

Regular Board of Education Meeting

August 7, 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

V. Public Forum

VI. Consent Agenda

A. Board Minutes: 6-19-23

B. Sick Leave Bank Board of Trustees

VII. Items for Action

A. Board Policy 1.102 Board Members - First and Second Reading

B. Board Policy 1.106 Code of Ethics - First and Second Reading

C. Board Policy 1.400 School Board Meetings - First and Second Reading

D. Board Policy 1.402 Notification of Meetings & Policy - First and Second Reading

E. Board Policy 1.404 Appeals to and Appearances Before the Board - First and Second Reading

F. Board Policy 3.202 Emergency Preparedness Plan - First and Second Reading

G. Board Policy 3.204 Threat Assessment Team - First and Second Reading

H. Board Policy 3.205 Security - First and Second Reading

I. Board Policy 4.300 Extracurricular Activities - First and Second Reading

J. Board Policy 6.4001 Student Surveys, Analyses, and Evaluations - First and Second Reading

K. Board Policy 6.402 Physical Examinations and Immunizations - First and Second Reading

L. Board Policy 5.302 Sick Leave - First and Second Reading

M. Board Policy 6.202 Home Schools - First and Second Reading

N. Board Policy 6.300 Code of Conduct & Policy - First and Second Reading

O. Board Policy 6.309 Zero Tolerance Offenses - First and Second Reading

P. Board Policy 6.319 Alternative Education - First and Second Reading

Q. Board Policy 6.405 Medicines - First and Second Reading

R. ORHS NJROTC Field Trip to Normandy, France

S. ORHS Orchestra and Band Field Trip to Orlando, Florida

T. Increase of a .68 TA Position to a .75 TA Position at Woodland Elementary School

U. Addition of a 1.0 Kindergarten Teacher at Willow Brook Elementary

V. Increase of a .75 TA position to a 1.0 TA position at Willow Brook Elementary School

W. FY24 Preschool CACFP Food Grant Application

X. FY24 Preschool Voluntary Pre-K Grant

Y. Purchase of Monitors and Docking Stations for Classroom
Instruction

VIII. Items for Information

IX. Items for Discussion

X. Old Business

XI. New Business

XII. Communications

XIII. Adjournment

Good News



August 7, 2023

Robertsville Middle School

RMS Technology Student Association competed at the 2023 TSA National Competition in Louisville, Kentucky on June 28 through July 2. They represented RMS and Oak Ridge Schools very well. There were 48 states and 2 countries represented for a total of 3,500 members participating in STEM events. RMS had 15 students competing in 18 events. Seven of those events moved onto the semifinals, five events made the top 10 and one received second place for digital photography. For those unfamiliar with TSA, making it into semifinals is exceptional; but making it to the national level, is not a small challenge. All of our students showed professionalism and sportsmanship. We are very proud of them!

Willow Brook Elementary School

WBES received a \$1K donation from TN Tool and Engineering for our Staff Leadership Awards. WE are so thankful for our community partners.

First grade teacher, Meredith Whitehead Cabe entertained the audience prior to the Oppenheimer: After Trinity Event on July 19th. It was a wonderful event showcasing our ORHS students and the Oppenheimer documentary.

ADFAC provided filled backpacks for our students to start off the school year! CNS delivered them to our building.

Mrs. Bruce and Ms. Gleason from the Oak Ridge Schools Family Resource Center would like to thank our local Rack Room Shoes for once again collecting donations for the Shoes That Fit program. This program provides shoes for students who need them throughout the year and during the ORS Angel Tree Project.

The NAACP Back to School event was a huge success. We were able to meet with some of our families, provide school supplies and share important information parents needed to ensure the first day of school was a success.

Knoxville's television station, WBIR, visited WBES to kick off the first day of school.

Good News



August 7, 2023

Jefferson Middle School

Advanced Art students at JMS completed a mural depicting a wooded scene filled with over 20 plants and animals stretching nearly 55 feet in length to compliment the recent renovation of the Oak Ridge Public Library children's section. These talented students were acknowledged in a special ceremony on June 20th.

This school year our JMS advanced Art students and some special education students will be involved in another community project creating an art display emphasizing the importance of recognizing those in our community with special needs. The display will be showcased over Fall Break at the Civic Center as well as our Public Library.

Good News



August 7, 2023



OAK RIDGE SCHOOLS

SICK LEAVE BANK BOARD OF TRUSTEES

BRUCE BORCHERS	Superintendent of Schools (Chairman)	
KEYS FILLAUER	Board Chairman	
ANGI AGLE	Board Member	Term Expires 2026
JO BRUCE	OREA (WILLOW BROOK)	Term Expires 2026
KIM BRINKMAN	OREA (GLENWOOD)	Term Expires 2026

Oak Ridge Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Board Members Legal Status	Descriptor Code: 1.102	Issued Date: 04/28/14
		Rescinds:	Issued: 04/28/14

1 The legal status of board members shall be as follows:⁴

2 **NUMBER OF MEMBERS**¹

3 The Board is composed of five (5) members.

4 **QUALIFICATIONS**

5 Members of the Board shall be residents of and elected at large on a non-partisan basis, ⁺ and shall be citizens of
6 recognized integrity, intelligence, and ability to administer the duties of the office.²¹ To qualify as a candidate, an
7 individual must show proof of graduation from high school ~~or receipt of a G.E.D.~~ or receipt of a high school
8 equivalency credential approved by the State Board of Education;². No member of the city
9 legislative body nor any other city governmental official shall be eligible for election as a member of the city
Board of Education.³

10 **TERMS OF OFFICE**

11 Members of the Board shall serve four (4) year terms.¹

12 **VACANCIES**

13 Vacancies shall be declared to exist on account of death, resignation, removal from the school system,⁵ or
14 through due process proceedings.⁴

15 According to the City Charter, Article VI, Section 7, a vacancy shall be filled within thirty (30) days by an
16 affirmative vote of a majority of the remaining board members, the appointee to serve until the next regular city,
17 county, or state election at which time a successor shall be elected to fill the unexpired term in the manner
18 specified in Article I, Section 11, except that the chair of the board shall be read for mayor. If a tie vote by the
19 board to fill a vacancy is unbroken for thirty (30) days, the chair of the board shall appoint a qualified person to
20 fill the vacancy. No appointment to fill the vacancy shall be made within sixty (60) days prior to any regular
21 city, county, or state election. The candidates in such an election to fill the vacancy shall be nominated by
22 petition as provided in Article VI, Section 2.

Legal References

1. ~~TCA 49-2-201~~

2. ~~TCA 49-2-202(a)(1)~~

3. ~~TCA 49-2-202(a)(2)~~

4. ~~TCA 8-47-101; TCA 49-1-611~~

5. ~~TCA 49-2-202(e)~~

Legal References

1. TCA 49-2-201(a)(1)
2. TCA 49-2-202(a)(4); Public Acts of 2023, Chapter
No. 114
3. TCA 49-2-202(a)(2)
4. TCA 8-47-101; TCA 49-1-611; TCA 49-2-202(e)(2);
Tenn. Att'y Gen. Op. No. 21-14 (September 1, 2021)
5. TCA 49-2-202(e)(1)

Oak Ridge Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Code of Ethics	Descriptor Code: 1.106	Issued Date: 02/27/23
		Rescinds: Article III	Issued: 02/27/23 04/28/14 08/20/07

1 *General*¹

2 Board members and school district employees may not accept, directly or indirectly, any gift, money,
3 gratuity, consideration, or favor that a reasonable person would understand was intended to influence
4 the vote, official action, or judgment of the board member or employee in executing decisions
5 affecting the school district. It is also prohibited for a board member's or an employee's spouse or
6 child living in the same household to accept such items.

7 It shall not be considered a violation of this policy for a board member or employee to receive
8 entertainment, food, refreshments, meals, health screenings, amenities, food, or beverages that are
9 provided in connection with a conference sponsored by an established or recognized statewide
10 association of school board officials or by an umbrella or affiliate organization of such statewide
11 association of school board officials.

12 **ETHICS COMPLAINTS**

13 The Board may create a School District Ethics Committee (Ethics Committee), consisting of three (3)
14 members who will be appointed to one-year terms by the Board Chair with confirmation by the Board.
15 At least two (2) members of the committee shall be members of the Board. The Ethics Committee shall
16 convene as soon as practicable after its appointment and elect a Chair and a Secretary. The records of
17 the Ethics Committee shall be maintained by the Secretary and shall be filed in the Superintendent of
18 Schools/designee's office, where they shall be open to public inspection.

19 Questions and complaints regarding violations of this Code of Ethics shall be directed to the Chair of
20 the Ethics Committee. Complaints shall be in writing, signed by the person making the complaint, and
21 include details as to the facts surrounding the complaint.

22 The Ethics Committee may investigate an ethical complaint received against a board member or
23 employee and make recommendations to cease any activity that, in the Ethics Committee's judgment,
24 constitutes a violation of this Code of Ethics. If a member of the Ethics Committee is the subject of a
25 complaint, the member shall recuse himself/herself from all proceedings involving the complaint.

26 The Ethics Committee may:

- 27 1. Refer the matter to the board attorney;

28

- 1 2. In the case of a board member, refer the matter to the Board of Education for possible public
- 2 censure, if warranted;
- 3
- 4 3. In the case of an employee, refer the matter to the Superintendent of Schools/designee for
- 5 possible disciplinary action, if warranted; or
- 6
- 7 4. In a case involving possible violation of state statutes, refer the matter to the district attorney
- 8 for possible ouster or criminal prosecution.

POINT OF CONTACT²

The Superintendent/designee shall serve as the point of contact for the Tennessee Ethics Commission. The Superintendent/designee shall provide the contact information to the Commission and ensure that any changes are submitted within thirty (30) calendar days.

Legal References

- 1. TCA 8-17-103
- +2. Public Acts of 2023, Chapter No. 37

Cross References

- Board Member Conflict of Interest 1.107
- Duties of Board Members 1.202

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Oak Ridge Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 04/28/14
		Rescinds: 1.400	Issued: 04/28/14 08/05/13

1 The Board will transact all business at official meetings which may be either regular or special.

2 Every meeting of the Board, ~~except with the attorney to discuss pending or threatened litigation,~~
3 ~~student discipline appeals and meetings involving details of school safety plans or equipment will be~~
4 ~~open to the public. shall be open to the public, except for those meetings in which the law allows~~
5 ~~closed sessions.~~¹ Open meetings will be physically accessible to all students, employees, and interested
6 citizens.³²

7 The Board may restrict the recording of board meetings via camera, camcorder, or other photographic
8 equipment when such recording creates a threat to public safety and welfare or impedes the conducting
9 of efficient and orderly public meetings.³

10

11 REGULAR MEETINGS

12 Regular meetings of the Board shall be held on the fourth (4th) Monday of the month at ~~6~~5:00 p.m. in
13 the school administration building board room, unless another time and place are provided for by the
14 Board.

15 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled
16 by the chair.

17 SPECIAL MEETINGS

18 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
19 meetings shall be called by the chair whenever, in the chair's judgment, the interests of the schools
20 require it, or when requested to do so by a majority of the Board.²⁴

21 Only business related to the call of the meeting, and details related to agenda items shall be discussed
22 or transacted by the Board at a special meeting.

23 ELECTRONIC ATTENDANCE ⁵

24 Absent Board members may attend a regular or special meeting by electronic means ~~if the member is~~
25 ~~absent from the county because of work, a family emergency, the member's military service, or other~~
26 ~~legitimate reasons as approved by the board. Such participation is subject to the following.~~⁴ for certain
27 qualifying reasons.

1 *General Requirements*

2 The following requirements apply to all electronic attendance, regardless of the reason for the
3 member's absence:

- 4 1. A quorum of the Board must be physically present at the meeting in order for any member to
5 attend electronically.
- 6 2. Any member wishing to participate electronically must do so using technology which allows
7 the Chair to visually identify the member.
- 8 3. The responsibility for the connection lies with the member wishing to participate electronically.
9 No more than three (3) attempts to connect shall be made, unless the Board chooses to make
10 additional attempts.

11 *Work-Related Absence*

12 A board member may attend a meeting by electronic means if out of the county due to work; however,
13 he/she may only participate electronically two (2) times per year for this reason. The board member
14 shall give the Chair and Director of Schools at least five (5) days' notice prior to the meeting of the
15 board member's intention to participate electronically.

16 *Sickness or Period of Convalescence*

17 A board member may attend a meeting by electronic means if sick or in a period of convalescence on
18 the advice of a healthcare professional; however, he/she may only participate electronically three (3)
19 times per year for this reason.

20 *Inclement Weather or Natural Disaster*

21 A board member may attend a meeting by electronic means due to inclement weather or natural
22 disaster if the schools in the school district are closed; however, he/she may only participate
23 electronically three (3) times per year for this reason.

24
25 *Family Emergency*

26 A board member may attend a meeting by electronic means if there is a family emergency that
27 prevents him/her from attending in person. The absence shall be due to the hospitalization of the board
28 member or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother,
29 sister, son-in-law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law,
30 or sister-in-law. The board member may only participate electronically two (2) times per year for this
31 reason.

32 *Military Service*

1 A board member may attend a meeting by electronic means if out of the county due to military service.
 2 The board member may participate electronically as often as he/she is able to do so.

3

4 *Work Related Absence*

5 ~~The following requirements apply to electronic attendance due to a work related absence:~~

6 ~~1. The Board member must be absent from the county due to work.~~

7 ~~2. The member wishing to participate must give the Chair and superintendent at least five (5) days~~
 8 ~~notice prior to the meeting of the member's desire to participate electronically.~~

9 ~~3. No member may participate more than twice per year due to a work related absence.~~

10 *Family Emergency*

11 ~~The following requirement applies to electronic attendance due to a family emergency:~~

12 ~~1. The member is dealing with a family emergency as determined by the LEA.~~

13 ~~2. No member may participate more than twice per year due to a family emergency.~~

Legal References

1. ~~Tenn. Code Ann. § 8-44-102~~
2. ~~Tenn. Code Ann. § 49-2-202(e)(1)~~
3. ~~28 CFR § 36.201(a); 36.202~~
4. ~~OP Tenn. Atty. Gen. 95-101 (Oct. 2, 1995)~~
5. ~~Tenn. Code Ann. § 49-2-203(e)~~

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 28 CFR § 36.202
3. Tenn. Att'y Gen. Op. No. 95-126 (December 28, 1995)
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c); Public Acts of 2023, Chapter No. 350

Cross References

~~School Board Legal Status and Authority 1.100~~
~~Section 504 & ADA Grievance Procedures 1.802~~

Cross References

School Board Legal Status and Authority 1.100
Board Committees 1.300
Notification of Meetings 1.402
Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802

Oak Ridge Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Notification of Meetings	Descriptor Code: 1.402	Issued Date: 04/28/14
		Rescinds: 1.402	Issued: <u>04/28/14</u> 11/19/12

1 The Board shall ensure adequate public notice¹ of all regular meetings by publishing a complete
 2 schedule for the entire school year. This schedule shall be posted in the central office, each school, and
 3 on the school system's website and sent to the president of the local education association.²

4 In the event of a special board meeting, notice shall be provided at least twenty-four (24) hours prior to
 5 the meeting and shall be posted in the same locations and in the same manner as regular board
 6 meetings. All notices of special board meetings shall state the time, place and purpose of the meeting.

7 The only exception permitted is in case of emergency, defined for this policy as “a sudden, generally
 8 unexpected occurrence or set of circumstances demanding immediate action.” In such exceptions,
 9 notice shall be given to all appropriate parties as is practical.

10 Notice of all meetings with actionable items on the agenda, with the exception of teacher disciplinary
 11 hearings, shall include information on how community members can participate in the public comment
 12 portion of the board meeting.³

13
14

Legal References

1. TCA 8-44-103
2. TCA 49-2-202(e)(1)

Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)
3. Public Acts of 2023, Chapter No. 300

Cross References

School Board Meetings 1.400

Oak Ridge Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Issued Date: 04/28/14
		Rescinds:	Issued: <u>04/28/14</u>

1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the
3 Board desires that all matters be settled at the lowest level of responsibility and will not hear
4 complaints or concerns which have not advanced through the proper administrative procedure from the
5 point of origin.

6 If all steps of the administrative procedure have been pursued and there is still a desire to appeal to the
7 Board, the matter shall be referred in writing to the office of the director of schools and the Board shall
8 determine whether to hear the appeal.

9 APPEARING BEFORE THE BOARD

10 Individuals desiring to appear before the Board must submit a written request with descriptive
11 materials to the office of the ~~director~~Superintendent of schools ~~one~~two (~~1~~2) weeks before the meeting.
12 If the request is approved by the Executive Committee, the item will be placed on the agenda.
13 Individuals placed on the agenda will be recognized at the beginning of the meeting and given time to
14 speak when their topic of interest is addressed on the agenda. All requests submitted will be included
15 in the board packet.

16 The chair may recognize individuals not on the agenda for remarks to the Board if it is determined that
17 such is in the public interest. A majority vote of members present can overrule the decision of the
18 chair.

19 Individuals speaking to the Board shall address remarks to the chair and may direct questions to
20 individual board members or staff members only upon approval of the chair.² Each person speaking
21 shall state his name, address, and subject of presentation. Remarks will be limited to three (3) minutes
22 unless time is extended by the Board. The chair shall have the authority to terminate the remarks of
23 any individual who is disruptive or does not adhere to Board rules.¹

24 Individuals desiring additional information about any item on the agenda shall direct such inquiries to
25 the office of the director of schools.
26

Legal References

Cross References

~~1. TCA 39-17-306~~

~~School Board Meetings 1.400
Agendas 1.403
Complaints About School Personnel 5.502~~

Legal References

1. TCA 39-17-306
2. Public Acts of 2023, Chapter No. 300

Cross References

School Board Meetings 1.400
Public Hearings 1.401
Agendas 1.403
Discrimination/Harassment of Employees 5.500
Complaints and Grievances 5.501
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304
Student Concerns 6.305

Oak Ridge Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: <u>08/01/22</u>
		Rescinds:	Issued: <u>08/01/22</u> 08/26/19 08/28/17 06/27/16 11/24/14 06/22/09

1 The Superintendent or designee shall be responsible for developing, maintaining, and acquiring board
2 approval of the district Emergency Preparedness Plan,¹ which shall include procedures for bomb
3 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and
4 medical emergencies.

5 The principal of each school shall develop and implement emergency preparedness drills, which shall
6 be approved by the Superintendent or designee. When appropriate, such drills shall be held in
7 conjunction with emergency response agencies. ~~These procedures shall be in written form and~~
8 ~~distributed to all staff, students, and parents.~~

9 FIRE AND SAFETY DRILLS

10 The principal shall ensure that one fire drill requiring full evacuation is given every thirty (30) school
11 days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
13 throughout the year.²

14 The principal shall ensure that three (3) additional safety drills are given during the school year.³ These
15 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not
16 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in
17 each school's office.³

18 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and
19 shall give all school personnel instructions on how to properly use fire extinguishers.

20 ANNUAL DRILLS⁴

21 The principal shall ensure that the school safety team conducts each of the following type of drills
22 annually:

23 1. An armed intruder drill in coordination with local law enforcement;
24

1 2. An incident command drill; and

2
3 3. An emergency safety bus drill.

4
5
6 **~~ARMED INTRUDER DRILLS~~**

7 ~~The principal shall ensure that each school safety team conducts at least one (1) armed intruder drill~~
8 ~~annually in coordination with local law enforcement.⁴~~

9
10
11 **AED DRILLS⁵**

12 All schools shall conduct a CPR and AED drill to ensure students are aware of the steps that must be
13 taken in the event of a medical emergency. The principal shall be responsible for ensuring the drill
14 occurs.

15 The Superintendent/designee shall develop the necessary administrative procedures on AED and CPR
16 training, planning, notification, and maintenance to comply with state law.

17
18 **MEDICAL EMERGENCIES/PANDEMIC FLU⁶**

19 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate
20 and consult with the local and state health departments and other local emergency or healthcare
21 providers in protecting students and the community from further infection. The Superintendent or
22 designee shall develop procedures for health emergencies in accordance with state law and regulations.

23 **REMOTE LEARNING DRILLS⁷**

24 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately
25 reflect how students will transition to remote learning in the event of a disruption to school operations.
26 Students shall not be asked or required to transition to remote learning at any time during the drill.

Legal References

1. ~~TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)~~
2. ~~TCA 68-102-137(b)~~
3. ~~TCA 68-102-137(f)~~
4. ~~TCA 49-6-807~~
5. ~~TCA 49-2-122; TCA 49-6-1208~~
6. ~~TCA 49-6-3004(a), (e); TCA 49-5-404~~
7. ~~Public Acts of 2022, Chapter No. 936~~

Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807; Public Acts of 2023, Chapter No. 367
5. TCA 49-2-122; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. TCA 49-2-139

Cross References

~~Emergency Closings 1.8011~~
~~Safety 3.201~~
~~Community Use of School Facilities 3.206~~

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Click here to choose a school board.

Monitoring: Review: Annually, in September	Descriptor Term: Threat Assessment Team	Descriptor Code: 3.204	Issued Date:
		Rescinds:	Issued:

1 *General*¹

2 A threat assessment team shall be created within the school district to develop intervention-based
3 approaches to prevent violence, manage reports of potential threats, and create a system that fosters a
4 safe, supportive, and effective school environment. The Superintendent of Schools/designee shall
5 appoint the members of the threat assessment team.

6 The Superintendent of Schools/designee shall develop administrative procedures regarding the training
7 and operations of the team to comply with state law and State Board of Education rules and
8 regulations.

9 **TEAM MEETINGS**

10 All threat assessment team meetings shall be closed to the public.²

11 **RECORDKEEPING**³

12 The team shall document all behaviors and incidents deemed to pose a risk to school safety or that
13 resulted in intervention and shall provide the information to the Superintendent of Schools/designee.

14 A report of the activities of the threat assessment team will be compiled and shared with the Board
15 before each regular meeting.

16 Documents produced or obtained regarding these assessment activities will not be open for public
17 inspection.

Legal References

1. TCA 49-6-2701 *et seq.*; Public Chapter 2023, Chapter No. 367
2. TCA 49-6-2701(f)
3. TCA 49-6-2702

Cross References

School District Records 1.407
Safety 3.201
Security 3.205
Student Records 6.600

Oak Ridge Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 08/23/21
		Rescinds:	Issued: 08/23/21 11/24/14

1 *General*¹

2 The sSuperintendent/designee shall establish procedures to protect school property which shall include,
3 but not be limited to:

- 4 1. Closing and securing teacher work areas when left unattended or at the end of the day;
- 5 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school
6 facilities or equipment without appropriate supervision;
- 7 3. Controlling the issuance of keys;
- 8 4. Developing programs that contribute to the proper care and use of school facilities and
9 equipment; and
- 10 5. Ensuring that equipment purchased with federal funds is managed as directed by federal law.²

11

12 All exterior doors leading into a school building shall be locked at all times and access to school
13 buildings is limited to the school's primary entrance during the school day as well as when students are
14 present outside of regular school hours.³

15 The principal shall call law enforcement officials in cases involving illegal entry, building damage,
16 theft or vandalism.

17 The principal shall notify the sSuperintendent/designee as soon as practical but no longer than 24 hours
18 after a case of vandalism, theft, building damage and/or illegal entry.

19 The sSuperintendent, or his/her designee, is authorized to sign a criminal complaint and to press
20 charges against perpetrators for vandalism of school property. The Superintendent shall report all
21 signing of such complaints to the Board.

22

23 **AFTER SCHOOL HOURS**

24

1 If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school
2 district employee shall be stationed by the door to ensure access is limited to authorized persons.³

5 **LAW ENFORCEMENT SERVICES¹**

6 The Board may enter into a memorandum of understanding with the chief of a law enforcement agency
7 to provide school policing. Any memorandum of understanding shall address, at a minimum, the
8 following issues:

- 9 1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance
10 with all laws, regulations and rules of the Peace Officer Standards and Training Commission at
11 the time of assignment and remain compliant throughout the tenure of his or her assignment;
- 12 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in
13 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall
14 participate in a minimum of sixteen (16) hours of training specific to school policing. All
15 training programs shall be approved by the Peace Officers Standards and Training
16 Commission.³
- 17 3. Any SRO assigned under the memorandum remains an employee of the law enforcement
18 agency, subject to that agency's direction, control, supervision and discipline.
- 19 4. No officer shall be assigned to a school, or continue in such an assignment, without the consent
20 of the Superintendent.
- 21 5. In the event that more than one SRO is assigned to a school system, the law enforcement
22 agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The
23 duties of the senior SRO, however designated, shall include, but not be limited to, the
24 following:
 - 25 a. To represent and carry out the policies of the law enforcement agency assigning the
26 SROs.
 - 27 b. To supervise the SROs in the performance of their duties;
 - 28 c. To consult with the Superintendent regarding the best use of the available resources for
29 school policing; and
 - 30 d. To resolve disputes between the SROs and students or faculty members.
- 31 6. The memorandum may be effective for any length of time, including continuing until
32 terminated by the parties, and may contain any reasonable notice requirement for the
33 termination of the memorandum. However, the memorandum shall contain a provision
34 allowing the Superintendent to suspend the active participation of the SROs in the event that

1 the Superintendent believes that such suspension is best for the health, safety and/or wellbeing
 2 of the students and/or faculty members.

3 **CYBERSECURITY**⁴

4 The Superintendent/designee shall develop an administrative procedure regarding the district's
 5 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect
 6 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

7

Legal References

1. ~~TCA 49-6-805(3)~~
2. ~~2 CFR § 200.313~~
3. ~~TCA 49-6-4217~~
4. ~~Public Acts of 2021, Chapter No. 335~~

Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. Public Acts of 2023, Chapter No. 367
4. TCA 49-6-4217
5. TCA 49-6-805(9)

Cross References

- ~~Visitors to the Schools 1.501~~
~~Inventories 2.702~~
~~Care of School Property 6.311~~

Cross References

- Visitors to the Schools 1.501
Inventories 2.702
Care of School Property 6.311

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Extracurricular Activities	Descriptor Code: 4.300	Issued Date: 11/24/14
		Rescinds: 4.300	Issued: 11/24/14 09/23/13

1 The following guidelines shall be followed in administering school-sponsored extracurricular
2 activities:

- 3 1. The Board shall initially approve each extracurricular activity to ensure proper support and
4 supervision.
- 5 2. Each student activity must be under the guidance and direction of a certified staff member.
- 6 3. All extracurricular activities and clubs must have the approval of the principal.
- 7 4. Student activities occurring before or after regularly scheduled school hours must be under the
8 supervision of the principal or his/her designee.
- 9 5. Secret organizations shall not be operated in any school.
- 10 6. A student shall not be required to attend an extracurricular activity that is scheduled at a time
11 which conflicts with his/her religious practices.¹
- 12 7. Extracurricular activities during vacation periods shall be restricted to regularly scheduled
13 athletic programs and major events which cannot be scheduled otherwise.
- 14 8. Student groups shall not participate in state or national activities which are not listed as
15 approved activities by a regional accrediting association or the state and national principals'
16 associations without the approval of the Superintendent of Schools.
- 17 9. A student on out-of-school suspension shall not be permitted to participate in extracurricular
18 activities.
- 19 10. Activities which restrict participation because of sex, race, ethnicity, national origin, religion,
20 creed, age, sexual orientation, disability, or marital status are strictly forbidden.¹²

STUDENT CLUBS & ORGANIZATIONS³

23 All students under the age of eighteen (18) shall present a signed and dated statement from their
24 parent/guardian before joining any club or organization or participating in activities of a club or

- 1 organization. The Superintendent of Schools/designee shall develop administrative procedures
- 2 outlining this recordkeeping process.

Legal References

- ~~1. 20 U.S.C. § 1703~~

Cross References

- ~~Interscholastic Athletics 4.301~~
~~Field Trips and Excursions 4.302~~
~~Student Clubs and Organizations 6.702~~

Legal References

1. TCA 49-6-1002(c)
2. 34 CFR § 106.41
3. Public Acts of 2023, Chapter No. 353

Cross References

- Special Use of School Vehicles 3.402
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Attendance 6.200

Oak Ridge Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Surveys, Analyses, and Evaluations	Descriptor Code: 6.4001	Issued Date: 01/04/16
		Rescinds:	Issued: <u>01/04/16</u> 09/28/15

1 Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project
 2 is viewed as contributory to a greater understanding of the teaching-learning process, the project does
 3 not violate the goals of the Board, and the disruption of the regular school program is minimal. The
 4 ~~s~~Superintendent/~~designee~~ shall develop administrative procedures for approving requests for conducting
 5 surveys, analyses, or evaluations by agencies, organizations or individuals. The requests shall outline
 6 what is to be done, who is to be involved and how the results will be used and distributed.¹

7 Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be
 8 notified of their ability to review the materials.¹ Such notification shall include information indicating
 9 the purpose of the survey, analysis, or evaluation as well as who will have access to the results.
 10 ~~Following such notification and prior to the administration of the survey, analysis, or evaluation,~~
 11 ~~parents/guardians may opt their child out of participation. The survey, analysis, or evaluation shall only~~
 12 ~~be administered to students under the age of eighteen (18) whose parent(s)/guardian(s) provide written,~~
 13 ~~informed, and voluntarily signed consent. A student who is eighteen (18) years of age or older may~~
 14 ~~participate after he/she provides written, informed, and voluntarily signed consent. The Director of~~
 15 ~~Schools shall develop procedures for granting such parental requests.¹~~

16
 17 ~~The superintendent shall develop procedures for granting such parental requests and to implement the~~
 18 ~~other provisions of this policy.⁵~~

19 No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that
 20 reveals information concerning: ^{2,5,1,2}

- 21 1. ~~m~~Mental or psychological problems of the student or the student's family;
- 22 2. ~~s~~Sexual behavior or attitudes;
- 23 3. ~~i~~Illegal, anti-social, self-incriminating, or demeaning behavior;
- 24 4. ~~e~~Critical appraisals of other individuals with whom respondents have close family relationships;
- 25 5. ~~H~~Legally privileged relationships;
- 26 6. ~~i~~Income; or
- 27 7. ~~€~~The collection of student biometric data involving the analysis of facial expressions, EEG brain
 28 wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood
 29 volume, posture, and eye-tracking ^{6,3}

1 without the prior consent of the student (if the student is an adult or emancipated minor), or in the case
2 of an unemancipated minor, without the prior written consent of the parent/guardian.⁵

3 The collection of the following student data is strictly prohibited:⁷⁴

- 4 1. ~~p~~Political affiliation or voting history;
- 5 2. ~~r~~Religious practices; and
- 6 3. ~~f~~Firearm ownership.

7 **COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING**³⁵

8 In general, the district will not collect, disclose or use personal student information for the purpose of
9 marketing or selling that information or otherwise providing that information to others for that purpose.

10 If any collected information is to be marketed or sold, parents/guardians will be directly notified at least
11 annually at the beginning of the school year of the specific or approximate dates when such information
12 will be collected. Parents/guardians, upon request, may inspect any instrument used to collect personal
13 information for the purpose of marketing or selling that information before the instrument is administered
14 or distributed to the student. All parents/guardians and students of appropriate age may decline to provide
15 the information requested.

16 This portion of the policy does not apply to the collection, disclosure or use of personal information
17 collected from students for the exclusive purpose of developing, evaluating or providing educational
18 products or services for or to students or educational institutions to the extent allowed by law, such as
19 ~~the following~~:⁴

- 20 1. College or other postsecondary education recruitment or military recruitment;~~;~~
- 21 2. Book clubs, magazines and programs providing access to low-cost literary products;~~;~~
- 22 3. Tests and assessments used by elementary schools and secondary schools to provide
23 cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about
24 students (or to generate other statistically useful data for the purpose of securing such tests
25 and assessments) and the subsequent analysis and public release of the aggregate data from
26 such tests and assessments;~~;~~
- 27 4. The sale by students of products or services to raise funds for school-related or education
28 related activities;~~;~~ or
- 29 5. Student recognition programs.

Legal References

1. TCA 49-2-211
2. ~~20 USCS § 1232h~~
3. ~~20 USCS § 1232h(e)(4); No Child Left Behind, Part F § 1061(1)(E) – (F), (2)~~
4. ~~20 USCS § 1232h(e)(4); No Child Left Behind, Part F § 1061(4)(A)~~
5. TCA 49-2-211

Cross References

Testing Programs 4.700

6. [TCA 49-1-706](#)

7. [TCA 49-1-705](#)

Legal References

1. [TCA 49-2-211; Public Acts of 2023, Chapter No. 353](#)

2. [20 USCA § 1232h](#)

3. [TCA 49-1-706](#)

4. [TCA 49-1-705](#)

5. [20 USCA § 1232h\(c\)\(1\); 20 USCA § 1232h\(c\)\(4\)](#)

Cross References

[Testing Programs 4.700](#)

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 09/27/21
		Rescinds: III-3	Issued: <u>09/27/21</u> 01/25/21 01/04/16 03/27/00

1 **PHYSICAL EXAMINATIONS¹**

2 The principal shall ensure that there is a complete physical examination of each student prior to:²

- 3 1. Entering school for the first time; and
- 4 2. Participation as a member of any athletic team or in any other strenuous physical activity program.

5 Cost of the examination shall be covered by the parent or guardian of the student. These records shall be on file
6 in the principal's office.

7 Screening tests as required by the Tennessee Department of Education and the Department of Health will be
8 conducted. Parents/Guardians will receive written notice of any screening result that indicates a condition that
9 might interfere ~~or tend to interfere~~ with a student's progress. ~~The school district will not conduct physical~~
10 ~~examinations of a student without parental consent to do so or by court order, unless the health or safety of the~~
11 ~~student or others is in question.~~³ Parent(s)/guardian(s) may excuse their student from participating in health
12 screenings that are part of a coordinated school health program by submitting a request in writing to the
13 school nurse, instructor, school counselor, or principal.³

14

15 **IMMUNIZATIONS**

16 Students will not be permitted to attend school without proof of immunization as determined by the Commissioner
17 of Health unless circumstances outlined in state or federal law prevents a student from producing such records. It
18 is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the
19 principal of the school which the student is to attend.⁴

20 Exceptions will be granted to any student whose parent/guardian files with school authorities a signed,
21 written statement that such measures conflict with one of the following:

- 22 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an
23 epidemic;⁵ ~~except in the event of a COVID-19 or any variant outbreak;~~⁵ -or
- 24 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
25 him/her from the immunization.⁶

- 1 The Superintendent of Schools/designee shall ensure that appropriate immunization records are
- 2 maintained for each student.

Legal References

- ~~1. 20 USCA § 1232h(e)~~
- ~~2. TRR/MS 0520-01-13-.01(1)(a)~~
- ~~3. Tennessee School Health Screening Guidelines,
<https://www.tn.gov/content/dam/tn/education/csh/csh-school-health-screening-guidelines.pdf>; 20 USCA § 1232h(e)(2)(C)~~
- ~~4. TCA 49-6-5001(a),(e)~~
- ~~5. TCA 49-6-5001(b)(2); Public Acts of 2021, Chapter No. 513~~
- ~~6. TCA 49-6-5001(e)(2)~~

Cross References

~~Promoting Student Welfare 6.400~~

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13-.01(1)(a)
3. Public Acts of 2023, Chapter No. 353; Tennessee School Health Screening Guidelines,
https://www.tn.gov/content/dam/tn/education/csh/FINAL_Health_screening_Guidelines_2022.pdf ; 20 USCA § 1232h(c)(2)(C)
4. TCA 49-6-5001(a),(c)
5. TCA 49-6-5001(b)(2)-(3)
6. TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400

Oak Ridge Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Sick Leave</h2>	Descriptor Code: <h3 style="text-align: center;">5.302</h3>	Issued Date: <h3 style="text-align: center; color: red;">01/25/21</h3>
		Rescinds: IV-58/V-22/V-23	Issued: <h3 style="text-align: center; color: red;">01/25/21</h3> <h3 style="text-align: center; color: red;">11/28/16</h3> <h3 style="text-align: center; color: red;">11/01/16</h3>

1 **LICENSED PERSONNEL**

2 Licensed personnel shall earn one (1) day of sick leave for each month employed during the school year,
 3 and these days shall accumulate for an unlimited number of days.¹

4 Sick leave shall be defined as: illness of an employee from natural causes or accident, quarantine, or
 5 illness or death of a member of the immediate family of an employee, including the employee's wife or
 6 husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law,
 7 daughter- in-law, son-in-law, brother-in-law, and sister-in-law.²

8 A signed statement listing the cause of absence shall be provided by the employee on forms furnished
 9 by the superintendent of schools/designee and shall promptly be given to the immediate supervisor in
 10 support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal.

11 A certificate from the physician may be required in support of any claim for sick leave pay.

12 The principal shall notify the human resources' office at once if an employee is sick beyond the limit of
 13 his/her sick leave accumulation.

14 Permanent, cumulative sick leave records for each active licensed employee shall be kept in the payroll
 15 office.

16 An employee, upon employment, may transfer his/her accumulated sick leave from another Tennessee
 17 school system, provided that the superintendent of schools of the system in which the accumulated leave
 18 was held provides notarized verification.³

19 **SUPPORT PERSONNEL**

20 Support personnel shall earn one (1) day of sick leave for each month an employee is employed.

21 At the termination of the employment of any employee, all unused sick leave accumulated by the
 22 employee shall be forfeited unless used in accordance with TCRS retirement rules.

23 The immediate supervisor may require a physician's certificate stating the reason for absence.

24 **SICK LEAVE BANK FOR LICENSED STAFF**

1 The purpose of the sick leave bank is to provide sick leave to all employees⁴ who have suffered an
2 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

3 To form a sick leave bank, a minimum of twenty (20) employees from the school system shall petition
4 the Board for permission to establish a sick leave bank.⁵ Upon approval, sick leave bank trustees shall
5 be appointed and shall operate as the governing body of the sick leave bank and shall enacted rules and
6 regulations consistent with state law.⁶ Employees wishing to participate shall initially give a maximum
7 of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation
8 and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and
9 nontransferable.⁷

10 At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee
11 if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess
12 each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick
13 leave at the time of assessment, the first earned days shall be donated as they are accrued by the
14 employee.⁷

15 An employee who is a member of the sick leave bank may request an allotment of days (for the
16 employee's personal illness ~~only~~or on account of an illness of his/her minor child) in the manner
17 designated by the trustees. The need for these days must be verified by a statement from a
18 ~~doctor~~physician.⁸

19 By written notice to the trustees, an employee may withdraw from bank participation on June 30 of any
20 year.⁸⁹ Membership withdrawal results in forfeiture of all days contributed.

21 The sick leave bank shall be operated in accordance with state law.⁹¹⁰

Legal References

1. ~~TCA 49-5-710(a)(1)~~
2. ~~TRR/MS 0520-01-02-.04(2)~~
3. ~~TCA 49-5-710(a)(5)~~
4. ~~TCA 49-5-811~~
5. ~~TCA 49-5-803~~
6. ~~TCA 49-5-804; TCA 49-5-805~~
7. ~~TCA 49-5-807~~
8. ~~TCA 49-5-806~~
9. ~~TCA 49-5-801 et seq.~~

Cross-References

- ~~Workers' Compensation 3.602~~
- ~~Short Term Leaves of Absence 5.300~~
- ~~Family and Medical Leave 5.305~~
- ~~Physical Assault Leave 5.307~~

Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-811
5. TCA 49-5-803
6. TCA 49-5-804; TCA 49-5-805
7. TCA 49-5-807
8. Public Acts of 2023, Chapter No. 151
9. TCA 49-5-808(j)
10. TCA 49-5-801 *et seq.*

Cross References

- Workers' Compensation 3.602
Orientation and Probation 5.107
Short Term Leaves of Absence 5.300
Family and Medical Leave 5.305
Physical Assault Leave 5.307

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Home Schools	Descriptor Code: 6.202	Issued Date: 08/02/21
		Rescinds: 6.202	Issued: 08/02/21 09/28/15 09/26/11

1 A "home school" is a school conducted or directed by a parent or parents or legal guardian or
 2 guardians for their own children. Home schools which teach K-12 where the parents are associated
 3 with an organization that conducts church-related schools¹ are exempt from the following provisions,
 4 but must follow procedures issued by the State Department of Education.

5 A parent wishing to conduct a home school shall meet the following requirements:²

- 6 1. Provide annual notice to the superintendent of schools/designee before the commencement of each
 7 school year of the intent to conduct a home school;
- 8 2. Submit to the superintendent of schools/designee the name, number, age, grade level of children
 9 involved, location of the school, curriculum to be offered, proposed hours of instruction,
 10 qualifications of the parent/teacher;
- 11 3. Maintain attendance records, subject to inspection of the local superintendent of schools/designee;
- 12 4. Submit attendance records to the superintendent of schools/designee at the end of each school
 13 year;
- 14 5. Provide instruction for at least four (4) hours per day for the same number of instructional days as
 15 are required by state law³;
- 16 6. Possess a high school diploma, ~~GED or HiSET~~ For a high school equivalency credential approved
 17 by the State Board of Education⁴;
- 18 7. Cooperate in the administration to home school students of appropriate tests by the Commissioner
 19 of Education, his/her designee or by a professional testing service in grades five (5), seven (7), and
 20 nine (9);
- 21 8. Take actions according to state law if home school student falls behind appropriate grade level;
- 22 ~~9. Submit proof to the superintendent of schools/designee that the home school student has been~~
 23 ~~vaccinated as required by state law~~⁵;
- 24 ~~10.9.~~ Submit proof to the superintendent of schools/designee that other health services and
 25 examinations as required by state law have been received by the home school student; and

1 ~~11.10.~~ In the event of illness or inadequacy of the home school parent-teacher to teach a specific
2 subject, employ a tutor having the same qualifications as required of parent/teacher.

3 If one or more of these requirements are not met, the Board authorizes the superintendent of
4 schools/designee to take formal action to bring the child into compliance with the compulsory
5 attendance law (until the child has reached age 17), either in the home school or in a public, private or
6 church-related school.

7 **FACILITIES USE**

8 It shall be the policy of this Board that public school facilities shall be available for home school in-
9 struction only when *all* of the following conditions exist:

- 10 1. Requests for services are made known by the home school parent when notice is given to the
11 superintendent of schools/designee of the intent to conduct a home school;
- 12 2. Special needs courses are being taught which require services unavailable to the home school
13 student;
- 14 3. These services cannot be provided through any means other than the public schools;
- 15 4. The superintendent of schools/designee investigates request and make recommendations to the
16 Board;
- 17 5. No overcrowding, additional expenses, including providing transportation, or other special situ-
18 ations which interfere with the normal operation of the school system shall be incurred; and
- 19 6. Approval by the Board on a case-by-case basis.

20 **RECORDS ACCESS**

21 The superintendent of schools, through the attendance supervisor, shall have the attendance records of
22 the home school inspected at least two (2) times each school year in order to provide assistance in
23 implementing the Compulsory Attendance Law.

24 **STUDENT PERFORMANCE**⁶⁵

25 The Superintendent/designee shall develop administrative procedures regarding necessary
26 consultations with home school parents in regard to student performance.

Legal References

1. ~~TCA 49-50-801(a)~~
2. ~~TCA 49-6-3050(b)~~
3. ~~TCA 49-6-3004(a)~~
4. ~~Public Acts of 2021, Chapter No. 493~~
5. ~~TCA 49-6-5001~~

Cross References

~~Compulsory Attendance Ages 6.201~~

~~6. TCA 49-6-3050(b)(6)~~

Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b)
3. TCA 49-6-3004(a); TCA 49-6-3050(b)(3)
4. TCA 49-6-3050(b)(4); Public Acts of 2023, Chapter
No. 114
5. TCA 49-6-3050(b)(6)

Cross References

Compulsory Attendance Ages 6.201

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	Issued Date: 09/27/21
		Rescinds: III-26	Issued: <u>09/27/21</u> 10/28/19 08/27/18 09/28/15

1

2 The Board delegates to the Superintendent of Schools/designee the responsibility of developing
 3 specific codes of conduct which are appropriate for each level of school.¹ Codes of conduct for
 4 students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as
 5 positive behavior intervention strategies. Exclusionary discipline shall only be used as a measure of
 6 last resort.² The development of each code shall involve principals and faculty members of each level
 7 and shall be ~~consistent with the relevant policies as adopted by the Board~~ based on evidence-based
 8 behaviors supports and interventions.³

9 The following levels of misbehavior and disciplinary procedures and options are standards designed to
 10 protect all members of the educational community in the exercise of their rights and duties and to
 11 maintain a safe learning environment where orderly learning is possible and encouraged.⁴ These
 12 misbehaviors apply to student conduct on school buses, on school property, and while students are on
 13 school sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a
 14 manner that:⁵

- 15 1. Balances accountability with an understanding of traumatic behavior;
- 16
- 17 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not
- 18 allowed at school;
- 19
- 20 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and
- 21 behavioral intervention plans;
- 22
- 23 4. Creates consistent rules and consequences; and
- 24
- 25 5. Models respectful, non-violent relationships.

26 In order to ensure that these goals are accomplished, the school district shall utilize the following
 27 trauma-informed discipline practices: restorative practices, multi-tiered system of supports, behavior

1 intervention plans, grade level lunch bunch meetings, and parent/student conferences regarding
2 expectations for positive behavior.

3 **MISBEHAVIORS: LEVEL I**

4 This level includes minor misbehavior on the part of the student which impedes orderly classroom
5 procedures or interferes with the orderly operation of the school, but which can usually be handled by
6 an individual staff member.

7 *Examples (not an exclusive listing)*

- 8 • Classroom disturbances
- 9 • Classroom tardiness
- 10 • Cheating and lying
- 11 • Abusive language
- 12 • Non-defiant failure to do assignments or carry out directions
- 13 • Wearing, while on the grounds of a public school during the regular school day,
14 clothing that exposes underwear or body parts in an indecent manner that disrupts the
15 learning environment³⁶
- 16 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
17 Cyber-bullying, and/or Hazing)

18 *Disciplinary Procedures*

- 19 • Staff member intervenes immediately.
- 20 • Staff member determines what offense was committed and its severity.
- 21 • Staff member determines who committed the offense and if he/she understands the
22 nature of the offense.
- 23 • Staff member employs appropriate disciplinary options.
- 24 • The record of the offense and disciplinary action shall be maintained by the staff
25 member.

26 *Disciplinary Options*

- 27 • Verbal reprimand
- 28 • Special assignment
- 29 • Restricting activities
- 30 • Assigning work details
- 31 • Counseling
- 32 • Withdrawal of privileges
- 33 • Issuance of demerits
- 34 • Strict supervised study
- 35 • Detention
- 36 • In-school suspension
- 37 • After-school detention
- 38 • Parent conferences

1

2 **MISBEHAVIORS: LEVEL II**

3 This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of
4 the school. These misbehaviors do not represent a direct threat to the health and safety of others but
5 have educational consequences serious enough to require corrective action on the part of
6 administrative personnel.

7 *Examples (not an exclusive listing)*

- 8 • Continuation of unmodified Level I behaviors
- 9 • School or class tardiness
- 10 • Using forged notes or excuses
- 11 • Disruptive classroom behavior

12 *Disciplinary Procedures*

- 13 • The student is referred to the principal for appropriate disciplinary action.
- 14 • The principal meets with the student and teacher.
- 15 • The principal hears the accusation made by the teacher and allows the student the
16 opportunity to explain his/her conduct.
- 17 • The principal takes appropriate disciplinary action and notifies the teacher of the action.
- 18 • The record of offense and disciplinary action shall be maintained by the principal.

19 *Disciplinary Options*

- 20 • Teacher/schedule change
- 21 • Modified probation
- 22 • Behavior modification
- 23 • Social probation
- 24 • Peer counseling
- 25 • Referral to outside agency
- 26 • In-school suspension
- 27 • Transfer
- 28 • Detention
- 29 • Suspension from school-sponsored activities or from riding school bus
- 30 • Out-of-school suspension (not to exceed ten (10) days)
- 31 • Tiered, behavior support plans and meeting with the student/parent

32 **MISBEHAVIORS: LEVEL III**

33 This level includes acts directly against persons or property but whose consequences do not seriously
34 endanger the health or safety of others in the school.

35 *Examples (not an exclusive listing)*

- 1 • Continuation of unmodified Level I and II behaviors
- 2 • Fighting
- 3 • Vandalism (minor)
- 4 • Use, possession, sale, distribution, and/or being under the influence of tobacco, drugs,
- 5 drug paraphernalia, and/or alcohol
- 6 • Stealing
- 7 • Threats to others
- 8 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 9 Cyber-bullying, and/or Hazing)

10 *Disciplinary Procedures*

- 11 • The student is referred to the principal for appropriate disciplinary action.
- 12 • The principal meets with the student and teacher.
- 13 • The principal hears the accusation and allows the student the opportunity to explain
- 14 his/her conduct.
- 15 • The principal takes appropriate disciplinary action.
- 16 • The principal may refer incident to the Director of Schools and make recommendations
- 17 for consequences.
- 18 • If the student’s program is to be changed, adequate notice shall be given to the student
- 19 and his/her parent(s)/guardian(s) of the charges against him, his/her right to appear at a
- 20 hearing, and his/her right to be represented by a person of his/her choosing.
- 21 • Any change in school assignment is appealable to the Board.
- 22 • The record of offense and disciplinary action shall be maintained by the principal.

23 *Disciplinary Options*

- 24 • In-school suspension
- 25 • Detention
- 26 • Restitution from loss, damage, or stolen property
- 27 • Out-of-school suspension not to exceed ten (10) days
- 28 • Social adjustment classes
- 29 • Transfer
- 30 • Referral to Alternative Education Program
- 31 • Tiered Behavior Plans
- 32 • Expulsion

33 **MISBEHAVIORS: LEVEL IV**

34 This level of misbehavior includes acts which result in violence to another’s person or property or
35 which pose a threat to the safety of others in the school. These acts are so serious that they usually
36 require administrative actions which result in the immediate removal of the student from the school,
37 the intervention of law enforcement authorities, and/or action by the Board.

1 If a student’s action poses a threat to the safety of others in the school, a teacher, principal, school
2 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or
3 death to another person.

4 *Examples (not an exclusive listing)*

- 5 • Continuation of unmodified Level I, II, and III behaviors
- 6 • Death threat (hit list)
- 7 • Threat of mass violence on school property or at a school-related activity*
- 8 • Extortion
- 9 • Bomb threat
- 10 • Possession/use/transfer of dangerous weapons*
- 11 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 12 employee of the school, or a school resource officer*
- 13 • Aggravated assault*
- 14 • Vandalism
- 15 • Theft/possession/sale of stolen property
- 16 • Arson
- 17 • Possession of unauthorized substances (i.e. any controlled substance, controlled
- 18 substance analogue, or legend drug)*
- 19 • Use/transfer of unauthorized substances
- 20 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 21 Cyber-bullying, and/or Hazing)
- 22 • Electronic threat to cause bodily injury or death to another student or school employee*

23 *Disciplinary Procedures*

- 24 • The principal confers with appropriate staff members and with the student.
- 25 • The principal hears the accusations and allows the student the opportunity to explain
- 26 his/her conduct.
- 27 • The parent(s)/guardian(s) are notified.
- 28 • Law enforcement officials are contacted.
- 29 • The incident is reported, and recommendations are made to the Superintendent of
- 30 Schools.
- 31 • The principal notifies the staff members of the resolution.
- 32 • If the student’s placement is to be changed, adequate notice of the charges shall be
- 33 given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
- 34 hearing.

35 *Disciplinary Options*

- 36 • Expulsion
- 37 • Alternative schools
- 38 • Other hearing authority or Board action which results in appropriate placement

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- Referral to appropriate outside community agency, referral to alternative education program

* Zero tolerance offenses

Legal References

- ~~1. TCA 49-6-4005~~
- ~~2. TCA 49-6-3024~~
- ~~3. Public Acts of 2021, Chapter No. 77~~
- ~~4. TCA 49-6-4002~~
- ~~5. TCA 49-6-4109~~
- ~~6. TCA 49-6-4009~~
- ~~7. TCA 49-6-4008~~

Cross References

- ~~Traffic and Parking Controls 3.403~~
~~Procedural Due Process 6.302~~
~~Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304~~
~~Title IX & Sexual Harassment 6.3041~~
~~Interference/Disruption of School Activities 6.306~~
~~Bus Safety and Conduct 6.308~~
~~Zero Tolerance Offenses 6.309~~
~~Dress Code 6.310~~
~~Corporal Punishment 6.314~~
~~Detention 6.315~~
~~Suspension 6.316~~
~~Safe Relocation of Students 6.4081~~

Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-2801
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-2802
8. TCA 39-16-517; TCA 49-6-3401(g); Public Acts of 2023, Chapter No. 299

Cross References

- Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041
Interference/Disruption of School Activities 6.306
Bus Safety and Conduct 6.308
Zero Tolerance Offenses 6.309
Dress Code 6.310
Corporal Punishment 6.314
Detention 6.315
Suspension 6.316
Safe Relocation of Students 6.4081

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 08/27/18 08/27/18
		Rescinds:	Issued: 08/27/18 09/28/15

1 In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

2 **WEAPONS & DANGEROUS INSTRUMENTS**

3 Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon on school
4 buses, on school property, or while on school sponsored outings.¹

5 Dangerous weapons for the purposes of this policy shall include, but are not limited to, a firearm or
6 anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury
7 or anything that in the manner of its use or intended use is capable of causing death or serious bodily
8 injury.²

9 Violators of this section shall be subject to suspension and/or expulsion from school.

10 *Firearms*³

11 In accordance with state law, any student who brings to school or is in unauthorized possession of a
12 firearm on school property shall be expelled for a period of not less than one (1) calendar year. The
13 superintendent of schools shall have the authority to modify this expulsion requirement on a case-by-
14 case basis.⁴

15 **DRUGS**

16 In accordance with state law, any student who unlawfully possesses any drug including any controlled
17 substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored
18 event, shall be expelled for a period of not less than one (1) calendar year. The superintendent of schools
19 shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴

20 **ASSAULT**

21 In accordance with state law, any student who commits aggravated assault⁵ or commits assault that
22 results in bodily injury⁶ upon any teacher, principal administrator, any other employee of the school or
23 school resource officer shall be expelled for a period of not less than one (1) calendar year. The
24 superintendent of schools shall have the authority to modify this expulsion requirement on a case-by-
25 case basis.⁴

26 **ELECTRONIC THREATS**

1 In accordance with state law, any student who transmits by an electronic device any communication
 2 containing a credible threat to cause bodily injury or death to another student or school employee and
 3 the transmission of such threat creates actual disruptive activity at the school that requires administrative
 4 intervention shall be expelled for a period of not less than one (1) calendar year. The superintendent of
 5 schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴

6 THREATS OF MASS VIOLENCE

7 In accordance with state law, any student who commits threats of mass violence on school property or
 8 at a school-related activity⁶ shall be expelled for a period of not less than one (1) calendar year. The
 9 superintendent of schools shall have the authority to modify this expulsion requirement on a case-by-
 10 case basis.⁶

11

12

13 NOTIFICATION

14 When it is determined that a student has violated this policy, the principal of the school shall notify the
 15 student's parents/guardians and the criminal justice or juvenile delinquency system as required by
 16 law.⁷

Legal References

1. ~~TCA 39-17-1309~~
2. ~~TCA 39-11-106(a)(5)~~
3. ~~18 USCA § 921; 20 USCA § 7961(b)(3)~~
4. ~~TCA 49-6-4216(b); TCA 49-6-3401(g)~~
5. ~~TCA 39-13-102~~
6. ~~TCA 39-13-101(a)(1); Public Acts 2018, Chapter No. 958~~
7. ~~TCA 49-6-4209; TCA 39-17-1312~~

Cross References

- ~~Code of Conduct 6.300~~
- ~~Drug-Free Schools 6.307~~
- ~~Suspension/Expulsion/Remand 6.316~~

Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. TCA 39-16-517; Public Acts of 2023, Chapter No. 299
7. TCA 49-6-3401(g)(2); TCA 49-6-3402
8. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)

Cross References

- Code of Conduct 6.300
- Drug-Free Schools 6.307
- Suspension 6.316
- Student Disciplinary Hearing Authority 6.317
- Alternative Education 6.319
- Safe Relocation of Students 6.4081

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Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Alternative Education	Descriptor Code: 6.319	Issued Date: 08/02/21
		Rescinds:	Issued: <u>08/02/21</u> 09/21/20 03/26/18 09/28/15

1 *General¹*

2 The board shall operate an alternative school program for students in grades seven through twelve (7-
3 12) who have been suspended or expelled from regular school programs. However, the Board may
4 elect to serve additional groups of students or grades.

5 An alternative program is a short-term intervention program designed to provide educational services
6 outside the regular school program for students who have been suspended or expelled. The alternative
7 program is located in a separate facility from the regular school program.

8 The alternative school program shall be operated in accordance with state laws and the rules of the
9 State Board of Education, and instruction shall proceed as nearly as practicable in accordance with the
10 instructional programs at the student's home school. The Superintendent or designee shall develop
11 procedures that provide appropriate educational opportunities for all students assigned to an alternative
12 education program. These educational opportunities shall utilize Tennessee's academic standards.²

13 **ASSIGNMENT**

14 Students who have been suspended for more than ten (10) days or expelled shall be assigned to the
15 alternative school or program if there is staff and space available.³ Availability of staff and space shall
16 be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall
17 make this determination by evaluating factors including, but not limited to, the following:

- 18 1. Level of supervision available;
- 19 2. Safety considerations; and
- 20 3. Type of infraction.

21 The Superintendent of Schools/designee is not required to assign a student to the alternative school or
22 program if the student committed one of the following:

- 23 1. A zero tolerance offense;⁴ or
- 24

1 2. An offense of violence or threatened violence, or an offense that threatened the safety of other
2 students at the school, if the location of the alternative school or program is on the same grounds
3 as the school from which the student was disciplined; or assigning the student to that location
4 would endanger the safety of the students or staff.⁵

5 Consideration to assign these students to the alternative school or program will be determined by the
6 Superintendent of Schools/designee on a case-by-case basis.

7 Prior to the assignment of the student to an alternative school program, the Superintendent or designee
8 shall provide written notice to the student’s parent/guardian stating the reason for the student’s
9 placement.⁶

10 Placement in an alternative education setting shall be reserved for students who significantly disrupt
11 the educational process and/or whose educational needs can be best met in an alternative school
12 setting. If a student has an active Individualized Education Plan, a 504 plan, or is suspected of having a
13 disability, all state and federal laws, rules, and regulations related to special education shall be
14 followed. The Superintendent or designee shall develop procedures regarding placement of students in
15 the program, taking into consideration the impact of exclusionary discipline practices.⁷

16 Attendance in alternative school programs shall be mandatory, and students attending an alternative
17 school located outside of the school district shall provide their own transportation.

18 The Superintendent or designee shall monitor and regularly evaluate the academic progress of each
19 student enrolled in an alternative education program.

20 **REMOVAL⁸**

21 A student may be removed from the alternative school or program if:

- 22 1. He/she violates the rules of the alternative school or program; or
- 23 2. He/she is not benefitting from the assignment and all interventions have been exhausted
24 unsuccessfully.

25 **ADDITIONAL OFFENSES⁹**

26 Any new disciplinary offense committed during a student’s original suspension or expulsion period
27 shall be treated as a new and separate offense. These offenses shall not constitute an extension of the
28 original suspension or expulsion.

29 **TRANSITION PLANS¹⁰**

30 The Superintendent or designee shall develop procedures regarding the implementation of transition
31 plans for the integration of students assigned to the alternative school.

Legal References

1. ~~TCA 49-6-3402; TRR/MS 0520-01-02-.09~~
2. ~~TRR/MS 0520-01-02-.09(9)(a)~~
3. ~~TCA 49-6-3402(e)(1)(A)~~
4. ~~TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(e)(1)(B)~~
5. ~~Public Acts of 2021, Chapter No. 229~~
6. ~~TRR/MS 0520-01-02-.09(9)(i)~~
7. ~~TRR/MS 0520-01-02-.09(9)(h)~~
8. ~~TCA 49-6-3402(e)(2)(A)~~
9. ~~TRR/MS 0520-01-02-.09(9)(g)(2)~~
10. ~~TRR/MS 0520-01-02-.09(9)(m)~~

Cross References

- ~~Special Education 4.202~~
~~Suspension 6.316~~
~~Student Disciplinary Hearing Authority 6.317~~
~~Special Education Students 6.500~~

Legal References

1. TCA 49-6-3402; TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. TCA 49-6-3402(c)(1)(C); Public Acts of 2023, Chapter No. 279
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(B)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

Cross References

- Special Education 4.202
Virtual Education Program 4.212
Suspension 6.316
Student Disciplinary Hearing Authority 6.317
Special Education Students 6.500

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="margin: 0;">Medicines</h2>	Descriptor Code: <h3 style="margin: 0;">6.405</h3>	Issued Date: 01/25/21 01/25/21
		Rescinds:	Issued: <u>01/25/21</u> 03/26/18 09/28/15 09/27/10

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~~ given at a different dose than package insert recommendations. The ORS-191
 5 Authorization Form must be received for the use of prescription drugs, inhalants, over-the-counter drugs,
 6 eye drops, creams, and ointments that are to be administered at school or during a field trip. If under
 7 exceptional circumstances a child is required to take non-prescription or prescription medication during
 8 school hours and the parent cannot be at school to administer the medication, the principal, the principal's
 9 designee or the school nurse will assist in self-administration of the medication if the student is
 10 competent to self-administer medicine with assistance in compliance with the following regulations: ¹

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

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

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

- 23 1. Written statement from the prescribing health care practitioner that the student suffers from
- 24 asthma and has been instructed in self-administration; and
- 25
- 26 2. Purpose of the medication.

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

30 The administrator/designee will:

- 1 1. Inform appropriate school personnel of the medication to be self-administered;
- 2 2. Keep written instructions from parent or physician in student's record;
- 3 3. Keep an accurate record of the self-administration of the medication;
- 4 4. Keep all medication in a locked cabinet except medication retained by a student per physi-
5 cian's order;
- 6 5. Return unused prescription to the parent or guardian only. Medication will be properly disposed
7 of if not picked up within fourteen (14) days of notification; and
- 8 6. Ensure that all guidelines developed by the Department of Health and the Department of
9 Education are followed.

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

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

14 **BLOOD GLUCOSE SELF-CHECKS²**

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

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

22 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee
23 Occupational Safety and Health Administration (TOSHA).³

24 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS⁴**

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

29 **STUDENTS WITH ADRENAL INSUFFICIENCY⁵**

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

- 32 1. The district shall train school personnel who will be responsible for administering the
33 medication for the treatment of adrenal insufficiency and any who volunteer to administer the

- 1 medication.
- 2
- 3 2. The district shall maintain a record of all school personnel who have completed this training.
- 4
- 5 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care
- 6 professional may administer the prescribed medication to the student. If a school nurse or other
- 7 licensed health care professional is not immediately available, trained school personnel may
- 8 administer the prescribed medication.
- 9 The Superintendent or designee shall develop procedures on the administration of medications that
- 10 treat adrenal insufficiency and recordkeeping per rules set forth by the State Board of Education.

Legal References

- 1. ~~TCA 49-50-1602~~
- 2. ~~TCA 49-50-1602(d)(7)~~
- 3. ~~TCA 49-50-1601; State Board of Education Policy 4.205~~
- 4. ~~TRR/MS 0520-01-12; State Board of Education Policy 4.205~~

Cross References

- ~~Emergency Allergy Response Plan 6.412~~

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

Cross References

- Emergency Allergy Response Plan 6.412

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.

School: OAK RIDGE HIGH SCHOOL Date: 7-7-23

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

Class/Group Requesting Permission: NJROTC

Educational Activity: PATRIOTISM

Destination: NORMANDY & PARIS, FRANCE

Purpose of Trip: MARCH IN THE D-DAY MEMORIAL PARADE

Departure Date: 6-3-2024 Departure Time: 1000

Return Date: 6-11-2024 Return Time: 2359

Mode of Transportation: AIRPLANE & CHARTER BUS

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 of driver's license

Transportation Contractor: OLYMPUS CAR & COACH Phone #: 865-523-2796

(Only approved transportation companies may be used. Refer to ORS website for list of approved companies)

Air Travel Flight #'s: TBD

Hotel/Motel Name: WILL BE PROVIDED BY TOUR COMPANY CLOSER TO EVENT

Address: _____

City: _____ State: _____ Zip: _____

Phone: 480-478-0252 Contact Person: CHRIS MEEKER

Number of Nights: 8 Hotel Rating: _____

Name of School Sponsor/Date: RYAN NICHOLLS/7-7-23

Signature of School Sponsor:  Cell #: 865-712-1924

Minimum requires teacher to student ratio:

PreK – 3 yr olds 1:4 K-2nd 1:6 3rd-4th 1:10 5th-8th 1:12 9th-12th 1:15
4 yr olds 1:6

of Students: 30

of Adults: 4

Chaperone/Student Ratio: 1:7.5

Professional Staff Chaperone(s)

1. Name: RYAN NICHOLLS Cell #: 865-712-1924

2. Name: TODD LIVESAY Cell #: 865-924-5590

3. Name: _____ Cell #: _____

4. Name: _____ Cell #: _____

Other Chaperone(s):

1. Name: TIFFANY NICHOLLS Cell #: 865-399-0211

2. Name: KRISTEN LIVESAY Cell #: 865-250-6964

3. Name: _____ Cell #: _____

4. Name: _____ Cell #: _____

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 _____

\$ 4,300 Per Student TOTAL TRIP AMOUNT: \$ 145,000.00

Provisions for those students unable to pay: _____
Cadets will be have their cost subsidised using ROTC reimbursed funds, based on their level of fundraising and unit participation.

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

None at this time.

Staff Member: _____

Date: 7-17-23

Athletic Director: _____

Date: _____

This Section for Athletic Trips 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: Beth Gostup

Date: 7-17-23

Superintendent or Designee's Action: Approved: Disapproved:

Superintendent or Designee's Signature: _____ Date: _____

Board Approval Date (if required): _____

NORMANDY, FRANCE

JUNE 6

D-DAY 1944

MEMORIAL PARADE

AND MUSICAL SALUTE TO THE VETERANS



2024 D-DAY MEMORIAL PARADE SAMPLE TOUR SCHEDULE

MONDAY, JUNE 3, 2024:

- Depart on your overnight flight to France – Be sure to sleep on the plane!

TUESDAY, JUNE 4:

- Arrival in Paris, Charles De Gaulle Airport. Retrieve your luggage, clear customs. Meet your full-time tour manager outside of Customs
- Board your private motor coach. Lite refreshments provided. Depart for Normandy (approximately 3-hour drive). You will make a lunch stop en route. Lunch will be at your expense
- Afternoon to visit the **D-Day 360 Museum in Arromanches**. It was on the beach of Arromanches that, during the Invasion of Normandy immediately after D-Day, the Allies established an artificial temporary harbor to allow the unloading of heavy equipment without waiting for the conquest of deep-water ports such as Le Havre or Cherbourg
- Depart for the hotel for check in and overnight – Dinner provided at your hotel



WEDNESDAY, JUNE 5:

- Breakfast at the hotel
- Transfer to **Pointe du Hoc** During the American assault of Omaha and Utah beaches on June 6, 1944, these U.S. Army Rangers scaled the 100-foot cliffs and seized the German artillery pieces that could have fired on the American landing troops at Omaha and Utah beaches. At a high cost of life, they successfully defended against determined German counterattacks.
- Afternoon visit to **Utah Beach**. The World War II Utah Beach American Memorial commemorates the achievements of U.S. VII Corps forces that landed and fought in the liberation of the Cotentin Peninsula from June 6, 1944 to July 1, 1944.
- Dinner and evening in Honfleur
- Overnight at your hotel



THURSDAY, JUNE 6: BRITTANY

- Breakfast provided
- Visit to the **American Cemetery at Brittany** and participate in the tribute ceremony, including the Mass Band performance of "Hymn to the Fallen." The American Cemetery in Brittany contains the remains of 4,409 of our war dead, most of who lost their lives in the Normandy and Brittany Campaigns of 1944.
- Lunch in St. James (on own)
- Transfer to **Mont St. Michel** for a tour of this one-of-a-kind medieval town and fortress abbey
- Dinner and overnight at your hotel



FRIDAY, JUNE 7 – NORMANDY

- Breakfast provided
- Morning transfer to the **American Cemetery at Omaha Beach** tribute ceremony. Tour the Cemetery and Visitors Center. The Normandy American Cemetery and Memorial in France is located on the site of the temporary American St. Laurent Cemetery, established by the U.S. First Army on June 8, 1944 and the first American cemetery on European soil in World War II. The cemetery site contains the graves of 9,387 of our military dead, most of whom lost their lives in the D-Day landings and ensuing operations.
- **Wreath Laying and Commemoration Ceremony**, including the Mass Band performance of "Hymn to the Fallen"
- Walk down to Omaha Beach
- Afternoon visit to Bayeux
- Return to the hotel for dinner and overnight



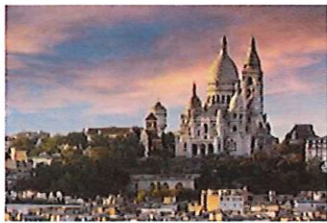
SATURDAY, JUNE 8: D-DAY PARADE

- Breakfast provided
- Transfer to St. Mere Eglise to tour the town and prepare for the D-Day Memorial Parade
- Participate in the **Musical Salute to Liberation** concerts featuring outstanding band's, choirs and orchestras
- Participate in the **D-Day Memorial Parade** through the village of **Sainte-Mere-Eglise**
- Dinner provided
- Depart for Paris (approximately 3 hour drive)
- Upon arrival in Paris, check in and overnight at the hotel
- Dinner and overnight at your hotel



SUNDAY, JUNE 9: PARIS

- Breakfast provided
- Morning visit to the **Eiffel Tower** (a ticket will be provided to the second level observatory)
- Lunch on own
- Afternoon guided tour of the city including **Notre Dame, Champs Elysees, Arc de Triomphe, Opera, and Montmartre**
- Dinner and evening in Montmartre. Montmartre is primarily known for the white-domed Basilica of the Sacré Cœur on its summit and as a nightclub district. Many artists had studios or worked in or around Montmartre, including Salvador Dalí, Amedeo Modigliani, Claude Monet, Piet Mondrian, Pablo Picasso, Camille Pissarro and Vincent van Gogh.
- Return to the hotel for overnight



MONDAY, JUNE 10: PARIS

- Breakfast provided
- Visit to the **Louvre Museum**. The Louvre is one of the world's largest museums and a historic monument. A central landmark of Paris, France, it is located on the Right Bank of the Seine. Nearly 35,000 objects from prehistory to the 21st century are exhibited. The Louvre is the world's most visited museum, and receives more than nine million visitors each year. The Louvre is home to many well-known pieces including the **Mona Lisa, Venus de Milo, and Winged Victory**
- Afternoon optional performance in Paris at the beautiful **Jardin d'Acclimatation**
- Farewell Dinner in Paris
- Overnight in the hotel

TUESDAY, JUNE 11:

- Breakfast provided
- Departure for the airport, Charles de Gaulle
- Departure for the US
- Arrive home

INCLUDED IN THE TOUR PRICE

- 7-nights in tourist class accommodations: 4-nights Normandy and 3-nights Paris
- Full time private motor coaches during the tour
- Full time multi-lingual tour manager/guide for each motor coach
- Tribute at the American Cemetery ceremonies (Brittany and Omaha Beach)
- Parade entry
- Professional performance arrangement for scheduled performances
- Meals include daily breakfast and dinner
- Entrances as noted on the tour schedule
- Guided tours of Paris and Normandy

NOT INCLUDED IN THE TOUR PRICE

- Airline transportation
- Lunches
- Tips for your bus driver (recommended tip amount, approximately 10 euros per person at the conclusion of the tour)
- Tips for your tour manager (recommended tip amount, approximately 15-20 euros per person at the conclusion of the tour)
- Travel insurance (we recommend that each passenger consider purchasing a travel insurance plan to protect against unexpected disruptions to the tour)



80th ANNIVERSARY OF D-DAY
2024 D-DAY MEMORIAL PARADE OFFICIAL APPLICATION

Please complete below, sign the back and return via fax # 480-654-2553 or email at earl@historicprograms.org. Once we receive the application form, we will reserve a spot for your group in the parade for the next 30 days. By the end of 30 days we will need your commitment deposit of \$1,000.

GROUP INFORMATION			
Organization Name:			
Ensemble / Group Name:			Estimated Total Traveling
Organization Address:			
City:	State:	Zip Code:	
Director's / Leader's Name:			
Email Address:		Group Web Address:	
School Phone: ()		Best time to call:	
Fax Number: ()		Parade group <input type="checkbox"/>	Concert group <input type="checkbox"/>
Director / Leader's Home Address:			
City:	State:	Zip Code:	
Home Phone: ()		Best time to call:	
		Arrival Date:	Departure Date:

Please mark the appropriate event package of choice...

INCLUSIONS AND PRICING		
<input type="checkbox"/> 9 Days and 7 Nights – 50+ paying participants: \$2549 40-49 paying participants: \$2599 30-39 paying participants: \$2639 20-29 paying participants: \$2669 <small>(double room supplement \$350, single room supplement \$700)</small> INCLUSIONS: <ul style="list-style-type: none"> • 7 nights at tourist first class hotel (multiple occupancy) • All Transfers by Motor Coach • 7 Breakfasts / 7 Dinners including Post Parade Picnic • All entrances and Guided Tours as noted on the schedule • Louvre and Eiffel Tower Admissions • Fulltime local Tour Manager • Director's Free Trip (based on double) • All tips, taxes and gratuities (except bus drivers) • Financial security (\$2,000,000 liability policy) 	Optional Tour Package Additions: <ul style="list-style-type: none"> <input type="checkbox"/> SOUND Assurance Plan \$320* <input type="checkbox"/> Commemorative Tee Shirt: \$20ea <input type="checkbox"/> 3 Night London Extension: \$1199ea <input type="checkbox"/> Individual Payment Management: \$100 per person <input type="checkbox"/> 1 Night Paris Extension with Disneyland Paris: \$399 per person 	<input type="checkbox"/> Optional Round-Trip Air Transportation Estimates: ** <ul style="list-style-type: none"> • New York City - \$1100 • Chicago - \$1,450 • Los Angeles - \$1,599 • Atlanta - \$1,589 • Minneapolis - \$1,622 • Phoenix - \$1,722 • Denver - \$1,697 • Houston - \$1,450 • Washington, DC - \$1,200 <small>Air quotes are estimates and may be quoted per your group's individual requirements. Rates include standard baggage fees but will be subject to excess baggage in addition may be subject to additional fuel and security fees.</small>

Airline prices are generally available approximately 11 months prior to the event. The Parade Organizers are equipped to assist with obtaining airline transportation upon request.

PAYMENT SCHEDULE	STANDARD CANCELLATION SCHEDULE	SOUND ASSURANCE PLAN* CANCELLATION SCHEDULE
<ul style="list-style-type: none"> • \$1,000 Reg. Fee due Now (does not apply to the tour cost) • \$200 per person due 30 days after registration fee • \$500 per person due 90 days after 2nd deposit • \$500 per person due 180 days prior to departure • \$500 per person due 60 days prior to departure • Balance due 30 days prior to departure <p><small>(Payment received less than 30 days of departure will be subject to a \$500 late fee)</small></p>	<ul style="list-style-type: none"> • \$1,000 per group is non-refundable • \$200 per person will be retained if cancellation occurs after 30 days of the first per person deposit • \$500 per person will be retained if cancellation occurs within 180 days of departure • 50% of tour cost will be retained if cancellation occurs within 120 days of departure • 100% of tour cost will be retained if cancellation occurs within 30 days of departure 	<p>\$1,000 group registration fee and Sound Assurance Plan fee is non-refundable</p> <ul style="list-style-type: none"> • Between the date of registration to 61 days prior to departure, 100% refund of deposits paid (not including the price of the Sound Assurance Plan) • 50% of tour cost refunded if cancellation occurs between 60 days and 31 days of departure • 10% of tour cost is refunded if cancellation occurs within 30 days of departure <p>If the tour takes place as scheduled, upon the group's return, half of the Sound Assurance fee will be returned to the group</p>

This Agreement (the "Agreement") is entered into between Historic Productions, by Capital Management Group, Inc. and the "Organization Name" on the front of this form ("you") (together, the "Parties")

PRICE:

The price of the performance tour is based on rates in effect on **June 1, 2021** and does not include airline transportation. Space is reserved for the number of participants indicated on the application form of this agreement. The package price listed on the front of this registration form is subject to increase for groups with less than 20 paying participants. Statements are adjusted as the group size increases or decreases reflecting rate changes caused by changing the number of participants. Rates of hotel, food cost, transportation cost, etc. are based on your total number traveling. **We rely on you to keep us informed as these numbers change.**

SOUND ASSURANCE PLAN:

The Sound Assurance Plan supplement must be purchased within 30 days of the group's registration. The supplement is nonrefundable at the time of purchase, however if the tour takes place as scheduled, 50% of the supplement will be returned to the group within two weeks of their arrival home. Historic Productions is not a licensed insurance provider, and The Sound Assurance Plan is not to be considered insurance, and is only an alternative cancellation schedule option. The Sound Assurance Plan is not a substitute for a travel insurance plan purchased through a licensed agent.

PAYMENT SCHEDULE:

HISTORIC PRODUCTIONS has agreed on a deposit schedule with suppliers on your behalf to provide the experience you expect at the price we have agreed upon. Prices and services are guaranteed only on the condition that deposits are received from you in accordance with the payment schedule above, and are otherwise subject to change. If you anticipate any delays, it is important to contact HISTORIC PRODUCTIONS immediately. Invoices will be sent regularly to remind you of payment amounts and due dates. **Final payments received within 30 days of departure are subject to a \$500 late fee.**

CANCELLATION SCHEDULE:

Deposits to suppliers, including but not limited to hotels, airlines, and venues, bear cancellation fees and expenses in their contracts with HISTORIC PRODUCTIONS. As a result of such fees and expenses, cancellation is subject to the cancellation schedule above. The percentages indicated are the percentages of gross billing. Cancellations must be made in writing and are effective on the date of receipt by HISTORIC PRODUCTIONS. The cancellation schedule applies unless modifications are authorized in writing by HISTORIC PRODUCTIONS management.

SUBSTITUTIONS AND CHANGES IN GROUP SIZE:

Substitutions will be allowed up to and including 30 days prior to departure at no additional charge. 120 Days prior to departure a name list including all travelers must be submitted to HISTORIC PRODUCTIONS this will certify the number for billing. In the event this name list is not received by HISTORIC PRODUCTIONS then the last number submitted to HISTORIC PRODUCTIONS in writing will be the number certified for billing. **The cancellation of a person within 120 days of the departure date, with no substitution, will follow the cancellation schedule above.** The addition of a new participant will be charged at the best price available at the time with all efforts being made by HISTORIC PRODUCTIONS to keep the new participant at the group rate. Any changes (i.e. participant numbers, rooming lists, name changes, itinerary adjustments, etc.) within 14 days of the event will be subject to a \$25 administration charge.

AIRLINES AND SPECIAL EQUIPMENT:

In the event your air transportation is booked through HISTORIC PRODUCTIONS events additional deposits, fees and terms may be required to meet requirements of the Airline. In the event additional fees are incurred, including but not limited to **baggage fees, security fees, fuel surcharges and additional taxes** these will be passed through to the customer. Airlines have strict regulations on the transport of oversized or overweight equipment. Transportation of equipment, including musical instruments, above normal luggage capacity of the airline and/or motor coach and the transportation for such equipment is not included in the price of the performance tour unless specifically stated in the list of "Tour Inclusions." Transportation of such equipment should be considered separately.

In the event of a flight disruption, HISTORIC PRODUCTIONS bears no responsibility to re-accommodate the passenger. Responsibility for resolution remains with the airline and the passenger. Any cost associated with adjusting the land tour schedule will be passed along to the participant. Participants are encouraged to obtain travel insurance to protect them against expenses incurred by unforeseeable travel disruption.

OTHER INFORMATION:

Historic Productions and its employees, shareholders, subsidiaries, affiliates, officers, directors, agents and assigns does not own or operate any entity which is to or does provide goods or services for your trip, including, for example, lodging facilities, transportation companies, local ground handlers, food service or entertainment providers, etc. As a result, Historic Productions is not liable for any negligent or willful act or failure to act of any such person, or any other third party not under its control. Without limiting the foregoing, Historic Productions accepts no responsibility for any risk or resulting injury, delay, inconvenience, damage, cancellation, or death which results from criminal activity, weather or other acts of God, accidents, disease, epidemics, illness, the provision of inappropriate or no medical attention, the demands of indoor or outdoor activities, strikes, political or civil unrest, overbooking, structural or other defective conditions in hotels or other lodging facilities, acts of terrorism, government actions, insurrection or revolt, or any other event beyond its direct control.

Historic Productions in its sole discretion reserves the right to decline to accept any participant as a member of these trips. Historic Productions reserves the right in its sole discretion to terminate any participant who does not abide by its rules and regulations, and/or whose conduct is deemed to be such as to endanger the participant, the success of the program or the welfare of other participants, staff members and/or third parties. In the event of such termination, the participant will be sent home at the expense of transporting the participant home shall be determined exclusively by Historic Productions. In the event of such termination, there will be no refund whatsoever. The participant is personally liable to Historic Productions for any damages caused by improper conduct. Each participant agrees to be videotaped and/or photographed and authorizes Historic Productions to use such material in any advertising in any form, and releases Historic Productions from any claims for compensation based on the use of such material. You are responsible for obtaining any licenses or permissions necessary for the performance, display, or distribution of any copyrighted work and will indemnify HISTORIC PRODUCTIONS for any damages, costs, and expenses sustained as a result of any claim for intellectual property infringement arising from your failure to obtain such licenses or permissions.

Historic Productions may cancel any trip because of insufficient enrollment or for any other reason. In the event a trip is cancelled by Historic Productions, the participant shall have the option of either taking a complete refund of all deposits, and moneys paid, or of selecting an alternate program as full compensation. If the event is cancelled, modified, or delayed due to weather, accidents, acts of God, acts of government, law, order, proclamation, illness, pandemics, strikes, riots, protests, terrorism, or any other action outside of the control of Historic Productions, Historic Productions will have no obligation to provide any refund or alternate program. Your or an individual participant's decision not to participate in the event due to government warnings, fear of travel, illness or any other reason will be deemed a cancellation and thus subject to the cancellation schedule. HISTORIC PRODUCTIONS may modify times, locations, venues, hotels, and other accommodations if reasonably necessary. The terms set forth in this agreement supersede any oral or written agreement or any information that may be found on the brochures, any amendment to this agreement must be made in writing and signed by both parties. In no event will Historic Productions be liable for special, incidental, or consequential damages. The liability of Historic Productions under this Agreement shall not exceed the amount paid by you to Historic Productions prior to the date on which liability arose.

No refunds can be granted for features in the trip not utilized. The cost of replacing lost or stolen tickets is the responsibility of the passenger. If a flight or transfer by motor coach or train is missed, participant is responsible to make his or her own arrangements and to pay all charges associated therewith.

ARBITRATION

Any dispute concerning this contract, the brochure or any other advertising material concerning the trip or the trip itself must be resolved exclusively by binding arbitration in Maricopa County, Arizona pursuant to the commercial rules of the American Arbitration Association then existent. In any such arbitration, substantive Arizona law will apply to all issues.

Please sign below and return a copy of this page to HISTORIC PRODUCTIONS:

ACCEPTANCE OF CONTRACT: All of the terms of this contract are considered accepted by the group 30 days after HISTORIC PRODUCTIONS receives the first deposit, whether or not this Letter of Agreement is eventually signed by either party. I have read and consent to the terms found in the subsequent pages included in this Letter of Agreement:

School Name/Group Name

Authorized Signature

Print Name

Dated:

Joel H. Biggs, President
Historic Productions
7255 E. Hampton Avenue Ste. 127
Mesa, AZ 85209-3381

Dated:



Oak Ridge Schools – Campus Leave/Field Trip Permission Form

Name of Group: NJROTC

Destination: NORMANDY & PARIS, FRANCE

Mode of Transportation: BUS & AIR Purpose: D-DAY MEMORIAL PARADE

Date: 6 / 3 / 2024 Time: 1000 to Date: 6 / 11 / 2024 Time: 2359

Expected Number of Participants: 30 Expected Number of Chaperones: 4

Teacher/Sponsor of Trip: RYAN NICHOLLS

Principal Signature: *Beth Estep* Date: 7-7-23

Fee Requested (if any)*
 *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.

PARENT: Please separate this form and return to : _____ by: 5-22-24
 (Teacher) (Date)

My child _____ has my permission to go on the Oak Ridge Schools field trip as described above. He/She will abide by the rules of Oak Ridge School and any special rules of the sponsor.

I have read and understand the activities my child will be involved with on this field trip. I understand that the Oak Ridge School System will provide adequate supervision, but as with any activity, injuries may occur. The School System is responsible only for injuries that result from the negligence of their staff. With my signature, I also authorize emergency medical treatment for my child.

I will be responsible for the damage to personal property of others or injury to other people caused by my son/daughter.

 Parent/Guardian (printed)

 Parent/Guardian (signature)

 Date

Please provide 2 Emergency Contact Phone Numbers

 Name/Relationship

 Number

 Name/Relationship

 Number

Melissa Nies

From: Ryan Nicholls
Sent: Thursday, July 20, 2023 8:07 AM
To: Melissa Nies
Subject: Re: School Board meeting agenda - NORMANDY

Melissa,

Good morning. Here is the flight information for the trip to Normandy, France:

03JUN23 DELTA 2700 TYS ATL 12:00PM 12:58PM
03JUN23 AIRFRANCE 681 ATL CDG 5:00PM 7:20AM (04JUN)
11JUN23 AIRFRANCE 686 CDG ATL 5:30PM 8:55PM
11JUN23 DELTA 1687 ATL TYS 10:58PM 11:52PM

Once I get the hotel information, I'll keep everyone posted.

Ryan

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.

School: Oak Ridge HighSchool Date: 6/5/2023

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

Class/Group Requesting Permission: Orchestra/Band

Educational Activity: Music Festival/Assessment

Destination: Orlando

Purpose of Trip: Worldstrides Music Festival

Departure Date: 03/13/2024 Departure Time: 6am

Return Date: 03/17/2024 Return Time: 8pm

Mode of Transportation: Bus

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 of driver's license

Transportation Contractor: _____ Phone #: _____

(Only approved transportation companies may be used. Refer to ORS website for list of approved companies)

Air Travel Flight #'s: _____

Hotel/Motel Name: Universal's Cabana Bay Beach Resort

Address: 6550 Adventure Way

City: Orlando State: FL Zip: 32819

Phone: (407)503-4000 Contact Person: Worldstrides

Number of Nights: 4 Hotel Rating: 3 star

Name of School Sponsor/Date: Carlos Hernandez

Signature of School Sponsor: _____ Cell #: (787)367-5823

Minimum requires teacher to student ratio:

PreK – 3 yr olds 1:4 K-2nd 1:6 3rd-4th 1:10 5th-8th 1:12 9th-12th 1:15
4 yr olds 1:6

of Students: ~80-120

of Adults: 10-15

Chaperone/Student Ratio: 1/8

Professional Staff Chaperone(s)

1. Name: Carlos Hernandez Cell #: (787)367-5823
2. Name: Michael Spirko Cell #: (865) 323-3228
3. Name: Sean Rutherford Cell #: (865) 310-5087
4. Name: _____ Cell #: _____

Other Chaperone(s):

1. Name: Joy Bonamarte Cell #: (678) 542-5006
2. Name: Christy Kanko Cell #: (615) 517-5774
3. Name: Dana Pair Cell #: (865) 963-6292
4. Name: Tristy Berryhill Cell #: (865)406-4565

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 _____

\$ 982 Per Student TOTAL TRIP AMOUNT: \$ 78,560

Provisions for those students unable to pay: _____
Boosters will be providing plenty of opportunities for fundraising such as (but not limited to): candy sales, calendar sponsorship, fundraiser concerts, UT Concenssions, and others.

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

Staff Member: Carlos Hernandez

Date: 6/5/2023

Athletic Director: _____

Date: _____

This Section for Athletic Trips 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: Bill Coster

Date: 7-17-23

Superintendent or Designee's Action: Approved: Disapproved:

Superintendent or Designee's Signature: Bruce Boy

Date: 7/20/23

Board Approval Date (if required): _____



Oak Ridge Schools – Campus Leave/Field Trip Permission Form

Name of Group: ORHS Orchestra/Band

Destination: Orlando, Florida

Mode of Transportation: bus Purpose: Music Festival

Date: 3 / 13 / 2024 Time: 5 AM to Date: 3 / 17 / 2024 Time: 8 PM

Expected Number of Participants: ~80 Expected Number of Chaperones: ~80

Teacher/Sponsor of Trip: Carlos Hernandez/Michael Spirko

Principal: *[Signature]* 7-17-23

Fee Requested (if any)*
 *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.

PARENT: Please separate this form and return to : _____ by: _____
 (Teacher) (Date)

My child _____ has my permission to go on the Oak Ridge Schools field trip as described above. He/She will abide by the rules of Oak Ridge School and any special rules of the sponsor.

I have read and understand the activities my child will be involved with on this field trip. I understand that the Oak Ridge School System will provide adequate supervision, but as with any activity, injuries may occur. The School System is responsible only for injuries that result from the negligence of their staff. With my signature, I also authorize emergency medical treatment for my child.

I will be responsible for the damage to personal property of others or injury to other people caused by my son/daughter.

 Parent/Guardian (printed)

 Parent/Guardian (signature) _____
 Date

Please provide 2 Emergency Contact Phone Numbers

 Name/Relationship _____
 Number

 Name/Relationship _____
 Number



865-429-8687

PO Box 672 Pigeon Forge TN 37868

Quote

Today's Date: May 31, 2023

Contact Name: Joy Bonamarte

Phone: 678-542-5006

Email: joybonamarte@yahoo.com

Group Name: Oak Ridge High School Orchestra

Dates Of Service: March 13-17, 2024

Vehicles: 2-56 passenger coaches

Details: Coaches to depart ORHS @ 7 AM on 3/13/24

Travel to Universal Studios Orlando, FL – follow group itinerary while in Orlando

Depart FL 3/17, 2024 about 7 AM to travel back to Oak Ridge High School

Rate: \$8150.00 PER COACH Plus the cost of a room for each driver each night and any parking or toll fees

TERMS & CONDITIONS

- This quote is based on the information given at the time of the request. In the event extra mileage, time, or days are added to the trip the costs incurred will be applied to the quoted rate. The group is responsible to provide individual lodging (hotel) for each night of the trip for the driver(s) assigned to overnight trips. In some cases, a "Day Room" must be provided. The group is also responsible for any tolls, entrance fees for the bus, City Permits, or parking fees during the trip.
- The USDOT limits drivers to a total of 15 hours of on-duty time each day in which no more than 10 hours can be driving.
Drivers must have 9 consecutive hours off prior to beginning their next duty status.
- Rocky Top Tours will not be liable for loss of time due to bad weather conditions, mechanical failure, or schedule changes during the trip.
- The company is not responsible for items left on the coach. We ask that the group leader, along with the driver, inspect the coach at the end of the charter for items left or for any damage. The Chartering Party will be held responsible for any damage to the motorcoach caused by a member of its group.
- Food and drinks (**WATER ONLY**) are permitted on the bus as long as the group disposes of trash in provided receptacles or bags. All drinks must be in a bottle with a screw top cap. The driver has the authority to refuse passengers on board with food & drink if the bus is not properly maintained during the trip. A minimum clean up fee of \$250.00 will be assessed if the motorcoach returns in a "trashed" condition and cannot be cleaned in a reasonable time. Clean up fees may be more in the event that the bus needs a complete detail.
- All buses/vans are booked on a first come-first served basis. We will do our best, but cannot guarantee requested vehicles or drivers. We reserve the right to sublease vehicles for this charter in the event any of the above issues arise.
- Audio/Video/Wi-Fi is a complimentary service. We make every effort to see that these services are in working condition prior to the start of each trip however electronics do fail on occasion. There will be no refunds in the event of disruption of these services.
- A signed confirmation and deposit will be due at upon making reservation.
- Final payment will be due 10 days prior to the start of service along with the itinerary for the trip.
- A 3% Convenience Fee will be added to Credit Card payments.

Please note drivers can only

If you would like to make a reservation, or if you have any questions please contact:

LINDA HALL at 865-429-8687 or linda@rockytop tours.com

Acceptance

Priority Coach, Inc.

Quotation ID Client	408 Ms Bonamarte	Date Company	5/31/2023 Oak Ridge High School
First Pick-up Pick-up Date Passengers	Oak Ridge High School Oak Ridge TN Wed 3/13/2024 Time 08:00	Destination Back Date Distance	Orlando FL Sun 3/17/2024 Time 19:25 1339

Quantity	Seats	Description	Unit Price	Price	Tax %	Tax	Total
2	56	Deluxe Motorcoach	\$7,900.00	\$15,800.00	0	\$0.00	\$15,800.00
				<u>\$15,800.00</u>		<u>\$0.00</u>	<u>\$15,800.00</u>

PLEASE REVIEW THE INFORMATION ABOVE AND SIGN BELOW. REMIT ONE COPY TO THE ADDRESS ABOVE. THE CARRIER WILL NOT BE LIABLE FOR DELAYS CAUSED BY AN ACT OF GOD, PUBLICENEMIES, AUTHORITY OF LAWQUARANTINE, PERILS OF NAVIGATION, RIOT STRIKES, THE HAZARDS OR DANGERS INCIDENT TO THE STATE OF WAR, ACCIDENTS, BREAKDOWNS, BAD ROAD CONDITIONS, STORMS AN OTHER CONDITIONS BEYOND ITS CONTROL AND DOES NOT GUARANTEE TO ARRIVE OR DEPART FROM ANY POINT AT ANY SPECIAL

Signature		Print Name		Date	
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Acceptance



1500 Breda Drive, Knoxville, TN 37918*126 Bohannon Avenue, Greenville, TN 37745*1619 Shepherd Road Ste 109, Chattanooga, TN 37421
 Phone: 865-694-0304 Fax: 865-689-5552

Oak Ridge High School Orchestra
 1450 Oak Ridge Turnpike
 Oak Ridge, TN 37830

Thank you for your interest in using Premier Transportation for your charter needs. With the exception of our Activity Buses, all of our coaches are equipped with complimentary Wireless Internet Access, CD and DVD players. For added safety, Premier utilizes 3-Point Seat Belts, GPS Tracking and an on-board Electronic Logging system.

Quotation ID Date	17601/21527 5/31/2023	Client Ref 1 Client Ref 2	Joy Bonamarte 678-542-5006
First Pick-up Pick-up Date Single Journey Vehicle To Stay	Oak Ridge High School Wed 3/13/2024 Time 07:57 No Yes	Destination Arrival Date Leave Date Back Date	Orlando, Florida Wed 3/13/2024 Time Sun 3/17/2024 Time Sun 3/17/2024 Time 23:57
Passengers		Distance	1357

First Pick-up Instructions: 1450 Oak Ridge Turnpike, Oak Ridge, TN 37830
 Destination Instructions:

Quantity	Seats	Vehicle Description	Unit Price	Price	Tax %	Tax	Total
2-56 passengers - Tick to accept <input type="checkbox"/>							
2	56	56- Deluxe Motorcoach	\$12,900.00	\$25,800.00	0	\$0.00	\$25,800.00
				<u>\$25,800.00</u>		<u>\$0.00</u>	<u>\$25,800.00</u>
81 pax double deck - Tick to accept <input type="checkbox"/>							
1	81	Double Deck Motorcoach	\$15,500.00	\$15,500.00	0	\$0.00	\$15,500.00
				<u>\$15,500.00</u>		<u>\$0.00</u>	<u>\$15,500.00</u>

Please tick one of the boxes above to indicate your vehicle requirements.

*Our charters are reserved on a first come/first serve basis. Buses are reserved and scheduled only upon receipt of the signed Acceptance and Terms & conditions sheets and a deposit. Where applicable, group is responsible for driver(s) lodging for each nights stay, all parking fees and tolls. Unless otherwise stated.

Acceptance



1500 Breda Drive, Knoxville, TN 37918*126 Bohannon Avenue, Greenville, TN 37745*1619 Shepherd Road Ste 109, Chattanooga, TN 37421
Phone: 865-694-0304 Fax: 865-689-5552

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and accept the above price and payment terms detailed in the attached letter. Unless otherwise stated, I understand that the group is responsible for drivers lodging (if applicable), all parking fees and tolls.

Signature		Print Name		Date	
-----------	--	------------	--	------	--

I want to I am Resources Why
travel to... interested in... WorldStrides?

Orlando Heritage Festival

REQUEST INFO

Your Adventure, Day by Day

Day 1 : Arrive in sunny Orlando

- Kennedy Space Center (optional) : You are guaranteed an exhilarating educational space experience. Access the bus tour, all IMAX movies and exhibits, and the Astronaut Hall of Fame.
- Cocoa Beach BBQ Dinner (optional) : Enjoy a BBQ feast served poolside with beach access hosted by the International Palms Resort at Cocoa Beach.
- Hotel check-in :

Day 2 : First performances and head to Universal Orlando Resort™

- Festival performances : Festival performances run throughout the day at your event venue. After arriving at your concert venue, your group will warm up in a private rehearsal room. Each

ensemble will perform for 15-minutes on stage. A panel of three adjudicators will provide written and recorded feedback for each performance.

Following your performance, a select adjudicator will conduct a mini-clinic on stage with your group, providing valuable feedback and reinforcement for your classroom teachings. Groups will also have the opportunity to participate as an audience for other groups competing – giving your ensemble exposure to their peers.

- **Universal Orlando Resort™** : Your package includes a 2-day pass to Universal Studios Florida™ and Universal's Islands of Adventure™, so head over to the park and check it out.

Day 3 : Final performances and celebrate in the park

- **Final performances** : Festival performances will continue throughout the day. Your performance time will be given to you weeks before your event, so you can plan your day accordingly. Bringing more than one ensemble? No problem - our team will arrange your schedule so you can maximize your free time.

- **Universal's Islands of Adventure™ or Universal Studios Florida™** : There's no lack of things to do - from the restaurants at Universal CityWalk™ to attractions like Skull Island: Reign of Kong™.

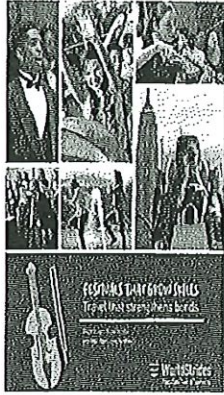
- **Awards Ceremony** : Celebrate with new friends and old at your exclusive awards celebration. This is no ordinary party! You just might meet some of your favorite Universal characters.

Day 4 : Depart for home

- **Goodbye, Orlando!** : Depart for home, or stay an extra day or two! Our team can help you arrange travel or extra time in Orlando.

- Universal elements and all related indicia TM & © 2017

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Music directors, learn how exciting and rewarding it is to take your music ensemble to a Heritage Festival with WorldStrides! You'll learn more about our organization, get a sneak peek of what it's like to attend a festival, explore our director rewards, and more.

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PERFORMING

Announcing the *High School Honors Performance Series* at Sydney Opera House

TRAVEL TIPS AND INFORMATION

How To Make Your Booster Club and Administration Your Biggest Supporters

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Ph: (800) 999-7676 (tel:8009997676)



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[Educational Travel \(/educational-travel/\)](#)

[Study Abroad \(/study%20abroad/\)](#)

[Language Immersion \(/language-immersion/\)](#)

[Career Exploration \(/career-exploration/\)](#)

[Service-Learning \(/service-learning/\)](#)

[Performing Arts \(/Performing-arts/\)](#)

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[Blog \(/blog/\)](#)

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[Meet Our Leaders \(/about/leadership\)](#)

[Press \(/about/press\)](#)

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OAK RIDGE SCHOOLS
304 NEW YORK AVE.
OAK RIDGE, TN 3783

Telephone:
865.425.9002
Fax: 865.425.9070

Mr. Bruce Lay
Executive Director of
School Leadership
Email: blay@ortn.edu

MEMORANDUM

Mr. Bruce K. Lay

Executive Director of School Leadership

TO: Board of Education

DATE: July 21, 2023

SUBJECT: Item for Action: Changing Woodland Elementary School's TA position

I recommend approval of changing Woodland's 0.68 TA position to a 0.75 TA position. This change will help avoid scheduling/time keeping difficulties and should be easier to fill. This change has been discussed with Human Resources and agrees with this request.

The funds required to make this change are minimal.



Memo

To: Mr. Bruce Lay, ORS Executive Director of School Leadership

From: Jenifer L. Laurendine

Date: July 24, 2023

I am writing to propose the addition of an additional full time Kindergarten teacher due to the increase in student enrollment at Willow Brook Elementary. Please see below for key reasons and the benefits of adding this employee to our staff.

1. **Optimal Student-Teacher Ratio:** The current student-teacher ratio in kindergarten classes is becoming less conducive to effective learning and individual attention due to the increased enrollment (23 students per teacher). By adding an extra teacher, we can achieve a more desirable student-teacher ratio, enabling us to cater to the diverse learning needs of our young learners adequately.
2. **Enhanced Learning Experience:** With a smaller class size, teachers can focus on creating a more personalized and engaging learning environment. This will facilitate improved academic performance, social skills development, and emotional well-being of the students.
3. **Early Intervention and Support:** Young learners often require additional support and intervention to overcome learning difficulties and adapt to the school environment. Having an extra teacher will ensure that each student receives the attention and guidance they need to thrive academically and emotionally.

I firmly believe that adding another Kindergarten teacher will significantly benefit our students, teachers, and the overall learning environment at Willow Brook Elementary. By investing in early childhood education and addressing the current challenges, we can set our young learners on a path of academic success and personal growth.

We are excited to continue making a positive impact on the lives of our students and continue to foster excellence in education. Thank you for considering this proposal. I am available to discuss this matter further at your convenience.



Memo

To: Mr. Bruce Lay, ORS Executive Director of School Leadership

From: Jenifer L. Laurendine

Date: July 24, 2023

I am writing to propose the conversion of the current .75 teaching assistant position to a full-time teaching assistant role due to the increase in the number of students in our K-3 average at Willow Brook Elementary.

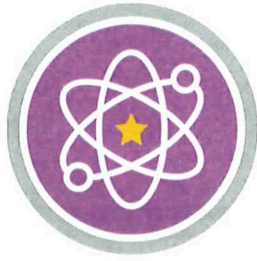
As you are aware, it is difficult to hire this position due to it not being full time. We recently worked with HR to advertise as part time and have only one applicant, which is one that we nonrenewed (fulltime). Our teaching assistants do a fantastic job and have been invaluable in maintaining a high standard of education.

However, the current student-teacher ratio for K-3 has become a concern, and we believe that converting the part-time teaching assistant position into a full-time role is essential to ensure the continued quality of education and meet the needs of our growing student population and to assist the proposed additional Kindergarten teacher. Here are some key reasons why we believe this upgrade is necessary:

- **Enhanced Student Support:** With a full-time teaching assistant, we can provide more individualized attention and support to students in the classroom. This addition will provide equitable support, as the other Kindergarten classrooms have a full-time teaching assist to support throughout the day. This personalized assistance will foster better learning outcomes and academic growth for each student.
- **Student Engagement:** A full-time teaching assistant can actively engage with students through Tier I, RTI and other academic support programs, further enriching their overall educational experience.
- **Students First:** The provision of sufficient resources and support to students is crucial to ensure equity for all students. Having a full-time teaching assistant showcases our commitment to academic excellence and student success.

Considering the above points, I propose that we convert the existing part-time teaching assistant position to a full-time role starting as soon as possible. The upgraded role will encompass all the responsibilities and tasks currently assigned to the part-time teaching assistant, while also allowing for increased support with the additional of another Kindergarten classroom.

I am eager to discuss this proposal further and address any questions or concerns you may have. Thank you for considering this proposal, and I look forward to your response.



Oak Ridge Schools

PRESCHOOL

Rationale for Board Approval of Preschool CACFP Food Grant

2023-2024

I respectfully request approval of the CACFP Food Grant for the Preschool. This grant provides the breakfast, lunch and snack each day for all Preschool students. The grant is not prepared for a set amount. It is on a reimbursement basis. The application and estimated budget are included.

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

Respectfully,

Mrs. Lisa M Downard

Principal

157 Carver Ave | Oak Ridge, TN 37830

lmdownard@ortn.edu | (865) 425-9101

www.ortn.edu

Every student prepared for college, career, and life success



Oak Ridge Schools

PRESCHOOL

Child & Adult Care Food Program Sponsor Application for 2023 - 2024

00446 Status: Active
OAK RIDGE SCHOOLS
 DBA:
 157 Carver Ave
 Oak Ridge, TN 37830-5217

Type of Agency: Educational Institution
 Agreement Type: Sponsor of Affiliated Sites

Code	Warning Description
301040	In order to be eligible for this program, a documented monitoring plan must be developed and adhered to.

Version: Original

Sponsor Type

1. Does your organization operate the CACFP in any other state(s)? Yes No

Name(s) of State(s):

2. Projected Program Start Date: 10/01/2023 Projected Program End Date: 09/30/2024

Addresses

Physical Address

3. Address Line 1: 157 Carver Ave
 Address Line 2:
 4. City: Oak Ridge
 5. State: TN Zip: 37830-5217 [USPS Zip Code Lookup](#)
 6. County: Anderson County (001)

Mailing Address

7. Address Line 1: 157 Carver Ave
 Address Line 2:
 8. City: Oak Ridge
 9. State: TN Zip: 37830-5217 [USPS Zip Code Lookup](#)

Contacts

Program Contact

The Program Contact must be an individual who has been authorized to act on behalf of the Sponsor by agreeing to and signing the Statement of Authority.

	Salutation	First Name	Last Name
10. Name:	Ms.	Lisa	Downard
11. Date of Birth:	09/15/1967 (mm/dd/yyyy)		
12. Email Address:	lmdownard@ortn.edu		
13. Facility Phone:	(865) 425-9101	Ext:	Fax: (865) 425-9120
14. Cell/Alt Phone:			
15. Title:	Director		

Executive Director/Owner

	Salutation	First Name	Last Name
16. Name:	Ms.	Lisa	Downard
17. Date of Birth:	09/15/1967 (mm/dd/yyyy)		
18. Email Address:	lmdownard@ortn.edu		

19. Facility Phone: (865) 425-9101 Ext: Fax: (865) 425-9120
 20. Cell/Alt Phone:
 21. Title: Director

Claim Preparer

	Salutation	First Name	Last Name
22. Name:	Ms.	Kimberly	Tuck
23. Date of Birth:		12/26/1975 (mm/dd/yyyy)	
24. Email Address:		ktuck@ortn.edu	
25. Facility Phone:	(865) 425-9101	Ext:	Fax: (865) 425-9120
26. Cell/Alt Phone:			
27. Title:		Secretary	

Authorized Individual

An Authorized Individual is an individual who has been authorized to act on behalf of the Sponsor by agreeing to and signing the Statement of Authority.

	Salutation	First Name	Last Name
28. Name:	Ms.	Lisa	Downard
29. Date of Birth:		09/15/1967 (mm/dd/yyyy)	
30. Email Address:		lmdownard@ortn.edu	
31. Facility Phone:	(865) 425-9101	Ext:	Fax: (865) 425-9120
32. Cell/Alt Phone:			
33. Title:		Director	

Ethnicity Data

Provide the ethnic makeup of the participants served by the Sponsor's service area.

34. Geographic Area (enter percentages)

Hispanic or Latino:	6.00 %
Non-Hispanic or Latino:	94.00 %

Provide the ethnic makeup of the participants served by the Sponsor. Provide actual numbers of enrolled participants at all sites.

35. Program Participants (enter number of enrolled participants)

Hispanic or Latino:	26	16.88 %
Non-Hispanic or Latino:	128	83.12 %

Racial Data

Provide the racial makeup of the participants served by the Sponsor's service area.

36. Geographic Area (enter percentages)

American Indian or Alaskan Native:	0.40 %
Asian:	2.90 %
Black or African American:	15.30 %
Native Hawaiian or Pacific Islander:	0.20 %
White:	81.20 %

Provide the racial makeup of the participants served by the Sponsor. Provide actual numbers of enrolled participants at all sites.

37. Program Participants (enter number of enrolled participants)

American Indian or Alaskan Native:	0	0.00 %
Asian:	1	0.67 %

Black or African American:	64	42.95 %
Native Hawaiian or Pacific Islander:	0	0.00 %
White:	84	56.38 %

38. Identify the source of the ethnic and racial data for the geographic area.

US Census Bureau for the city of Oak Ridge (census.gov)

39. Describe your procedure to collect and maintain ethnic and racial data of children enrolled in participating centers.

Use of Oak Ridge Schools' application and enrollment forms for CACFP

General Questions

40. Has the Sponsor received \$750,000 or more in TOTAL federal funds for any programs administered? Yes No
41. Do you have a documented monitoring plan for monitoring your sites? Yes No
42. Do you prefer Cash-in-Lieu of Commodities instead of Donated Foods? Yes No
43. Are you a church? Yes No

Certification

44. Federal regulations require an agency to certify information regarding past business participation and criminal background. Please answer the following questions:

1. Has the agency or any of the agency's principals participated in any publicly funded programs within the past seven years? Yes No

NOTE: Principal means any individual who holds a management position within, or is an officer of, the Sponsor (sponsor), including all members of the Sponsor's board of directors, or otherwise exercises control of, or determines the actions of, the Sponsor.

Publicly funded means money that is received from a local, state, or federal governmental agency.

If yes, submit a listing of the publicly funded programs in which the Sponsor and its principals have participated in the past seven years and currently participate in.

2. Within the past seven years, has the Sponsor or any principals been declared ineligible to participate in any other publicly funded programs for violating program requirements? Yes No

If yes, answer question #3.

3. Were the violations corrected and eligibility restored, including payments of debts owed? Yes No

If yes, submit documentation of reinstatement, including proof of payment of debts owed, if applicable.

If no, submit a detailed explanation.

4. Has the Sponsor or any of the Sponsor's principals been convicted of any activity that occurred within the past seven years that indicated a lack of business integrity? Yes No

NOTE: A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, and obstruction of justice.

If yes, submit a detailed explanation.

45. This is to certify that this Sponsor intends that all electronic signatures executed by our employees, agents, or representatives, located anywhere in the world, are legally binding equivalent of traditional handwritten signatures. By checking the box, this Sponsor is certifying by electronic signature that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the

information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Created By: lmdownard@ortn.edu on: 7/7/2023 11:03:42 AM Modified By: lmdownard@ortn.edu on: 7/7/2023 11:41:42 AM

Child & Adult Care Food Program Sponsor Budget for 2023 - 2024

00446 Status: Active
OAK RIDGE SCHOOLS
 DBA:
 157 Carver Ave
 Oak Ridge, TN 37830-5217

Type of Agency: Educational Institution
 Agreement Type: Sponsor of Affiliated Sites

Budget Version: Original

	Sponsor Complete This Column	FOR STATE USE ONLY Approved
A. Anticipated Annual CACFP Revenue		
1. Number of sites anticipated for sponsorship	1	
2. Total Annual CACFP Revenue from prior 12 months	\$188,810.17	\$0.00

B. Projected Operating Costs: Labor		
Executive Staff	\$0.00	\$0.00
Management Staff	\$37,680.00	\$0.00
Staff	\$38,243.00	\$0.00

C. Projected Administrative Costs: Labor		
Executive Staff	\$20,000.00	\$0.00
Management Staff	\$0.00	\$0.00
Staff	\$0.00	\$0.00

D. Projected Operating Costs				
	Brief Description	Projected Cost	Approved Cost	
1.	Food Purchases Edible/Food	\$82,620.00	\$0.00	
2.	Meal Contracts (meal cost)	\$0.00	\$0.00	
3.	Mileage (meal transporting cost)	\$0.00	\$0.00	
4.	Non-Food Supplies Non-edible items; e.g. plates, forks, napkins, etc	\$12,393.00	\$0.00	
5.	Printing/Postage/Com munications menus, flyers, postings	\$500.00	\$0.00	
6.	Purchased Services	\$0.00	\$0.00	
7.	Food Service Space	\$0.00	\$0.00	
8.	Reimbursement to Unaffiliated Centers	\$0.00	\$0.00	
Total Operating Costs		\$171,436.00	\$0.00	

E. Net Operating Amount

1. Difference (A-D)	\$17,374.17	\$0.00
---------------------	-------------	--------

F. Projected Administrative CACFP Expenditures

Brief Description	Projected Cost	Approved Cost
1. Durable Supplies under \$5,000	\$0.00	\$0.00
2. Office Materials (Expendable) Supplies	\$0.00	\$0.00
3. Equipment Purchases over \$5,000	\$0.00	\$0.00
4. Equipment Rental/Lease	\$0.00	\$0.00
5. Printing/Postage/Communications	\$0.00	\$0.00
6. Office Space/Rental/Lease/Depreciation Use Allowance	\$0.00	\$0.00
7. Utilities/Facility Maintenance/Janitorial Services	\$0.00	\$0.00
8. Travel for Program Operations	\$0.00	\$0.00
9. Center Workshops/Participant Training	\$0.00	\$0.00
10. Nutrition Education Materials	\$0.00	\$0.00
11. Meetings, Conferences, and Staff Training	\$0.00	\$0.00
12. Contracted/Professional Services	\$0.00	\$0.00
13. Insurance Premiums	\$0.00	\$0.00
14. Bonds	\$0.00	\$0.00
15. Memberships/Subscriptions/Professional Activities	\$0.00	\$0.00
16. Other Administrative Expenditures/Advertising	\$0.00	\$0.00
Total Administrative Costs	\$20,000.00	\$0.00

G. Summary

1. Total Expenditures (Operating and Administrative)	\$191,436.00	\$0.00
2. Total Anticipated Annual CACFP Reimbursement	\$191,436.00	\$0.00
3. Prior Year Carryover Non Profit Food Program Revenue	\$0.00	\$0.00
4. Total Other Revenue	\$0.00	\$0.00
Explanation of Source of Other Revenue		

5.	Total Revenue (G2 + G3 + G4)	\$191,436.00	\$0.00
6.	Net Balance (G5 Total Revenue – G1 Total Expenditures)	\$0.00	\$0.00
7.	<input type="checkbox"/> There are expenditures that require prior approval or specific written prior approval (SPWA).		

Certification

- I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Department of Human Services any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Department of Human Services may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Document Attachments

Actions	Notes	Version	Uploaded By

Created By: lmdownard@ortn.edu on: 7/7/2023 11:45:54 AM Modified By: lmdownard@ortn.edu on: 7/21/2023 2:17:53 PM



Oak Ridge Schools

PRESCHOOL

Rationale for Board of Education approval of VPK Grant:

I respectfully request Board of Education approval of the proposal for the State's Voluntary Pre-K Grant for 2023-2024 (FY24). This grant provides funding for 5 Pre-K classrooms to provide services for 100 4-year old students.

Due to changes at the state level, districts were required to submit responses to 5 questions in e-plan in March 2023. At that time, there was no amount to be budgeted available in e-plan. The Board of Ed approved the preliminary grant proposal.

The amount now entered into e-plan for the VPK grant this year is \$\$455,414.19. A budget and required supporting documents have now been entered into e-plan and are ready for the state's approval.

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

Thank you,

Lisa Downard

Principal

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



Oak Ridge Schools
TEACHING AND LEARNING

MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education

DATE: 7/31/23

SUBJECT: Item for Action: Approval of Monitors and Docks

I recommend the board approval of monitors and docks to update teacher workstations and to increase instructional technology capacity in grades 5-12. Funds are budgeted for this purpose from account 142-72130-790-936.



OAK RIDGE SCHOOLS

Technology Department

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



MEMORANDUM

Date: July 31, 2023

To: Kelly Williams

From: Doug Cofer 

Subject: Monitor and Dock Purchase

I recommend the approval for the purchase of monitors and docks for classroom instructions from CDWG in the amount of \$49,974.00. The docking stations and monitors will be used to update teacher workstations and increase instructional technology capacity in grades 5-12. The purchase would come from account 142-72130-790-936

Purchasing requirements were met by requesting quotes from multiple companies and receiving quotes from CDWG and Best Buy. I had 2 companies that did not respond to the request.



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

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

SUSAN DUNDORE,

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
NMBD718	7/25/2023	DOCKING STATIONS AND MONITORS	729655	\$49,974.00

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>Lenovo ThinkPad Universal USB-C Dock - docking station - USB-C - HDMI, 2 x</u> Mfg. Part#: 40AY0090US Contract: Tennessee Lenovo NVP Computer Equipment (MNWNC-117 57369)	135	6536318	\$184.00	\$24,840.00
<u>ViewSonic VX2467-MHD 24" 1080p 1ms 75Hz FreeSync Monitor with HDMI and VGA</u> Mfg. Part#: VX2467-MHD Contract: MARKET	213	6647119	\$118.00	\$25,134.00

SUBTOTAL	\$49,974.00
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$49,974.00

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 Phone: (865) 425-9004 Shipping Method:
	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

CLOSE

Quote Details [Print](#)

Contract: Omnia Partners - Public Sector - R201203

Quote Number: 243506516

Billing Address
 Susan Dundore
 OAK RIDGE SCHOOLS
 1450 OAK RIDGE TPKE
 OAK RIDGE, TN 37830
 Phone 865-425-9015

Shipping Address
 Susan Dundore
 OAK RIDGE SCHOOLS
 1450 OAK RIDGE TPKE
 OAK RIDGE, TN 37830
 Phone 865-425-9015

Qty	Product Description	Availability	Delivery Address	Price	Total Price
213	Lenovo - ThinkPad Universal USB-C Docking Station - Black Catalog Open Market Item BB21811105 Manufacturer 40AY0090US Special Delivery	In Stock	Shipping Address Ship to my address	\$190.85	\$40,651.05
135	ViewSonic - VX2467-MHD 24" LCD FHD FreeSync Gaming Monitor (HDMI, VGA and DisplayPort) - Black Catalog Open Market Item BB21811215 Manufacturer VX2467-MHD Special Delivery	In Stock	Shipping Address Ship to my address	\$122.80	\$16,578.00
				Product Total:	\$57,229.05
				Tax:	\$0.00
				QUOTE TOTAL:	\$57,229.05

Expiration Date

- 08/26/23

Shipping Method(s)

- (Instructions:)

Payment Type

- null null

Best Buy For Business is pleased to provide the quote you requested. We realize you have numerous options for procuring IT Products and appreciate that you contacted us. We will honor the prices on this quote through the expiration date identified above.

Given the rapid change in technology and product availability, Best Buy For Business cannot guarantee all the items on this quote will be available for purchase in the future. In that case, we will work together to make changes or modifications to your quote or order.

Thank you for partnering with Best Buy For Business on this opportunity.

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