

# Regular Board of Education Meeting

May 22, 2023 5:00 PM

Robert J. Smallridge School Administration Building

## **I. Call to Order**

## **II. Pledge of Allegiance**

## **III. Approval of Agenda**

## **IV. Special Reports/Presentations**

A. Good News

B. Oak Ridge Schools Student Recognition Award

C. Recognition of Oak Ridge Schools Retirees

## **V. Public Forum**

## **VI. Consent Agenda**

A. Board Minutes: 4-24-23; 5-15-23

## **VII. Items for Action**

A. Adoption of FY24 Budget - Second Reading

B. FY24 Budget Transfer #2 - Second Reading

C. FY23 Budget Transfer #3 & Budget Amendment #2 - First Reading

D. FY24 JMS Field Trip to Williamsburg

E. Robertsville Middle School TSA National Competition Field Trip

F. Purchase of Milk Coolers for District Cafeterias

G. Purchase of Replacement Food Service Van

H. Purchase of Poster Printer Centers for Schools

I. Purchase of 3D Scanning Equipment

J. FY24 Classroom Fees

K. FY23 Summer Learning Camps Grant

L. FY24 Perkins Basic Grant

M. FY24 Consolidated Funding Application Grant

N. FY24 IDEA Partnership for Systematic Change (Preschool) Grant

O. Board Policy 6.411 Student Wellness - First and Second Reading

P. Addition of 1.0 School Nutrition Specialist Position

Q. FY24 Oak Ridge Schools Student Discipline Code of Conduct

## **VIII. Items for Information**

A. Enrollment and Attendance Reports

B. Financial Report

C. FY24 Board of Education Meeting Calendar

## **IX. Items for Discussion**

## **X. Old Business**

## **XI. New Business**

## **XII. Communications**

## **XIII. Adjournment**

# Good News



# May 22, 2023

## **Robertsville Middle School**

The Robertsville Middle School 6<sup>th</sup> grade band placed 2<sup>nd</sup> with a superior rating against other middle school bands at Dollywood's Music in the Parks competition on Saturday, April 29<sup>th</sup>. RMS 6<sup>th</sup> grade band competed against 7<sup>th</sup> and 8<sup>th</sup> grade bands from Tennessee, including Thompson Station, Maryville, Memphis, and Louisville, Kentucky, making them one of the youngest groups to compete in the middle school category with the highest score of the day!

## **Willow Brook Elementary School**

The following Willow Brook artists had their artwork chosen to represent WB at the SAB Permanent Collection: Sawyer Thomas from Ms. Addis's 1<sup>st</sup> grade class, Milli Brooms from Ms. William's Kindergarten class, Cora Farmer from Ms. Collin's 3<sup>rd</sup> grade class and Sayani Jones from Ms. Freel's 4<sup>th</sup> grade class. A huge shout out to our Art teacher, Mrs. Cochran for her work to install a love of the fine arts in our students!

Our 4<sup>th</sup> grade students were able to take a field trip to ORHS and RMS. They were able to visit high school classrooms and see our vertical Portrait of a Graduate, by visiting our CTE classes and seeing firsthand all the amazing courses offered! Additionally, they were able to visit RMS to see where they are heading in a few short months! Thanks to Callie Painter, Dr. Holly Cross, Nick Corrigan, Tarah Sanford, and Kristy Best for making this happen.

Our incoming WB Bears from Oak Ridge Preschool visited this past week. We welcomed 40 students and can't wait to see them in the fall!

## **Oak Ridge High School**

The Oak Ridge High School World Language Department proudly awarded six seniors the Volunteer State Seal of Biliteracy this year. The Seal of Biliteracy encourages students of all backgrounds to meet college-and career- ready benchmarks and to pursue fluency in two languages, preparing them for a global job market that increasingly expects bilingualism and illiteracy. In addition to demonstrating on-grade level English proficiency, these students demonstrated an Intermediate-Mid level proficiency in German and Spanish, based on results from the German Language Diploma exam and the Advanced Placement Spanish Language and Culture Exam. We are honored to celebrate these students' achievements and their continued dedication to language learning. Congratulations to Terrance Ladd and Jonathan Wolfe (German) and Kylee Thompson, Vivian Newton, Kevin Gonzalez-Melendez and Sebastian Salas-Vaca. (Spanish)

## FY 23 FYTD Budget Summary - Budget Transfer #2

Fund	FY23 Original Approved Budget	Budget Amendments #1	Budget Transfers #1 & #2	FY23 Revised & Amended Budget Amounts
Fund 141 (General Fund)	\$ 64,771,205.00	\$ 2,000,000.00	\$ (5,540.65)	\$ 66,765,664.35
Fund 142 (Federal)	\$ 10,031,877.00			\$ 10,031,877.00
Fund 143 (Food Service)	\$ 2,667,557.00			\$ 2,667,557.00
Fund 145 (Other Education)	\$ 229,112.00		\$ 5,540.65	\$ 234,652.65
Fund 146 (Extended Child Care)	\$ 408,430.00			\$ 408,430.00
<b>TOTAL All Funds</b>	<b>\$ 78,108,181.00</b>	<b>\$ 2,000,000.00</b>	<b>\$ -</b>	<b>\$ 80,108,181.00</b>

## Fund 141 Budget Transfers

Fund 141 REVENUES	Account Number	Decrease	Increase
Establish FY23 SySTEM Grant Budget	141 R 46980 000 000 00000 000	\$ 33,760.00	\$ -
	141 R 44570 000 022 00000 000	\$ -	\$ 33,760.00
Establish TVA STEM Classroom Grant	141 R 44570 000 000 00000 000	\$ 5,000.00	\$ -
	141 R 44570 000 000 00000 652	\$ -	\$ 5,000.00
Transfer to Cover Cooling Towers	141 R 46980 000 000 00000 000	\$ 245,023.57	\$ -
	141 R 44570 000 000 00000 000	\$ 10,156.43	
	141 R 49700 000 000 00000 458	\$ -	\$ 255,180.00

Fund 141 EXPENDITURES	Account Number	Increase	Decrease
Transfer to Purchase Classroom Furniture	141 E 71100 449 000 00025 000	\$ -	\$ 3,691.00
	141 E 72410 701 000 00025 000	\$ 3,691.00	\$ -
Budget Transfer for K. Salko from Sub TA to TA	141 E 71100 163 000 00030 000	\$ 17,018.00	\$ -
	141 E 71100 163 000 00030 195	\$ -	\$ 17,018.00
Transfer Fund for Ben Martin Track Renovation	141 E 72610 399 000 00000 399	\$ -	\$ 27,629.72
	141 E 76100 707 000 00000 441	\$ 27,629.72	\$ -
Transfer Funds for Vehicle Maintenance/Repair	141 E 72610 359 000 00000 000	\$ -	\$ 5,000.00
	141 E 72620 338 000 00000 000	\$ 5,000.00	
Transfer from AVID Tutoring to AVID Summer Ignite Virtual PD and Furniture/Technology for Communications Specialist	141 E 72130 189 000 00000 605	\$ -	\$ 10,000.00
	141 E 72130 524 000 00000 605	\$ 2,000.00	\$ -
	141 E 72210 599 000 00068 000	\$ 8,000.00	\$ -

<b>Transfer of Fund for Fuel</b>	141 E 72610 359 000 00000 000	\$	-	\$	10,000.00
	141 E 72610 399 000 00000 000	\$	-	\$	10,000.00
	141 E 72620 425 000 00000 000	\$	20,000.00	\$	-
<b>Transfer Funds Needed for Classroom Furniture</b>	141 E 72210 196 000 00025 000	\$	-	\$	6,000.00
	141 E 71100 711 000 00025 000	\$	6,000.00		
<b>Establish SySTEM Grant Budget</b>	141 E 72230 399 022 00000 000	\$	31,850.00	\$	-
	141 E 72230 504 022 00000 000	\$	1,910.00	\$	-
	141 E 71900 599 000 00000 000	\$	-	\$	33,760.00
<b>Voluntary PreK Revision to Match ePlan</b>	141 E 73400 217 011 00043 000	\$	169.66	\$	-
	141 E 73400 429 011 00043 000	\$	-	\$	169.66
<b>Transfer to Cover Cooling Towers</b>	141 E 76100 707 000 00000 458	\$	255,180.00	\$	-
	141 E 71900 599 000 00000 000	\$	-	\$	255,180.00
<b>Transfer to Cover TNCPE Spring 2023 Scope of Work</b>	141 E 72210 524 000 00000 000	\$	60,000.00	\$	-
	141 E 72130 322 000 00000 000	\$	-	\$	60,000.00
<b>Transfer for Classroom Furniture Needs</b>	141 E 71100 711 000 00025 000	\$	5,170.15	\$	-
	141 E 72210 524 000 00025 000	\$	-	\$	5,170.15
<b>Establish TVA STEM Classroom Grant</b>	141 E 72130 599 000 00040 652	\$	5,000.00	\$	-
	141 E 71900 599 000 00000 000	\$	-	\$	5,000.00
<b>Transfer Funds to Align with School Needs</b>	141 E 71100 711 000 00040 000	\$	7,740.00	\$	-
	141 E 72210 524 000 00040 000	\$	-	\$	4,000.00
	141 E 72210 196 000 00040 000	\$	-	\$	3,740.00
<b>TOTAL</b>			<b>\$ 750,298.53</b>	<b>\$ 750,298.53</b>	

## Fund 142 Budget Transfers

Fund 142 REVENUES	Account Code	Decrease	Increase
Title I Revision to Match ePlan	142 R 47141 000 101 00000 000	\$ 30,945.45	\$ -
	142 R 47590 000 000 00000 000	\$ -	\$ 30,945.45
Title III Revision to Match ePlan	142 R 47590 000 000 00000 000	\$ 65.57	\$ -
	142 R 47146 000 303 00000 000	\$ -	\$ 65.57
IDEA-B Revision to Match ePlan	142 R 47590 000 000 00000 000	\$ 63,690.00	\$ -
	142 R 47143 000 901 00000 000	\$ -	\$ 63,690.00
IDEA PreK Revision to Match ePlan	142 R 47590 000 000 00000 000	\$ 1,166.00	\$ -
	142 R 47145 000 911 00000 000	\$ -	\$ 1,166.00
Title II Revision to Match ePlan	142 R 47590 000 000 00000 000	\$ 13,247.52	\$ -
	142 R 47189 000 202 00000 000	\$ -	\$ 13,247.52
Title IV Revision to Match ePlan	142 R 47590 000 411 00000 000	\$ 1,038.87	\$ -
	142 R 47590 000 000 00000 000	\$ -	\$ 1,038.87
<b>FUND 142 EXPENDITURES</b>		<b>Increase</b>	<b>Decrease</b>
Transfer for ISchools Vehicle	142 E 71300 730 951 00000 000	\$ -	\$ 70,000.00
	142 E 71300 718 951 00000 000	\$ 70,000.00	\$ -
	142 E 71100 163 101 00043 000	\$ 16,791.40	\$ -
	142 E 71100 163 101 00045 000	\$ -	\$ 5,418.98
	142 E 71100 163 101 00050 000	\$ -	\$ 3,588.52
	142 E 71100 201 101 00015 000	\$ 1,321.13	\$ -
	142 E 71100 201 101 00030 000	\$ -	\$ 233.34
	142 E 71100 201 101 00043 000	\$ 269.23	\$ -

**Title I Revision to Match ePlan**

142 E 71100 201 101 00045 000	\$	-	\$	154.44
142 E 71100 201 101 00050 000	\$	-	\$	222.42
142 E 71100 204 101 00015 000	\$	0.26	\$	-
142 E 71100 204 101 00043 000	\$	-	\$	689.61
142 E 71100 204 101 00045 000	\$	-	\$	0.20
142 E 71100 207 101 00015 000	\$	-	\$	146.06
142 E 71100 207 101 00043 000	\$	-	\$	129.84
142 E 71100 207 101 00045 000	\$	-	\$	142.13
142 E 71100 208 101 00043 000	\$	2.96	\$	-
142 E 71100 208 101 00045 000	\$	-	\$	0.02
142 E 71100 212 101 00015 000	\$	309.10	\$	-
142 E 71100 212 101 00030 000	\$	-	\$	54.66
142 E 71100 212 101 00043 000	\$	-	\$	156.88
142 E 71100 212 101 00045 000	\$	-	\$	36.04
142 E 71100 212 101 00050 000	\$	-	\$	51.88
142 E 71100 299 101 00043 000	\$	1.73	\$	-
142 E 71100 299 101 00045 000	\$	-	\$	0.02
142 E 71100 429 101 00015 000	\$	-	\$	5,000.00
142 E 71100 429 101 00030 000	\$	-	\$	5,000.00
142 E 71100 429 101 00045 000	\$	-	\$	5,000.00
142 E 71100 429 101 00050 000	\$	-	\$	5,000.00
142 E 72130 201 101 00045 000	\$	-	\$	314.41
142 E 72130 204 101 00045 000	\$	0.03	\$	-
142 E 72130 207 101 00000 000	\$	-	\$	265.94
142 E 72130 212 101 00045 000	\$	-	\$	73.59
142 E 72130 399 101 00008 000	\$	5,458.10	\$	-
142 E 72130 499 101 00008 000	\$	-	\$	7.80
142 E 72130 499 101 00015 000	\$	-	\$	75.47
142 E 72130 499 101 00030 000	\$	-	\$	75.47
142 E 72130 499 101 00045 000	\$	-	\$	75.48
142 E 72130 499 101 00050 000	\$	-	\$	75.47
142 E 72130 599 101 00000 000	\$	-	\$	6,332.56
142 E 72210 201 101 00000 000	\$	-	\$	292.94
142 E 72210 204 101 00000 000	\$	-	\$	0.06

	142 E 72210 207 101 00000 000	\$	-	\$	209.73
	142 E 72210 208 101 00000 000	\$	-	\$	0.12
	142 E 72210 212 101 00000 000	\$	-	\$	68.57
	142 E 72210 299 101 00000 000	\$	-	\$	0.12
	142 E 72210 499 101 00008 000	\$	-	\$	23,439.35
	142 E 72210 524 101 00043 000	\$	-	\$	10,000.00
	142 E 72250 471 101 00008 000	\$	17,232.73	\$	-
	142 E 71900 000 000 00000 000	\$	30,945.45	\$	-

<b>End of Year Carl Perkins Transfer</b>	142 E 71300 163 801 00035 000	\$	-	\$	745.09
	142 E 71300 201 801 00000 000	\$	-	\$	82.89
	142 E 71300 212 801 00035 000	\$	-	\$	10.33
	142 E 71300 429 801 00000 000	\$	-	\$	208.41
	142 E 71300 429 801 00000 090	\$	-	\$	1,284.24
	142 E 71300 499 801 00000 000	\$	-	\$	6,548.01
	142 E 71300 730 801 00000 000	\$	11,521.65		
	142 E 72130 355 801 00000 000	\$	1,284.24	\$	-
	142 E 72130 399 801 00000 000	\$	-	\$	1,284.24
	142 E 72130 524 801 00000 000	\$	1,000.00	\$	-
	142 E 72230 524 801 00000 000	\$	-	\$	3,109.64
	142 E 99100 504 801 00000 000	\$	-	\$	533.04

<b>Transfer to Match ePlan RSC Revision</b>	142 E 72130 790 942 00000 000	\$	-	\$	2,597.40
	142 E 72210 369 942 00000 000	\$	-	\$	15,000.00
	142 E 72210 524 942 00000 000	\$	-	\$	7,020.00
	142 E 72130 399 942 00000 000	\$	24,617.40	\$	-

<b>Title II Revision to Match ePlan</b>	142 E 72210 196 202 00000 000	\$	-	\$	5,800.00
	142 E 72210 524 202 00000 000	\$	18,548.16	\$	-
	142 E 72210 524 202 00008 000	\$	499.36	\$	-
	142 E 71900 000 000 00000 000	\$	-	\$	13,247.52

<b>Title III Revision to Match ePlan</b>	142 E 72130 499 303 00000 000	\$	65.57	\$	-
	142 E 71900 000 000 00000 000	\$	-	\$	65.57

<b>IDEA PreK Revision to Match ePlan</b>	142 E 71200 163 911 00043 000	\$	1,166.00	\$	-
	142 E 71900 000 000 00000 000	\$	-	\$	1,166.00

<b>Title IV Transfer to Match ePlan Revision</b>	142 E 72120 399 411 00000 000	\$	-	\$	647.17
	142 E 72120 499 411 00000 000	\$	-	\$	6,852.83
	142 E 72250 499 411 00000 000	\$	-	\$	3,000.00
	142 E 72250 524 411 00000 000	\$	-	\$	2,000.00
	142 E 72210 599 411 00000 000	\$	-	\$	2,500.00
	142 E 72210 524 411 00000 000	\$	15,000.00	\$	-

<b>Transfer Funds within 21st CCLC Grant Budget</b>	142 E 73300 116 431 00045 000	\$	-	\$	845.00
	142 E 73300 169 431 00045 000	\$	845.00	\$	-
	142 E 73300 189 431 00015 000	\$	1,200.00	\$	-
	142 E 73300 189 431 00045 000	\$	606.29	\$	-
	142 E 73300 204 431 00015 000	\$	-	\$	1,200.00
	142 E 73300 204 431 00045 000	\$	-	\$	223.66
	142 E 73300 212 431 00045 000	\$	-	\$	33.02
	142 E 73330 399 431 00045 000	\$	117.88	\$	-
	142 E 73300 429 431 00045 000	\$	-	\$	467.49

<b>IDEA-B Transfer to Match ePlan Revision</b>	142 E 72220 189 901 00000 000	\$	45,000.00	\$	-
	142 E 72220 201 901 00000 000	\$	4,000.00	\$	-
	142 E 72220 204 901 00000 000	\$	5,000.00	\$	-
	142 E 72220 207 901 00000 000	\$	4,117.76	\$	-
	142 E 72220 212 901 00000 000	\$	2,000.00	\$	-
	142 E 99100 504 901 00000 000	\$	3,572.24	\$	-
	142 E 71900 000 000 00000 000	\$	-	\$	63,690.00

<b>ARP IDEA-B Revision to Match ePlan</b>	142 R 99100 504 905 00000 000	\$	161.00	\$	-
	142 E 71200 207 905 00000 000	\$	-	\$	161.00

	142 E 71200 163 912 00043 000	\$	670.68	\$	-
	142 E 71200 201 912 00043 000	\$	-	\$	54.70
	142 E 71200 204 912 00043 000	\$	-	\$	353.65
<b>ARP IDEA Preschool Revision to Match ePlan</b>	142 E 71200 206 912 00043 000	\$	75.60	\$	-
	142 E 71200 208 912 00043 000	\$	219.19	\$	-
	142 E 71200 212 912 00043 000	\$	-	\$	683.14
	142 E 71200 299 912 00043 000	\$	65.11	\$	-
	142 E 99100 504 912 00000 000	\$	60.91	\$	-

	142 E 72120 399 411 00008 000	\$	-	\$	38.64
	142 E 72210 499 411 00000 000	\$	5,265.47	\$	-
<b>Title IV Revision to Match ePlan</b>	142 E 72250 499 411 00000 000	\$	-	\$	9,265.70
	142 E 72250 524 411 00000 000	\$	3,000.00	\$	-
	142 E 71900 000 000 00000 000	\$	1,038.87	\$	-

<b>TOTAL</b>		\$	<b>403,203.91</b>	\$	<b>403,203.91</b>
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# 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 *JVD*  
**Subject:** FY'23 Budget Transfer #2  
**Date:** April 24, 2023

The attached FY'23 Budget Transfer #2 includes the following budget transfer requests for Board of Education approval:

- Routine budget transfers and revisions for General Fund and Federal grants from December 19, 2022 through April 4, 2023 for Board Approval.
- Establish budget for insurance revenue and purchase of cooling towers damaged in the extreme cold weather during December 2022.
- Establish budget for the TVA STEM Classroom grants.
- Establish budget for the FY23 SySTEM grant.



# Oak Ridge Schools

OFFICE OF  
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## MEMORANDUM

**To:** Dr. Bruce Borchers, Superintendent of Schools  
**From:** Jenifer Van Dyke, Finance Director *JVD*  
**Subject:** FY'23 Budget Transfer #3 & Budget Amendment #2  
**Date:** May 22, 2023

The attached FY'23 Budget Transfer #3 & Amendment #2 includes the following budget transfer requests for Board of Education approval:

- Establish budget for Oak Ridge Education Foundation grants.
- Establish budget for Security Film for windows throughout the District
- Maintenance transfers for purchase of a Tri-Deck Mower and needed addition to repair budget lines.
- Establish budget for the FY23 Summer Learning Camp & Summer Learning Camp Transportation Grants.
- Addition of \$450,792.89 to the budget for the Summer Learning Camp Grant. This budget amendment will be taken to the City of Oak Ridge in June 2023.
- Addition of \$200,000 to the Food Services budget to account for increased revenue and additional equipment purchases. This budget amendment will be taken to the City of Oak Ridge in June 2023.
- Routine budget transfers and revisions for General Fund and Federal grants from April 4, 2023 through May 16, 2023 for Board Approval.

## FY 23 FYTD Budget Summary - Budget Transfer #3 and Budget Amendment #2

Fund	FY23 Original Approved Budget	Budget Amendments #1 & #2	Budget Transfers #1, #2, & #3	FY23 Revised & Amended Budget Amounts
Fund 141 (General Fund)	\$ 64,771,205.00	\$ 2,450,792.89	\$ 114,399.78	\$ 67,336,397.67
Fund 142 (Federal)	\$ 10,031,877.00		\$ (119,940.43)	\$ 9,911,936.57
Fund 143 (Food Service)	\$ 2,667,557.00	\$ 200,000.00		\$ 2,867,557.00
Fund 145 (Other Education)	\$ 229,112.00		\$ 5,540.65	\$ 234,652.65
Fund 146 (Extended Child Care)	\$ 408,430.00			\$ 408,430.00
<b>TOTAL All Funds</b>	<b>\$ 78,108,181.00</b>	<b>\$ 2,650,792.89</b>	<b>\$ -</b>	<b>\$ 80,758,973.89</b>

## Fund 141 Budget Transfers

Fund 141 REVENUES	Account Number	Decrease	Increase
Transfer from 142 Contingency	141 R 46511 000 000 00000 000	\$ -	\$ 100,000.00
Establish ORPSEF Grant Budget	141 R 44570 000 000 00000 000	\$ 49,513.11	\$ -
	141 R 44570 000 000 00000 100	\$ -	\$ 49,513.11
Establish Budget for Pavillion at Blankenship	141 R 44570 000 000 00000 000	\$ 23,649.30	\$ -
	141 R 44570 000 000 00000 199	\$ -	\$ 23,649.30
Establish Summer Learning Transportation Grant Budget	141 R 46590 000 098 00000 123	\$ -	\$ 81,761.46
	141 R 44570 000 000 00000 000	\$ 61,821.03	\$ -
	Transfer from 142 Contingency	\$ 19,940.43	\$ -
Fund 141 EXPENDITURES	Account Number	Increase	Decrease
Transfer from 142 Contingency	141 E 71900 599 000 00000 000	\$ 100,000.00	\$ -
Maintenance Transfer for Tri Deck Mower	141 E 76100 707 000 00000 441	\$ -	\$ 18,435.00
	141 E 72620 717 000 00000 000	\$ 18,435.00	\$ -
Transfer Funds for Security Window Film from Contingency	141 E 76100 707 000 00000 403	\$ 251,200.00	\$ -
	141 E 71900 599 000 00000 000	\$ -	\$ 251,200.00
COPS Grant - Local Match	141 E 76100 707 000 00000 499	\$ 25,000.00	\$ -
	141 E 71900 599 000 00000 000	\$ -	\$ 25,000.00
Budget Transfer to Purchase Conex Boxes for IT	141 E 71100 430 000 00000 000	\$ -	\$ 16,000.00
	141 E 76100 707 000 00000 436	\$ 16,000.00	\$ -

<b>RMS Transfer to Align Budget with School Needs</b>	141 E 72120 499 000 00040 000	\$	-	\$	150.00
	141 E 72210 524 000 00040 000	\$	-	\$	700.00
	141 E 72410 701 000 00040 000	\$	425.00	\$	-
	141 E 72410 499 000 00040 000	\$	-	\$	300.00
	141 E 71100 711 000 00040 000	\$	1,250.00	\$	-
	141 E 71100 429 000 00040 000	\$	-	\$	525.00

<b>Maintenance Transfer for Repair Lines</b>	141 E 76100 707 000 00000 457	\$	-	\$	10,000.00
	141 E 72620 338 000 00000 000	\$	10,000.00	\$	-
	141 E 76100 707 000 00000 457	\$	-	\$	7,153.00
	141 E 72620 418 000 00000 000	\$	7,153.00		
	141 E 76100 707 000 00000 457			\$	20,000.00
	141 E 72620 426 000 00000 000	\$	20,000.00	\$	-

<b>Establish Budget for Pavillion at Blankenship</b>	141 E 76100 707 000 00000 436	\$	23,649.30	\$	-
	141 E 71900 599 000 00000 000	\$	-	\$	23,649.30

<b>Establish ORPSEF Grant Budget</b>	141 E 72130 599 000 00043 100	\$	3,038.82	\$	-
	141 E 72130 599 000 00015 100	\$	12,790.00	\$	-
	141 E 72130 599 000 00050 100	\$	3,500.00	\$	-
	141 E 72130 599 000 00040 100	\$	25,184.29	\$	-
	141 E 72130 599 000 00035 100	\$	5,000.00	\$	-
	141 E 71900 599 000 00000 000	\$	-	\$	49,513.11

<b>Innovative Schools Model Grant Budget Transfer</b>	141 E 71300 366 023 00035 000	\$	-	\$	149,999.99
	141 E 71300 399 023 00025 000	\$	-	\$	2,999.99
	141 E 71300 399 023 00040 000	\$	-	\$	2,999.99
	141 E 71300 399 023 00035 000	\$	-	\$	178,629.70
	141 E 71300 524 023 00025 000	\$	-	\$	4,999.99
	141 E 71300 524 023 00040 000	\$	-	\$	4,999.99
	141 E 71300 599 023 00035 000	\$	15,999.96	\$	-
	141 E 76100 399 023 00035 000	\$	328,629.69	\$	-

	141 E 71100 116 000 00000 000	\$ 88,000.00	\$ -
	141 E 71100 163 000 00000 000	\$ -	\$ 17,000.00
	141 E 71100 201 000 00000 000	\$ -	\$ 25,000.00
	141 E 71100 207 000 00000 000	\$ 17,000.00	\$ -
	141 E 71100 212 000 00000 000	\$ -	\$ 5,000.00
	141 E 71150 195 000 00036 000	\$ 1,000.00	\$ -
	141 E 71150 207 000 00036 000	\$ -	\$ 1,000.00
	141 E 71200 201 000 00000 000		\$ 9,100.00
	141 E 71200 207 000 00000 000	\$ 9,100.00	
<b>End of Year Budget Adjustments</b>	141 E 71300 195 000 00000 000	\$ 2,000.00	
	141 E 71300 201 000 00000 000		\$ 2,000.00
	141 E 71900 599 000 00000 000		\$ 59,060.00
	141 E 72320 201 000 00000 000	\$ 1,060.00	
	141 E 72510 201 000 00000 000		\$ 187.00
	141 E 72510 399 000 00000 000	\$ 187.00	
	141 E 72510 599 000 00000 000	\$ 500.00	
	141 E 72510 701 000 00000 000		\$ 500.00
	141 E 73401 163 000 00043 000	\$ -	\$ 15,000.00
	141 E 73401 312 000 00000 000	\$ 15,000.00	\$ -

<b>Establish Summer Learning Transportation Grant Budget</b>	141 E 72710 312 098 00000 123	\$ 69,761.46	\$ -
	141 E 72710 412 098 00000 123	\$ 12,000.00	\$ -
	Transfer from 142 Contingency	\$ -	\$ 19,940.43
	141 E 71900 599 000 00000 000	\$ -	\$ 61,821.03

<b>Budget Transfer to Cover June Training</b>	141 E 71100 430 000 00000 000	\$ -	\$ 12,000.00
	141 E 72210 524 000 00068 000	\$ 12,000.00	\$ -

<b>Transfer Funds for Frame/Glass SRO Office at JMS</b>	141 E 72610 399 000 00000 399	\$ -	\$ 7,029.11
	141 E 72620 335 000 00000 000	\$ 7,029.11	\$ -

<b>TOTAL</b>		<b>\$1,256,816.50</b>	<b>\$1,256,816.50</b>
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## Fund 141 Budget Amendment #2

To Be Presented to City June 2023

Fund 141 REVENUES	Account Number	Decrease	Increase
Establish Summer Learning Camp Budget	141 R 46590 000 098 00000 120	\$ -	\$ 450,792.89

Fund 141 EXPENDITURES	Account Number	Increase	Decrease
Establish Summer Learning Camp Budget	141 E 71100 116 098 00000 120	\$ 327,343.67	\$ -
	141 E 71100 201 098 00000 120	20,801.00	\$ -
	141 E 71100 204 098 00000 120	34,030.00	\$ -
	141 E 71100 212 098 00000 120	4,864.50	\$ -
	141 E 71100 217 098 00000 120	1,225.00	\$ -
	141 E 72410 104 098 00000 120	53,279.22	\$ -
	141 E 72410 201 098 00000 120	3,224.00	\$ -
	141 E 72410 204 098 00000 120	4,971.50	\$ -
	141 E 72410 212 098 00000 120	754.00	
141 E 72410 217 098 00000 120	300.00		

<b>TOTAL</b>	<b>\$ 450,792.89</b>	<b>\$ 450,792.89</b>
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## Fund 142 Budget Transfers

Fund 142 REVENUES	Account Number	Decrease	Increase
<b>Transfer to 141 Contingency</b>	142 R 47590 000 000 00000 000	\$ 100,000.00	\$ -
<b>Transfer to 141 - Summer Learning Transportation</b>	142 R 47590 000 000 00000 000	\$ 19,940.43	\$ -
<b>Establish COPS Grant Budget</b>	142 R 47590 000 000 00000 000 142 R 47710 000 970 00000 000	\$ 225,000.00 \$ -	\$ - \$ 225,000.00

FUND 142 EXPENDITURES	Account Number	Increase	Decrease
<b>Transfer to 141 Contingency</b>	142 E 71900 000 000 00000 000	\$ -	\$ 100,000.00
<b>Transfer to 141 - Summer Learning Transportation</b>	142 E 71900 000 000 00000 000	\$ -	\$ 19,940.43
<b>ARP IDEA-B Revision to Match ePlan</b>	142 E 71200 116 905 00000 000 142 E 71200 163 905 00000 000 142 E 71200 201 905 00000 000 142 E 71200 204 905 00000 000 142 E 71200 206 905 00000 000 142 E 71200 207 905 00000 000 142 E 71200 208 905 00000 000 142 E 71200 212 905 00000 000 142 E 71200 299 905 00000 000 142 E 71200 524 905 00000 000 142 E 99100 504 905 00000 000	\$ 44,786.37 \$ 5,438.38 \$ 1,082.87 \$ 541.18 \$ - \$ - \$ 832.44 \$ - \$ 12.28 \$ - \$ 814.86	\$ - \$ - \$ - \$ - \$ 2,521.20 \$ 15,145.04 \$ - \$ 5,860.23 \$ - \$ 29,981.91 \$ -

<b>Transfer to Match ePlan IDEA-B Revision</b>	142 E 71200 207 901 00000 000	\$	-	\$	628.26
	142 E 71200 208 901 00000 000	\$	542.40	\$	-
	142 E 71200 299 901 00000 000	\$	85.86	\$	-

<b>IDEA-B Preschool Revision to Match ePlan</b>	142 E 71200 163 911 00043 000	\$	-	\$	498.55
	142 E 99100 504 911 00000 000	\$	498.55	\$	-

<b>RSC Revision to Match ePlan</b>	142 E 72210 524 942 00000 000	\$	4,281.01	\$	-
	142 E 72130 399 942 00000 000	\$	-	\$	4,281.01

<b>Establish COPS Grant Budget</b>	142 E 76100 790 970 00000 000	\$	225,000.00	\$	-
	142 E 71900 000 000 00000 000	\$	-	\$	225,000.00

<b>21st Century Grant Revision to Match ePlan</b>	142 E 73300 399 431 00045 000	\$	-	\$	168.00
	142 E 73300 204 431 00045 000	\$	-	\$	378.80
	142 E 73300 599 431 00045 000	\$	-	\$	120.00
	142 E 73300 201 431 00045 000	\$	-	\$	176.09
	142 E 73300 429 431 00045 000	\$	-	\$	637.35
	142 E 73300 116 431 00045 000	\$	520.00	\$	-
	142 E 73300 169 431 00045 000	\$	75.00	\$	-
	142 E 73300 189 431 00045 000	\$	882.46	\$	-
142 E 73300 212 431 00045 000	\$	2.78	\$	-	

<b>Innovative High Schools Revision to Match ePlan</b>	142 E 71300 116 951 00035 000	\$	-	\$	639.00
	142 E 71300 163 951 00035 000	\$	-	\$	6,633.51
	142 E 71300 201 951 00035 000	\$	-	\$	869.20
	142 E 71300 204 951 00035 000	\$	154.96	\$	-
	142 E 71300 206 951 00035 000	\$	113.40	\$	-
	142 E 71300 208 951 00035 000	\$	-	\$	1.40
	142 E 71300 212 951 00035 000	\$	-	\$	1,083.17
	142 E 71300 299 951 00035 000	\$	-	\$	24.70
	142 E 72130 355 951 00000 000	\$	-	\$	1,100.72
	142 E 71300 399 951 00000 000	\$	-	\$	4,751.70
142 E 71300 429 951 00000 000	\$	24,609.44	\$	-	

	142 E 71300 429 951 00000 090	\$	300.00	\$	-
	142 E 71300 499 951 00035 000	\$	-	\$	7,750.00
	142 E 99100 504 951 00000 000	\$	2,700.00	\$	-
	142 E 72130 524 951 00000 000	\$	-	\$	6,976.77
	142 E 71300 718 951 00000 000	\$	-	\$	27,091.20
	142 E 71300 730 951 00000 000	\$	29,043.57	\$	-

<b>Title IV Willow Brook End of Year Salary Fund Transfers</b>	142 E 73300 399 431 00045 000	\$	-	\$	168.00
	142 E 73300 204 431 00045 000	\$	-	\$	378.80
	142 E 73300 599 431 00045 000	\$	-	\$	120.00
	142 E 73300 201 431 00045 000	\$	-	\$	176.09
	142 E 73300 429 431 00045 000	\$	-	\$	637.35
	142 E 73300 116 431 00045 000	\$	520.00	\$	-
	142 E 73300 169 431 00045 000	\$	75.00	\$	-
	142 E 73300 189 431 00045 000	\$	882.46	\$	-
	142 E 73300 212 431 00045 000	\$	2.78	\$	-

<b>Title II - Update Indirect Cost in ePlan</b>	142 R 99100 504 202 00000 000	\$	2,596.60	\$	-
	142 E 72210 524 202 00000 000	\$	-	\$	2,596.60

<b>ARP IDEA Preschool Revision to Match ePlan</b>	142 E 72120 131 941 00000 000	\$	41,252.00	\$	-
	142 E 72120 201 941 00000 000	\$	2,428.00	\$	-
	142 E 72120 204 941 00000 000	\$	3,151.00	\$	-
	142 E 72120 206 941 00000 000	\$	126.00	\$	-
	142 E 72120 207 941 00000 000	\$	-	\$	214.00
	142 E 72120 212 941 00000 000	\$	567.00	\$	-
	142 E 72120 413 941 00000 000	\$	-	\$	83,310.00
	142 E 76100 707 941 00000 000	\$	36,000.00	\$	-

	142 E 73300 105 431 00015 000	\$	-	\$	3,600.00
	142 E 73300 116 431 00015 000	\$	-	\$	2,000.00
	142 E 73300 169 431 00015 000	\$	-	\$	1,058.00
<b>Title IV Glenwood End of Year Salary Fund</b>	142 E 73300 204 431 00015 000	\$	-	\$	800.00
<b>Transfers</b>	142 E 73300 189 431 00015 000	\$	7,328.00	\$	-
	142 E 73300 201 431 00015 000	\$	100.00	\$	-
	142 E 73300 212 431 00015 000	\$	30.00	\$	-

<b>TOTAL</b>		<b>\$</b>	<b>782,317.08</b>	<b>\$</b>	<b>782,317.08</b>
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# Fund 143 Budget Amendment #2

To Be Presented to City June 2023

<b>Fund 143 REVENUES</b>	<b>Account Number</b>	<b>Decrease</b>	<b>Increase</b>
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Amend Food Service Budget for Increased Revenues	143 R 43521 000 000 00000 000	\$ -	\$ 200,000.00
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<b>Fund 143 EXPENDITURES</b>	<b>Account Number</b>	<b>Increase</b>	<b>Decrease</b>
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Amend Food Service Budget for Equipment Purchases	143 E 73100 399 000 00000 000	\$ 200,000.00	\$ -
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<b>TOTAL</b>		<b>\$ 200,000.00</b>	<b>\$ 200,000.00</b>
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## Fund 145 Budget Transfers

Fund 145 REVENUES	Account Number	Decrease	Increase
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FUND 145 EXPENDITURES	Account Number	Increase	Decrease
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	145 E 73300 201 048 00000 000	\$ 5,291.00	\$ -
	145 E 72130 201 048 00000 000	\$ -	\$ 5,291.00
	145 E 73300 204 048 00000 000	\$ 4,712.00	\$ -
	145 E 72130 204 048 00000 000	\$ -	\$ 4,712.00
	145 E 73300 206 048 00000 000	\$ 126.00	\$ -
	145 E 72130 206 048 00000 000	\$ -	\$ 126.00
<b>Transfer Benefit Budget from Other Student</b>	145 E 73300 207 048 00000 000	\$ 6,336.00	\$ -
<b>Support to Community Services</b>	145 E 72130 207 048 00000 000	\$ -	\$ 6,336.00
	145 E 73300 208 048 00000 000	\$ 365.00	\$ -
	145 E 72130 208 048 00000 000	\$ -	\$ 365.00
	145 E 73300 212 048 00000 000	\$ 1,238.00	\$ -
	145 E 72130 212 048 00000 000	\$ -	\$ 1,238.00
	145 E 73300 299 048 00000 000	\$ 109.00	\$ -
	145 E 72130 299 048 00000 000	\$ -	\$ 109.00

	145 E 73300 355 048 00000 000	\$ -	\$ 2,597.40
<b>Family Resource Center End of Year Budget</b>	145 E 73300 499 048 00000 000	\$ -	\$ 15,000.00
<b>Alignment</b>	145 E 73300 348 048 00000 000	\$ -	\$ 7,020.00
	145 E 72130 499 048 00000 000	\$ 24,617.40	\$ -

	145 E 72130 499 048 00000 000	\$ -	\$ 55.00
<b>Family Resource Center End of Year Budget</b>	145 E 73300 499 048 00000 000	\$ 55.00	\$ -
<b>Alignment</b>			

<b>TOTAL</b>		<b>\$ 42,849.40</b>	<b>\$ 42,849.40</b>
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Oak Ridge Schools  
CAMPUS LEAVE REQUEST – Overnight Trip

School: JEFFERSON MIDDLE SCHOOL Date: 5/2/2023

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

Class/Group Requesting Permission: 8<sup>th</sup> Grade U.S. History

Educational Activity: WILLIAMSBURG FIELD TRIP

Destination: WILLIAMSBURG, JAMESTOWN, YORKTOWN, CHARLOTTESVILLE, VA

Purpose of Trip: FIRST-PERSON, INTERACTIVE LEARNING OF  
BRITISH COLONIES AND REVOLUTIONARY WAR

Departure Date: 9/29/23 Departure Time: 11:00 AM

Return Date: 10/2/23 Return Time: 8:30 AM

Name of School Sponsor: BEN BREWER & SCOTT LINN Cell #: 865-719-7953

# of Students: 80 # of Adults: 10 Chaperone/Student Ratio: 1:8

Minimum required teacher to student ratio:

Pre-K – 3 year olds 1:4    K-2<sup>nd</sup> 1:6    3<sup>rd</sup>-4<sup>th</sup> 1:10    5<sup>th</sup>-8<sup>th</sup> 1:12    9<sup>th</sup>-12<sup>th</sup> 1:15  
4 year olds 1:6

Professional Staff Chaperone(s):

1. Name: BEN BREWER Cell #: 865-719-7953

2. Name: SCOTT LINN Cell #: 865-661-9458

3. Name: JOHN BEARD Cell #: 865-314-1887

4. Name: (ADMINISTRATOR) Cell #: -

5. +1 MALE TBD

Other Chaperone(s):

1. Name: MICHELE SANDERS Cell #: 865-617-8939

2. Name: LAUREN VAN FLEET Cell #: 865-307-1557

3. Name: THERESA DAULS Cell #: 775-223-2874

4. Name: MARY ROOP Cell #: 865-394-0744

5. NURSE/DOCTOR TBD

**Oak Ridge Schools**  
**CAMPUS LEAVE REQUEST – Overnight Trip**

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

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

**Financial Arrangements:** (please indicate method)

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

Substitute Required    Acct to be charged for Substitute \_\_\_\_\_

\$ 626 Per Student    TOTAL TRIP AMOUNT: \$ 50,000

Provisions for those students unable to pay: Scholarships (up to 50%) will

be offered depending on community contributions,  
staff donations, and other donors (i.e. Robert Moss)

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

Mode of Transportation: (circle below)

First Student

Transportation Contractor

School System Van

Air Travel

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

School System Van – Name of Driver \_\_\_\_\_

Valid Driver's License Verified? Yes No    Verified by: \_\_\_\_\_

Attach copy/copies of driver's license

Transportation Contractor: PRIORITY BUS LINE    Phone #: 865-556-8509

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

Air Travel Flight #'s: \_\_\_\_\_

**Oak Ridge Schools**  
**CAMPUS LEAVE REQUEST – Overnight Trip**

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

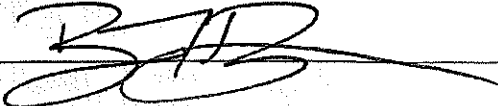
Hotel/Motel Name: Embassy Suites

Address: 3006 MOORETOWN ROAD

City: WILLIAMSBURG State: VA Zip: 23185

Phone: 757-229-6800 Contact Person: HEIDI WATKINS

Number of Nights: 3 Hotel Rating: 2.5 STAR

School Sponsor Signature: 

Date: 5/2/23

**This Section for Athletic Trip Only**


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

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


Athletic Director Signature: \_\_\_\_\_

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

Principal's Action: Approved:  Disapproved:

Principal's Signature:  Date: 5/3/23

Superintendent or Designee's Action: Approved:  Disapproved:

Superintendent or Designee's Signature:  Date: 5/3/23

Board Approval Date (if required): \_\_\_\_\_

09/29/23 WILLIAMSBURG VIRGINIA		Vendor cost	Per Student	Quotes	PO
			80 Students		
Transportation	Transportation	\$12,000/80	\$150.00	*	*
Lodging	40 rooms X \$129 x taxes 3 nights 11%	\$17577.60/80	\$219.72	*	*
	Includes breakfast 3 mornings				
Security	2 guards / 3 nights	\$1050 /80	\$13.12		*
Emergency fund	Emergency money	\$400/80	\$5.00		*
					*
Wood Grill Buffet	\$15.40 x 80 \$24.60 x 10 comp drivers	\$1478/80	\$18.47		*
Jamestown Settlement Café	\$15.00 x 80 \$15.00 x 10 comp drivers	\$1350/80	\$16.87		*
Golden Corral Williamsburg	\$12.00 x 80 \$17.00 x 10 comp drivers	\$1130/80	\$14.12		*
CWB Company	\$30.00 x 80 \$30.00 x 10 comp drivers	\$2700/80	\$33.75		*
Captain George's	\$35.00 x 80 \$55.00 x 10 comp drivers	\$3350/80	\$41.87		*
Miche Tavern	\$19.25 x 80 \$26.75 x 10 comp drivers	\$1807.50/80	\$22.59		*
Snacks on way home	\$250/80	\$250/80	\$3.12		*
Jamestown/Yorktown	\$12.50 x 80 \$17.50 x 2 8 comp	\$1035/80	\$12.93		*
Colonial Connection	\$20.00 x 90	\$1800/80	\$22.50		*
CWF Day tours	\$22 x 80 \$31.50 x 2 8 comp	\$1823/80	\$22.79		*
CWF Evening tours	\$12.50 x 80 \$12.50 x 10	\$1125/80	\$14.06		*
Monticello	\$13.00 x 80 \$32 x 7 3 comp	\$1264/80	\$15.80		*
	ESTIMATED COST PER STUDENT		\$626.71		

# Oak Ridge Schools Competitive Quote Sheet

Work Order #

Vendor Name		PRIORITY COACH		KNOXVILLE TOURS	
Address		2628 Clinton Hwy. Knoxville, TN 37894		PO. Box 12580 Knoxville, TN 37912	
Quote Number		865-556-8509		865-688-6232	
Contact Name		MARVIN HAWKINS		STEWART LISK	
Phone Number		865-556-8509		865-688-6232	
Item	Qty	Description	Unit Price	Ext Price	Ext Price
		SEPT 29 - OCT 2			
	2	56- Passenger Coach Bus	6,400	12,800	11,800
Shipping and Handling					
Quote taken by: BEN BREWER #128123					
Total:			12,000	12,800	11,800
Terms:					
Delivery Date:					
FOB Point:					

Priority has been our transportation for the last 7-8 years & they know the area of understanding some stuff very well - We will be going with them.

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# Movement Details

Priority Coach, Inc.

Client ID	JMSBrewer	Charter ID	325
Client	Benjamin Brewer	Movement ID	1356
Company	Jefferson Middle School	Status	Firm
Client Ref 1		Passengers	
Client Ref 2		Distance	1051

First Pick-up	Jefferson Middle School Oak Ridge TN	Destination	Williamsburg VA
Pick-up Date	Fri 9/29/2023 Time 08:00	Arrival Date	Fri 9/29/2023 Time 17:20
Single Journey	No	Leave Date	Mon 10/2/2023 Time 08:00
Vehicle To Stay	Yes	Back Date	Mon 10/2/2023 Time 17:15

Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
56	Deluxe Motorcoach	1	\$6,000.00	0	\$0.00	\$6,000.00
56	Deluxe Motorcoach	2	\$6,000.00	0	\$0.00	\$6,000.00
Movement Totals			\$12,000.00		\$0.00	\$12,000.00

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1	Driver	2

Included Items	Included	Included Items	Included
Drivers Accommodation	No		

# Oak Ridge Schools Competitive Quote Sheet

Work Order #

Vendor Name		EMBASSY SUITES		Great Wolf Lodge		WILLIAMSBURG, VA	
Address		3000 MOOREHEAD RD WILLIAMSBURG, VA 23188		549 RACHENBERG DR WILLIAMSBURG, VA 23188		P.O. BOX 1176 WILLIAMSBURG, VA 23187	
Quote Number							
Contact Name		Kerri Wolfkins		Nicholas Searcy		Lauren Feulner	
Phone Number		757-345-7606		948-202-1011		757-220-7462	
Item	Qty	Description	Unit Price	Ext. Price	Unit Price	Ext. Price	Ext. Price
	40	Double/Double Suite (3 nights) - Breakfast included	129.00	15,480			
	40	Family Suite (3 nights) - breakfast NOT included			210.00	25,200	
	40	Double/Double Room (3 night) - breakfast not included					199.00 23,880
Shipping and Handling							
Quote taken by:		BEN BREWER					
Req. No.		438120					
Total:				17,577.00			
Terms:							
Delivery Date:							
FOB Point:							

*Will be using Embassy Suites Breakfast included & we have to go w them for many years*





EMBASSY SUITES  
HOTEL®  
Williamsburg

Williamsburg  
3006 Mooretown Road  
Williamsburg, VA 23185

757.229.6800, Hotel Direct  
757.220.3486, Hotel Fax

### GROUP SALES AGREEMENT

#### 1a DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between:

Embassy Suites Hotel®: Williamsburg  
3006 Mooretown Road, Williamsburg, VA 23185  
and Jefferson Middle School and outlines specific conditions and services to be provided.

Especially Prepared for:		Event & Hotel Information:	
Group Contact:	Ben Brewer	Name "Event":	Jefferson Middle School
Company Name:	Jefferson Middle School	Date(s) of Event:	September 29, 2023 - October 02, 2023
Address:	200 Fairbanks Road Oak Ridge	Hotel Contact:	Heidi Watkins
City, State, Zip:	TN 37830	Title:	Director of Sales
Phone:	865-425-9301	Phone:	757-229-6800
Email:	btbrewer@orn.edu	Email:	heidi.watkins@hilton.com

NAME OF EVENT: Jefferson Middle School

#### 2a GUEST ROOM & RATES COMMITMENT

The Hotel agrees that it will provide and group agrees that it will utilize guest rooms in the pattern set forth below: Based upon Jefferson Middle School's total program requirements as outlined in this agreement, Hotel confirms the following group rates (net of all taxes):

	Fri 09/29/2023		Sat 09/30/2023		Sun 10/01/2023	
	Rooms	Rate	Rooms	Rate	Rooms	Rate
Double/Double Suite	38	\$129.00	38	\$129.00	38	\$129.00
King Suite	2	\$129.00	2	\$129.00	2	\$129.00

*Hotel room rates are subject to applicable state and local taxes (currently 12% and \$2 nightly) in effect at the time of check in. Rate includes full cooked to order breakfast, complimentary evening cocktail reception, complimentary Wi-Fi and complimentary parking.  
Complimentary Suite policy is 1 per 20 actualized per night.*

#### 3a METHOD OF RESERVATIONS: Rooming List

A rooming list must be provided to facility to your room block. Organization must provide a list of guest name(s), arrival date(s), departure date(s), room type requested, and any special requests. Rooming list is due to the Hotel Sales Department no later than 5:00pm on Wednesday, August 30, 2023.

#### 4a GUARANTEED RESERVATIONS / BILLING: Master Account with Deposit

The Jefferson Middle School is responsible for the room and tax for the above mentioned room block and event. The hotel requires a credit card authorization form on file to guarantee the space. Final payment is due 14 days prior to arrival.

#### 5a CUTOFF DATE

Reservations by attendees must be received on or before 5:00pm, Wednesday, August, 30, 2023 (the "Cutoff Date"). At the Cutoff Date, Hotel will review the reservation pickup for the Event, release the unreserved rooms for general sale, and determine whether it can accept reservations based on a space- and rate-available basis at the Jefferson Middle School group rate after this date.

#### 6a CANCELLATION

Jefferson Middle School agrees to provide Hotel with written notice of any decision to cancel or to otherwise essentially abandon its use of the Total Room Nights ("a cancellation") within five (5) business days of such a decision. If cancellation period has passed, the Jefferson Middle School reservations will be assessed a cancellation charge of the first night's room

BTB Client Initials

Hotel Representatives Initials



EMBASSY SUITES  
HOTEL  
Williamsburg

Williamsburg  
3006 Mooretown Road  
Williamsburg, VA 23185

757.229.6800, Hotel Direct  
757.220.3486, Hotel Fax

and tax. Cancellation for this group is 30 days prior to the first arrival date. Once reservations are made by the guests they have up until 72 hours prior to arrival to cancel their room without penalty. Within 72 hours to arrival, the room will be charged a 1<sup>st</sup> night's lodging and tax penalty to the credit card on file to guarantee the room.

7a ATTRITION-Waived for Jefferson Middle School

8a REWARDS PROGRAM – HILTON HONORS EVENT PLANNER POINTS

Approximately (10) business days after the conclusion of the Event (provided that the Event is not cancelled and Jefferson Middle School has otherwise complied with the material terms and conditions of this Agreement, the Hotel will either award Points or submit an award for airline miles:

CHECK ONE OPTION BELOW:

Reward Points to the Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement)  
Member Name BENJAMIN BREWER  
Hilton Honors Number 1526953995

9a IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible for the Hotel to provide, or for groups in general to use, the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

10a ACCEPTANCE

When presented by the Hotel to Jefferson Middle School, this document is an invitation by the Hotel to Jefferson Middle School to make an offer. Upon signature by Jefferson Middle School this document will be an offer by Jefferson Middle School. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies Jefferson Middle School at any time prior to Jefferson Middle School's execution of this document, the outlined format and dates will be held by the Hotel for Jefferson Middle School on a first-option basis until Wednesday, January, 25, 2023. If Jefferson Middle School cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations. Upon signature by both parties, Jefferson Middle School and the Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

11a SIGNATURES

Approved and authorized by:

Approved and authorized by Hotel:

Name: (Print) BENJAMIN BREWER

Name: (Print) Heidi Watkins

Title: (Print) TRIP COORDINATOR/TEACHER

Title (Print) Director of Sales

Signature: [Signature]

Signature: Heidi Watkins

Date: 01/24/2023

Date: 1/27/2023

BIB Client Initials

Hotel Representatives Initials







# Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase BEN BREWER Date 4/23/23 Account to be charged \_\_\_\_\_

Room # for item(s) to be delivered \_\_\_\_\_ Purchased for what reason WILLIAMS BLDG TRIP

Vendor JAMESTOWN GAFE Phone Paula Berbeck 757-253-4939

Address P.O. Box 1607 Fax 757-253-4997

City/State/Zip JAMESTOWN, VA 23187 Catalog Date \_\_\_\_\_

Item/Catalog #	Quantity	Description	Unit Price	Total Price
	80	Student Meals	\$ 15.00	\$ 1200.00
	10	Adult Meals	\$ 15.00	\$ 150.00
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
TOTAL			\$	\$ 1350.00

OFFICE USE ONLY:  
 Date Received by Bookkeeper \_\_\_\_\_ Purchase Order # \_\_\_\_\_  
 Approved \_\_\_\_\_ Purchase Order to be called in by Bookkeeper \_\_\_\_\_ or Staff Member \_\_\_\_\_  
 Office Use Only:  
 \_\_\_\_\_ 141-71100-429-10-25 Classroom \_\_\_\_\_ 141-71100-449-10-25 Textbooks  
 \_\_\_\_\_ 141-71100-722-10-25 New/Replace Class \_\_\_\_\_ 141-72120-499-10-25 Clinic  
 \_\_\_\_\_ 141-72210-432-10-25 Library \_\_\_\_\_ 141-72210-437-10-25 Periodicals \_\_\_\_\_ Other (SECME, Sp. ED)

COMMENTS: \_\_\_\_\_

*1687*

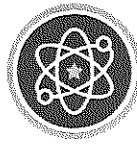












**Robertsville**

MIDDLE SCHOOL

245 ROBERTSVILLE ROAD • OAK RIDGE, TN 37830

**DATE:** May 1, 2023  
**TO:** Mr. Bruce Lay, Executive Director of School Leadership  
**FROM:** Nick Corrigan, Principal  
**SUBJECT:** Board Approval for TSA National Competition June 28 - July 2

Mr. Lay,

I would like to request Board approval for the Robertsville Middle School TSA students to attend the TSA National Competition in Louisville, KY. Robertsville TSA Club attended the State Competition in late March and represented Oak Ridge in excellent fashion with 21 project teams comprising of 28 students receiving recognition. The Tennessee TSA State Leadership Conference (SLC) is the showcase of engineering and technology. Quality career and technical education was the centerpiece of the conference. Over 500 students, teachers, education leaders, and representatives of business and industry joined together to engage, prepare, and celebrate America's future workforce.

The total trip for the National Conference will consist of approximately 15 students who will be accompanied by their parent/guardian and the club sponsor, Dr. Sandra Burnette. The team will depart from campus on June 28 and return on July 2. Please find attached the agenda for the competition.

Additionally, please note the total cost of this trip will exceed \$25,000. However, the vast majority of this cost is for student registration, hotel and travel fees which will be arranged directly and entirely by each students' parent or guardian. Robertsville Middle School will not be registering or collecting student fees for this trip. The only portion of the trip that will be funded through ORS is for the club sponsor, Dr. Sandra Burnette, which has been arranged with support from Dr. Holly Cross and the CTE Department. The estimated cost for her travel is \$1,861.20 and is included on the attached TAR.

Due to the trip being a school sponsored club, overnight, and out of state, it is my understanding this trip will need to be approved by the Board of Education.

Please reach out with any questions or concerns, and thank you for your support of our students.

Respectfully,

Nick Corrigan  
Principal

Phone (865) 425-9201 • Fax (865) 425-9247 • [www.ortn.edu/robertsville](http://www.ortn.edu/robertsville)

Mr. Nick Corrigan, Principal • Mrs. Christy Free, Vice Principal • Mr. Christopher Williams, Dean of Students



**OAK RIDGE SCHOOLS  
TRAVEL AUTHORIZATION REQUEST**

**Reset**

**Traveler** Sandra Burnette **Email** sgburnette@ortn.edu  
**Location** Robertsville **Phone Number** 865-310-1399

**Total number of Professional Leave days entered in Skyward** 0

<b>TRAVELER</b> <b>Departure Date</b> <u>06/28/23</u> <b>Time</b> <u>9:00 a.m.</u> <b>TRAVELER</b> <b>Return Date</b> <u>7/2/23</u> <b>Time</b> <u>5:00 p.m.</u>	<b>EVENT</b> <b>Start Date</b> <u>6/28/23</u> <b>Time</b> <u>4:00 p.m.</u> <b>EVENT</b> <b>End Date</b> <u>7/2/23</u> <b>Time</b> <u>12:00 p.m.</u>
---	--

**Destination:** City Louisville **State** KY **Zip Code** 40202

**Conference/Meeting Name** TSA National Conference

**Purpose/Benefit to District** TSA students will learn through the experience of competing in STEM events.

**Type of Trip:** Competition Chaperone **Other Specified** \_\_\_\_\_

**ESTIMATED EXPENSES**

Estimated Expense	Payment Method	Estimated Cost	Estimated Expense	Payment Method	Estimated Cost
<b>Airfare</b> (Include ticket fee)			<b>Lodging</b>	# Of Nights <u>4</u> Rate/night <u>\$ 232.14</u> (inc. taxes & lodging fees)	
<b>Roundtrip</b>	Miles <u>488</u>	<u>\$ 319.64</u>	Sharing? <input type="checkbox"/>		<u>\$ 928.56</u>
<b>Mileage</b> (personal Vehicle)	x <u>\$ .655</u>		<b>Meals</b>	Number of Days <u>2</u> First/Last <u>2</u> Full <u>3</u>	GSA Per Diem Rates <u>48.00</u> <u>64.00</u>
<b>Rental Vehicle</b>			<i>For estimation purposes only. Meals provided by hotel or event should be deducted on your reimbursement form.</i>		
<b>Other Transportation</b> (i.e. taxi, shuttle, metro)			<b>Registration Fee</b>		<u>\$ 125.00</u>
			<b>Other Expenses</b> (i.e. Gas for rental/district vehicle, Parking, Baggage Fees)		<u>\$ 200.00</u>
<b>TOTAL ESTIMATED COST</b>					<b>\$ 1,861.20</b>

Account(s) to be expensed	% or \$
72210-524-000-00040000	1,861.20

**APPROVALS**

Signatures	Remarks / additional information.
<b>Sandra Burnette</b> Digitally signed by Sandra Burnette Date: 2023.04.13 12:38:41 -04'00' <i>Traveler's Signature</i> <span style="float: right;"><i>Date</i></span>	I will need to register for the conference through the Technology Student Association website with my user login information.  Arrangements have been made with Holly Cross to cover the trip through budget line 141 71300 524 023 00040 000
<b>Nicholas Corrigan</b> Digitally signed by Nicholas Corrigan Date: 2023.04.14 06:38:26 -04'00' <i>Building/Department Signature</i> <span style="float: right;"><i>Date</i></span>	
<b>Bruce Lay</b> Digitally signed by Bruce Lay DN: cn=Bruce Lay, o=Oak Ridge Schools, ou, email=blay@ortn.edu, c=US Date: 2023.04.21 15:04:11 -04'00' <i>Final Approval Signature</i> <span style="float: right;"><i>Date</i></span>	

*Note: Please click in signature box to create/insert digital signature. Save as pdf and forward to your admin assistant/bookkeeper/grant coordinator.*

**Oak Ridge Schools**  
**CAMPUS LEAVE REQUEST – Overnight Trip**

School: Robertsville Middle School Date: 4/21/2022

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

Class/Group Requesting Permission: TSA

Educational Activity: TSA National Competition

Destination: Louisville, Kentucky

Purpose of Trip: TSA will be traveling to Louisville, Kentucky, to compete in the national competition

Departure Date: 6/28/23 Departure Time: 9:00 a.m.

Return Date: 7/2/23 Return Time: 4:00 p.m.

Name of School Sponsor: Sandra Burnette Cell #: 865-310-1399

# of Students: 20 # of Adults: 20 Chaperone/Student Ratio: 1:1

*Minimum required teacher to student ratio:*

*Pre-K – 3 year olds 1:4    K-2<sup>nd</sup> 1:6    3<sup>rd</sup>-4<sup>th</sup> 1:10    5<sup>th</sup>-8<sup>th</sup> 1:12    9<sup>th</sup>-12<sup>th</sup> 1:15*  
*4 year olds 1:6*

Professional Staff Chaperone(s):

1. Name: Sandra Burnette Cell #: 865-310-1399
2. Name: \_\_\_\_\_ Cell #: \_\_\_\_\_
3. Name: \_\_\_\_\_ Cell #: \_\_\_\_\_
4. Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

Other Chaperone(s):

1. Name: Tara Kneiser Cell #: 865-238-5864
2. Name: Rachel Borboa Cell #: 858-692-3805
3. Name: Kristen Schlessler Cell #: 865-825-8479
4. Name: Shaundra Blanco Cell #: 435-592-5543

**Oak Ridge Schools**  
**CAMPUS LEAVE REQUEST – Overnight Trip**

Field Trips which exceed \$25,000 or involve out of the country travel require School Board approval, regardless of fund raising, Booster Club participation or other contributions. Please follow these guidelines when requesting approval of such trip:

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

**Financial Arrangements:** (please indicate method)

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

Substitute Required    Acct to be charged for Substitute \_\_\_\_\_

\$ 1,325 Per Student    TOTAL TRIP AMOUNT: \$ 26,500

Provisions for those students unable to pay: Parents have the option to do fundraisers and/or reach out to local businesses. The pricing is based on registration and hotel. Parents are required to attend, so the pricing does not include travel and meals.

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

Parents will be driving and carpooling. Teacher advisor will be driving separately.

**Mode of Transportation: (check below)**

First Student \_\_\_\_\_ Transportation Contractor \_\_\_\_\_ School System Van \_\_\_\_\_ Air Travel \_\_\_\_\_

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

School System Van – Name of Driver \_\_\_\_\_

Driver's License Verified By: \_\_\_\_\_  
*Attach copy/copies of driver's license*

Transportation Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_  
*(Only approved transportation companies may be used, see ORS website for a list of approved companies)*

Air Travel Flight #'s: \_\_\_\_\_

**Oak Ridge Schools**  
**CAMPUS LEAVE REQUEST – Overnight Trip**

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

Hotel/Motel Name: Multiple Hotel Options - See Attached

Address: See Attached

City: Louisville State: KY Zip: 40202

Phone: See Attached Contact Person: TSA Reservation Site

Number of Nights: 4 Hotel Rating: 4.1 to 4.5

School Sponsor Signature: Sandra Burnette Digitally signed by Sandra Burnette  
Date: 2023.04.17 22:15:55 -04'00'

Date: 4/17/23

**This Section for Athletic Trip Only**

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

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

Athletic Director Signature: \_\_\_\_\_

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

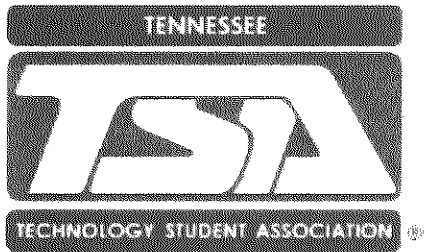
Principal's Action: Approved:  Disapproved:

Principal's Signature: [Signature] Date: 5/2/23

Superintendent or Designee's Action: Approved:  Disapproved:

Superintendent or Designee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval Date (if required): \_\_\_\_\_



## **State Competition Robertsville Middle School**

**Biotechnology 1<sup>st</sup> Place**

**Fatima Ba, Evan Parsons, Lilian Borboa, Ian Underwood, Ava Mittlestat**

**CAD Foundations 1<sup>st</sup> Place**

**Seth Blair**

**Career Prep 3<sup>rd</sup> Place**

**JC Stults**

**Children's Stories 1<sup>st</sup> Place**

**Lillian Borboa, Miauna Jones, Grant Kolpack, Keegan Toth**

**Coding 3<sup>rd</sup> Place**

**Kashus Blanco, Quentin Delmau**

**Construction Challenge 1st Place**

**Avery Fischer, Chase Bolin, Ryen Marx**

**Cybersecurity 1<sup>st</sup> Place**

**Wyatt Laney 1<sup>st</sup>**

**Cybersecurity 2<sup>nd</sup> Place**

**Ian Underwood 2<sup>nd</sup>**

**Digital Photography 2<sup>nd</sup> Place**

**Raylee McDonald**

**Electrical Applications 1<sup>st</sup> Place**

**Ifeoluwa Abiodun Adeniyi, Kyle Moulton**

**Flight 1<sup>st</sup> Place**

**Ben Greear**

**Forensics Technology (Team 2) 3<sup>rd</sup> Place**

**Fatima Ba, Ava Mittlestat, and Evan Parsons (alt)**

**Inventions & Innovations 2<sup>nd</sup> Place**

**Keegan Toth, Kyle Moulton, Eliam Herman, and Thomas White**

**Mechanical Engineering 1<sup>st</sup> Place**

**James Cardinal, Raylee McDonald, and Caleb Shifra**

**Medical Technology 2<sup>nd</sup> Place**

**Fatima Ba, Evan Parsons, James Cardinal, and Ava Mittlestat**

**Off the Grid 1<sup>st</sup> Place**

**Avery Fischer, Raylee McDonald, Caleb Shifra, Miauna Jones, and Tavi Blanco**

**Prepared Speech 1<sup>st</sup> Place**

**David Schlessner**

**Problem Solving 1<sup>st</sup> Place**

**David Schlessner and Wyatt Laney**

**STEM Animation 1<sup>st</sup> Place**

**Adaiah Carmon, Grant Kolpack, and James Shifra**

**Structural Engineering (Team 1) 1<sup>st</sup> Place**

**Seth Blair, Ben Greear**

**Structural Engineering (Team 2) 2<sup>nd</sup> Place**

**Wyatt Laney and Rylan Bolin**

**System Control Technology 1<sup>st</sup> Place**

**Tavi Blanco, Kashus Blanco, and Eliam Herman**

Event	Pre-submission	Wed. 6/28	Thur. 6/29	Fri. 6/30	Sat. 7/1	Sun. 7/2
Biotechnology	N/A	Hotel/TSA Check-in 4:00 p.m.	3:00-5:00 Preliminary Round-check-in & submit entry	N/A	11:00 a.m. - 11:10 a.m. Semifinalist team representative report for presentation/ interview  11:30 a.m.-2:00 p.m. Semifinals - presentation/ interviews  4:30 p.m.-5:00 p.m. All entries MUST be picked up	Awards - 7/2
Career Prep	May 15 by 11:59 p.m. Preliminary Round - pre- conference submission	4:00 p.m. TSA/Hotel Check-in	N/A	12:30 pm-12:40 pm Semifinalists report for interview time  1:00 pm-3:30 pm Semifinals - interviews	N/A	

Event	Pre-submission	Wed. 6/28	Thur. 6/29	Fri. 6/30	Sat. 7/1
CAD	N/A	4:00 p.m. TSA/Hotel Check-in	N/A	11:30 am-12:00 pm Preliminary Round - check-in and orientation/ set up 12:00 pm-2:00 pm Preliminary Round - solution development 2:00 pm-3:00 pm Preliminary Round - evaluation	N/A
Children's Stories	N/A	4:00 p.m. TSA/Hotel Check-in 8:00 pm-9:45 pm Preliminary Round - Check-in and submit entry	N/A	N/A	12:00 pm-12:10 pm Semifinalist team representative report for presentation time 12:30 pm-3:30 pm Semifinals - presentation 4:30 pm-5:00 pm All entries MUST be picked up

## Awards – 7/2

# Awards - 7/2

Event	Pre-submission	Wed. 6/28	Thur. 6/29	Fri. 6/30	Sat. 7/1
Construction Challenge	N/A	4:00 p.m. TSA/Hotel Check-in	3:00 pm-5:00 pm Preliminary Round - check-in and submit entry	N/A	11:00 am-11:10 am Semifinalist team representative report for presentation/ interview time  11:30 am-2:00 pm Semifinals - presentation/ interviews  4:30 pm-5:00 pm All entries MUST be picked up
Cybersecurity	N/A	4:00 p.m. TSA/Hotel Check-in	N/A	11:00 am-12:30 pm Preliminary round - written test	12:00 pm-12:10 pm Semifinalist team representative report for presentation time  12:30 pm-3:30 pm Semifinals - presentations

Event	Pre-submission	Wed. 6/28	Thur. 6/29	Fri. 6/30	Sat. 7/1
Digital Photography	May 15 by 11:59 pm Preliminary Round - pre-conference submission	4:00 p.m. TSA/Hotel Check-in	N/A	N/A	11:00 am-11:30 am Semifinalists set up 11:30 am-2:30 pm Semifinals - on-site challenge 2:30 pm-4:30 pm Semifinals - interviews
Dragster	Pre-submission	4:00 p.m. TSA/Hotel Check-in 7:30 pm-9:45 pm Preliminary Round - check-in and submit entry	1:30 pm-5:30 pm Preliminary Round - time trials	11:00 am-11:10 am Semifinalists report for interview time 11:15 am-12:45 pm Semifinalists interviews (Top 16 cars) 1:00 pm-3:00 pm Semifinals - head-to-head double elimination bracket 5:30 pm-6:00 pm All entries MUST be picked up	N/A

## Awards - 7/2

# Awards - 7/2

Event	Pre-submission	Wed. 6/28	Thur. 6/29	Fri. 6/30	Sat. 7/1
Flight	N/A	4:00 p.m. TSA/Hotel Check-in	11:00 am-12:00 pm Preliminary Round - check-in and sign up for preliminary testing time	1:00 pm-4:00 pm Semifinals - construction, time trials, and evaluation	N/A
			12:30 pm-4:00 pm Preliminary Round - testing	6:00 pm-6:30 pm All entries MUST be picked up	
Forensic Technology	Pre-submission N/A	4:00 p.m. TSA/Hotel Check-in	5:00 pm-6:30 pm Preliminary Round - written test		
					12:00 pm-12:10 pm Semifinalist team representative report for presentation time  12:30 pm-3:30 pm Semifinals - presentations

# Awards - 7/2

Event	Pre-submission	Wed. 6/28	Thur. 6/29	Fri. 6/30	Sat. 7/1
Mechanical Engineering	N/A	4:00 p.m. TSA/Hotel Check-in	N/A	11:00 am-12:00 pm Preliminary Round - check-in and sign-up for a performance time slot  2:00 pm-5:00 pm Preliminary Round - solution test and interviews	4:00 pm-4:30 pm All entries MUST be picked up
Medical Technology	N/A	4:00 p.m. TSA/Hotel Check-in	3:00 pm-5:00 pm Preliminary Round - check-in and submit entry	N/A	11:00 am-11:10 am Semifinalist team representative report for presentation/interview time
					11:30 am-2:00 pm Semifinals -presentation/interviews
					4:30 pm-5:00 pm All entries MUST be picked up

# Awards - 7/2

Event	Pre-submission	Wed. 6/28	Thur. 6/29	Fri. 6/30	Sat. 7/1
Off the Grid	N/A	4:00 p.m. TSA/Hotel Check-in	3:00 pm-5:00 pm Preliminary Round - check-in and submit entry	N/A	11:00 am-11:10 am Semifinalist team representative report for presentation/interview time  11:30 am-2:00 pm Semifinals - presentation/ interviews  4:30 pm-5:00 pm All entries MUST be picked up
Prepared Speech	N/A	4:00 p.m. TSA/Hotel Check-in  8:00 pm- 9:00 pm Preliminary Round - check-in and sign- up for heat time	N/A	1:00 pm-5:00 pm Preliminary Round - speeches	12:00 pm-12:10 pm Semifinalists report for speech time  12:30 pm-3:00 pm Semifinals-speeches

Event	Pre-submission	Wed. 6/28	Thur. 6/29	Fri. 6/30	Sat. 7/1
Problem Solving	N/A	4:00 p.m. TSA/Hotel Check-in	N/A	3:00 pm-6:30 pm Preliminary Round - check-in, design solution, and evaluate	N/A
Event	Pre-submission	Wed. 6/28	Thur. 6/29	Fri. 6/30	Sat. 7/1
Promotional Marketing	May 15 by 11:59 pm Preliminary Round - pre-conference submission deadline	4:00 p.m. TSA/Hotel Check-in	1:00 pm-1:30 pm Semifinalists set up 1:30 pm-4:30 pm Semifinals - on-site problem and evaluation	N/A	N/A
Event	Pre-submission	Wed. 6/28	Thur. 6/29	Fri. 6/30	Sat. 7/1
STEM Animation	May 15 by 11:59 pm Preliminary Round - pre-conference submission deadline	4:00 p.m. TSA/Hotel Check-in	1:00 pm-1:10 pm Semifinalist team representative report for presentation time 1:30 pm-4:00 pm Semifinals - presentations	N/A	N/A

Awards – 7/2

Event	Pre-submission	Wed. 6/28	Thur. 6/29	Fri. 6/30	Sat. 7/1
Structural Engineering	N/A	4:00 p.m. TSA/Hotel Check-in	7:30 am-8:30 am Preliminary Round - check-in and submit entry	11:00 am-2:30 pm Semifinals - on-site design and build	1:00 pm-2:30 pm Semifinals - destructive test  4:00 pm-4:30 pm All entries MUST be picked up
Tech Bowl	N/A	4:00 p.m. TSA/Hotel Check-in	11:00 am-12:30 pm Preliminary Round - written test	N/A	2:00 pm-5:00 pm Semifinals - competition
Website Design	May 15 by 11:59 pm Preliminary Round - pre- conference submission deadline	4:00 p.m. TSA/Hotel Check-in	N/A	N/A	1:00 pm-1:10 pm Semifinalists team representative report for interview time  1:30 pm-4:00 pm Semifinals - interviews

## Awards - 7/2

## **Biotechnology**

To address the annual theme, participants select a contemporary biotechnology issue and demonstrate understanding of the topic through their documented research and an original display. Semifinalists participate in an interview.

## **CAD Foundations**

Participants demonstrate their understanding of CAD fundamentals by creating a two-dimensional (2-D) graphic representation of an engineering part or object and answering questions from evaluators about their entry.

## **Career Prep**

Based on the annual theme, participants conduct research on a technology-related career, prepare a letter of introduction to a potential employer, and develop a job-specific resume. Semifinalists participate in a mock job interview.

## **Children's Stories**

Participants create an illustrated children's story based on the annual theme. The entry product is a physical storybook of artistic, instructional, and social value. Semifinalists read their story aloud and participate in an interview.

## **Coding**

To qualify for the semifinal round of competition, participants take a written test that concentrates on computer science and coding. Semifinalists demonstrate their programming knowledge by developing a solution to an onsite coding challenge.

### **Construction Challenge**

Participants submit a scale model, display, and documentation portfolio for a design that fulfills a community need related to construction. Semifinalists deliver a presentation about their entry and participate in an interview.

### **Cybersecurity Foundations**

Participants take a written test that assesses knowledge of cybersecurity vocabulary and the skills needed to execute common cybersecurity tasks. Using digital presentation software, semifinalists deliver a presentation that addresses the annual theme/problem.

### **Digital Photography**

Participants produce and submit a digital photographic portfolio that relates to the annual theme. Semifinalists participate in an onsite photographic challenge and a presentation/interview.

### **Dragster**

Participants design, draw, and construct a CO<sub>2</sub>-powered dragster that adheres to the annual specifications, design and documentation requirements, and theme. Semifinalists participate in an interview and compete in a double-elimination race.

### **Electrical Applications**

Participants take a written test on basic electrical and electronic theory. In response to an onsite challenge, semifinalists assemble a specified circuit from a schematic diagram, make required electrical measurements, and explain their solution in an interview.

### **Essays on Technology**

Participants conduct research on specific subtopics from a broad technology area posted as part of the annual theme. Using a previously prepared note card as an approved resource, participants draft an outline of the subtopic randomly selected onsite at the conference. Semifinalists write an essay on that subtopic.

### **Flight**

Participants submit a documentation portfolio and fabricate a glider designed to stay in flight for the greatest elapsed time. Semifinalists use their technical drawing skills to construct a glider that is flown onsite.

### **Forensic Technology**

Participants take a written test of basic forensic science theory to qualify for the semifinal round of competition. Semifinalists participate in an onsite forensic skills demonstration.

### **Inventions and Innovations**

To address the annual theme, participants research a need - and brainstorm a solution - for an invention or innovation of a device, system, or process. Participants document their work in an interactive display and the creation of a model/prototype. Semifinalists deliver a presentation about their work and participate in an interview.

### **Leadership Strategies**

Participants prepare for and deliver a presentation about a specific challenge that officers of a TSA chapter might encounter. Semifinalists follow the same competition procedure but must respond to a different chapter challenge.

### **Mechanical Engineering**

Participants design, document, and build a mechanical device (mousetrap car) that incorporates the elements of the annual theme/problem – and then race the car. Finalists are determined based on an evaluation of the documentation portfolio, the race exit interview, and the race placement.

### **Medical Technology**

Participants conduct research on a contemporary medical technology issue related to the annual theme, document their research, create a display, and build a prototype. Semifinalists deliver a presentation about their entry and participate in an interview.

### **Off the Grid**

Based on the annual theme, participants conduct research on a sustainable architectural design for a home in a country not their own. Participants produce a portfolio and create a display and a model. Semifinalists present their design and participate in an interview.

### **Prepared Speech**

Participants deliver a timed speech that relates to the theme of the current national TSA conference. Semifinalists and finalists are determined using the same competition procedure.

### **Problem Solving**

Participants use problem-solving skills to design and build a solution to an onsite challenge. Solutions are evaluated using measures appropriate to the challenge, such as elapsed time, horizontal or vertical distance, and/or strength.

### **Promotional Marketing**

Participants create and submit a marketing portfolio and required elements that address the annual theme/problem. Semifinalists complete a layout and design assignment for evaluation.

### **STEM Animation**

Participants design and create a STEM animation video and documentation portfolio to address the annual theme/problem. Semifinalists present their animation and explain the elements of their portfolio/entry.

### **Structural Engineering**

Participants apply the principles of structural engineering to design and construct a structure that complies with the annual challenge. An assessment of the required documentation and the destructive testing of the structure (to determine its design efficiency) determine both semifinalists and finalists.

### **System Control Technology**

In response to a challenge presented onsite at the conference, participants analyze a problem (typically one in an industrial setting), build and program a computer-controlled mechanical model to solve the problem, explain the program and the features of the mechanical model solution, and provide instructions for evaluators to operate the device.

## **Tech Bowl**

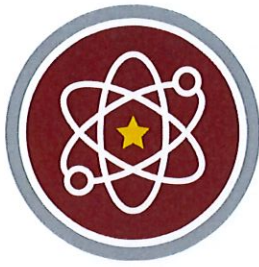
Participants demonstrate their knowledge of TSA and concepts addressed in technology content standards by completing a written, objective test. Semifinalists participate in a head-to-head, team competition.

## **Video Game Design**

Participants design, build, provide documentation for, and launch an E-rated, online game on a subject of their choice. Onsite at the conference, semifinalists deliver a presentation and participate in an interview to demonstrate the knowledge and expertise gained during the development of the game.

## **Website Design**

To address the annual challenge, participants design, build, provide documentation for, and launch a website that incorporates the elements of website design, graphic layout, and proper coding techniques. Semifinalists participate in an interview to demonstrate the knowledge and expertise gained during the development of the website.



# Oak Ridge

SCHOOLS

Maintenance and Operations

## OFFICE OF MAINTENANCE AND OPERATIONS

**DATE:** April 14, 2023

**TO:** Bruce Lay, Executive Director of School Leadership

**FROM:** Allen Thacker, Supervisor of Maintenance and Operations

**SUBJECT:** Milk Cooler Purchase

Mr. Lay,

I am recommending that the Oak Ridge Schools Board of Education accept the bid from Chefs Deal Restaurant Equipment of Nashville, TN in the amount of \$62,292.91 for the purchase of twenty (20) new milk coolers for the district cafeterias. The current equipment has reached the end of expected life cycle and are prone to fail. This equipment was originally the property of the milk distributor, but they no longer support the equipment and relinquished ownership to the district.

Funding for the purchase is from the Food Service Equipment line 73100 710.

The bid was advertised in accordance with state guidelines with three vendors responding. Bids ranged from the low bid of \$62,292.91 to a high bid of \$73,532.04.

Thank you,

Allen Thacker

Supervisor of Maintenance and Operations

### **Maintenance Office**

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

[www.ortn.edu](http://www.ortn.edu)



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 School Milk Coolers for the district (RFP 23-012) **School Milk Coolers.**

***General Requirements:***

Proposals, bids, or responses will be accepted by the Oak Ridge Schools Business Department no later than **2:00PM EDT, May 3, 2023.** 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: School Milk Coolers

(RFP 23-012)

Oak Ridge Schools

304 New York Ave

Oak Ridge, TN 37830

### **Submission Requirements:**

1. A detailed bid form, which includes the total cost of required components, setup, and shipping 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 Form included with each copy.
3. Delivery will be received between 7:30am and 3:00pm M-F. Delivery address: 100 Woodbury Lane, Oak Ridge, TN 37830. The delivery location does not have a loading dock, but there is a forklift available to offload deliveries.
4. A detailed description of all warranties and support for equipment and software must be included.
5. Any license or renewal cost(s) should be included in the bid package.
6. A copy of your W-9 should be included with bid documents.
7. Any questions should be directed to Mary Ann Riley via email: [mriley@ortn.edu](mailto:mriley@ortn.edu).

### **Schedule:**

1. Sealed bids will be opened at the School Administration Building, 304 New York Ave., Oak Ridge, TN 37830 at **2:00pm EST, May 3, 2023**.

**Specifications:**

Please see the following cut sheets for specifications on the milk coolers.

Model SM34HC-S Quantity: 1

Model SM58HC-S Quantity: 19

Approval of the winning bidder by BOE will be made on May 23, 2023.

Delivery will be required by June 30, 2023.

## 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  
School Milk Coolers  
RFP 23-012  
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. Award is contingent upon Oak Ridge Schools Board of Education approval.

**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 in the course of 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-Boycott of Israel Affidavit:** Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to TCA 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.

**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.



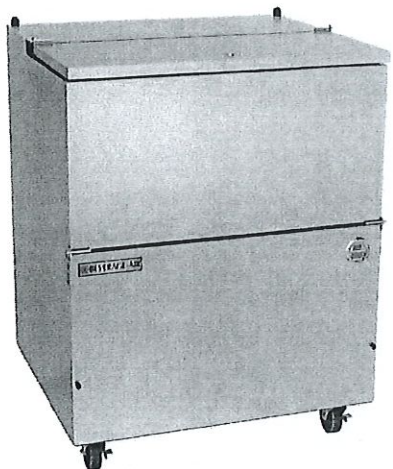
# BEVERAGE-AIR.

Project: _____	AIA# _____
Item: _____	
Location: _____	SIS# _____
Approved: _____	

**SCHOOL MILK COLD WALL COOLER**  
**SM34HC Single Access Cooler**  
**Hydrocarbon Series**

**MODEL:**  
**SM34HC-S**

**SM34HC SINGLE ACCESS, COLD WALL: SCHOOL MILK SERIES**



**3 Year Parts/Labor Warranty**  
**Additional 4 Year Compressor Warranty**

**CABINET CONSTRUCTION**

- Stainless steel exterior and interior
- Stainless steel lids, hinged door and door latches
- Self-latching doors/lids with safety bumpers
- Full electronic control
- Heavy-duty epoxy coated steel wire floor racks standard
- Floor drain is centrally located for easy cleaning and connecting to drain hose with hose adapter
- Flexible compression door gaskets, ensures a tight seal
- Exterior thermometer
- Cylinder lock
- 4" Heavy-duty plate casters (2 with locks)
- Cold wall milk coolers are designed to hold product temperature during service. Product should be removed at the end of service and moved to long-term, refrigerated storage

**OPTIONS & ACCESSORIES**

- Corner bumpers
- Cafeteria tray slides
- Graphics

**REFRIGERATION SYSTEM**

- Uses environmentally friendly, energy efficient R290 refrigerant, and meets all regulatory requirements for CARB, SNAP, DOE & more
- Maintains product temperature between 36°F to 40°F



Please verify qualifying units by visiting:  
[www.energystar.gov/cfs](http://www.energystar.gov/cfs)

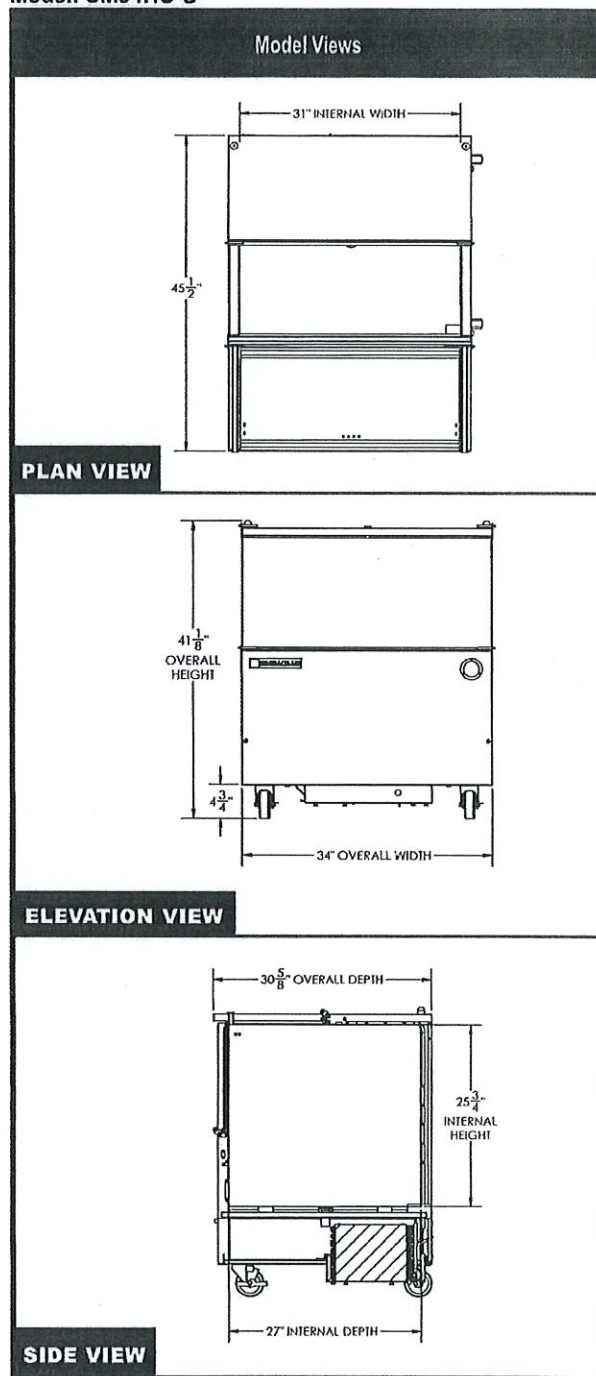
3779 Champlon Blvd., Winston-Salem, NC 27105  
 1-888-845-9800 Fax: 1-336-245-6453  
 Beverage-Air.com Sales@bevalr.com



# BEVERAGE-AIR.

MODEL	SM34HC-S
<b>EXTERNAL DIMENSIONAL DATA</b>	
Width Overall (in)	34"
Depth Overall (in)	30 5/8"
Height Overall with Casters (in)	41 1/8"
Number of Lids/Doors	Single Access
Depth with Door Open 90° (in)	45 1/2"
<b>INTERNAL DIMENSIONAL DATA</b>	
NET Capacity (cubic ft.)	12.73
Internal Width Overall (in)	31"
Internal Depth Overall (in)	27"
Internal Height Overall (in)	25 3/4"
<b>CASE CAPACITY</b>	
13" X 13" X 11"	8
19" X 13" X 11"	4
<b>ELECTRICAL DATA</b>	
Full Load Amperes	2.2
<b>REFRIGERATION DATA</b>	
Horsepower	1/3
Capacity (BTU/Hr)	1224
Heat Rejection (BTU/Hr)	1836
Charge (lbs/grams)	0.1323/60
<b>SHIPPING DATA</b>	
Gross Weight - Crated	252 lbs
Height - Crated	48"
Width - Crated	37"
Depth - Crated	34"

## School Milk Cooler - Single Access Model: SM34HC-S



### ELECTRICAL CONNECTION



115/60/1  
NEMA 5-15P

Units pre-wired at  
factory and include 8'  
long cord and plug set.



3779 Champion Blvd., Winston-Salem, NC 27105 1-888-845-9800 Fax: 1-336-245-6453 Beverage-Air.com Sales@bevalr.com

an All Group Company



The Spirit of Excellence



# BEVERAGE-AIR.

Project: _____	AIA#
Item: _____	
Location: _____	SIS#
Approved: _____	

**SCHOOL MILK COLD WALL COOLER**  
**SM58HC Single Access Cooler**  
 Hydrocarbon Series

MODEL:  
**SM58HC-S**



**3 Year Parts/Labor Warranty**  
**Additional 4 Year Compressor Warranty**

**CABINET CONSTRUCTION**

- Stainless steel exterior and interior
- Stainless steel lids, hinged door and door latches
- Full electronic control
- Heavy-duty epoxy coated steel wire floor racks standard
- Floor drain is centrally located for easy cleaning and connecting to drain hose with hose adapter
- Flexible compression door gaskets, ensures a tight seal
- Exterior thermometer
- Cylinder lock
- 4" Heavy-duty plate casters (2 with locks)
- Cold wall milk coolers are designed to hold product temperature during service. Product should be removed at the end of service and moved to long-term, refrigerated storage

**OPTIONS & ACCESSORIES**

- Corner bumpers
- Cafeteria tray slides
- Graphics

**REFRIGERATION SYSTEM**

- Uses environmentally friendly, energy efficient R290 refrigerant, and meets all regulatory requirements for CARB, SNAP, DOE & more
- Maintains product temperature between 36°F to 40°F

**SM58HC SINGLE ACCESS, COLD WALL: SCHOOL MILK SERIES**



Please verify qualifying units by visiting:  
[www.energystar.gov/cfs](http://www.energystar.gov/cfs)

3779 Champlon Blvd., Winston-Salem, NC 27105  
 1-888-845-9800 Fax: 1-336-245-6453  
 Beverage-Air.com Sales@bevalr.com

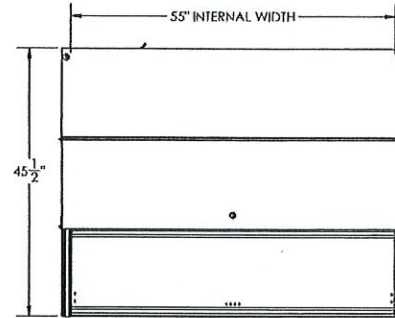


# BEVERAGE-AIR.

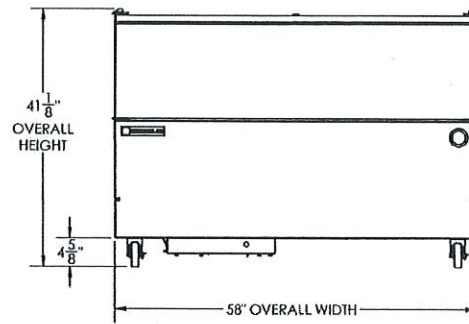
## School Milk Cooler - Single Access Model: SM58HC-S

MODEL	SM58HC-S
<b>EXTERNAL DIMENSIONAL DATA</b>	
Width Overall (in)	58"
Depth Overall (in)	30 5/8"
Height Overall with Casters (in)	41 1/8"
Number of Lids/Doors	Single Access
Depth with Door Open 90° (in)	45 1/2"
<b>INTERNAL DIMENSIONAL DATA</b>	
NET Capacity (cubic ft.)	22.63
Internal Width Overall (in)	55"
Internal Depth Overall (in)	27"
Internal Height Overall (in)	25 3/4"
<b>CASE CAPACITY</b>	
13" X 13" X 11"	16
19" X 13" X 11"	10
<b>ELECTRICAL DATA</b>	
Full Load Amperes	2.2
<b>REFRIGERATION DATA</b>	
Horsepower	1/3
Capacity (BTU/Hr)	1434
Heat Rejection (BTU/Hr)	2151
Charge (lbs/grams)	0.165/75
<b>SHIPPING DATA</b>	
Gross Weight	376 lbs
Height - Crated	48"
Width - Crated	61"
Depth - Crated	34"

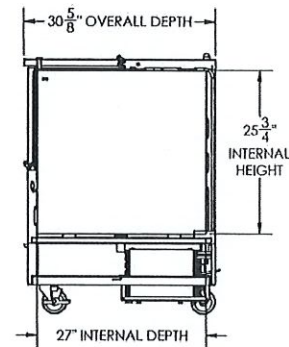
### Model Views



### PLAN VIEW



### ELEVATION VIEW



### SIDE VIEW

### ELECTRICAL CONNECTION



115/60/1  
NEMA 5-15P

Units pre-wired at  
factory and include 8'  
long cord and plug set.



3779 Champlon Blvd., Winston-Salem, NC 27105 1-888-845-9800 Fax: 1-336-245-6453 Beverage-Air.com Sales@bevalr.com

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The Spirit of Excellence



We are pleased to submit this proposal for the purchase of Beverage-Air SM34HC-S and Beverage-Air SM58HC-S Cold Wall Single Access Milk Coolers to include free delivery and freight. Payment terms being offered to Oak Ridge is NET30.

The SM34HC-S and SM58HC-S Cold Wall Single Access Milk Coolers are high-quality refrigeration units that have been specifically designed for the storage of milk and other dairy products. The units feature a single access point, allowing for easy and efficient access to the products inside. The coolers are equipped with a cold wall refrigeration system that ensures consistent temperatures and efficient cooling.

The coolers will be delivered directly to our warehouse, where they will undergo inspection, uncrating, and subsequent delivery. We have noted deliveries will be required by June 30th, 2023 and that deliveries must take place M-F 7:30am-3pm at 100 Woodbury Lane, Oak Ridge, TN. 37890 where there is no loading dock but a forklift made available to offload delivery. Upon confirmation of Chef's Deal being awarded bid we will place the order. Upon receiving PO from Oak Ridge business department and once all items are received then we will coordinate delivery.

The milk coolers will be covered by a comprehensive warranty from Beverage Air. The warranty coverage will start from the date of installation or three months from the date of shipment from Beverage Air, whichever is earlier. The warranty will cover 3-year parts and labor; ensuring the availability of replacement parts and covering any labor costs required for repairs during the warranty period. In addition to the standard warranty; this warranty does not include maintenance items. Beverage Air provides an extended 4-year warranty specifically for the compressor parts of the milk coolers.

In order to advance resolving any potential warranty claims you will call the main POC for Chef's Deal. We shall initiate the service ticket to the manufacturer. The address and pictures of the serial number for each item is required. In addition to these requirements, to operate the work smoothly a contact person, information for scheduling maintenance and preferred hours of operation should be indicated. If you have any questions about the specified items' warranty or require further information, please do not hesitate to contact us.

Diamond Mutlusoy

Bid Project Manager

615-254-5449 Ext 119 [diamond@chefsdeal.com](mailto:diamond@chefsdeal.com)

**To:**  
Oak Ridge Schools  
Oak Ridge, TN 37830  
(865) 425-9005 (Contact)

**Project:**  
Oak Ridge Schools Milk Coolers

**From:**  
Chef's Deal Restaurant Equipment Co.  
Amber Whitaker  
708 Dickerson Pike  
Nashville, TN 37207-5609  
615-254-5449

Job Reference Number: 34026

*Running a kitchen is your job...Keeping it running is ours!  
Put the power and experience of the Chef's Deal team to work for you!  
Financing is Available!!!*

Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>MILK COOLER</b> Beverage Air Model No. SM34HC-S School Milk Cooler, cold wall, normal temperature, 34"W x 30-5/8"D x 41-1/8"H, 12.73 cu. ft., single access, flat top carton capacities, (8) 13" x 13" x 11" or (4) 19" x 13" x 11" case capacity, self-latching doors/lids with safety bumpers, cylinder lock, wire floor racks, floor drain, electronic control, manual defrost, stainless steel interior & exterior, R290 Hydrocarbon refrigerant, 1/3 HP, cULus, UL EPH Classified, UL-Sanitation, Made in USA	\$2,278.18	\$2,278.18
	1 ea	3 years parts & labor warranty (excludes maintenance items)		
	1 ea	Self-Contained refrigeration		
	1 ea	Additional 4 years compressor warranty (part only), standard		
	1 ea	115v/60/1-ph, 2.2 amps, cord with NEMA 5-15P		
	1 ea	4" Heavy duty casters, (2) with brakes, standard		
			<b>ITEM TOTAL:</b>	<b>\$2,278.18</b>
2	19 ea	<b>MILK COOLER</b> Beverage Air Model No. SM58HC-S School Milk Cooler, cold wall, normal temperature, 58"W x 30-5/8"D x 41-1/8"H, 22.63 cu. ft., single access, flat top carton capacities, (16) 13" x 13" x 11" or (10) 19" x 13" x 11" case capacity, self-latching doors/lids with safety bumpers, cylinder lock, wire floor racks, floor drain, electronic control, manual defrost, stainless steel interior & exterior, R290 Hydrocarbon refrigerant, 1/3 HP, cULus, UL EPH Classified, UL-Sanitation, Made in USA	\$3,158.67	\$60,014.73
	19 ea	3 years parts & labor warranty (excludes maintenance items)		

# CHEF'S DEAL

## RESTAURANT EQUIPMENT

*"Running a kitchen is your job, Keeping it running is ours!"*

Item	Qty	Description	Sell	Sell Total
	19 ea	Self-Contained refrigeration		
	19 ea	Additional 4 years compressor warranty (part only), standard		
	19 ea	115v/60/1-ph, 2.2 amps, cord with NEMA 5-15P		
	19 ea	4" Heavy duty casters, (2) with brakes, standard		
			<b>ITEM TOTAL:</b>	<b>\$60,014.73</b>
			<b>Total</b>	<b>\$62,292.91</b>

**CHEF'S DEAL RESTAURANT EQUIPMENT COMPANY TERMS & CONDITIONS**

**PAYMENTS, EXCHANGES, RETURNS & REFUNDS**

All payments are due in full at time of purchase. Past due balances are subject to 2.5% per month interest. CDRE retains a security interest in the property sold herein until paid in full and reserves the right to repossess the same. All return checks subject to a \$ 45.00 processing fee. All returned (unused) Stock Inventory must be accompanied by your sales receipt, within 3 days of purchase in original package with all accessories. No returns on special orders (not in stock items), smallwares and used equipment. Not any item can be returned without prior authorization. Items returned to CDRE without authorization will not be processed. Any exchange of Stock Inventory is subject to inspection by Chef's Deal Restaurant Equipment Company (CDRE) to ensure merchandise is returned in its original condition. Returns that are not the result of manufacturer or CDRE error subject to restocking charge (35-50 %). The customer is responsible for all shipping charges on returned merchandise.

**DELIVERY, PICKUP & STORAGE**

All orders must be paid in full before delivery may be scheduled unless if it is instructed differently in the contract. Available delivery days are established by CDRE. Smallwares, glassware and some counter top items (less than 50 lb) are not available for delivery and must be taken by customer at the time of purchase. We will contact you prior to your delivery date to schedule your delivery. We will attempt to call you the day before your delivery to provide you with a time frame. We require a 48 hour notice for any changes to your delivery. All Stock Inventory must be scheduled for delivery or pick-up upon notification of arrival in our store. Otherwise, your merchandise may be released and made available for other customer demands. We will make our best effort to have your merchandise available at the time of an anticipated future delivery date. If an order is cancelled on Stock Inventory -before delivery-, any deposit will remain on account for future purchases. Delivery charge will be \$85.00 in a 10 mile radius per trip. Deliveries made outside the local delivery area will incur an additional delivery charge. See your sales associate for details. Delivery fees are not refundable. Delivery liabilities end at the customer's curbside. Purchaser will inspect the equipment before delivery and once condition is agreed upon CDRE will not be held liable. As a courtesy, CDRE may help the customer move the equipment in to the building at its own discretion. Entries must be cleared in preparation for your equipment delivery. Drivers cannot remove or move existing equipment. Difficult deliveries (such as narrow door entry) and deliveries above the first floor (without access to an elevator) that may result in damage to your property or merchandise will not hold CDRE liable. If property or merchandise is damaged in the process of delivery this is solely the responsibility of the purchaser. Any equipment paid for in part or wholly by a customer will be subject to monthly storage fees of at least 5% percent of the total purchase price of the equipment. A monthly finance charge of 10% will be applied to outstanding balances that exceed 30 days in length. Any equipment left at the store for a period at 90 days even paid in full will be owned by CDRE and no monies will be refunded.

**CUSTOMER PICK-UP POLICY**

Store pick-up is available at no cost. You should call prior to picking up your merchandise to ensure that the merchandise is at the location. Once the merchandise arrives at the store, a store associate will call to let you know it has arrived. Merchandise must be picked up within 24 hours of its arrival to the store. Some items require assembly and can be assembled by our store personnel at an additional cost; please contact your sales consultant for additional information. Our store associates will be happy to load your vehicle; however, the responsibility of safely transporting your equipment is yours. However, if you elect to do so, you act at your own peril and acknowledge that CDRE has informed you that if you choose to pick up your own equipment it is an unsafe and ill-advised activity. Customer will take full responsibility of the equipment while customer is loading, unloading and transporting the equipment. CDRE will not assume any responsibility on these issues and or matters at all. Under no circumstances will CDRE be responsible for loss/damage incurred once the merchandise leaves the loading dock, regardless of the means of transportation. Therefore, you must inspect all merchandise prior to leaving our premises to verify that the items meet with your expectations and there is no damage.

**WARRANTY & LIABILITY**

On new Equipment, all kinds of warranty will be started at the day of purchase. Customer acknowledges that all new equipment is sold with manufacturer's warranty only. Customer acknowledges that customer has inspected the equipment prior to taking thereof, and finds it suitable for customers needs. Customer acknowledges and assumes all risks inherent in the operation and use of the equipment by the customer and will take all necessary precaution to protect all person and property from injury or damage while in possession of the equipment. CDRE gives no warranty for the used equipment on the parts and/ or the whole equipment after it has been picked up/ shipped/ delivered to the customer. Customer pick-up voids any and all warranty on the used equipment. By picking up the equipment(s) from our showroom, customer assumes all responsibility for the condition of the equipment. All used equipment sales are final, as-is, with no warranty; expressed or implied. CDRE is not responsible for damaged items accepted and signed by customer or his/ her representative for at the time of delivery. CDRE takes full responsibility for the condition of the equipment purchased until it reaches the outside of the customer's property. CDRE will not be liable for any damages that occur to the equipment or the building as equipment is being moved into and inside the building.

**INSTALLATION**

Installation of all hood(s), fans, and welded duct work are to be the responsibility of the owner and General Contractor. All final connections including electrical, plumbing, HVAC, and refrigeration are to be performed by licensed contractors. By law, Chef's Deal Restaurant Equipment Company cannot perform these connections. Walk-in cooler / Freezer will be erected by CDRE it is charged for services.

**SALES AGREEMENT**

The total purchase price as well as the terms of repayment shall be reduced to writing subsequent to delivery and Buyer agrees to sign all additional paperwork required by CDRE and if not, Buyer shall be in default, subject to all rights and remedies retained by CDRE. However, the CDRE retains the title to and the Buyer grants a security interest in all collateral covered by this order, whether or not any additional paperwork is prepared or executed, until the purchase price is paid in full. It is further that the title to all collateral covered by this order shall remain in CDRE until paid for and that to secure payment of the purchase price, Seller shall have a security interest of 35% and stocking fee of up to 50% of total purchase amount therein together with all accessories and additions thereto now or hereafter acquired, and in any proceeds thereof. It is further agreed that the aforesaid security interest shall secure and cover and future extension of credit made by CDRE to Buyer for the purchase of goods, equipment, or services, and that Buyer will pay all costs of collecting or securing or attempting to collect or secure payment hereunder including a reasonable Attorney's fee and hereby waives as to this debt all Rights of Exemption under the Constitution and laws of Tennessee or any other State. It is agreed that upon any default in payment hereunder, CDRE may require Buyer to assemble the aforesaid collateral and make it available to repossession by Seller at a place designated by CDRE, and that CDRE may upon default render the collateral unusable without removal of the same. This agreement is made pursuant to the terms of the Uniform Commercial Code of the state of Tennessee and of any other state applicable hereto. It is agreed that CDRE shall not be liable for consequential damages in any form, including but not limited to food spoilage, work shut down, loss of profit or personal injury. If Buyer is more than one, the obligations hereunder are joint and several.

This contract is the entire agreement between the parties and can only be modified in writing with both parties' signatures. The above encompass the entire terms and condition regarding the transaction with CDRE, and the customer understands no employee or agent of CDRE has authority to change these terms and condition. Time is of the essence of this contract. The contract shall be governed by the laws of Tennessee. Venue shall be Davidson County, Tennessee. In the event of default under this terms and condition by the failure to make a payment within five (5) business days of its due date, or upon death, bankruptcy, or insolvency of the maker, the entire amount then owing shall be due upon demand. If any one of the scheduled payments is past due over 7 (seven) days, the customer accepts to return all the equipments subject to payment, and forfeits all the rights to the equipments subject to this letter. Furthermore, the customer also accepts that there is lien on the equipments until all the payments are made, and customer accepts to let CDRE employees in to the building, during normal business hours, to pick up the equipments if the customer defaults on a payment. Furthermore, repossession of the equipment will not release the customer from the debt, if there is a balance due for the removal services of the equipment. This Terms and Condition is not assumable without the written consent of the customer. The borrower waives presentment, demand, protest, and notice. In the event of any default, the borrower shall be responsible for all reasonable attorneys' fees and costs.

ABOVE PRICES DO NOT INCLUDE Usage tax, utility connection or disconnections, parts or labor, including electrical, gas, plumbing, HVAC, etc. Walk-in utility connections including electrical service to condensing unit, evaporator coil, lights, door heater, pressure relief vent, drain line heater, etc. Also prices do not include installation of drain line condensate pan at evaporator coil. Installation of exhaust hood, balancing of exhaust hood system, duct work, curbs, roof penetrations for hood or refrigeration equipment, fire proof chase if required, installation of walk-in boxes. Wall covering: Provision & installation of wall covering, s/steel tile or galvanized hood or above. Behind sinks & dishwashing area. Installation of wall mount or ceiling mounted items & necessary backing in walls for support. Installation of shelves and work tables. Carpentry-millwork. Refrigeration work, parts or labor, including running lines, refrigerant, electric, plumbing & gas rough-in & hook-ups etc. Removal/relocation of existing equipment to allow setting in place of new equipment. Modifications to building to allow entry of equipment.

# CHEF'S DEAL

RESTAURANT EQUIPMENT

*"Running a kitchen is your job, Keeping it running is ours!"*

Electrical cord or plug. Gas regulator. Sheet-metal work. Hanging of hood. Fire suppression system, components or installation. Enclosure panels from top of (hood)(walk-in) to ceiling. Permits or Licenses that may be required by State or local municipalities. Price protection for in stock orders placed within 10 days.

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

Printed Name: \_\_\_\_\_

Project Grand Total: \$62,292.91

**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: School Milk Coolers  
(RFP 23-012)

Bid Opening: 2:00 PM 5/3/2023  
Company Name: Horizon Trades Inc DBA  
Chefs Deal Restaurant Equipment

Address: 708 Dickerson Pike  
Nashville TN 37207

Phone Number: 615 254 5449 x119

Email: diamond@chefsdeal.com

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

**Bid Amount:**

School Milk Coolers: \$ 62,292.91 USD

Company: Chefs Deal / Alp Lewent

Signature: 

Title: President

Date: 5/1/2023

**Please attach detailed specifications.**

**HOLD HARMLESS AGREEMENT**

This Hold Harmless Agreement is between Chefs Deal  
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: Alp Levent

By: [Signature]

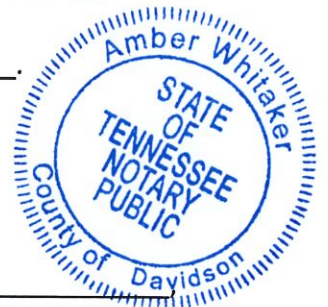
Title: President

STATE OF TN  
County of Davidson

Alp Levent 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

Chefs Deal

[Signature]  
Signature



Witness by hand and Notaries seal at office this 1 day of May  
year of 2023.

Amber Whitaker  
Notary Public

My Commission Expires: 1/4/27

**NON-COLLUSION AFFIDAVIT**

NON-COLLUSION AFFIDAVIT TO BE EXECUTED  
BY DESIGN-BUILDER

State of TN

County of Davidson

Alp Levent / Chefs Deal, 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 1 day

of May, 2023

Signature of Officer

Alp Levent

Typed Name of Officer

Nashville

Office

[Handwritten Signature]  
Notary Signature

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 

\_\_\_\_\_  
Date 5/1/2023

\_\_\_\_\_  
Printed Name Alp Levent

\_\_\_\_\_  
Title President

\_\_\_\_\_  
Name of Firm/Company Chefs Deal

\*[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     *ML*     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     *ML*     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     *ML*     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     ll     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     ll     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     ll     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     ll     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     ll     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     ll     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     ll     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     ll     Initials of Authorized Representative of Vendor

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

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     u     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     u     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     u     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     u     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     u     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 Name: Horizon Trades Inc DBA Chefs Deal

Authorized Signature:     u    

Printed Name: Alp Levent

Title: President

Date: 5/1/2023

Address: 708 Dickerson Pike

City, State, Zip Code: Nashville TN 37207

Phone #: 6152545449

Fax #: \_\_\_\_\_

Email Address: alp@chefsdeal.com

Corporate/Company Website: www.chefsdeal.com

DUNS #: 148423820

CAGE#: 71124

Oak Ridge Schools RFP # 23-012



# Oak Ridge

SCHOOLS

Maintenance and Operations

## OFFICE OF MAINTENANCE AND OPERATIONS

**DATE:** April 14, 2023

**TO:** Bruce Lay, Executive Director of School Leadership

**FROM:** Allen Thacker, Supervisor of Maintenance and Operations

**SUBJECT:** New Food Service Van Purchase

Mr. Lay,

I am recommending that the Oak Ridge Schools Board of Education approve the purchase of a replacement Food Service van from Mercedes-Benz of Knoxville in the amount of \$51,873.00. The current vehicle has reached the end of expected life cycle and is past the scheduled date of replacement.

Funding for the purchase is from the Food Service Equipment line 73100 710.

The vehicle was advertised for bid in accordance with state guidelines three separate times with no bids submitted. A request to the state to suspend normal bidding procedures was applied for and approved. Three quotes for the delivery van were sought with Mercedes Benz of Knoxville supplying the lowest price.

Thank you,

Allen Thacker

Supervisor of Maintenance and Operations

### **Maintenance Office**

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

[www.ortn.edu](http://www.ortn.edu)



70864



# Mercedes-Benz of Knoxville smart center Knoxville

10131 Parkside Drive · Knoxville, Tennessee 37922  
Telephone: (865) 777-2222 · www.mercedesofknoxville.com

DEAL#: 99136



## VEHICLE INVOICE and BILL OF SALE

**Mercedes-Benz**

SOLD TO: Oak Ridge City Schools

DATE: 05/05/2023

CUST PHONE#: 865/850-7216

ADDRESS: 304 New York Avenue  
Oak Ridge TN 37830

SALES CONSULTANT: BENNIE BARCROFT

STOCK # VP060

MAKE	YEAR	MODEL	BODY STYLE	NEW OR USED	KEY #	SERIAL NUMBER	ENGINE NUMBER
SPRINTER	2023	M2CA4G		NEW		W1Y40BHY9PT129477	
LIEN ON ABOVE VEHICLE TO:						VEHICLE SALES PRICE	51178.00
						CUSTOMER SERVICE FEE	695.00
						SALES TAX	N/A
						LOCAL TAX	N/A
						C & C BUS. TAX	N/A
						LICENSE & TITLE	N/A
						LUXURY TAX	N/A
						SERVICE CONTRACT	N/A
						SALES TAX SERVICE CONTRACT	N/A
						TOTAL CASH PRICE	51873.00
PRODUCTS						CASH TRADING PRICE	
						BEFORE TAXES & DOCUMENTS	
						ADDED	
						\$	
						TOTAL PRODUCTS	
						DEPOSIT	
						CASH ON DELIVERY	1000.00
						TRADE-IN	\$ N/A
						LESS LIEN	\$ N/A
						NET EQUITY	\$ N/A
<p align="center"><b>BILL OF SALE</b></p> <p>For and in consideration of the sum set forth hereon we have bargained, sold and delivered to the person stated above the automotive vehicle described hereon.</p> <p>We hereby warrant the title to said automobile to be free against the claims of any company or person.</p> <p>Dated this <u>5th</u> day of <u>May</u>, <u>2023</u></p> <p>It is expressly understood that there are no liens of any kind or nature outstanding or unpaid against said automobile, except as stated hereon.</p> <p>By: _____</p>						DESCRIPTION:	
						SERIAL NUMBER	
						FINANCE CO. , ADDRESS:	
						FIRST PAYMENT DUE: 05/05/2023 PAYMENTS	
						AT \$ <u>50873.00</u>	
						AT \$ _____	
						TOTAL	50873.00

**NO PUBLIC LIABILITY OR PROPERTY DAMAGE INSURANCE  
ISSUED WITH THIS TRANSACTION UNLESS HEREIN STATED!**

# MSRP

MERCEDES-BENZ USA, LLC.  
ONE MERCEDES-BENZ DR  
SANDY SPRINGS, GA 30328

MERCEDES-BENZ OF KNOXVILLE  
10131 PARKSIDE DRIVE  
KNOXVILLE, TN 37922

Dealer Code: 74303 Region: SOUTHERN VPC: Brunswick

VIN: W1Y40BHY9PT129477 PO#: 7374056264

Code	Description	Price
	<b>MODEL: 2023 M2CA4G</b>	<b>\$44,500</b>
9147	Arctic White	

## Standard Accessories

AR3	Axle ratio 4.182
BA3	Active Brake Assist
BH1	Hold Function
C6L	Multifunction steering wheel
CL1	Adjustable steering wheel (ang
E07	Hill Start Assist
E10	Standard radio
E1U	USB-C socket, 5 V
E30	Starter battery disconnect
E3J	Pre-installation for switch pa
E40	Trailer hitch prep. wiring
ED4	AGM battery 12V 92 AH 850 A
EK1	Body Builder Connector
ES0	Jump start terminal
EW6	Pre-installation: Remote Servi
EY5	Emergency Call System
EY6	Breakdown management
F68	Heated & electrically adjustab
FF5	Shelf above windshield
FG8	Cupholder front
FJ4	Storage compartment underneath
FR3	Rear view camera (rear-view mi
G43	Automatic transmission, 9G-tro
H21	Windshield with filter band
HH2	Heater, auxiliary electric hot
HH9	Air Condition, Front
IC1	Model series C907 / C910 Sprinter
IE0	Model series C907 VS30 RWD
IG4	Standard
IG5	Basic
IK0	Complete vehicle
IL5	Left-hand drive
IR4	Wheelbase 3665 mm
IT9	4.0-tonner
J11	Speedometer, miles and km/h
J55	Seat belt warning for co-drive
J58	Seat belt reminder driver
J65	Outside temperature gauge
JA8	Crosswind Assist
JH3	Communication module (LTE) for
K14	22 gallon fuel tank
K60	Exhaust straight to rear
L94	Parking lights deletion
LA2	Headlight assistant
LB5	3rd brake light
M60	Generator 14 V / 250 A
MH8	SULEV emissions
MM3	2.0L 4-cylinder turbo gasoline
P47	Front mudflaps
P48	Rear mudflaps

Q11	Longitudinal member reinforcement
R65	Spare wheel bracket below frame
R87	Spare wheel
RH8	Tires LT 245/75 R16
RS3	6.5 J x 16 steel wheels
RY2	Tire pressure monitoring lamp
S02	Standard driver seat
S04	Standard front passenger seat
S22	Armrest for driver's seat
S25	Armrest for front passenger seat
SA5	Front airbag, driver
SA6	Front airbag, passenger
SH1	Thorax-pelvis sidebag, driver
SH2	Thorax-pelvis sidebag, co-driver
SH9	Airbag, driver/passenger window
T16	Sliding door, passenger side
V94	Cable duct - side wall
V95	Cable duct - rear portal
X64	Plates/booklets in English (US)
XC8	VIN visible from outside
XL2	GVWR 9,050 lbs. / 4,100 Kg
XQ1	VIN-encoded vehicle data with
XY3	Model Year 3
XZ0	Model generation 0
Y43	Jack, hydraulic
Z44	Registration of vehicle not provided
ZM0	Panel van
ZU8	USA country version
ZZ4	Brand content Mercedes-Benz No

**Options**

D03	High roof	\$3,300
D93	Omission bulkhead	
ED8	Preinstallation PSM	
F64	Electrically folding exterior	\$54
JA7	Blind Spot Assist	\$497
L65	Interior lights, cargo compartment	
MS1	Cruise control	
RD9	Unspecified tire brand	
RM0	All-season tires	
V43	Wood floor with 6 D-rings	\$466
VF6	Artico Man-Made Leather Black	\$66
Z4X	Production Charleston	
Z5W	Vehicle class Truck	
Z74	Bodyshell, additional measures 2	
	<b>SUBTOTAL</b>	<b>\$48,883</b>
ZUFR	Delivery & Destination charge	\$2,295
	<b>- TOTAL -</b>	<b>\$51,178</b>

\*Pricing is subject to change. Mercedes-Benz reserves the right to make changes without notification.



Date: 4/13/2023  
 Salesperson: Kacey Edenfield  
 Manager: Brad Armbrister

**Customer**

Name: Mike Lauderline Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Work: \_\_\_\_\_  
 Email: \_\_\_\_\_ Cell: (865) 850-7216

**Vehicle**

Stock: E505746 New/Used: New VIN: 3C6MRVJGXPE505746 Mileage: 11  
 Vehicle: 2023 RAM PROMASTER CARGO VAN Color: BRIGHT WHITE CLEAR COAT  
 Type: 3D VAN 3500 EXTENDED HIGH ROOF 159WB (22A) (VF3L17)

**Trade In**

Payoff: \$0.00 VIN: \_\_\_\_\_ Mileage: \_\_\_\_\_  
 Vehicle: \_\_\_\_\_ Color: \_\_\_\_\_  
 Type: \_\_\_\_\_

Cash Option
\$57,405.00

Market Value: \$56,505.00  
 Selling Price: \$56,505.00  
 Total Purchase: \$56,505.00  
 Trade Allowance: (\$0.00)  
 Trade Difference: \$56,505.00  
 Title/Tag Fee: \$103.00  
 Document Fee: \$797.00  
 Trade Payoff: \$0.00  
 Deposit: (\$0.00)  
 Balance: \$57,405.00

*SALES TAX NOT INCLUDED  
 IN QUOTE.*

Customer Approval: (X) Management Approval: [Signature]

By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic verbal and written communications including but not limited to email, text messaging, SMS, phone calls and direct mail. Terms and conditions subject to credit approval. For information only. This is not an offer or contract for sale.

*THANK YOU!*

**LIFETIME  
 WARRANTY**



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9925 Parkside Drive, Knoxville, TN 37922

## 2023 Ford E-Transit 350 High Roof 4x2, Empty Cargo Van (Stock #KA53458)



Photos may be stock images.



Photos may be stock images.

Price \$63,940

Vehicle available NOW

### Vehicle Notes

The Ford Transit Van features a hands-free Bluetooth phone system. Enjoy the incredible handling with the rear wheel drive on this unit. This Ford Tra ...

### Body Details

### Chassis Details

Stock Number	KA53458
Stock Type	New

Year	2023
Make	Ford
Model	E-Transit 350
Class	2
Drive Train	4x2
Vehicle Trim	Base
Interior Color	Dark Palazzo Gray
Exterior Color Description	Oxford White
Roof Height	High
Fuel Type	Electric
Brake Type	Hydraulic

**Disclaimer:** May not represent actual vehicle. (Options, colors, trim and body style may vary)

Prices and payments exclude tax, tag, license, dealer installed accessories and include \$595 dealer fee on approved credit. Not all buyers will qualify. Subject to prior sale. See dealer for complete details.

Although every reasonable effort has been made to ensure the accuracy of the information contained on this site, absolute accuracy cannot be guaranteed. This site, and all information and materials appearing on it, are presented to the user "as is" without warranty of any kind, either express or implied. All vehicles are subject to prior sale. Price does not include applicable tax, title and license. ‡Vehicles shown at different locations are not currently in our inventory (Not in Stock) but can be made available to you at our location within a reasonable date from the time of your request, not to exceed one week.

## Vehicle Options

Engine: Electric Motor With 68kWH standard range high-voltage battery., Electric Axle, GVWR: 9;500 lbs, Zero Evaporated Emissions System, Rear-Wheel Drive, 70-Amp/Hr Maintenance-Free Battery w/Run Down Protection, 3240# Maximum Payload, Front And Rear Anti-Roll Bars, Electric Power-Assist Steering, Strut Front Suspension w/Coil Springs, Trailing Arm Rear Suspension w/Coil Springs, Regenerative 4-Wheel Disc Brakes w/4-Wheel ABS; Front Vented Discs; Hill Hold Control and Electric Parking Brake, Lithium Ion Traction Battery w/10.5 kW Onboard Charger; 12 Hrs Charge Time @ 220/240V and 68 kWh Capacity, Tires: 235/65R16C 121/119 R AS BSW, Steel Spare Wheel, Clearcoat

Paint, Black Front Bumper, Black Rear Bumper w/1 Tow Hook, Black Bodyside Cladding and Black Wheel Well Trim, Black Side Windows Trim and Black Front Windshield Trim, Black Door Handles, Black Side Mirrors w/Convex Spotter, Light Tinted Glass, Rain Detecting Variable Intermittent Wipers, Fully Galvanized Steel Panels, Colored Grille w/Chrome Surround, Front License Plate Bracket, Split Swing-Out Rear Cargo Access, Headlights-Automatic Highbeams, Laminated Glass, Radio w/Seek-Scan; Clock and Steering Wheel Controls, Streaming Audio, Fixed Antenna, Bluetooth Wireless Phone Connectivity, 1 LCD Monitor In The Front, 4-Way Driver Seat, 4-Way Passenger Seat, Manual Tilt/Telescoping Steering Column, Gauges; Speedometer; Odometer; Traction Battery Level; Power/Regen and Trip Odometer, FordPass Connect 4G Mobile Hotspot Internet Access, Front Cupholder, Electronic Air Temperature Control, Locking Glove Box, Driver Foot Rest, Interior Trim; Metal-Look Instrument Panel Insert, Front Cloth Headliner, Piano Black/Metal-Look Gear Shifter Material, Partial Floor Console w/Storage and 2 12V DC Power Outlets, Front Map Lights, Fade-To-Off Interior Lighting, Front Only Vinyl/Rubber Floor Covering, Cargo Space Lights, Driver Alert, Instrument Panel Bin; Driver And Passenger Door Bins, Power 1st Row Windows w/Driver 1-Touch Down, Systems Monitor, Analog Appearance, Manual Adjustable Front Head Restraints, Securilock Anti-Theft Ignition (pats) Immobilizer, 2 12V DC Power Outlets, Side Impact Beams, Ford Co-Pilot360 - Lane-Keeping System Lane Departure Warning, Outboard Front Lap And Shoulder Safety Belts; Height Adjusters and Pretensioners



**Oak Ridge Schools**  
TEACHING AND LEARNING

## MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education

DATE: 5/15/23

SUBJECT: Item for Action: Poster Printer Centers

I recommend the purchase of poster printer centers for eight schools up to a maximum of \$40,000.

As of May 12, final discounted academic pricing had not yet been received from the manufacturer. Quotes are on file and a purchase order will be updated once the final discount has been applied with the total purchase price not to exceed the board-approved amount. Funds for this purchase are available through the Best for All and ESSER 3.0 grant programs.



Thank you for choosing CDW. We have received your quote.

Hardware      Software      Services      IT Solutions      Brands      Research Hub

## Review and Complete Purchase

**ELIZABETH MCFALL,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NJTV998	5/11/2023	CANON	0729655	\$31,102.86

### QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>Canon imagePROGRAF TM-200 - large-format printer - color - ink-jet</u> Mfg. Part#: 3062C002 UNSPSC: 43212104 Contract: MARKET	8	5448640	\$2,075.00	\$16,600.00
<u>Canon PFI-120 MBK - matte black - original - ink tank</u> Mfg. Part#: 2884C001 UNSPSC: 44103105 Contract: MARKET	48	5669088	\$84.00	\$4,032.00
<u>Canon PFI-120 C - cyan - original - ink tank</u> Mfg. Part#: 2886C001 UNSPSC: 44103105 Contract: MARKET	32	5669086	\$84.00	\$2,688.00
<u>Canon PFI-120 BK - black - original - ink tank</u> Mfg. Part#: 2885C001 UNSPSC: 44103105 Contract: MARKET	32	5669087	\$84.00	\$2,688.00
<u>Canon PFI-120 M - magenta - original - ink tank</u> Mfg. Part#: 2887C001 UNSPSC: 44103105 Contract: MARKET	32	5670731	\$84.00	\$2,688.00

<b>SUBTOTAL</b>	\$28,696.00
<b>SHIPPING</b>	\$2,406.86
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$31,102.86</b>

PURCHASER BILLING INFO	DELIVER TO
------------------------	------------

**Billing Address:**  
OAK RIDGE SCHOOLS  
304 NEW YORK AVE  
OAK RIDGE, TN 37830-5217  
**Phone:** (865) 425-9004  
**Payment Terms:** NET 30 Days-Govt/Ed

**Shipping Address:**  
OAK RIDGE SCHOOLS  
127 PROVIDENCE RD SUITE 100  
OAK RIDGE, TN 37830  
**Shipping Method:** DROP SHIP-COMMON CARRIER

**Please remit payments to:**

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515



**Sales Contact Info**

**Rebekah Marco** | (866) 301-5740 | [rebmarc@cdwg.com](mailto:rebmarc@cdwg.com)

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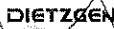






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### Your Cart

ITEM DESCRIPTION	EACH	QTY	TOTAL	
 Dietzgen 730 20LB Inkjet Bond Paper 2in-Core 24"x300" Roll	\$42.97	<input type="text" value="80"/>	\$3,437.60	X
 Canon imagePROGRAF TM-200 24" Large Format Printer	\$2,214.00	<input type="text" value="8"/>	\$17,712.00	X
 Canon PFI-120MBK 130-ml Matte Black Ink Cartridge for imagePROGRAF TM-200, TM-300, TM-305 and GP-200, GP-300	\$86.25	<input type="text" value="48"/>	\$4,140.00	X
 Canon PFI-120Y 130-ml Yellow Ink Cartridge for imagePROGRAF TM-200, TM-300, TM-305 and GP-200, GP-300	\$86.25	<input type="text" value="32"/>	\$2,760.00	X
 Canon PFI-120M 130-ml Magenta Ink Cartridge for imagePROGRAF TM-200, TM-300, TM-305 and GP-200, GP-300	\$86.25	<input type="text" value="32"/>	\$2,760.00	X
 Canon PFI-120C 130-ml Cyan Ink Cartridge for imagePROGRAF TM-200, TM-300, TM-305 and GP-200, GP-300	\$86.25	<input type="text" value="32"/>	\$2,760.00	X
 Canon PFI-120BK 130-ml Black Ink Cartridge for imagePROGRAF TM-200, TM-300, TM-305 and GP-200, GP-300	\$86.25	<input type="text" value="32"/>	\$2,760.00	X

Enter Coupon Code Here:  Apply ✓

Recalculate

*Handwritten:* 32,892.00

Calculate Shipping (optional)

Shipping Rates: (change my address)

Free Ground Shipping (Contiguous US Only. AK/HI/PR Extra Charges Apply.)

United States, TN, 37830

Tax: \$3,542.13

Total:



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**HP Bright White Inkjet Paper (24" x 150' Roll)**

B&H #HEBW824150 | MFR #C1860A  
Free Standard Shipping on Orders Over \$49

Accessories

*need 80*

In Stock 20 \$26.70  
Ready to Ship

*max to 20 per order*

Save for later Remove

Item Total: \$534.00

ESTIMATE SHIPPING & TAX ⓘ

NYC SuperStore Pickup See Details

UNITED STATES ▼

Zip Code 37830 ✓

Eligible for FREE Shipping

Subtotal: \$11,488.50

Shipping FREE

Est. Tax ⓘ \$1,120.13

Total: \$12,608.63

Your Cart ID # 494 519 024 09



**Canon PFI-120 Black Ink Cartridge (130mL)**

B&H #CA2885C1AA | MFR #2885C001AA  
Free Expedited Shipping

Accessories

*need 32*

In Stock 10 \$86.25  
Ready to Ship

*max to 10 per order*

Save for later Remove

Item Total: \$862.50



**Canon PFI-120 Cyan Ink Cartridge (130mL)**

B&H #CA2886C1AA | MFR #2886C001AA  
Free Expedited Shipping

Accessories

*- need 32*

In Stock 10 \$86.25  
Ready to Ship

*max to 10 per order*

Save for later Remove

Item Total: \$862.50



**Canon PFI-120 Magenta Ink Cartridge (130mL)**

B&H #CA2887C1AA | MFR #2887C001AA  
Free Expedited Shipping

Accessories

*- need 32*

In Stock 10 \$86.25  
Ready to Ship

*max to 10 per order*

Save for later Remove

Item Total: \$862.50



**Canon PFI-120 Yellow Ink Cartridge (130mL)**

B&H #CA2888C1AA | MFR #2888C001AA  
Free Expedited Shipping

Accessories

*- need 32*

In Stock 10 \$86.25  
Ready to Ship

*max to 10 per order*

Save for later Remove

Item Total: \$862.50



**Canon PFI-120 Matte Black Ink Cartridge (130mL)**

B&H #CA2884C1AA | MFR #2884C001AA  
Free Expedited Shipping

Accessories

In Stock  
Ready to Ship 10 \$86.25

*max of 10 per order*

*- need 48*

Save for later Remove

**Item Total: \$862.50**



**Canon imagePROGRAF TM-200 24" Large-Format Inkjet Printer**

B&H #CATM200PWS | MFR #3062C002AA  
Free Standard Shipping

Accessories

In Stock  
Ready to Ship 3 \$2,489.00  
\$2,214.00

*max of 3 per order*

*- need 8*

PROTECTION PLANS



Protection Plans starting at \$109.99

[See Options](#)

Save for later Remove

Instant Savings: \$825.00  
**Item Total: \$6,642.00**



**Oak Ridge Schools**  
TEACHING AND LEARNING

## MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education

DATE: 5/15/23

SUBJECT: Item for Action: Purchase of 3D Scanning Equipment

The purchase of this 3D scanning equipment will include training from Duncan-Parnell for middle school students to learn techniques of scanning a scene in multiple settings related to career exploration and then replicating that scene in their own space for virtual hands-on learning. Until now, this type of training has only been available to college students, and Duncan-Parnell is excited to be able to offer this experience to middle school students.

An example of the capabilities we will have would be to replicate a crime scene and allow students to find the clues in a virtual replication of the scene to solve the crime. This same type of example can be extrapolated to multiple career applications.



# Oak Ridge Schools

OFFICE OF  
Business & Support Services

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

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**DATE:** May 15, 2023

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

**cc:** Dana Paolucci, Holly Cross

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

**SUBJECT:** Recommendation of RFP 23-011 3D Scanning Equipment

I recommend that the Oak Ridge Board of Education accept the bid from Duncan-Parnell, Inc. for the above-mentioned bid. Their bid of \$80,130.50 met all required specifications.

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

OFFICE OF  
Business & Support Services

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

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Bid Minutes  
04/27/2023  
3D Scanning Equipment (RFP 23-011)  
Business Services Conference Room  
Administration Building

Present for the bid opening were:

Mary Ann Riley  
Dana Paolucci

Oak Ridge Schools Purchasing  
Oak Ridge Schools Business Services Coordinator

Bid responses were received from the following company:

	<u>Bid Amount</u>
<b>Duncan-Parnell, Inc.</b> Charlotte, NC	<b>\$80,130.50**</b>

**\*\* Recommended Bid Winner**

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

To: Bruce Lay 2/2/2023  
 From: Phil Cox  
 Felicia Story  
 RE: Projected Fees for FY 24 (School year 203-2024)  
 Not required / only requesting

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

\* fees not requested at RMS

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

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

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

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

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

### **Oak Ridge Schools Class Fees 2022-2023**

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

**Robertsville Middle School**  
**Grade Level Fees 2023-2024**

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

<b>Fee</b>	<b>Item/Purpose</b>	<b>Students Involved</b>	<b>Staff</b>
\$20.00	Classroom Fee	CDC	Randolph
\$6.00	Rotation Course Project Materials	5-8th Portrait of a Graduate	Doss / Manning
\$6.00	Rotation Course Project Materials	7th & 8th Aviation	Doss
\$25.00	Yearly Project Materials	8th Aviation Elective	Doss
\$25.00	Yearly Project Materials	6th STEM Explorers Elective	Doss / Leftwich
\$6.00	Rotation Course Project Materials	5th & 6th STEM (Foundations of Tech.)	Leftwich
\$25.00	Yearly Project Materials	7th & 8th Adv STEM (Foundations of Tech.)	Manning / Leftwich
\$10.00	Band Shirt (Fall)	7th & 8th Grade Band Students	Reams
\$10.00	Band Uniform Rental (school-owned)	7th & 8th Grade Band Students	Reams
\$30.00	Band Instrument Rental (school-owned)	5-8th Band Students/Per-Semester	Reams
\$30.00	Orchestra Instrument Rental (school-owned)	5-8th Orchestra Students/Per-Year	Byrd
\$15.00	Art Elective Supply Fee	5-8th Grade	Seyfert
\$2.50	<i>Science World Magazine</i>	7th Grade Science	Sluss
\$2.50	<i>Junior Scholastic Magazine</i>	7th Grade Social Studies	Scott / Bolton
TBD	Misc. Field Trips	Grade Level Specific	Misc.

**ORHS CLASSROOM FEES**

NAME OF FEE	Fees For FY 23	Proposed FY 24	Increased/Decreased	Variance	OPT	REQUIRED	PURPOSE
Art for Photography	40.00	40.00				X	Materials Fee
Art-Studio Art AP	40.00	40.00				X	Materials Fee
Art-Three Dimensional Art	35.00	35.00				X	Materials Fee
Art-Two Dimensional Art	35.00	35.00				X	Materials Fee
Art - Ceramics	75.00	75.00				X	Materials Fee
Art -Foundation of Art	25.00	25.00				X	Materials Fee
Art - Printmaking	40.00	40.00				X	Materials Fee
Business - Introduction to Business		10.00	New				Materials Fee
Business - Management & Marketing		10.00	New				Materials Fee
Digital Arts -Animation and Simulation	25.00	25.00				X	Materials Fee
Engineering	25.00	25.00				X	Materials Fee
Engineering by Design	25.00	25.00				X	Materials Fee
Health Science	25.00	25.00				X	Materials Fee
Health Science - Clinical Internship		50.00	New				Materials Fee
Health Science - Nursing Education		50.00	New				Materials Fee
iSchool		25.00	New				Materials Fee
Math -Calculator (student are required to have one)						X	Self Purchased / Rent from School
Math -Calculator (all rentals will be one price)	35.00	35.00			X		TI-84 & TI-89 - Rent from School
Music - Band - Marching Shoe	35.00	35.00				X	Uniform item - If needed
Music - Band - Instrument Rental (per Semester)	20.00	20.00				X	Instrument Rental - If needed
Music - Band - Concert Shirt	20.00	20.00				X	Uniform item - If needed
Music - Band - Color Guard Fee	75.00	75.00				X	Fee - Shoes,Gloves, Uniform, Acces.
Music - Band - Color Guard Fee	40.00	40.00				X	Rifle
Music - Band - Band Fee	150.00	150.00				X	Fee
Music - Chorus - All Choirs	35.00	35.00				X	Uniform Rental
Music - Orchestra	30.00	30.00				X	Instrument Rental
ROTC	25.00	25.00				X	Materials/Supplies
Robotics/Coding/ Foundation of Tech.	25.00	25.00				X	Materials/Supplies
Science - Biology A-E	10.00	10.00				X	Lab fee
Science - Genetics	10.00	10.00				X	Lab fee
Science - Microbiology	10.00	10.00				X	Lab fee
Science - Astronomy	10.00	10.00				X	Lab fee
Science -Anatomy & Physiology	20.00	20.00				X	Lab fee
Science - Chemistry Honors	10.00	10.00				X	Lab fee
Science - Biology 2AP	20.00	20.00				X	Lab fee
Science - Biology - College Prep	10.00	10.00				X	Lab fee
Science - Biology Honors	10.00	10.00				X	Lab fee
Science-Chemistry AP	20.00	20.00				X	Lab fee
Science - Chemistry Advanced	10.00	10.00				X	Lab fee
Science -Chemistry - College Prep.	10.00	10.00				X	Lab fee
Science-Env. Science AP	20.00	20.00				X	Lab fee
Science-Physics 1 AP	20.00	20.00				X	Lab fee
Science-Physics C AP	20.00	20.00				X	Lab fee
Science-Physics 1 & 2 AP	20.00	20.00				X	Lab fee
Science - Honors Physics	10.00	10.00				X	Lab Fee
Science - Physics (general)	10.00	10.00				X	Lab fee
Science - STEM	10.00	10.00				X	Lab fee
STEM	10.00	10.00				X	Materials fee
Textbook Rebinding Fee	17.00	17.00				X	Rebinding
Welding	25.00	25.00				X	Materials Fee

Justification:

New Classes



**Oak Ridge Schools**  
TEACHING AND LEARNING

## MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education

DATE: 5/15/23

SUBJECT: Item for Action: Approval of FY23 Summer Learning Camps Funding Application

I recommend the board approval of the FY23 Summer Learning Camps Funding Application which supports elementary and middle school summer school held in June 2023.



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McFall, Elizabeth

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## Budget Overview

Oak Ridge (012) Public District - FY 2023 - Summer Learning Camps - Rev 0 - Learning Camps

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Filter by Location: All - \$450,792.89  
[Show Unbudgeted Categories](#)

Account Number	71100 - Regular Instruction Program	72410 - Office of the Principal	Total
<b>Line Item Number</b>			
104 - Principal(s)		53,279.22	53,279.22
116 - Teachers	327,343.67		327,343.67
201 - Social Security	20,801.00	3,224.00	24,025.00
204 - State Retirement	34,030.00	4,971.50	39,001.50
212 - Employer Medicare	4,864.50	754.00	5,618.50
217 - Retirement - Hybrid Stabilization	1,225.00	300.00	1,525.00
<b>Total</b>	388,264.17	62,528.72	450,792.89
		<b>Adjusted Allocation</b>	450,792.89
		<b>Remaining</b>	0.00

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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: 5/15/23

SUBJECT: Item for Action: Approval of FY24 Perkins Basic Application

I recommend the board approval of the FY24 Perkins Basic Application, a non-competitive annual application.



Date: May 1, 2023

To: Kelly Williams, Executive Director of Teaching and Learning

From: Holly Cross, Supervisor of College, Career, and Technical Education

Subject: **Recommendation of Perkins Reserve Grant Application**

Dr. Williams,

I recommend the Oak Ridge Schools Board of Education approve the FY24 CTE Basic Grant application in the amount of \$69,165.73. This is an annual, non-competitive grant application. The proposed budget line item details are attached.

Thank you,

A handwritten signature in black ink that reads "Holly Cross". The signature is written in a cursive style with a long, sweeping tail on the "s".

Holly Cross

Account Number Line Item Number	71300 - Vocational Education Program	72130 - Other Student Support	72230 - Support Services/Vocational Education Program	99100 - Transfers Out	Total
163 - Educational Assistants	24,000.00				24,000.00
201 - Social Security	600.00	0.00	0.00		600.00
212 - Employer Medicare	350.00	0.00	0.00		350.00
355C - Travel (CTSO)		6,000.00			6,000.00
399C - Other Contracted Services (CTSO)		500.00			500.00
429 - Instructional Supplies & Materials	5,000.00				5,000.00
429C - Instructional Supplies & Materials (Consumables)	524.73				524.73
499 - Other Supplies and Materials	7,000.00		0.00		7,000.00
504 - Indirect Cost				3,191.00	3,191.00
524 - In-Service / Staff Development			4,000.00		4,000.00
524PD - In-Service / Staff Development (PD)		8,000.00			8,000.00
730 - Vocational Instruction Equipment	10,000.00				10,000.00
<b>Total</b>	47,474.73	14,500.00	4,000.00	3,191.00	69,165.73
<b>Adjusted Allocation</b>					69,165.73
<b>Remaining</b>					0.00



## MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education

DATE: 5/15/23

SUBJECT: Item for Action: Approval of FY24 Consolidated Funding Application

I recommend the board approval of the FY24 Consolidated Funding Application, an annual formula federal program.

Projects included in this application include:

Title 1 – Improving Basic Programs - \$925,808.35

Title 2 – Supporting Effective Instruction - \$166,688.00

Title 3 – English Language Acquisition - \$19,604.23

Title 4 – Student Support and Academic Enrichment - \$74,271.72

IDEA B – Individuals with Disabilities Education Act - \$1,070,176.00

IDEA Preschool – Comprehensive Coordinated Early Intervention - \$35,876.00



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## Budget Overview

Oak Ridge (012) Public District - FY 2024 - Consolidated - Rev 0 - Title I, Part A

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Indirect Cost	
Total Contributing to Indirect Cost	\$870,259.85
Indirect Cost Rate	6.49%
Maximum Allowed for Indirect Cost	\$56,423.10

Filter by Location: All - \$925,808.35

Show Unbudgeted Categories

Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
<b>Line Item Number</b>					
116 - Teachers	195,542.50				195,542.50
163 - Educational Assistants	313,598.78		0.00		313,598.78
189 - Other Salaries & Wages	3,168.00	47,761.14	90,660.00		141,589.14
201 - Social Security	29,982.78	2,565.25	5,310.61		37,858.64
204 - Pensions	31,758.80	3,158.92	7,878.36		42,796.08
206 - Life Insurance	1,291.50	171.56	126.00		1,589.06
207 - Medical Insurance	75,658.28	14,405.66	7,753.20		97,817.14
208 - Dental Insurance	3,744.34	497.39	365.30		4,607.03
212 - Employer Medicare	7,011.87	599.94	1,242.07		8,853.88
299 - Other Fringe Benefits	1,112.14	147.73	108.50		1,368.37
399 - Other Contracted Services	0.00	13,247.34	0.00		13,247.34
499 - Other Supplies and Materials	0.00	9,391.89	0.00		9,391.89
504 - Indirect Cost				55,548.50	55,548.50
599 - Other Charges	0.00	2,000.00	0.00		2,000.00
<b>Total</b>	662,868.99	93,946.82	113,444.04	55,548.50	925,808.35
				<b>Adjusted Allocation</b>	925,808.35
				<b>Remaining</b>	0.00

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## Budget Overview

Oak Ridge (012) Public District - FY 2024 - Consolidated - Rev 0 - Title II, Part A

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Indirect Cost	
Total Contributing to Indirect Cost	\$156,529.26
Indirect Cost Rate	6.49%
Maximum Allowed for Indirect Cost	\$10,158.74

Filter by Location: All - \$166,688.00

[Show Unbudgeted Categories](#)

Account Number	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
<b>Line Item Number</b>			
189 - Other Salaries & Wages	26,000.00		26,000.00
196 - In-Service Training	10,000.00		10,000.00
201 - Social Security	2,500.00		2,500.00
204 - Pensions	3,500.00		3,500.00
206 - Life Insurance	75.00		75.00
207 - Medical Insurance	5,000.00		5,000.00
208 - Dental Insurance	125.00		125.00
212 - Employer Medicare	550.00		550.00
299 - Other Fringe Benefits	75.00		75.00
399 - Other Contracted Services	90,000.00		90,000.00
504 - Indirect Cost		10,158.74	10,158.74
524 - In-Service / Staff Development	18,704.26		18,704.26
<b>Total</b>	156,529.26	10,158.74	166,688.00
		<b>Adjusted Allocation</b>	166,688.00
		<b>Remaining</b>	0.00

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McFall, Elizabeth

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## Budget Overview

Oak Ridge (012) Public District - FY 2024 - Consolidated - Rev 0 - Title III

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Indirect Cost	
Total Contributing to Indirect Cost	\$19,212.15
Indirect Cost Rate	6.49%
Maximum Allowed for Indirect Cost	\$1,194.77

Filter by Location: All - \$19,604.23

[Show Unbudgeted Categories](#)

Account Number	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
<b>Line Item Number</b>			
499 - Other Supplies and Materials	6,400.36		6,400.36
504 - Indirect Cost		392.08	392.08
524 - In-Service / Staff Development	10,000.00		10,000.00
599 - Other Charges	2,811.79		2,811.79
<b>Total</b>	19,212.15	392.08	19,604.23
		<b>Adjusted Allocation</b>	19,604.23
		<b>Remaining</b>	0.00

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McFall, Elizabeth

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### Budget Overview

Oak Ridge (012) Public District - FY 2024 - Consolidated - Rev 0 - Title IV

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Indirect Cost	
Total Contributing to Indirect Cost	\$72,795.45
Indirect Cost Rate	6.49%
Maximum Allowed for Indirect Cost	\$4,526.46

Filter by Location: All - \$74,271.72

[Show Unbudgeted Categories](#)

Account Number	72120 - Health Services	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72250 - Education Technology	99100 - Transfers Out	Total
<b>Line Item Number</b>						
189 - Other Salaries & Wages	0.00	30,000.00	0.00	0.00		30,000.00
201 - Social Security	0.00	1,860.00	0.00	0.00		1,860.00
212 - Employer Medicare	0.00	435.00	0.00	0.00		435.00
399 - Other Contracted Services	2,508.57	0.00	0.00	0.00		2,508.57
499 - Other Supplies and Materials	2,491.88	0.00	7,500.00	4,000.00		13,991.88
504 - Indirect Cost					1,476.27	1,476.27
524 - In-Service / Staff Development	5,000.00	0.00	0.00	4,000.00		9,000.00
599 - Other Charges	0.00	10,000.00	5,000.00	0.00		15,000.00
<b>Total</b>	10,000.45	42,295.00	12,500.00	8,000.00	1,476.27	74,271.72
					<b>Adjusted Allocation</b>	74,271.72
					<b>Remaining</b>	0.00

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## Budget Overview

Oak Ridge (012) Public District - FY 2024 - Consolidated - Rev 0 - IDEA, Part B

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Indirect Cost	
Total Contributing to Indirect Cost	\$1,004,176.00
Indirect Cost Rate	6.49%
Maximum Allowed for Indirect Cost	\$65,160.59

Filter by Location: All - \$1,070,176.00 ▼

[Show Unbudgeted Categories](#)

Account Number	71200 - Special Education Program	72220 - Support Services/Special Education Program	99100 - Transfers Out	Total
<b>Line Item Number</b>				
116 - Teachers	190,000.00			190,000.00
131 - Medical Personnel		100,000.00		100,000.00
163 - Educational Assistants	250,000.00			250,000.00
171 - Speech Pathologist	69,453.00	0.00		69,453.00
188 - Bonus Payments	30,000.00	0.00		30,000.00
189 - Other Salaries & Wages	0.00	102,500.00		102,500.00
201 - Social Security	35,000.00	15,000.00		50,000.00
204 - Pensions	50,000.00	15,000.00		65,000.00
206 - Life Insurance	2,000.00	378.00		2,378.00
207 - Medical Insurance	96,324.70	22,000.00		118,324.70
208 - Dental Insurance	5,000.00	710.40		5,710.40
212 - Employer Medicare	7,000.00	4,000.00		11,000.00
299 - Other Fringe Benefits	1,500.00	309.90		1,809.90
499 - Other Supplies and Materials	0.00	2,000.00		2,000.00
504 - Indirect Cost			65,000.00	65,000.00
524 - In-Service / Staff Development		6,000.00		6,000.00
725 - Special Education Equipment	1,000.00			1,000.00
<b>Total</b>	<b>737,277.70</b>	<b>267,898.30</b>	<b>65,000.00</b>	<b>1,070,176.00</b>
			<b>Adjusted Allocation</b>	<b>1,070,176.00</b>
			<b>Remaining</b>	<b>0.00</b>

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## Budget Overview

Oak Ridge (012) Public District - FY 2024 - Consolidated - Rev 0 - IDEA Preschool

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Indirect Cost	
Total Contributing to Indirect Cost	\$29,262.55
Indirect Cost Rate	6.49%
Maximum Allowed for Indirect Cost	\$1,881.72

Filter by Location: All - \$35,876.00  
[Show Unbudgeted Categories](#)

Account Number	71200 - Special Education Program	99100 - Transfers Out	Total
<b>Line Item Number</b>			
163 - Educational Assistants	25,203.75		25,203.75
201 - Social Security	1,375.00		1,375.00
204 - Pensions	2,218.80		2,218.80
206 - Life Insurance	113.00		113.00
212 - Employer Medicare	352.00		352.00
504 - Indirect Cost		1,613.45	1,613.45
725 - Special Education Equipment	5,000.00		5,000.00
<b>Total</b>	34,262.55	1,613.45	35,876.00
		<b>Adjusted Allocation</b>	35,876.00
		<b>Remaining</b>	0.00

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McFall, Elizabeth

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**John C. Stults II, Supervisor of Special Education**

May 11, 2023

Memorandum for FY 24 IDEA Preschool Implementation Grant Submission

- I recommended approval of the FY 24 IDEA Implementation Grant Submission.
- If funded, this grant would allow Oak Ridge Preschool to have a dedicated, part-time, contracted behavior specialist on-site to help students with behavior needs.
- This behavior specialist would work with the school team to build individualized behavior plans for students, with a high level of fidelity, to ensure all students can reach their full potential.
- This behavior specialist would work solely with Oak Ridge Preschool in support of all their academic and non-academic goals.

John C. Stults II

# Oak Ridge Board of Education

Monitoring:  <b>Review: Annually, in May</b>	Descriptor Term:  <h2 style="text-align: center;">Student Wellness</h2>	Descriptor Code: <h3 style="text-align: center;">6.411</h3>	Issued Date: <del>01/27/2001</del> <b>01/27/20</b>
		Rescinds:	Issued: <u>01/27/20</u> <del>08/28/17</del> 08/22/16

1 The Board recognizes the value of proper nutrition, physical activity, and other health conscious  
 2 practices and the impact that such practices have on student academic achievement, health, and well-  
 3 being. In order to provide an environment conducive to overall student wellness, this policy shall be  
 4 followed by all schools in the District.<sup>1</sup>

## 5 COMMITMENT TO COORDINATED SCHOOL HEALTH

6 All schools shall implement the CDC's Coordinated School Health approach to managing new and  
 7 existing wellness related programs and services in schools and the surrounding community based on  
 8 State law and State Board of Education CSH standards and guidelines. The district's Coordinated  
 9 School Health Coordinator shall be responsible for overseeing compliance with State Board of  
 10 Education CSH standards and guidelines in the school district.

## 11 SCHOOL HEALTH ADVISORY COUNCIL<sup>2,3</sup>

12 A district school health advisory council shall be established to serve as a resource to school sites for  
 13 implementing policies and programs and develop an active working relationship with the county health  
 14 council. The council shall consist of individuals representing the school and community, including  
 15 parents, students, teachers, school administrators, health professionals, school food service  
 16 representatives, and members of the public. The primary responsibilities of the council include but are  
 17 not limited to:

- 18 1. Developing, implementing, monitoring, reviewing and as necessary, making recommendations
- 19 as to physical activity and nutrition policies;
- 20 2. Ensuring all schools within the district create and implement an action plan related to all
- 21 School Health Index modules;
- 22 3. Ensuring that the results of the action plan are annually reported to the council; and
- 23 4. Ensuring that school level results include measures of progress on each indicator of the School
- 24 Health Index.

25 The State Board of Education's Coordinated School Health and Physical Activity Policies shall be used  
 26 as guidance by the Council to make recommendations. The Board will consider recommendations of  
 27 the Council in making policy changes or revisions.

28 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents  
 29 and administrators.<sup>2</sup> The Team shall hold Healthy School Team meetings during the school year to

1 assess needs and oversee planning and implementation of school health efforts. The  
2 Superintendent/designee will ensure compliance with the school Wellness Policy, to include an  
3 assessment of the implementation of the Wellness Policy and the progress made in attaining the policy  
4 goals. The assessment will be made available to the public.

## 5 **COMMITMENT TO NUTRITION**

6 All schools within the District shall participate in the USDA child nutrition programs, which may  
7 include but not be limited to, the National School Lunch Program, the School Breakfast Program, the  
8 Summer Food Service Program, and the After School Snack Program.<sup>4,5,6</sup>

9 Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate  
10 time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be  
11 encouraged. All food including vending machines, fundraising items, and concessions must meet  
12 guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools. In-school  
13 marketing for food and beverage items must only be for items meeting Smart Snacks in Schools  
14 nutrition standards.<sup>4,5,6</sup> The school principal/designee shall be responsible for overseeing their school's  
15 compliance with the State Board of Education Rules and Regulations for sale of food items in their  
16 schools.<sup>2,5,6</sup>

## 17 **DISTRICT GOALS**

18 The District will promote healthy nutrition through various activities, including nutrition related  
19 newsletters, informational links on the district website, healthy eating posters and bulletin boards in  
20 dining areas, and informational booths at various community functions. Nutrition Education will be  
21 offered as part of a standards based program designed to provide students with the knowledge and  
22 skills needed to promote and protect their health as outlined in the State Board of Education  
23 Health Education and Lifetime Wellness Standards. Nutrition Education will discourage teachers  
24 from using high fat, sugar, and sodium foods as rewards and encourage students to start each day with  
25 a healthy breakfast.

## 26 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION**

27 The Board recognizes that physical activity is extremely important to the overall health of a child.  
28 Schools shall support and promote physical activity. Physical activity may be integrated into any areas  
29 of the school program.

30 Physical Education classes shall be offered as part of a standards based program designed to provide  
31 developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All  
32 physical education classes shall comply with the State Board of Education's Physical Education  
33 Standards. In addition to the district's physical education program, non-structured physical activity  
34 periods shall be offered as required by law.<sup>7</sup>

35 Schools shall continue to offer after school sports and activities. Physical activity shall not be  
36 employed as a form of discipline or punishment. In addition, withholding physical activity as a form of  
37 discipline or punishment is highly discouraged.

38

1 **COMMITMENT TO MENTAL HEALTH AND WELL-BEING**

2 The district is committed to promoting the positive mental health and emotional well-being of all  
3 students.

4 **COMMITMENT TO CURRICULUM<sup>3</sup>**

5 All applicable courses of study should be based on State-approved curriculum standards.

6

7 **SCHOOL HEALTH INDEX<sup>3</sup>**

8 All schools within the district shall annually administer a baseline assessment on each of the  
9 recommended School Health Index modules. Results shall be submitted to the School Health Advisory  
10 Council and reported to the State Department of Education.

11 **RECORD KEEPING COMPLIANCE**

12 The district's Coordinated School Health Coordinator shall ensure that records demonstrating  
13 compliance with community involvement requirements are maintained. The Coordinated School  
14 Health Coordinator shall additionally document that the school wellness policy and triennial  
15 assessments are made available to the public.<sup>8</sup>

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Legal References

1. TCA 49-1-1002
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 U.S.C. 1758b (Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296))
5. TRR/MS 0520-1-6, Child Nutrition Programs
6. 7 C.F.R. 210 and 220
7. Public Acts of 2016, Chapter No. 669
8. 7 C.F.R. § 210.31(f)

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Cross References

Student Suicide Prevention 6.415



# 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 *JVD*

**Subject:** **Addition of 1.0 FTE Position – School Nutrition Specialist**

**Date:** May 22, 2023

I am recommending the addition of a 1.0 FTE School Nutrition Specialist. An analysis completed during the RFP process for our Food Service Management Company discovered numerous duties that should be maintained by the District and cannot be required of our Food Service Management Company. The additional FTE will provide the needed staff to complete the duties required by USDA & the Office of School Nutrition.

The position as proposed would begin on July 1, 2023 and would be paid by the School Nutrition Fund and would not impact the General Fund budget.

# Oak Ridge Schools Job Description



<b>Job Title:</b>	School Nutrition Specialist		
<b>Department:</b>	School Nutrition	<b>Salary Schedule:</b>	Support – Lane 18
<b>FLSA Status:</b>	Nonexempt	<b>State Academic License (Y/N):</b>	N
<b>Reports To:</b>	Jenifer Van Dyke	<b>Supervises:</b>	None

## Job Goal:

To assist the School Nutrition Director in all aspects of the School Nutrition Program in conformance with local, state, and federal regulations.

## Essential Responsibilities:

- Reconcile daily and weekly cafeteria deposits
- Complete and submit all claims in the TMAC system
- Run reports as needed out of the Skyward POS system
- Enter Purchase Orders and Check Requests
- Monitor negative student account balances
- Assist with Audits & State Reviews
- Assist with Free & Reduced Applications
- Book Commodities
- Maintain accurate procurement records for the School Nutrition Program
- Assist with School Nutrition budget development
- Monitor School Nutrition budget & program costs on a monthly basis
- Close out and re-open each school year
- Oversee catering orders and invoices for the School Nutrition program
- Assist School Nutrition Director with all other aspects of the School Nutrition Program as required

## Qualifications (minimum education, licensure, and/or experience):

- Experience in School Nutrition
- H.S. diploma
- Basic Excel skills
- Detail Oriented
- Basic computer skills

## Physical Requirements:

Medium

## Work Days:

261

# OAK RIDGE SCHOOLS CODE OF CONDUCT



A HANDBOOK FOR PARENTS,  
STUDENTS AND STAFF

Oak Ridge, Tennessee

July, 2023

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 25, 2023.**

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**Changes were made on the following pages: 6, 7, 8, 22, 24, 30**  
**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.

## **ALCOHOL AND DRUG VIOLATIONS**

According to the United States Department of Education (DOE), “the use of alcohol... and other illicit drugs undermines students’ ability to achieve academically, is associated with other harmful behaviors, and is incompatible with a school climate of respect, safety, and support for learning.” In fact, according to the DOE, “students who are disengaged in school are more likely to be users.” “Alcohol is by far the substance most abused by students... [and,] among illicit drugs, marijuana is by far the most commonly used by young people.”

Similarly, the Centers for Disease Control and Prevention (CDC) details that “15% of high school students reported having ever used select illicit or injection drugs.” Further, the CDC notes that such “drug use is associated with sexual risk behavior, experience of violence, and mental health and suicide risks.” And the Food and Drug Administration (FDA) confirms that the adverse effects of drugs can include over the counter products

such as delta-8 THC, as national poison control centers received thousands of exposure cases of delta-8 THC products from early 2021 through early 2022 (41% of which involved pediatric patients less than 18 years of age).

The Board recognizes the above-issues and concerns, and, in turn, wishes to apply the following disciplinary procedures and options in situations involving and/or in any way relating to students with drugs and/or alcohol:

### **LEVEL I**

Examples Use, possession, sale, distribution, and/or being under the influence of alcohol; Use, possession, sale, or distribution of drug paraphernalia, including, but not limited to, vape pens/products used with or associated with evidence of THC and/or CBD products; OR Use and/or being under the influence of products containing or marketed as containing any level THC and/or CBD (for controlled substance possession, see LEVEL II below).

#### ***Disciplinary Procedures***

- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Law enforcement officials are contacted.
- The incident is reported, and recommendations are made to the Director of Schools.
- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

#### ***Disciplinary Options***

- 1st Offense (within a school year): Assignment to an alternative school or program for a 90-school day placement. After completing 90 school days in an alternative school or program, the student and/or his/her guardians may request, through the Director of Schools, re-admittance to a regular school program. The Director may reduce the alternative placement period at his/her discretion, or upon a report from alternative school/program personnel that the student has consistently behaved well and made consistent academic efforts.
- 2nd Offense (within a school year): Suspended from the school system for the remainder of that school year, unless otherwise modified by the Director of Schools.

## **LEVEL II (Zero Tolerance Offense)**

Example: Unlawful possession of any controlled substance, controlled substance analogue, or legend drug, which could include the sale and/or distribution of such a drug on school grounds or at a school-sponsored event.

### ***Disciplinary Procedures***

- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Law enforcement officials are contacted.
- The incident is reported, and recommendations are made to the Director of Schools.
- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

### ***Disciplinary Options***

- Pursuant to Tennessee law (Tenn. Code Ann. Section 49-6-4002), committing such an offense shall result in the student being expelled from the regular school program for at least one (1) calendar year, unless modified by the Director of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may also be assigned to an alternative school or program at the discretion of the Director of Schools.

## **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.
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.

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

**Students found to be in possession of products containing HHC will be assigned a long-term suspension( 10 days or more).**

## **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 or CBD** – Student activity involving possession or distribution of products containing THC or CBD 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. Intentional or unprovoked assault or battery on a student.
4. 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.
5. Possession of drugs with the intent to distribute or sale.
6. A student whose presence creates an unreasonable safety concern.

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  
Oak Ridge, TN 37831  
(865) 425-9009

The Section 504/ADA Coordinator for staff concerns is:

Director of Human Resources  
304 New York Avenue  
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.”

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

**OAK RIDGE BOARD OF EDUCATION**

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

**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. Jennifer Van Dyke Director of Finance	425-9003
Mr. Doug Cofer Director of Technology & Information Systems	425-9015
Mr. John Stults 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 Mr. Brian Tinker, Admin. Assistant	425-9401
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**LINDEN**

Ms. Heather Jenkins, Principal , Admin. Assistant	425-5701
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**WILLOW BROOK**

Mrs. Jen Laurendine, Principal Mr. Jason Nussbaum, Admin. Assistant	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  
Ben Fowler, Vice Principal  
Dean of Students

425-9301

### ROBERTSVILLE MIDDLE

Mr. Nick Corrigan, Principal  
Ms. Christy Free, Vice Principal  
Mr. Chris Williams, Dean of Students

425-9201

### OAK RIDGE HIGH

Mr. Drayton Hawkins, Principal  
Ms. Jennifer Milligan, Vice Principal  
Mr. David Foust, Vice Principal  
Mr. Russ Wise, Vice Principal  
Ms. Beth Estep, Vice Principal  
Ms. Stephanie Thompson, Vice Principal for Academic Intervention

425-9601

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

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

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

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

5        2. Summon an appropriate qualified witness;

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

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

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

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

#### 12        **Random Drug Testing of Students Participating in Extracurricular 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        2. The test is in pursuit of legitimate interests of the school in maintaining order, discipline, safety,  
24        supervision and education of students;

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

29        4. Tests shall be conducted in the presence of a witness. Persons who shall act as witnesses shall be  
30        a contracted facility to conduct the tests and report findings to the Director of Pupil Services.  
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
- 20 2. If the results of the analysis are positive, the student and parents or guardian shall be given the  
21 written notice of the result. All records of the test, request for a test or indication a student has  
22 been tested shall be confidential student records in accordance with state law.

## 23 Penalties

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

**Oak Ridge Schools**

**8th Attendance Period**

**May 4, 2023**

These numbers reflect the **2022-2023** Skyward Student Management System (Entity) active student enrollment count as of **May 4, 2023**.

The total includes **45** private school and home-schooled students receiving Special Ed services.



# Oak Ridge Schools

## Enrollment Entity Counts 8th RP 2022-23

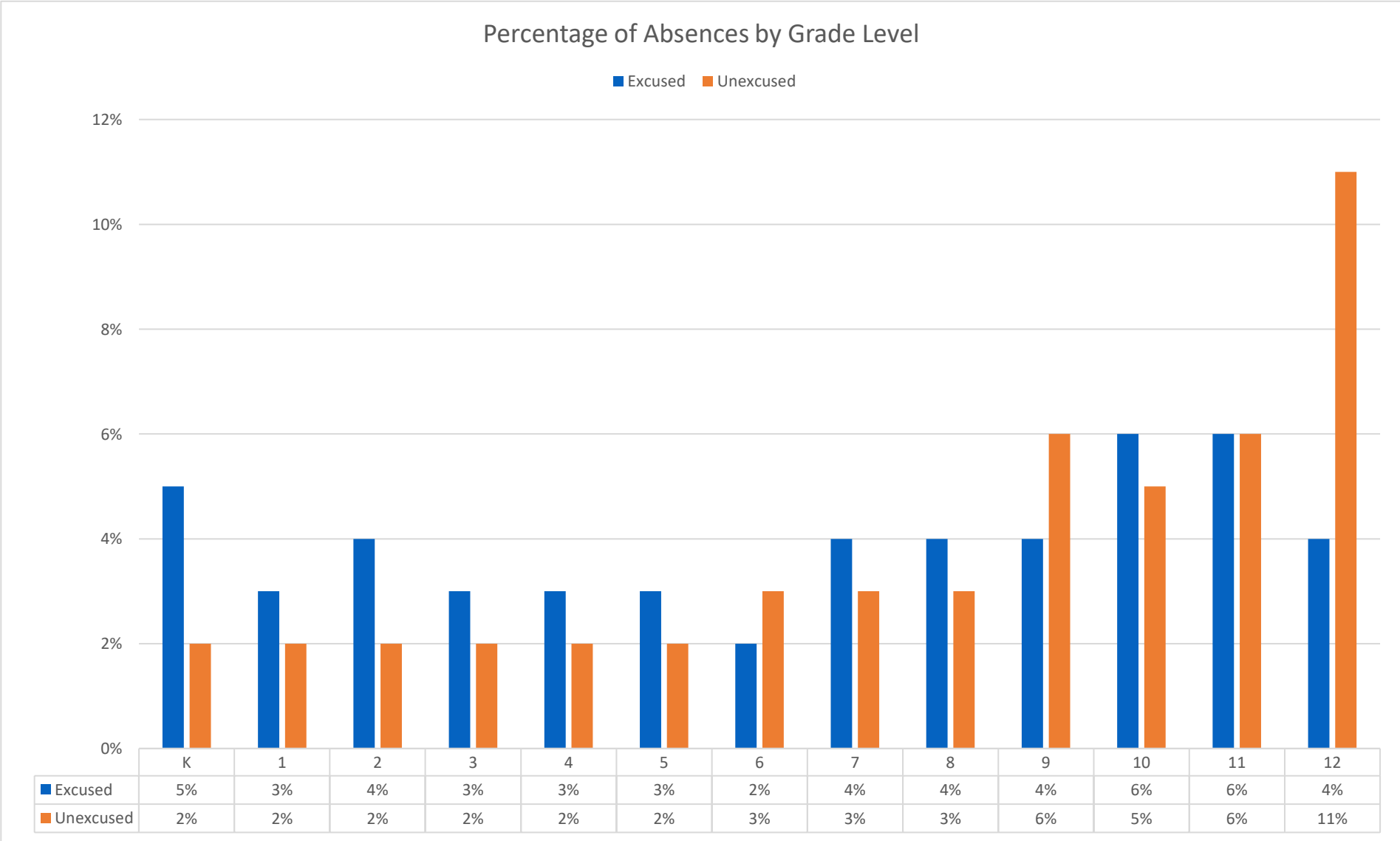
May 4, 2023

School	P3	P4	54	1	2	3	4	5	6	7	8	9	10	11	12	Total PK-12 2022-23	Previous 7th RP 2022-23	Diff
Preschool	90	141														231	230	1
Glenwood			67	67	54	74	76									338	335	3
Linden			101	101	101	117	124									544	544	0
Willow Brook			72	87	83	77	75									394	392	2
Woodland			74	93	83	90	77									417	414	3
JMS								159	155	196	204					714	716	-2
RMS								162	171	195	174					702	703	-1
ORHS												403	395	386	355	1539	1549	-10
<b>Enrollment 2022-23</b>	<b>90</b>	<b>141</b>	<b>314</b>	<b>348</b>	<b>321</b>	<b>358</b>	<b>352</b>	<b>321</b>	<b>326</b>	<b>391</b>	<b>378</b>	<b>403</b>	<b>395</b>	<b>386</b>	<b>355</b>	<b>4879</b>	<b>4883</b>	<b>-4</b>
Prev. 7th RP 2022-23	<b>88</b>	<b>142</b>	<b>313</b>	<b>351</b>	<b>319</b>	<b>353</b>	<b>349</b>	<b>322</b>	<b>327</b>	<b>392</b>	<b>378</b>	<b>405</b>	<b>400</b>	<b>389</b>	<b>355</b>	<b>4883</b>		
Difference	2	-1	1	-3	2	5	3	-1	-1	-1	0	-2	-5	-3	0	-4		

This report compares the 2022-23 8th RP period enrollment with the 2022-23 7th RP period.

# Attendance Graphs

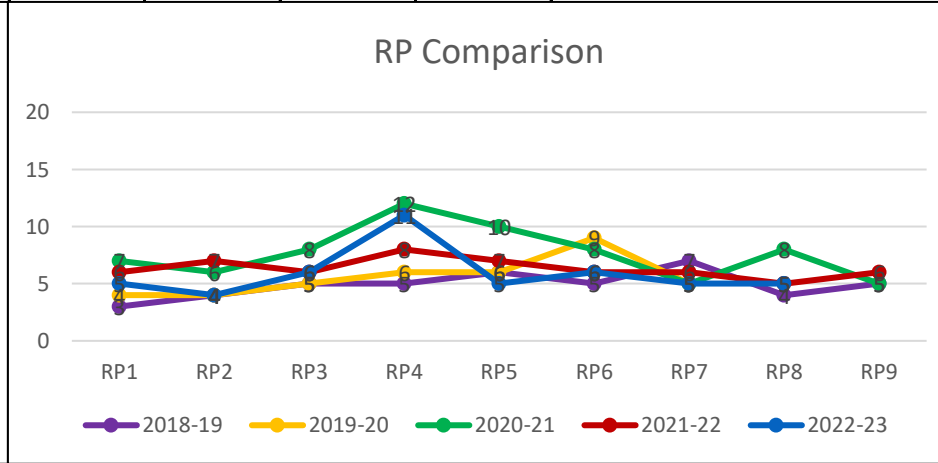
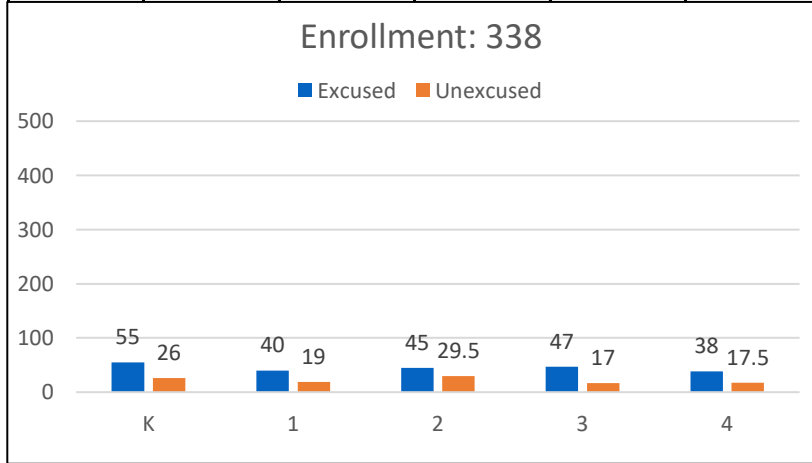
The graphs below display excused and unexcused absence totals, entity counts, and attendance percentages by grade and reporting period. The data was compiled using information from attendance detail and summary reports and entity counts reports.  
 Reporting Period 7: 4/5/2023-5/3/2023



\* Percentages have been rounded to the nearest whole number.

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: 8%	RP9: 5.9%
2022-23	RP1: 4.9%	RP2: 4.4%	RP3: 5.5%	RP4: 11%	RP5: 4.7%	RP6: 6.1%	RP7: 4.8%	RP8: 4.9%	

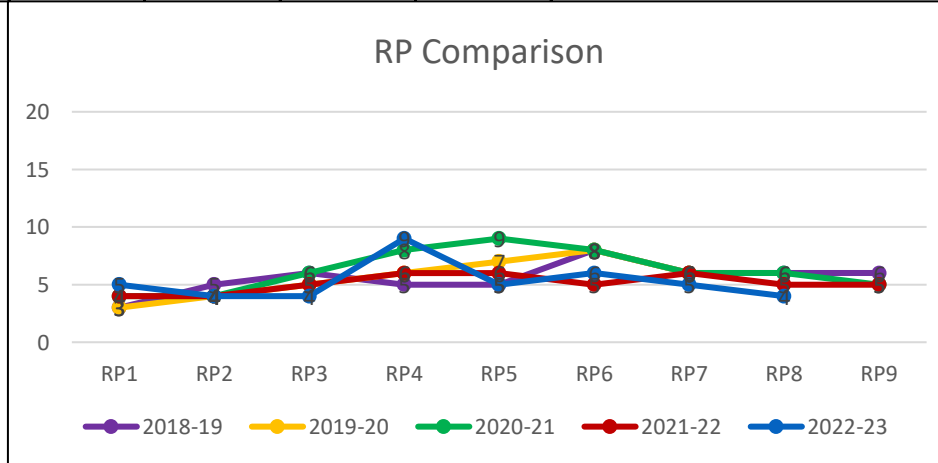
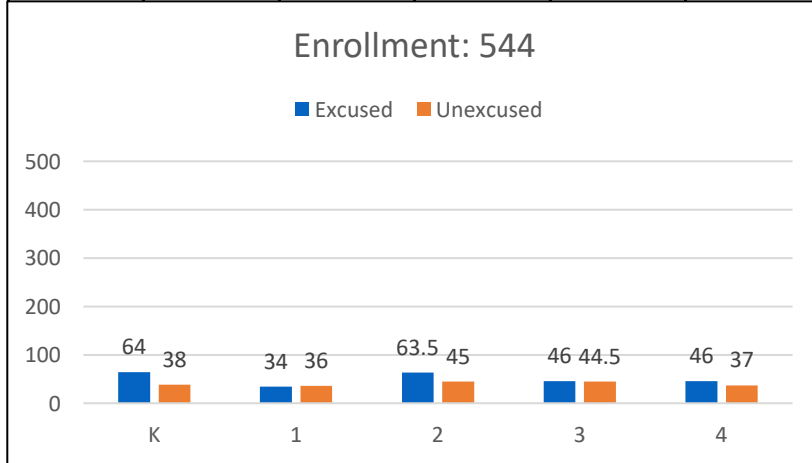
# Glenwood



Goal
5.5

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%
2022-23	RP1: 3.2%	RP2: 4%	RP3: 4.4%	RP4: 8.9%	RP5: 5.4%	RP6: 5.8%	RP7: 4.5%	RP8: 4.1%	

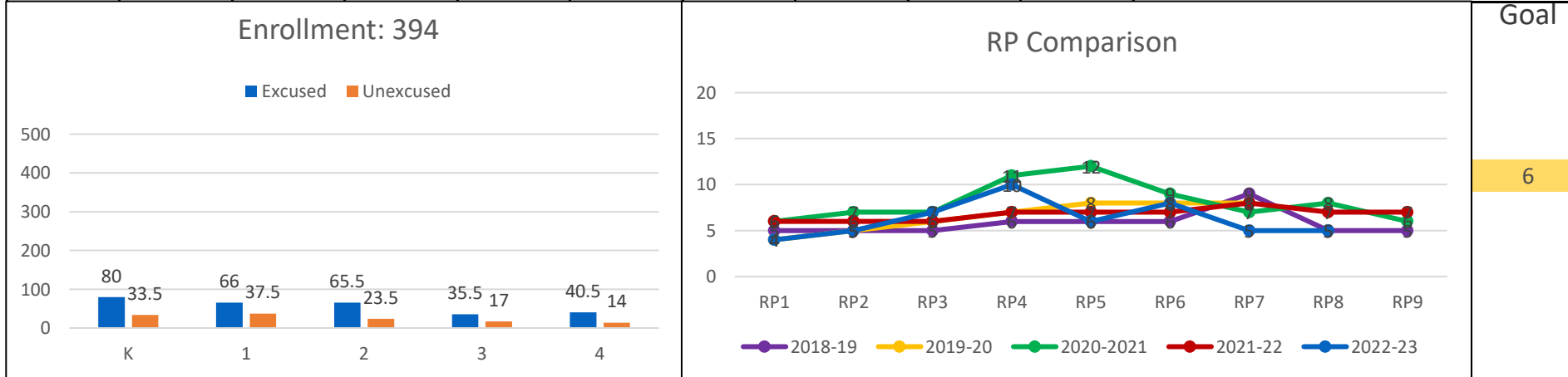
# Linden



Goal
5

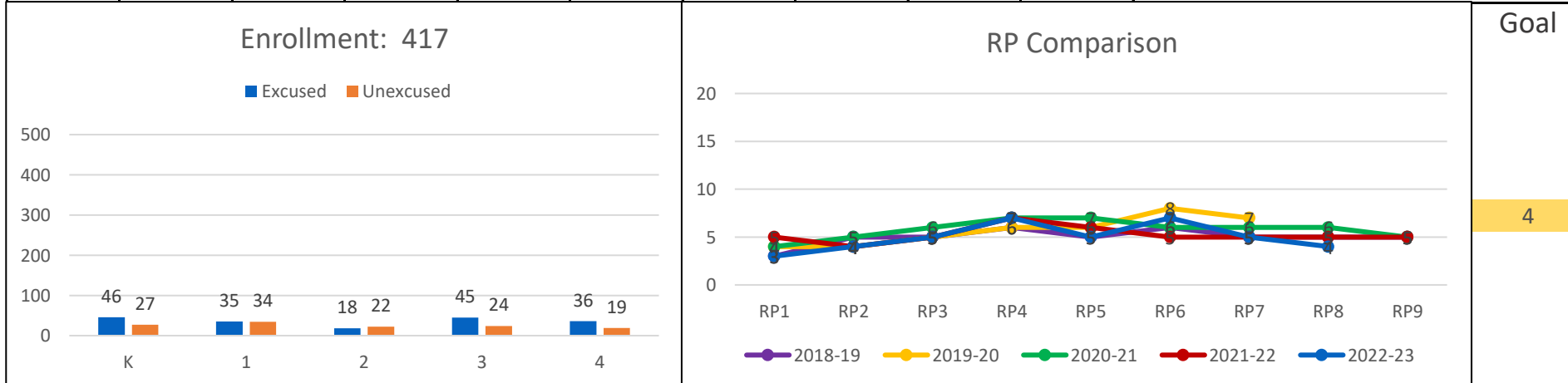
2018-19	RP1: 5%	RP2: 5%	RP3: 5%	RP4: 6%	RP5: 6%	RP6: 6%	RP7: 9%	RP8: 5%	RP9: 5%
2019-20	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 6.6%	RP5: 7.8%	RP6: 8.4%	RP7: 7.5%	Covid-19	Covid-19
2020-21	RP1: 6.1%	RP2: 7.1%	RP3: 7.3%	RP4: 11%	RP5: 11.7%	RP6: 8.9%	RP7: 6.9%	RP8: 7.5%	RP9: 6.4%
2021-22	RP1: 6.1%	RP2: 6%	RP3: 6.4%	RP4: 6.9%	RP5: 6.6%	RP6: 6.5%	RP7: 8%	RP8: 6.6%	RP9: 7.4%
2022-23	RP1: 3.6%	RP2: 4.7%	RP3: 7%	RP4: 10%	RP5: 6.4%	RP6: 8.1%	RP7: 5.3%	RP8: 5.3%	

# Willow Brook



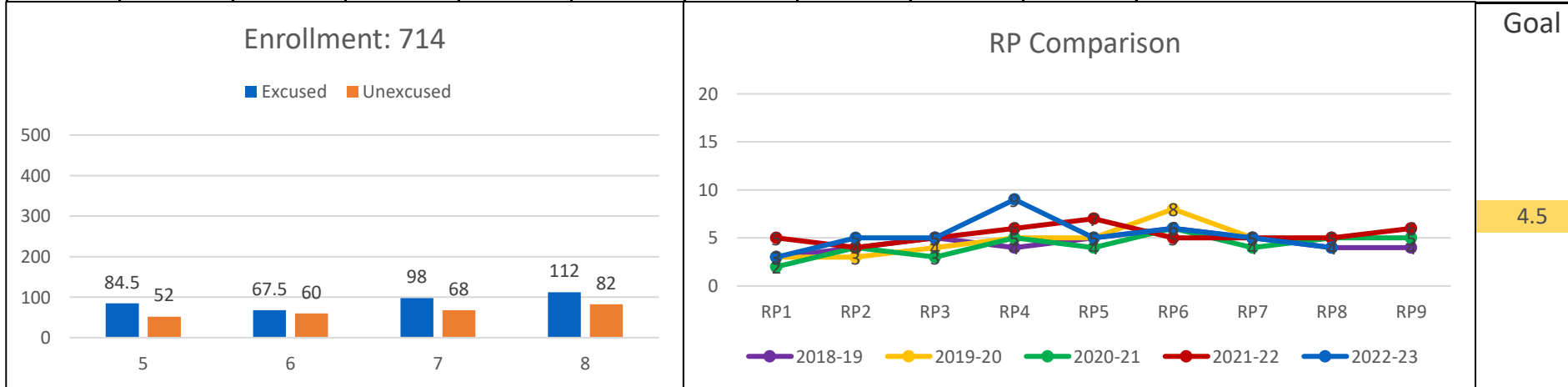
2018-19	RP1: 3%	RP2: 5%	RP3: 5%	RP4: 6%	RP5: 5%	RP6: 6%	RP7: 5%	RP8: 5%	RP9: 5%
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6.2%	RP6: 8.4%	RP7: 6.6%	Covid-19	Covid-19
2020-21	RP1: 4.1%	RP2: 4.9%	RP3: 6.2%	RP4: 7.1%	RP5: 7.1%	RP6: 5.9%	RP7: 5.5%	RP8: 5.9%	RP9: 5.3%
2021-22	RP1: 4.5%	RP2: 4.1%	RP3: 4.8%	RP4: 6.7%	RP5: 5.9%	RP6: 5%	RP7: 4.7%	RP8: 4.5%	RP9: 5.2%
2022-23	RP1: 2.6%	RP2: 3.7%	RP3: 5.2%	RP4: 6.6%	RP5: 4.5%	RP6: 6.7%	RP7: 5.4%	RP8: 3.7%	

# Woodland



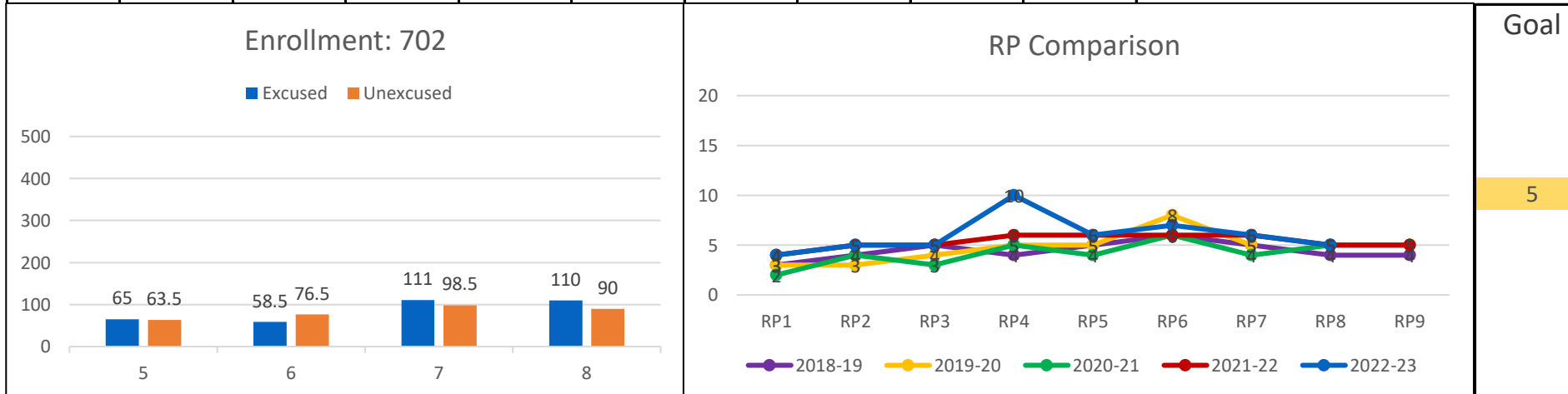
2018-19	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 4%	RP5: 5%	RP6: 6%	RP7: 5%	RP8: 4%	RP9: 4%
2019-20	RP1: 3%	RP2: 3%	RP3: 4%	RP4: 5%	RP5: 4.9%	RP6: 8.4%	RP7: 5.2%	Covid-19	Covid-19
2020-21	RP1: 2.2%	RP2: 4.1%	RP3: 3.4%	RP4: 4.5%	RP5: 3.8%	RP6: 5.7%	RP7: 3.7%	RP8: 5.1%	RP9: 4.7%
2021-22	RP1: 5.1%	RP2: 4.2%	RP3: 4.9%	RP4: 5.9%	RP5: 6.8%	RP6: 5.4%	RP7: 5.3%	RP8: 4.9%	RP9: 6.1%
2022-23	RP1: 3.1%	RP2: 4.6%	RP3: 5%	RP4: 8.7%	RP5: 4.7%	RP6: 5.5%	RP7: 5.1%	RP8: 4.3%	

# Jefferson



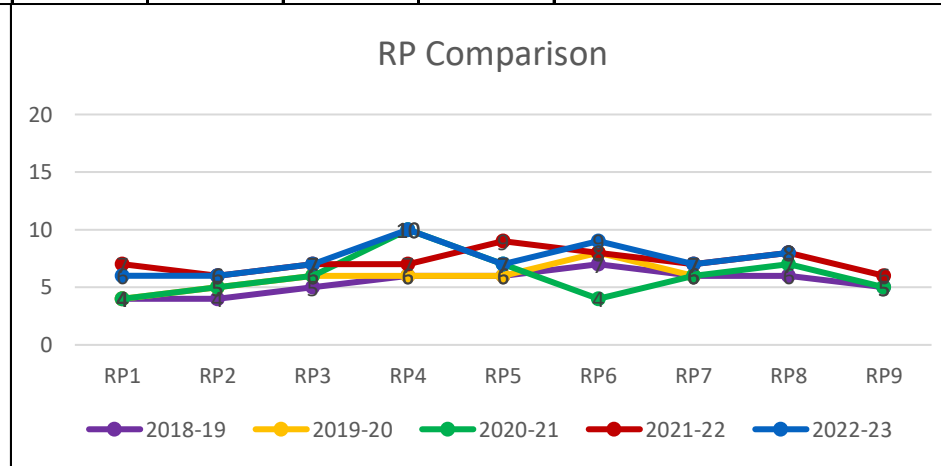
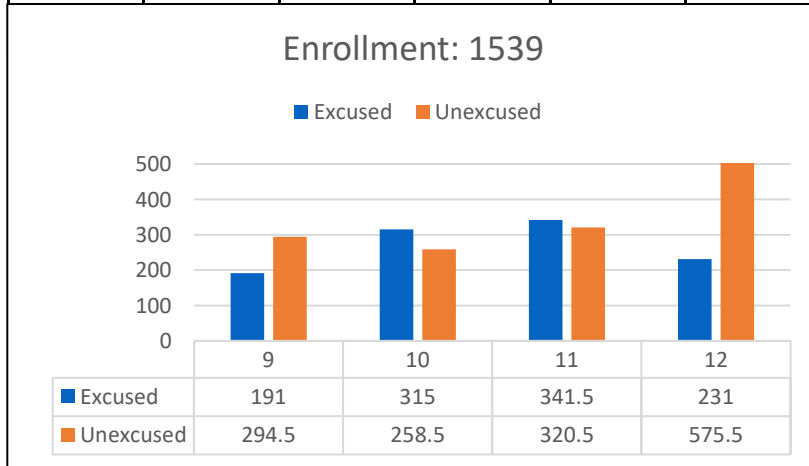
2018-19	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 5%	RP5: 5%	RP6: 8%	RP7: 6%	RP8: 5%	RP9: 6%
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.7%	RP5: 5.6%	RP6: 7.9%	RP7: 5.7%	Covid-19	Covid-19
2020-21	RP1: 2%	RP2: 2.3%	RP3: 3.4%	RP4: 4%	RP5: 2.7%	RP6: 3.3%	RP7: 2.8%	RP8: 5.6%	RP9: 5.1%
2021-22	RP1: 4.2%	RP2: 4.7%	RP3: 5.4%	RP4: 5.8%	RP5: 5.9%	RP6: 5.5%	RP7: 5.6%	RP8: 5%	RP9: 5.3%
2022-23	RP1: 4.4%	RP2: 4.5%	RP3: 5.4%	RP4: 9.7%	RP5: 6.1%	RP6: 6.8%	RP7: 5.5%	RP8: 4.8%	

# Robertsville



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%
2022-23	RP1: 6%	RP2: 6.3%	RP3: 6.6%	RP4: 9.8%	RP5: 6.6%	RP6: 8.7%	RP7: 6.5%	RP8: 8.2%	

# ORHS



Goal
6

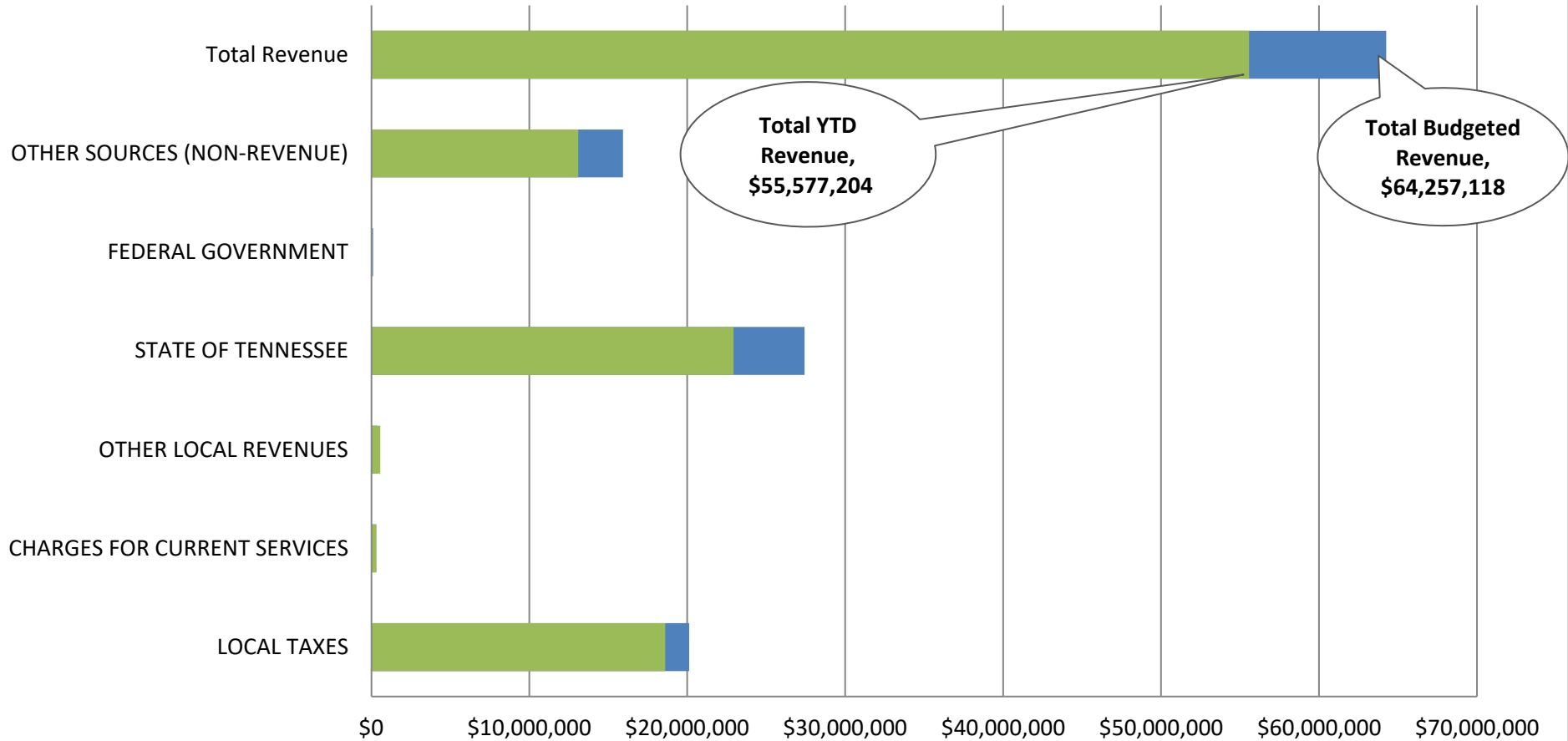
Acct	Acct	2022-23 FYTD Budget	April 2022-23 Monthly Activity	2022-23 Year-To-Date	2022-23 Percent of Budget	2022-23 Variance from Bud	Encumbered Amount	Unencumbered Budget Remaining
40110	Current Property Tax	12,832,909.00	617,018.69	12,009,742.02	93.59%	823,166.98		823,166.98
40210	Local Option Sales Tax	7,288,185.00	726,946.13	6,598,417.16	90.54%	689,767.84		689,767.84
40275	Mixed Drink Tax	125.00	7.18	322.09	257.67%	-197.09		-197.09
40280	Mineral Severance Tax	125.00				125.00		125.00
43511	Tuition - Regular Day Students	300,000.00	13,896.53	313,450.58	104.48%	-13,450.58		-13,450.58
43533	Transportation Fees	2,500.00	225.00	4,085.00	163.40%	-1,585.00		-1,585.00
44110	Interest Earned	20,000.00	75,576.65	400,827.72	2,004.14%	-380,827.72		-380,827.72
44120	Lease/Rentals	15,000.00	3,781.60	13,276.60	88.51%	1,723.40		1,723.40
44170	Miscellaneous Refunds	2,500.00		7,139.09	285.56%	-4,639.09		-4,639.09
44530	Sale of Equipment	35,000.00	4,810.00	25,352.00	72.43%	9,648.00		9,648.00
44560	Damages Recovered from Individ		1,806.10	1,806.10		-1,806.10		-1,806.10
44570	Contributions & Gifts	216,678.57	51,413.11	90,388.11	41.72%	126,290.46		126,290.46
44990	Other Local Revenues	75,000.00	12,600.00	23,584.59	31.45%	51,415.41		51,415.41
46511	Basic Education Program	24,736,000.00	2,667,100.00	22,487,900.00	90.91%	2,248,100.00		2,248,100.00
46515	Early Childhood Education	459,638.78	39,681.78	309,993.89	67.44%	149,644.89		149,644.89
46590	Other State Education Funds	95,000.00	6,177.08	70,200.81	73.90%	24,799.19		24,799.19
46610	Career Ladder Program	90,100.00		49,039.26	54.43%	41,060.74		41,060.74
46790	Other Vocational	2,000,000.00				2,000,000.00		2,000,000.00
46990	Other State Revenues	45,189.00		19,437.97	43.01%	25,751.03		25,751.03
47630	Public Law 874 - Maint/Operat.	25,000.00				25,000.00		25,000.00
47640	ROTC Reimbursement	79,600.00	21,776.31	55,553.83	69.79%	24,046.17		24,046.17
49700	Insurance Recovery	264,605.00		185,051.00	69.93%	79,554.00		79,554.00
49800	Transfers In	180,000.00				180,000.00		180,000.00
49810	City General Fund Transfer	15,493,963.00	1,291,163.58	12,911,635.80	83.33%	2,582,327.20		2,582,327.20
-----	Revenue	64,257,118.35	5,533,979.74	55,577,203.62	86.49%	8,679,914.73		8,679,914.73
		=====	=====	=====	=====	=====		=====
71100	Regular Instruction Prgm	28,766,870.58	2,331,186.83	22,023,477.78	76.56%	6,743,392.80	6,473,697.46	269,695.34
71150	Alternative Instruction Prgm	887,470.54	73,501.46	664,482.10	74.87%	222,988.44	201,422.13	21,566.31
71200	Special Education Prgm	5,008,076.07	421,758.46	3,621,365.94	72.31%	1,386,710.13	1,089,107.40	297,602.73
71300	Career/Technical Education Prg	3,260,166.00	196,302.86	1,291,220.22	39.61%	1,968,945.78	689,278.50	1,279,667.28
71900	Contingency	209,435.31				209,435.31		209,435.31
72120	Health Services	683,460.28	52,858.15	534,453.24	78.20%	149,007.04	116,715.61	32,291.43
72130	Other Student Support	1,748,367.11	123,259.48	1,304,104.81	74.59%	444,262.30	354,806.60	89,455.70
72210	Regular Inst. Support	3,442,560.57	265,399.76	2,522,289.37	73.27%	920,271.20	678,135.40	242,135.80
72220	Special Education Support	811,552.29	55,895.60	618,047.12	76.16%	193,505.17	141,886.68	51,618.49
72230	Career & Technical Prg Support	194,775.00	32,523.28	130,490.25	67.00%	64,284.75	38,930.83	25,353.92
72250	Technology Services	2,701,152.00	218,936.88	2,168,377.39	80.28%	532,774.61	351,413.44	181,361.17
72290	Communications	153,560.00	11,450.24	100,082.59	65.17%	53,477.41	20,142.80	33,334.61

Acct	Acct	2022-23 FYTD Budget	April 2022-23 Monthly Activity	2022-23 Year-To-Date	2022-23 Percent of Budget	2022-23 Variance from Bud	2022-23 Encumbered Amount	Unencumbered Budget Remaining
72310	Board of Education	1,139,493.00	32,381.38	872,082.56	76.53%	267,410.44	30.51	267,379.93
72320	Director of Schools	380,737.00	32,407.11	307,642.85	80.80%	73,094.15	58,984.07	14,110.08
72410	Office of the Principal	4,147,132.13	351,800.16	3,395,945.60	81.89%	751,186.53	702,893.38	48,293.15
72510	Fiscal Services	946,730.00	74,895.48	775,011.46	81.86%	171,718.54	147,925.23	23,793.31
72520	Human Resources/ Personnel	456,701.00	32,565.53	359,909.39	78.81%	96,791.61	68,217.34	28,574.27
72610	Operation of Plant	4,570,050.28	309,893.88	3,609,166.04	78.97%	960,884.24	405,900.80	554,983.44
72620	Maintenance of Plant	1,983,165.00	119,124.60	1,551,034.18	78.21%	432,130.82	336,890.21	95,240.61
72710	Transportation	1,716,795.00	96,865.79	1,200,902.05	69.95%	515,892.95		515,892.95
73400	Early Childhood Education	459,638.78	39,475.86	349,469.75	76.03%	110,169.03	110,751.97	-582.94
73401	Pre-K General Fund	749,282.00	66,686.76	617,638.36	82.43%	131,643.64	112,549.77	19,093.87
76100	Regular Capital Outlay	2,361,993.41	213,843.98	1,298,528.21	54.98%	1,063,465.20	332,644.58	730,820.62
82130	Education Principal on Debt	6,809.00		5,920.87	86.96%	888.13		888.13
82230	Education Interest on Debt	191.00		166.09	86.96%	24.91		24.91
99100	Transfers Out	79,501.00				79,501.00		79,501.00
-----	Expense	66,865,664.35	5,153,013.53	49,321,808.22	73.76%	17,543,856.13	12,432,324.71	5,111,531.42
-----	General Purpose School Fund	-2,608,546.00	380,966.21	6,255,395.40	80.00%	-8,863,941.40	-12,432,324.71	3,568,383.31
	Grand Revenue Totals	64,257,118.35	5,533,979.74	55,577,203.62	86.49%	8,679,914.73		8,679,914.73
	Grand Expense Totals	66,865,664.35	5,153,013.53	49,321,808.22	73.76%	17,543,856.13	12,432,324.71	5,111,531.42
	Grand Totals	2,608,546.00	380,966.21	6,255,395.40	-239.80%	8,863,941.40	12,432,324.71	3,568,383.31
		Loss	Profit	Profit		Loss	Loss	Profit

Number of Accounts: 1341

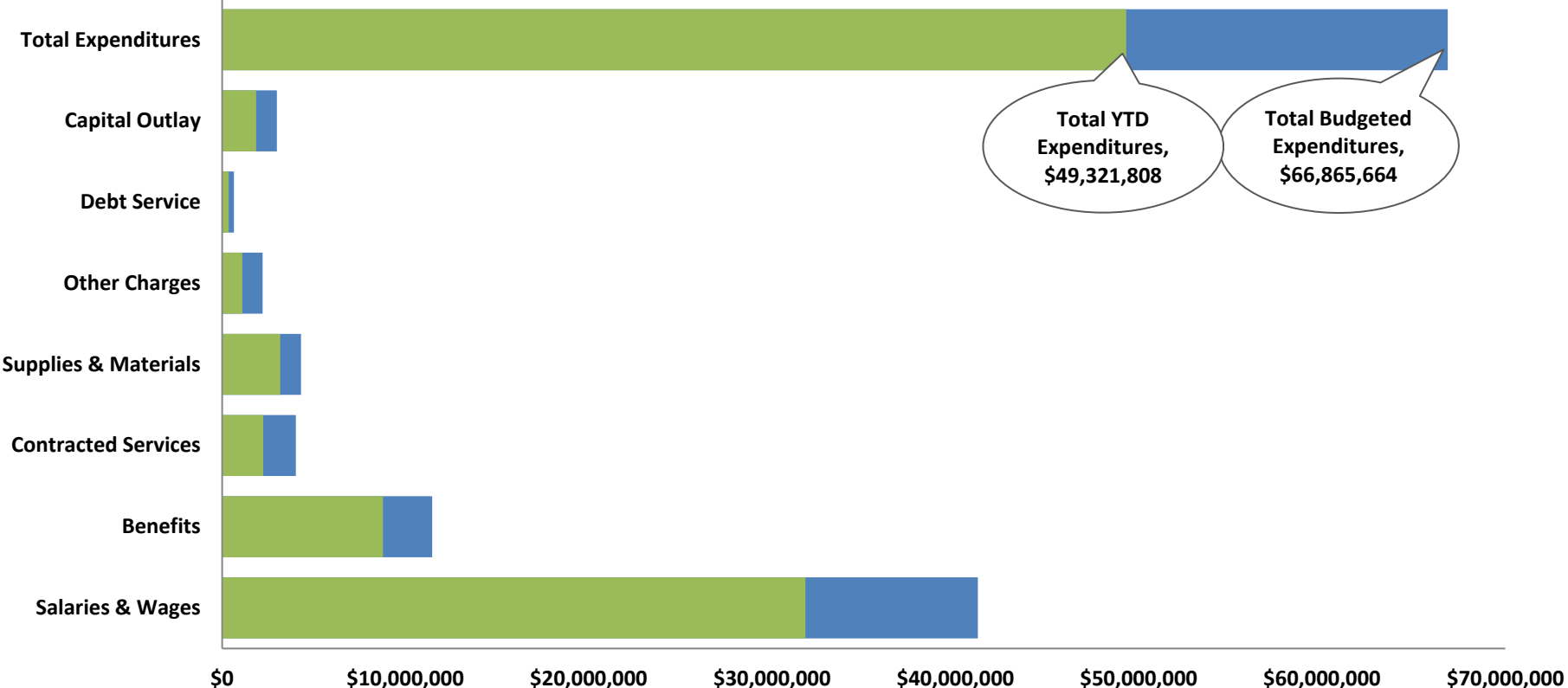
\*\*\*\*\* End of report \*\*\*\*\*

## General Fund Revenue Budget to Actual Summary - April, 2023



	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>	92.48%	104.97%	154.42%	83.63%	53.11%	82.17%	86.49%
■ <b>Year-To-Date</b>	18,608,481.27	317,535.58	562,374.21	22,936,571.93	55,553.83	13,096,686.80	\$55,577,204
■ <b>FYTD Budget</b>	20,121,344.00	302,500.00	364,178.57	27,425,927.78	104,600.00	15,938,568.00	\$64,257,118

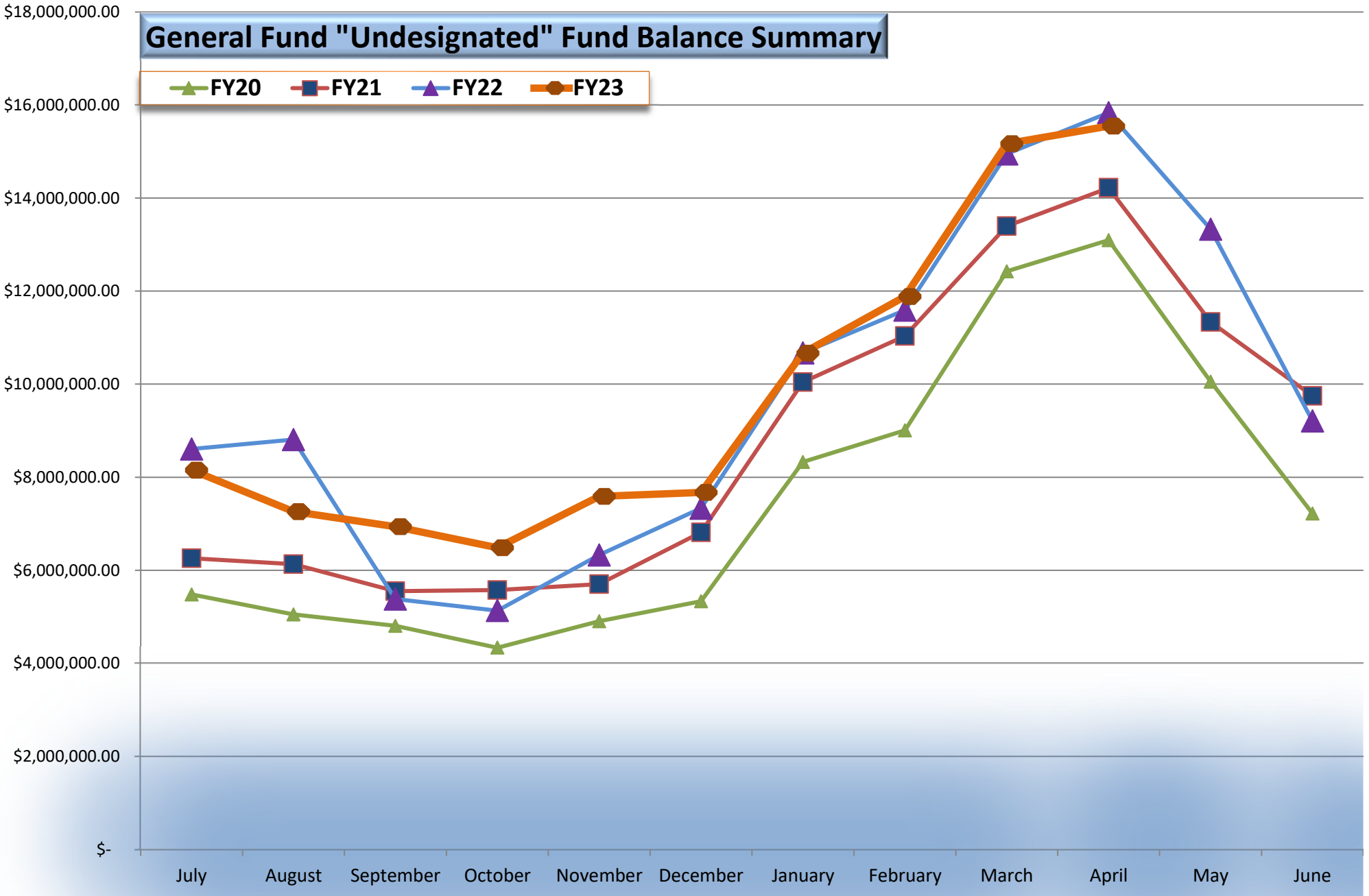
# General Fund Expenditure Budget to Actual Summary by Object April, 2023



	Salaries & Wages	Benefits	Contracted Services	Supplies & Materials	Other Charges	Debt Service	Capital Outlay	Total Expenditures
■ FYTD %	77.18%	76.62%	56.03%	74.37%	50.38%	55.28%	60.13%	73.76%
■ FYTD Activity	31,819,804.66	8,780,231.20	2,241,984.83	3,166,503.84	1,100,315.74	356,086.96	1,856,880.99	\$49,321,808
■ FYTD Revised Bdgt	41,230,281.98	11,460,090.76	4,026,390.80	4,302,078.32	2,211,335.02	644,205.00	2,991,282.47	\$66,865,664

# General Fund "Undesignated" Fund Balance Summary

FY20 FY21 FY22 FY23



Acct	Acct	2022-23 FYTD Budget	April 2022-23 Monthly Activity	2022-23 Year-To-Date	2022-23 Percent of Budget	2022-23 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
142	School Federal Projects							
R	Revenue							
47131	Vocational Program Improvement	130,654.24	39,074.61	107,715.12	82.44%	22,939.12		22,939.12
47141	Title I	1,124,147.61	99,610.72	674,005.75	59.96%	450,141.86		450,141.86
47143	Special Education Grants	1,372,392.05	78,456.58	630,570.71	45.95%	741,821.34		741,821.34
47145	Special Ed Pre-School Grants	41,800.91	2,586.08	20,694.56	49.51%	21,106.35		21,106.35
47146	English Lang Acq Grants	20,464.72		9,985.58	48.79%	10,479.14		10,479.14
47147	Title IV Part B, 21st Century	159,405.79		78,326.19	49.14%	81,079.60		81,079.60
47189	Title II	200,268.64	28,001.66	134,379.76	67.10%	65,888.88		65,888.88
47307	COVID-19 Grant B	476,304.00	49,422.00	335,349.97	70.41%	140,954.03		140,954.03
47309	COVID-19 Grant D	30,000.00		30,000.00	100.00%			
47310	COVID-19 Grant E	470,771.04		323,553.61	68.73%	147,217.43		147,217.43
47401	ESSER 3.0	3,710,369.99	177,153.14	1,256,469.13	33.86%	2,453,900.86		2,453,900.86
47402	American Rescue Plan	204,963.44	14,597.46	96,863.16	47.26%	108,100.28		108,100.28
47403	American Rescue Plan PreK	16,510.39		12,346.62	74.78%	4,163.77		4,163.77
47404	ARP Homeless Grant	49,185.66	274.05	2,737.88	5.57%	46,447.78		46,447.78
47590	Other Federal Through State	858,694.18	81,315.26	342,922.01	39.94%	515,772.17		515,772.17
47990	Other Direct Fedral Revenue	1,065,944.34	93,810.64	688,864.16	64.62%	377,080.18		377,080.18
----	Revenue	9,931,877.00	664,302.20	4,744,784.21	47.77%	5,187,092.79		5,187,092.79
E	Expense							
71100	Regular Instruction Prgm	2,429,001.70	90,810.51	1,132,492.61	46.62%	1,296,509.09	186,658.95	1,109,850.14
71200	Special Education Prgm	1,280,271.79	89,666.97	777,446.01	60.73%	502,825.78	208,202.93	294,622.85
71300	Career/Technical Education Prg	561,828.21	17,957.19	457,608.08	81.45%	104,220.13	80,626.26	23,593.87
71900	Contingency	244,940.43				244,940.43		244,940.43
72120	Health Services	218,799.92	9,832.98	145,530.40	66.51%	73,269.52	31,226.28	42,043.24
72130	Other Student Support	694,827.08	40,044.05	279,250.34	40.19%	415,576.74	47,189.85	368,386.89
72210	Regular Inst. Support	1,777,352.91	107,110.53	1,248,144.24	70.22%	529,208.67	186,723.62	342,485.05
72220	Special Education Support	423,698.64	27,216.65	183,100.42	43.21%	240,598.22	39,513.49	201,084.73
72230	Career & Technical Prg Support	1,890.36	39.69	1,570.87	83.10%	319.49	451.58	-132.09
72250	Technology Services	26,232.73		12,241.21	46.66%	13,991.52	4,067.00	9,924.52
72510	Fiscal Services	46,200.00		15,340.00	33.20%	30,860.00	1,447.50	29,412.50
72710	Transportation	365,428.66	1,503.60	16,489.48	4.51%	348,939.18		348,939.18
73300	Community Services	1,209,080.48	85,071.75	874,848.88	72.36%	334,231.60	180,872.46	153,359.14
76100	Regular Capital Outlay	299,619.00		115,618.99	38.59%	184,000.01	36,000.00	148,000.01
99100	Transfers Out	352,705.09				352,705.09		352,705.09



Acct	Acct	2022-23 FYTD Budget	April 2022-23 Monthly Activity	2022-23 Year-To-Date	2022-23 Percent of Budget	2022-23 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
145	Other Education Funds							
R	Revenue							
44990	Other Local Revenues	35,000.00	5,350.00	31,120.00	88.91%	3,880.00		3,880.00
46590	Other State Education Funds	120,151.65	75,621.17	94,507.41	78.66%	25,644.24		25,644.24
49800	Transfers In	79,501.00				79,501.00		79,501.00
-----	Revenue	234,652.65	80,971.17	125,627.41	53.54%	109,025.24		109,025.24
E	Expense							
72130	Other Student Support		444.89	5,161.77		-5,161.77		-5,161.77
72620	Maintenance of Plant	90,540.00	11,003.02	80,215.26	88.60%	10,324.74	10,275.54	49.20
73300	Community Services	144,112.65	11,259.51	111,702.37	77.51%	32,410.28	21,670.81	10,739.47
-----	Expense	234,652.65	22,707.42	197,079.40	83.99%	37,573.25	31,946.35	5,626.90
-----	Other Education Funds		58,263.75	-71,451.99	68.76%	71,451.99	-31,946.35	103,398.34
=====								
146	Extended School Program							
R	Revenue							
43581	Community Services Fees Child	363,430.00	45,150.09	394,023.09	108.42%	-30,593.09		-30,593.09
-----	Revenue	363,430.00	45,150.09	394,023.09	108.42%	-30,593.09		-30,593.09
E	Expense							
73300	Community Services	398,430.00	36,351.52	293,169.01	73.58%	105,260.99	53,514.23	51,746.76
99100	Transfers Out	10,000.00				10,000.00		10,000.00
-----	Expense	408,430.00	36,351.52	293,169.01	71.78%	115,260.99	53,514.23	61,746.76
-----	Extended School Program	-45,000.00	8,798.57	100,854.08	89.03%	-145,854.08	-53,514.23	-92,339.85

Acct	Acct	2022-23 FYTD Budget	April 2022-23 Monthly Activity	2022-23 Year-To-Date	2022-23 Percent of Budget	2022-23 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
146	Extended School Program							
=====								
Grand Revenue Totals		12,897,516.65	1,097,115.01	7,197,751.28	55.81%	5,699,765.37		5,699,765.37
Grand Expense Totals		13,242,516.65	540,284.49	7,231,590.04	54.61%	6,010,926.61	1,120,491.75	4,890,434.86
Grand Totals		345,000.00	556,830.52	33,838.76	9.81%	311,161.24	1,120,491.75	809,330.51
		Loss	Profit	Loss		Loss	Loss	Profit

Number of Accounts: 615

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

## Combined Fund Balance and YTD Operating Statement Summary

**April, 2023**

Description	General Fund 141	Federal Fund 142	Food Service Fund 143	Special Fund 145	ECC Fund 146
<b>Beginning Fund Balance July 1, 2022</b>	14,913,924.06	0.00	1,925,793.59	26,611.48	147,838.44
Plus YTD Revenue per books 4/30/23	55,577,203.62	4,744,784.21	1,933,316.57	125,627.41	394,023.09
Less YTD Expenditures per books 4/30/23	(49,321,808.22)	(5,259,681.53)	(1,481,660.10)	(197,079.40)	(293,169.01)
<b>Revenues Over (Under) Expenditures as of 4/30/23</b>	<b>6,255,395.40</b>	<b>(514,897.32)</b>	<b>451,656.47</b>	<b>(71,451.99)</b>	<b>100,854.08</b>
<b>Ending Fund Balance per books as of 4/30/23</b>	<b>21,169,319.46</b>	<b>(514,897.32)</b>	<b>2,377,450.06</b>	<b>(44,840.51)</b>	<b>248,692.52</b>

### Fund Balance Restricted/Committed/Assigned Status

Encumbrances and Deferred Revenue	\$ -		\$ 81,849.69		
Inventory					
Restricted for Career Ladder Program	-3.89				
Restricted for Operation of Non-Instructional Services			1,995,600.37		248,692.52
Committed for Other Purposes (Vehicles- ERR Fund)	0.00				
Committed for Other Purposes (Device Replacement)	3,000,000.00				
Assigned for Instruction- Coordinated School Health	1,867.22				
Assigned for other local grants					
Assigned for Instruction - Education Foundation Grant					
Assigned for Instruction (APSI-ORHS)	11,079.95				
Assigned for Support Services FRC Local Funds (56)				-44,840.51	
Nonspendable-Prepaid Expenditures					
<b>Assigned to Balance FY23 Budget</b>	<b>2,608,546.00</b>	<b>0.00</b>	<b>300,000.00</b>		
<b>Unassigned Fund Balance 4/30/23</b>	<b>\$ 15,547,830.18</b>	<b>-514,897.32</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Fund Balance 4/30/23</b>	<b>\$ 21,169,319.46</b>	<b>\$ (514,897.32)</b>	<b>\$ 2,377,450.06</b>	<b>(\$44,840.51)</b>	<b>\$ 248,692.52</b>

**OAK RIDGE SCHOOLS**  
**BOARD OF EDUCATION MEETINGS**  
**2023 - 2024**

Monday, August 7 (in lieu of July)	5:00 PM
Monday, August 28	5:00 PM
Monday, September 25	5:00 PM
Monday, October 23	5:00 PM
Monday, November 27	5:00 PM
Monday, January 8 (in lieu of Dec)	5:00 PM
Monday, January 22	5:00 PM
Monday, February 26	5:00 PM
Monday, March 25	5:00 PM
Monday, April 22	5:00 PM
Monday, May 20	5:00 PM
Monday, June 17	5:00 PM