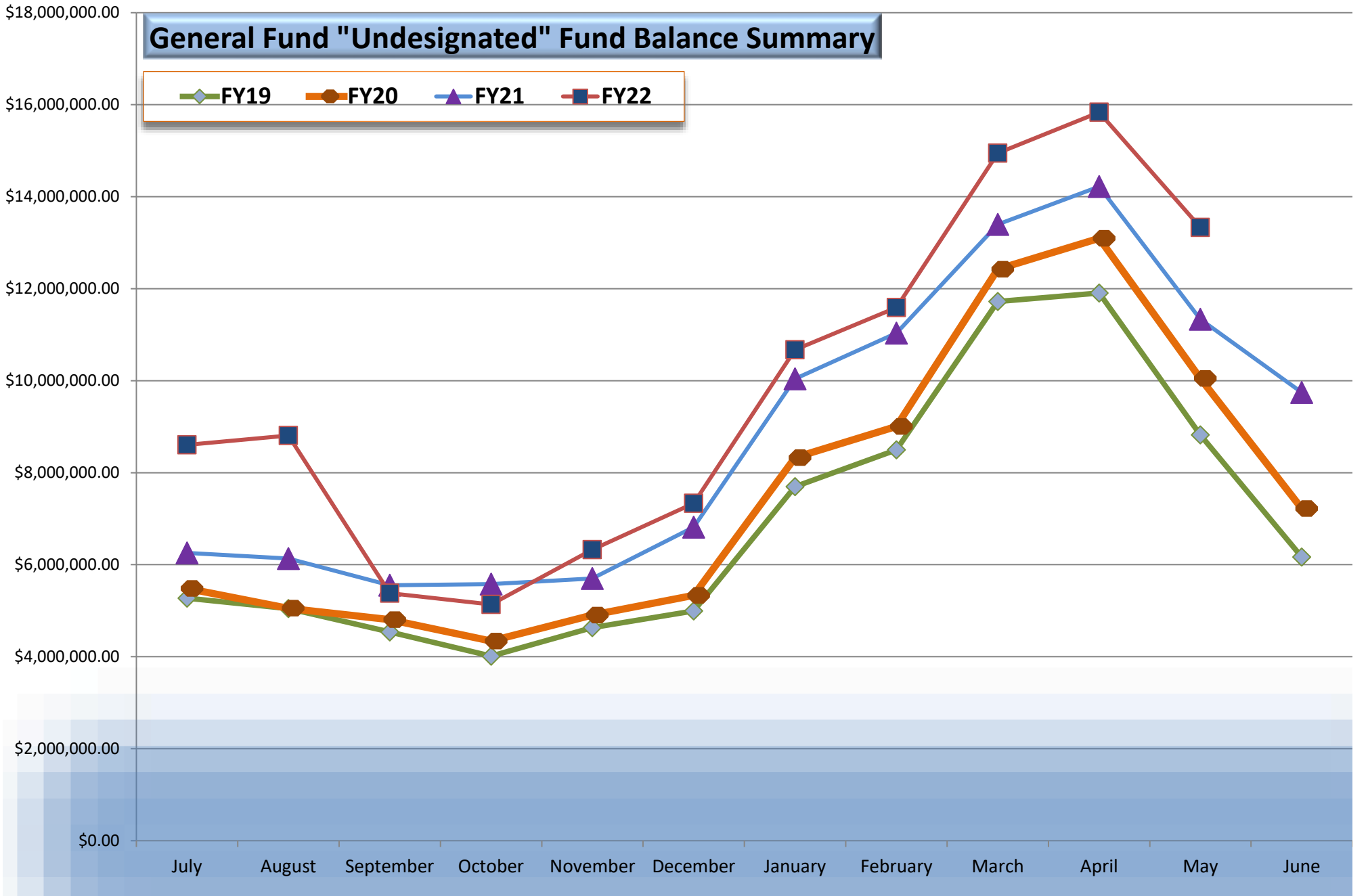
	LOCAL TAXES	CHARGES FOR CURRENT SERVICES	OTHER LOCAL REVENUES	STATE OF TENNESSEE	FEDERAL GOVERNMENT	OTHER SOURCES (NON-REVENUE)	Total Revenue
<b>Percent of Budget</b>	<b>104.68%</b>	<b>125.93%</b>	<b>35.33%</b>	<b>87.04%</b>	<b>98.53%</b>	<b>89.91%</b>	<b>93.28%</b>
<b>Year-To-Date</b>	<b>19,569,350.71</b>	<b>336,866.57</b>	<b>68,828.31</b>	<b>22,019,923.30</b>	<b>100,326.55</b>	<b>14,202,799.38</b>	<b>\$56,298,095</b>
<b>FYTD Budget</b>	<b>18,694,146.00</b>	<b>267,500.00</b>	<b>194,792.71</b>	<b>25,297,977.83</b>	<b>101,827.00</b>	<b>15,796,463.00</b>	<b>\$60,352,707</b>

## General Fund Expenditure Budget to Actual Summary by Object May, 2022



	Salaries & Wages	Benefits	Contracted Services	Supplies & Materials	Other Charges	Debt Service	Capital Outlay	TOTAL Expenditures
<b>FYTD %</b>	83.35%	83.56%	74.31%	82.80%	66.02%	59.39%	32.34%	80.59%
<b>FYTD Activity</b>	32,598,237.13	9,530,570.55	2,412,842.70	3,256,489.62	1,118,320.08	420,000.00	606,927.33	\$49,943,387
<b>FYTD Revised Bdg</b>	39,112,250.80	11,405,031.04	3,247,204.82	3,932,975.11	1,693,784.80	707,205.00	1,876,786.97	\$61,975,239

# General Fund "Undesignated" Fund Balance Summary



Acct	Acct	2021-22 FYTD Budget	May 2021-22 Monthly Activity	2021-22 Year-To-Date	2021-22 Percent of Budget	2021-22 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
142	School Federal Projects							
R	Revenue							
47131	Vocational Program Improvement	80,480.61	11,862.60	65,773.12	81.73%	14,707.49		14,707.49
47141	Title I	1,010,417.09	7,475.44	598,878.86	59.27%	411,538.23		411,538.23
47143	Special Education Grants	1,210,360.25	81,254.44	722,343.81	59.68%	488,016.44		488,016.44
47145	Special Ed Pre-School Grants	34,710.00	2,502.24	22,517.02	64.87%	12,192.98		12,192.98
47146	English Lang Acq Grants	23,897.95		17,453.96	73.04%	6,443.99		6,443.99
47147	Title IV Part B, 21st Century	169,716.78	12,057.07	108,171.82	63.74%	61,544.96		61,544.96
47189	Title II	210,422.97	9,799.55	134,380.21	63.86%	76,042.76		76,042.76
47301	COVID-19 Grant #1	116,459.87		115,698.38	99.35%	761.49		761.49
47307	COVID-19 Grant B	2,655,878.92	57,899.49	2,122,261.51	79.91%	533,617.41		533,617.41
47310	COVID-19 Grant E	1,273,000.00	39,782.81	685,302.42	53.83%	587,697.58		587,697.58
47401	ESSER 3.0	7,189,969.91	244,601.25	3,059,268.04	42.55%	4,130,701.87		4,130,701.87
47402	American Rescue Plan	247,641.11	6,335.25	28,755.22	11.61%	218,885.89		218,885.89
47404	ARP Homeless Grant	50,158.76				50,158.76		50,158.76
47590	Other Federal Through State	1,507,076.51	143,753.89	1,025,682.40	68.06%	481,394.11		481,394.11
47990	Other Direct Fedral Revenue	1,150,338.00	149,261.40	789,352.17	68.62%	360,985.83		360,985.83
-----	Revenue	16,930,528.73	766,585.43	9,495,838.94	56.09%	7,434,689.79		7,434,689.79
E	Expense							
71100	Regular Instruction Prgm	5,960,704.68	74,275.23	4,069,017.29	68.26%	1,891,687.39	155,562.32	1,736,125.07
71200	Special Education Prgm	1,353,665.31	78,049.54	686,332.92	50.70%	667,332.39	97,171.96	570,160.43
71300	Career/Technical Education Prg	1,292,366.21	41,026.44	746,620.96	57.77%	545,745.25	295,445.99	250,299.26
72120	Health Services	1,129,448.42	70,862.66	940,543.94	83.27%	188,904.48	64,823.13	124,081.35
72130	Other Student Support	708,461.72	13,619.12	70,703.16	9.98%	637,758.56	431,186.22	206,572.34
72210	Regular Inst. Support	2,382,669.43	89,217.20	1,178,373.31	49.46%	1,204,296.12	143,925.55	1,060,370.57
72220	Special Education Support	392,302.63	25,497.28	244,920.93	62.43%	147,381.70	29,144.21	118,237.49
72230	Career & Technical Prg Support	2,284.28	555.84	2,284.28	100.00%			
72250	Technology Services	7,916.84	76.11	2,078.10	26.25%	5,838.74		5,838.74
72610	Operation of Plant	163.65		-163.25	-99.76%	326.90		326.90
72710	Transportation	332,027.95	3,234.08	18,167.92	5.47%	313,860.03		313,860.03
73100	Food Service	5,745.84				5,745.84		5,745.84
73300	Community Services	1,312,528.98	131,866.92	1,044,720.55	79.60%	267,808.43	129,711.06	138,097.37
76100	Regular Capital Outlay	1,479,406.06	8,123.80	1,035,483.83	69.99%	443,922.23	229,352.13	214,570.10
99100	Transfers Out	570,836.73				570,836.73		570,836.73



Acct	Acct	2021-22 FYTD Budget	May 2021-22 Monthly Activity	2021-22 Year-To-Date	2021-22 Percent of Budget	2021-22 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
145	Other Education Funds							
R	Revenue							
44990	Other Local Revenues	35,000.00	770.00	20,124.00	57.50%	14,876.00		14,876.00
46590	Other State Education Funds	121,401.65	1,458.22	91,869.07	75.67%	29,532.58		29,532.58
49800	Transfers In	76,784.00				76,784.00		76,784.00
-----	Revenue	233,185.65	2,228.22	111,993.07	48.03%	121,192.58		121,192.58
E	Expense							
72130	Other Student Support	106,395.65	9,669.90	91,228.35	85.74%	15,167.30	11,770.99	3,396.31
72210	Regular Inst. Support	790.00		600.00	75.95%	190.00		190.00
72620	Maintenance of Plant	91,000.00		65,675.95	72.17%	25,324.05	25,324.05	
73300	Community Services	35,000.00	920.80	34,347.84	98.14%	652.16		652.16
-----	Expense	233,185.65	10,590.70	191,852.14	82.27%	41,333.51	37,095.04	4,238.47
-----	Other Education Funds		-8,362.48	-79,859.07	65.15%	79,859.07	-37,095.04	116,954.11
			=====	=====	=====	=====	=====	=====
146	Extended School Program							
R	Revenue							
43581	Community Services Fees Child	362,340.00	27,260.09	358,466.74	98.93%	3,873.26		3,873.26
-----	Revenue	362,340.00	27,260.09	358,466.74	98.93%	3,873.26		3,873.26
E	Expense							
73300	Community Services	352,340.00	26,531.39	280,123.65	79.50%	72,216.35	24,981.79	47,234.56
99100	Transfers Out	10,000.00				10,000.00		10,000.00
-----	Expense	362,340.00	26,531.39	280,123.65	77.31%	82,216.35	24,981.79	57,234.56

Acct	Acct	2021-22 FYTD Budget	May 2021-22 Monthly Activity	2021-22 Year-To-Date	2021-22 Percent of Budget	2021-22 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
146	Extended School Program							
-								
-----	Extended School Program		728.70	78,343.09	88.12%	-78,343.09	-24,981.79	-53,361.30
			=====	=====	=====	=====	=====	=====

Grand Revenue Totals	20,054,552.38	1,128,302.37	13,183,126.97	65.74%	6,871,425.41	6,871,425.41
Grand Expense Totals	20,204,552.38	585,269.78	12,104,827.53	59.91%	8,099,724.85	1,702,195.85
Grand Totals	150,000.00	543,032.59	1,078,299.44	-718.87%	1,228,299.44	1,702,195.85
	Loss	Profit	Profit		Loss	Loss
						Profit

Number of Accounts: 697

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

## Combined Fund Balance and YTD Operating Statement Summary

**May, 2022**

Description	General Fund 141	Federal Fund 142	Food Service Fund 143	Special Fund 145	ECC Fund 146
<b>Beginning Fund Balance July 1, 2021</b>	11,705,038.00	0.00	1,064,016.59	31,450.52	98,302.59
Plus YTD Revenue per books 5/31/22	56,298,094.82	9,495,838.94	3,216,828.22	111,993.07	358,466.74
Less YTD Expenditures per books 5/31/22	(49,943,387.41)	(10,039,083.94)	(1,593,767.80)	(191,852.14)	(280,123.65)
<b>Revenues Over (Under) Expenditures as of 5/31/22</b>	<b>6,354,707.41</b>	<b>(543,245.00)</b>	<b>1,623,060.42</b>	<b>(79,859.07)</b>	<b>78,343.09</b>
<b>Ending Fund Balance per books as of 5/31/22</b>	<b>18,059,745.41</b>	<b>(543,245.00)</b>	<b>\$2,687,077.01</b>	<b>(48,408.55)</b>	<b>176,645.68</b>

### Fund Balance Restricted/Committed/Assigned Status

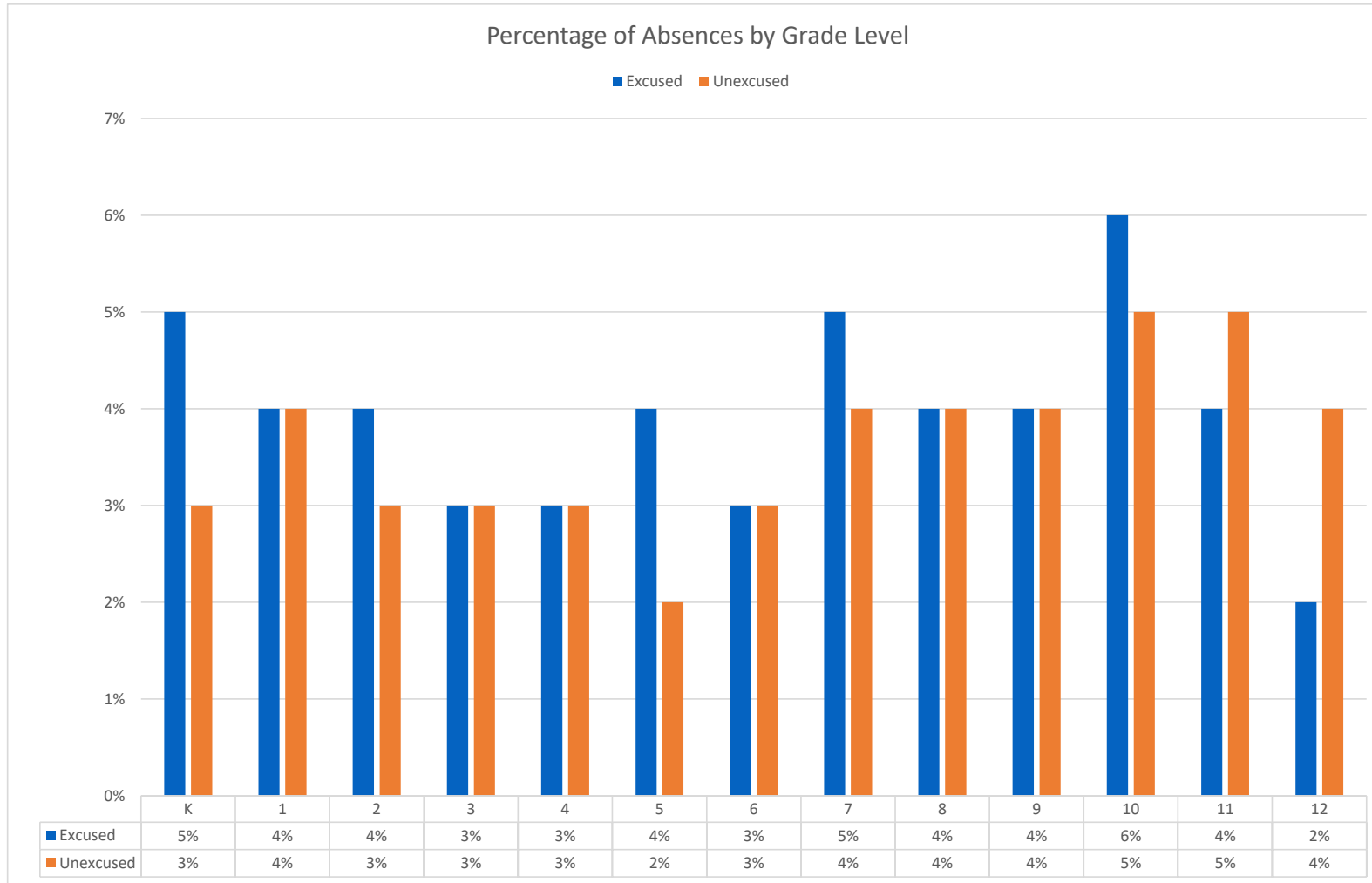
Encumbrances and Deferred Revenue			\$ 23,410.74		
Inventory					
Restricted for Career Ladder Program					
Restricted for Operation of Non-Instructional Services			2,513,666.27		176,645.68
Committed for Other Purposes (Vehicles- ERR Fund)	83,570.52				
Committed for Other Purposes (Device Replacement)	3,000,000.00				
Assigned for Instruction- Coordinated School Health	788.19				
Assigned for other local grants					
Assigned for Instruction - Education Foundation Grant	9,996.32				
Assigned for Instruction (APSI-ORHS)	12,279.95				
Assigned for Support Services FRC Local Funds (56)				17,377.48	
Nonspendable-Prepaid Expenditures					
<b>Assigned to Balance FY22 Budget</b>	<b>1,622,532.00</b>	<b>0.00</b>	<b>150,000.00</b>		
<b>Unassigned Fund Balance 5/31/22</b>	<b>\$ 13,330,578.43</b>	<b>-543,245.00</b>		<b>-65,786.03</b>	
<b>Total Fund Balance 5/31/22</b>	<b>18,059,745.41</b>	<b>\$ (543,245.00)</b>	<b>\$ 2,687,077.01</b>	<b>(\$48,408.55)</b>	<b>\$ 176,645.68</b>

# Attendance Graphs

The graphs below display excused and unexcused absence totals, entity counts, and attendance percentages by grade and reporting period.

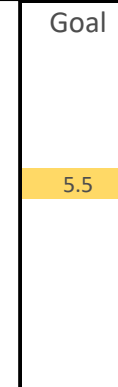
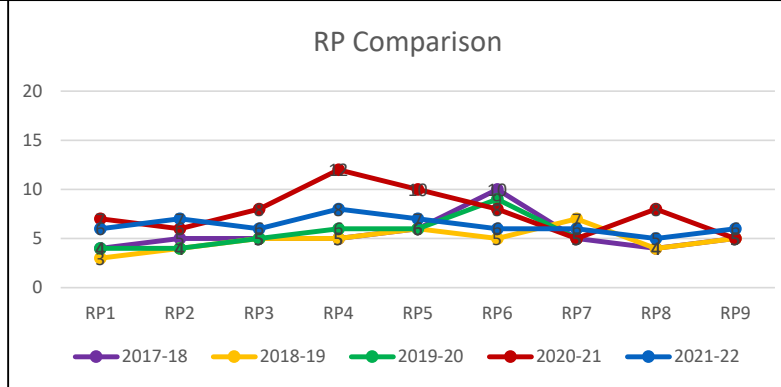
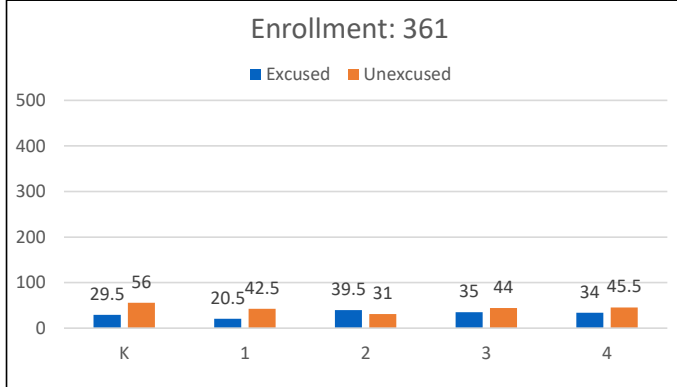
The data was compiled using information from attendance detail and summary reports and entity counts reports.

Reporting Period 9: 5/3/2022-5/26/2022



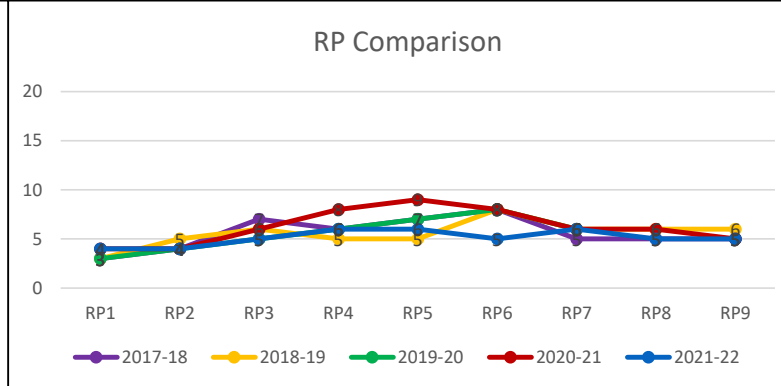
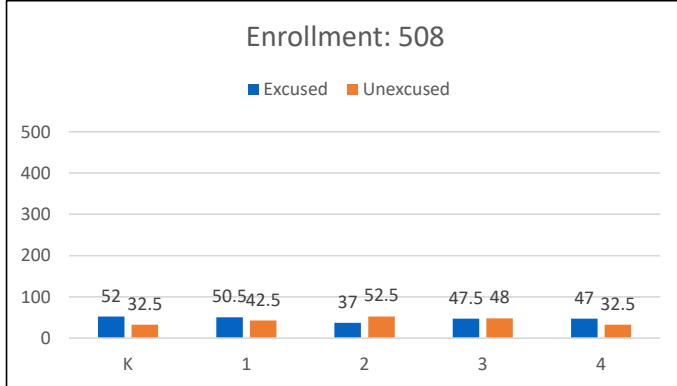
2017-18	RP1: 4%	RP2: 5%	RP3: 5%	RP4: 5%	RP5: 6%	RP6: 10%	RP7: 5%	RP8: 4%	RP9: 5%
2018-19	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 5%	RP5: 6%	RP6: 5%	RP7: 7%	RP8: 4%	RP9: 5%
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6%	RP6: 8.8%	RP7: 4.9%	Covid-19	Covid-19
2020-21	RP1: 7.3%	RP2: 5.8%	RP3: 8.1%	RP4: 11.6%	RP5: 9.9%	RP6: 7.5%	RP7: 5.3%	RP8: 8%	RP9: 5.4%
2021-22	RP1: 6.3%	RP2: 6.7%	RP3: 6.3%	RP4: 7.7%	RP5: 6.9%	RP6: 5.8%	RP7: 6.3%	RP8: 5.4%	RP9: 5.9%

# Glenwood



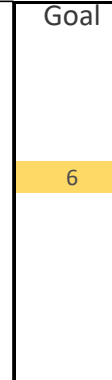
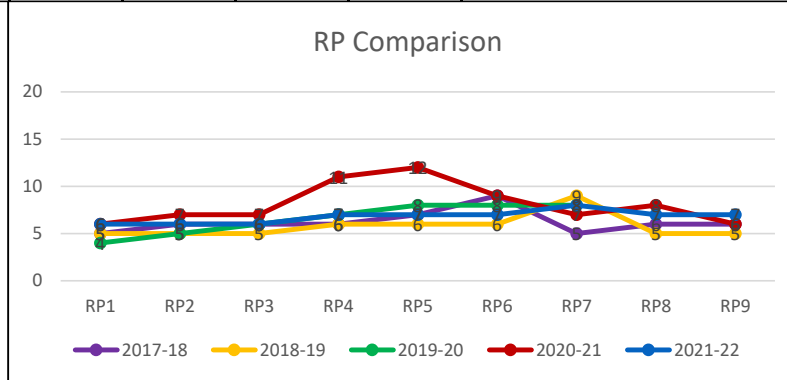
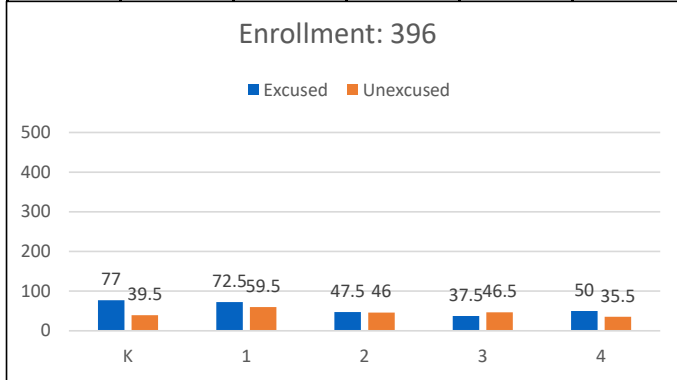
2017-18	RP1: 3%	RP2: 4%	RP3: 7%	RP4: 6%	RP5: 7%	RP6: 8%	RP7: 5%	RP8: 5%	RP9: 5%
2018-19	RP1: 3%	RP2: 5%	RP3: 6%	RP4: 5%	RP5: 5%	RP6: 8%	RP7: 6%	RP8: 6%	RP9: 6%
2019-20	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6.8%	RP6: 7.7%	RP7: 6.4%	Covid-19	Covid-19
2020-21	RP1: 4.3%	RP2: 4.3%	RP3: 6.1%	RP4: 7.7%	RP5: 9.1%	RP6: 7.9%	RP7: 6.2%	RP8: 5.6%	RP9: 5.3%
2021-22	RP1: 4.4%	RP2: 4.2%	RP3: 4.8%	RP4: 6.4%	RP5: 5.8%	RP6: 4.6%	RP7: 5.5%	RP8: 5.4%	RP9: 5%

# Linden



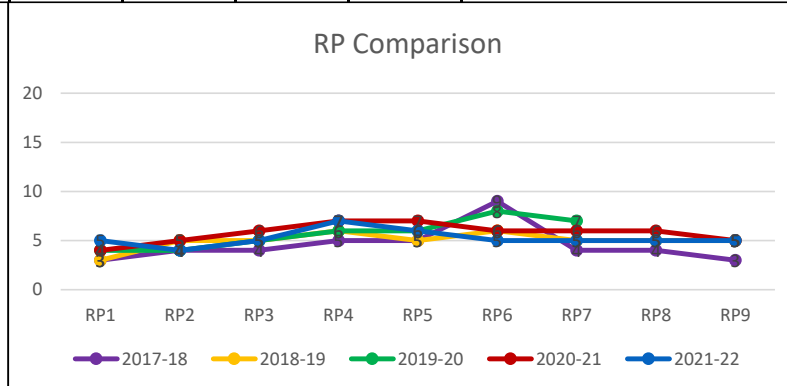
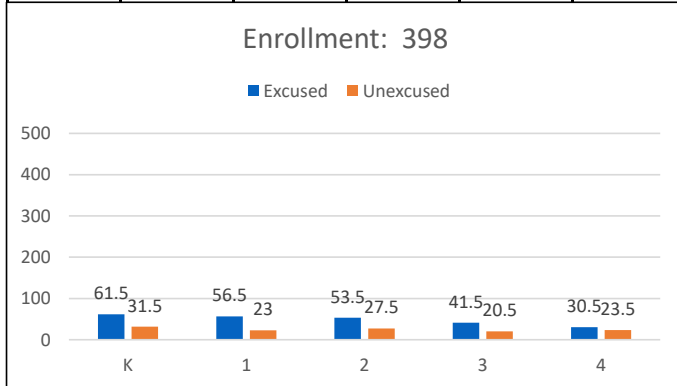
2017-18	RP1: 5%	RP2: 6%	RP3: 6%	RP4: 6%	RP5: 7%	RP6: 9%	RP7: 5%	RP8: 6%	RP9: 6%
2018-19	RP1: 5%	RP2: 5%	RP3: 5%	RP4: 6%	RP5: 6%	RP6: 6%	RP7: 9%	RP8: 5%	RP9: 5%
2019-20	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 6.6%	RP5: 7.8%	RP6: 8.4%	RP7: 7.5%	Covid-19	Covid-19
2020-21	RP1: 6.1%	RP2: 7.1%	RP3: 7.3%	RP4: 11%	RP5: 11.7%	RP6: 8.9%	RP7: 6.9%	RP8: 7.5%	RP9: 6.4%
2021-22	RP1: 6.1%	RP2: 6%	RP3: 6.4%	RP4: 6.9%	RP5: 6.6%	RP6: 6.5%	RP7: 8%	RP8: 6.6%	RP9: 7.4%

# Willow Brook



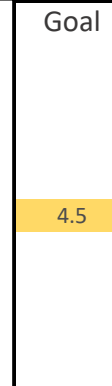
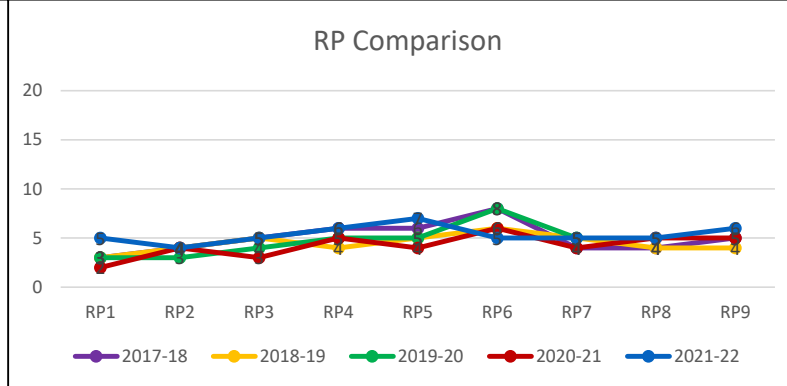
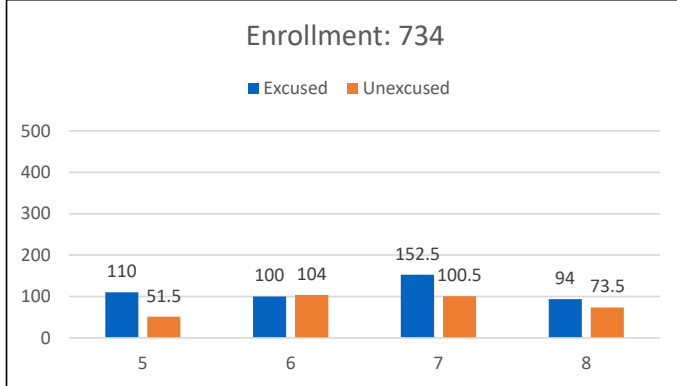
2017-18	RP1: 3%	RP2: 4%	RP3: 4%	RP4: 5%	RP5: 5%	RP6: 9%	RP7: 4%	RP8: 4%	RP9: 3%
2018-19	RP1: 3%	RP2: 5%	RP3: 5%	RP4: 6%	RP5: 5%	RP6: 6%	RP7: 5%	RP8: 5%	RP9: 5%
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6.2%	RP6: 8.4%	RP7: 6.6%	Covid-19	Covid-19
2020-21	RP1: 4.1%	RP2: 4.9%	RP3: 6.2%	RP4: 7.1%	RP5: 7.1%	RP6: 5.9%	RP7: 5.5%	RP8: 5.9%	RP9: 5.3%
2021-22	RP1: 4.5%	RP2: 4.1%	RP3: 4.8%	RP4: 6.7%	RP5: 5.9%	RP6: 5%	RP7: 4.7%	RP8: 4.5%	RP9: 5.2%

# Woodland



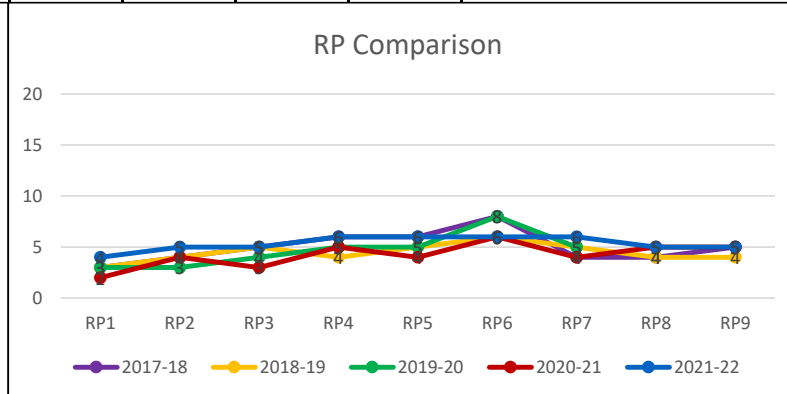
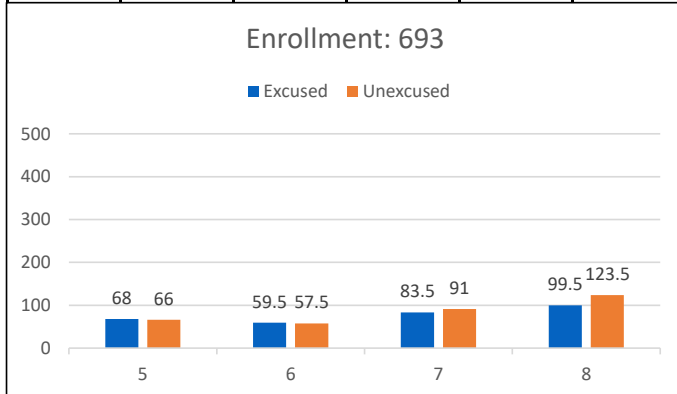
2017-18	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 6%	RP5: 6%	RP6: 8%	RP7: 4%	RP8: 4%	RP9: 5%
2018-19	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 4%	RP5: 5%	RP6: 6%	RP7: 5%	RP8: 4%	RP9: 4%
2019-20	RP1: 3%	RP2: 3%	RP3: 4%	RP4: 5%	RP5: 4.9%	RP6: 8.4%	RP7: 5.2%	Covid-19	Covid-19
2020-21	RP1: 2.2%	RP2: 4.1%	RP3: 3.4%	RP4: 4.5%	RP5: 3.8%	RP6: 5.7%	RP7: 3.7%	RP8: 5.1%	RP9: 4.7%
2021-22	RP1: 5.1%	RP2: 4.2%	RP3: 4.9%	RP4: 5.9%	RP5: 6.8%	RP6: 5.4%	RP7: 5.3%	RP8: 4.9%	RP9: 6.1%

# Jefferson



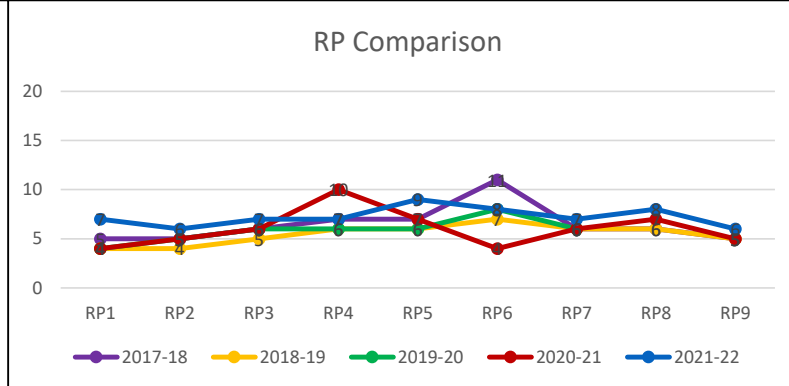
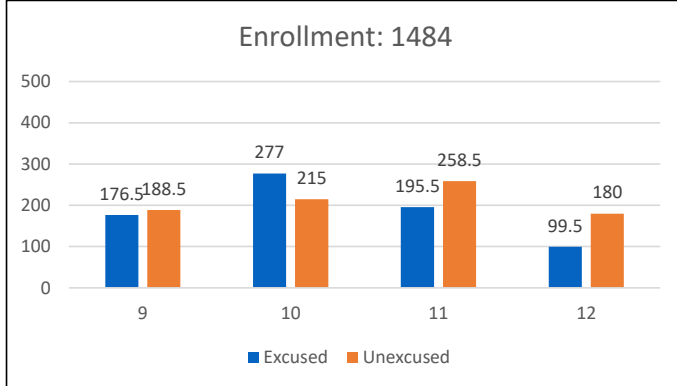
2017-18	RP1: 3%	RP2: 5%	RP3: 5%	RP4: 5%	RP5: 8%	RP6: 8%	RP7: 6%	RP8: 5%	RP9: 7%
2018-19	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 5%	RP5: 5%	RP6: 8%	RP7: 6%	RP8: 5%	RP9: 6%
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.7%	RP5: 5.6%	RP6: 7.9%	RP7: 5.7%	Covid-19	Covid-19
2020-21	RP1: 2%	RP2: 2.3%	RP3: 3.4%	RP4: 4%	RP5: 2.7%	RP6: 3.3%	RP7: 2.8%	RP8: 5.6%	RP9: 5.1%
2021-22	RP1: 4.2%	RP2: 4.7%	RP3: 5.4%	RP4: 5.8%	RP5: 5.9%	RP6: 5.5%	RP7: 5.6%	RP8: 5%	RP9: 5.3%

# Robertsville



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%
2021-22	RP1: 7.2%	RP2: 6.2%	RP3: 6.9%	RP4: 7.3%	RP5: 9.2%	RP6: 8.2%	RP7: 7%	RP8: 8.2%	RP9: 6%

# ORHS



Goal
6

**Oak Ridge Schools**

**9th Attendance Period**

**June 10, 2022**

These numbers reflect the **2021-2022** Skyward Student Management System (Entity) active student enrollment count as of **June 10, 2022**.

The total includes **49** private school and home-schooled students receiving Special Ed services.



# Oak Ridge Schools

## Enrollment Entity Counts 9th RP 2021-22

June 10, 2022

School	P3	P4	K	1	2	3	4	5	6	7	8	9	10	11	12	Total PK-12 2021-22	Previous 8th RP 2021-22	Diff
Preschool	121	116														237	239	-2
Glenwood			81	57	77	71	75									361	361	0
Linden			94	96	110	115	93									508	500	8
Willow Brook			88	78	81	67	82									396	393	3
Woodland			83	81	77	69	88									398	405	-7
JMS								161	188	198	187					734	728	6
RMS								160	175	164	194					693	692	1
ORHS												392	399	372	321	1484	1486	-2
<b>Enrollment 2021-22</b>	<b>121</b>	<b>116</b>	<b>346</b>	<b>312</b>	<b>345</b>	<b>322</b>	<b>338</b>	<b>321</b>	<b>363</b>	<b>362</b>	<b>381</b>	<b>392</b>	<b>399</b>	<b>372</b>	<b>321</b>	<b>4811</b>	<b>4804</b>	<b>7</b>
Prev. 8th RP 2021-22	121	118	345	312	349	328	325	321	358	363	378	392	401	372	321	4804		
Difference	0	-2	1	0	-4	-6	13	0	5	-1	3	0	-2	0	0	7		

This report compares the 2021-22 9th RP period enrollment with the 2021-22 8th RP period.