

Regular Board of Education Meeting

April 22, 2024 5:00 PM

Robert J. Smallridge School Administration Building

I. Call to Order

II. Pledge of Allegiance and Presentation of Colors

III. School Program by Oak Ridge Preschool

IV. Approval of Agenda

V. Special Reports/Presentations

A. Good News

B. Recognition of Jay Adams as Volunteer of the Year

VI. Public Forum

VII. Consent Agenda

A. Minutes 03-25-24

VIII. Items for Action

A. Addition of 1.0 FTE Executive Director of Student Services

B. Board Policy 4.605 Graduation Requirements -First and Second Reading

C. FY24 Budget Amendment #3 - First Reading

D. FY24 Summer School Fees

E. ORHS NJROTC Field Trip to Smyrna, TN

F. ORHS NJROTC Field Trip to Whitesburg, TN

G. ORHS FCCLA Field Trip to Seattle, WA

H. JMS Wilderness Connections Field Trip to Oneida, TN

I. RMS TSA Field Trip to Orlando, FL

J. RMS Cheer Squad Field Trip to Gatlinburg, TN

IX. Items for Information

A. FY25 Budget Concepts

B. Financial Report - March 2024

C. Enrollment and Attendance Reports

X. Items for Discussion

XI. Old Business

XII. New Business

XIII. Communications

XIV. Adjournment



Willow Brook Elementary

Congratulations to Willow Brook students Callie Scott and Kynzlee Case for having their artwork showcased at the *Dogwood Arts Synergy Art Exhibition*.

WBES hosted their third Annual Super Hoops basketball game at RMS before Easter Weekend! The gym was filled with spectators and the cheerleaders delivered an excellent performance! A big thank you to the students, staff, teams, parents, and cheerleaders who contributed to making this event enjoyable for all families!

Megan Sauer received the *2024 Special Educator of the Year Award* from Pilot International in a ceremony held on April 8th. Kudos to Mrs. Sauer for doing what is best for her students!

Dr. Tiffany Collins from WBES, who teaches third-grade math and science, was featured on WBIR for the engaging Eclipse activities her students participated in. Their representation of Oak Ridge Schools and WBES was outstanding!

WBES hosted a TN Ready parent meeting specifically for families with students in 2nd, 3rd, and 4th grades. During the meeting, grade-level teachers discussed testing strategies, MVP Benchmarks, and the importance of students giving their best effort on the test. Additionally, parents had the opportunity to inquire about the 3rd Grade Retention Law and its potential impact on their children. The event was well-attended and received positively!

Willow Brook would like to thank The Ridge Church for providing snacks to all students during TN Ready Testing!

Robertsville Middle School

On March 7, the Robertsville Middle School TSA students attended the 2023-2024 State Competition in Chattanooga and came back as winners! RMS received 1st place in 16 different categories, 2nd place in 9 categories, and 3rd place in 10 categories. The students did an amazing job in the competition and their effort and dedication paid off. A special thank you sponsors, Dr. Sandra Burnette and Mrs. Bryson Leftwich. Congratulations to RMS TSA!

Recently, the Clayton Center for the Arts hosted the yearly *Dogwood Arts Synergy Art Exhibition*. Farrah Atherton, a student in 7th grade received 1st place with her artwork titled "Hooks." Well done, Farrah!



Jefferson Middle School

Two 8th grade students from Jefferson Middle School have recently set new records in the Track & Field program.

Jakob Holman established a new school record in the long jump, surpassing the previous mark with a jump of 18 feet, 3 inches.

Harry Shanafield also made history by breaking the school's discus record, throwing the discus an impressive 137 feet and 10 inches.

Oak Ridge High School

During the annual OR Legends Invitational track meet we honored Coach Winston Russell with a very moving and emotional ceremony highlighting all his accomplishments as an athlete, person, and coach. His impact on Oak Ridge Schools is immeasurable and the number of alumni, friends, and family who came to support him was amazing. We also dedicated the pole vault to Coach Sylvia Brinkman on behalf of the Class of 1989. It was an honor and pleasure to be able to take the opportunity to do this for our school system and community. We played a tribute video created and produced by students in Mr. Kolodney's Broadcasting 4 class. The synergy of our students and staff fulfilled a vision since the new track was under construction. Coach Sauer extends a heartfelt thank you to Oak Ridge High School, the School Board, and the Superintendent for providing the resources and goodwill that make Oak Ridge special.

Mrs. Lisa Weathers has been honored with a TVA STEM Classroom Grant. On Wednesday, May 1, TVA will visit ORHS to present the award and have a photo opportunity at 1:30 pm. TVA will invite elected officials and the local power company, Oak Ridge Electric Department, to participate.

**Regular Board of Education Meeting
March 25, 2024 5:00 PM
Robert J. Smallridge School Administration Building
304 New York Avenue
Oak Ridge, TN 37830**

The meeting started at 5:00 PM
Attendance Taken at 4:33 PM.

Angi Agle: Present
Keys Fillauer: Present
Heather Hartman: Present
Laura McLean: Present
Erin Webb: Present
Present: 5.

I. Call to Order

II. Pledge of Allegiance and Presentation of Colors

III. School Program by Jefferson Middle School

IV. Approval of Agenda

Motion Passed: Motion to approve the Agenda with a motion by Laura McLean and a second by Angi Agle.

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea

Yea: 5, Nay: 0

V. Special Reports/Presentations

- A. Good News
- B. Governor Haslam's Volunteer of the Year Award Winner -
ORHS Student
- C. OREA Salary Proposal
- D. Principal's Salary Proposal

Keys Fillauer
Keys Fillauer

Michael Carvella
Jenifer Laurendine

VI. Public Forum

VII. Consent Agenda

Motion Passed: Motion to approve the Consent Agenda with a motion by Heather Hartman and a second by Angi Agle.

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea

Yea: 5, Nay: 0

VIII. Items for Action

A. FY24 Budget Transfer #2 & Budget Amendment #2 - Second Reading

Jenifer Van Dyke

Motion Passed: Motion to approve the FY24 Budget Transfer #2 & Budget Amendment #2 - Second Reading with a motion by Erin Webb and a second by Angi Agle.

- Angi Agle: Yea
- Keys Fillauer: Yea
- Heather Hartman: Yea
- Laura McLean: Yea
- Erin Webb: Yea

Yea: 5, Nay: 0

B. FY25 Preschool Head Start Training and Technical Assistance Plan

Bruce Lay

Motion Passed: Motion to approve the FY25 Preschool Head Start Training and Technical Assistance Plan with a motion by Laura McLean and a second by Heather Hartman.

- Angi Agle: Yea
- Keys Fillauer: Yea
- Heather Hartman: Yea
- Laura McLean: Yea
- Erin Webb: Yea

Yea: 5, Nay: 0

C. FY25 Non-Resident Tuition Rates

Jenifer Van Dyke

Motion Passed: Motion to approve the FY25 Non-Resident Tuition Rates with a motion by Heather Hartman and a second by Erin Webb.

- Angi Agle: Yea
- Keys Fillauer: Yea
- Heather Hartman: Yea
- Laura McLean: Yea
- Erin Webb: Yea

Yea: 5, Nay: 0

D. FY25 District Elevator Service Contract

Bruce Lay

Motion Passed: Motion to approve the FY25 District Elevator Service Contract with a motion by Laura McLean and a second by Heather Hartman.

- Angi Agle: Yea
- Keys Fillauer: Yea
- Heather Hartman: Yea
- Laura McLean: Yea
- Erin Webb: Yea

Yea: 5, Nay: 0

E. Waste Connections of Tennessee Inc. Services Contract
Motion Passed: Motion to approve the Waste Connections of Tennessee Inc. Services Contract with a motion by Angi Agle and a second by Laura McLean. Bruce Lay

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea
Yea: 5, Nay: 0

F. Replacement of HVAC at ORHS Performing Arts Center
Motion Passed: Motion to approve Replacement of HVAC at ORHS Performing Arts Center with a motion by Erin Webb and a second by Angi Agle. Bruce Lay

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea
Yea: 5, Nay: 0

G. Purchase and Installation of Serving Lines at Woodland Elementary
Motion Passed: Motion to approve the Purchase and Installation of Serving Lines at Woodland Elementary with a motion by Angi Agle and a second by Laura McLean. Bruce Lay

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea
Yea: 5, Nay: 0

H. Purchase of Metal Carport Structure for Extended Childcare
Motion Passed: Motion to approve the Purchase of Metal Carport Structure for Extended Childcare with a motion by Heather Hartman and a second by Erin Webb. Bruce Lay

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea
Yea: 5, Nay: 0

I. Purchase of Classroom Amplification Systems

Kelly Williams

Motion Passed: Motion to approve the Purchase of Classroom Amplification Systems with a motion by Laura McLean and a second by Heather Hartman.

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea

Yea: 5, Nay: 0

J. Selection of Jay Adams as ORS Volunteer of the Year by paper vote.

Keys Fillauer

K. ORHS Track Field Trip to Birmingham, Alabama

Bruce Lay

Motion Passed: Motion to approve the ORHS Track Field Trip to Birmingham, AL with a motion by Heather Hartman and a second by Angi Agle.

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea

Yea: 5, Nay: 0

L. Secret City Wildbots Field Trip to Houston, Texas

Bruce Lay

Motion Passed: Motion to approve Secret City Wildbots Field Trip to Houston, Texas with a motion by Angi Agle and a second by Erin Webb.

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea

Yea: 5, Nay: 0

M. JMS Master Builders Field Trip to Houston, Texas

Bruce Lay

Motion Passed: Motion to approve the JMS Master Builders Field Trip to Houston, TX with a motion by Angi Agle and a second by Heather Hartman.

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea

Yea: 5, Nay: 0

N. JMS RadioActive Brix Field Trip to Long Beach, California
Motion Passed: Motion to approve JMS RadioActive Brix Field Trip to Long Beach, California with a motion by Laura McLean and a second by Angi Agle.

Bruce Lay

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea
Yea: 5, Nay: 0

O. RMS Field Trip to Williamsburg, Virginia
Motion Passed: Motion to approve RMS Field Trip to Williamsburg, Virginia with a motion by Erin Webb and a second by Angi Agle.

Bruce Lay

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea
Yea: 5, Nay: 0

IX. Items for Information

- A. Enrollment and Attendance Reports
- B. Financial Report - February 2024

Bruce Lay
Jenifer Van Dyke

X. Items for Discussion

XI. Old Business

XII. New Business

XIII. Communications

XIV. Adjournment

At 6:26 PM

Chairperson

Superintendent

Oak Ridge Schools Job Description



Job Title:	Executive Director of Student Services		
Department:	Student Services Department	Salary Schedule:	Support – Grade 37
FLSA Status:	Exempt – Administrative	State Academic License (Y/N):	Yes
Reports To:	Superintendent	Supervises:	Multiple Positions

Job Goal:

Responsible for planning, directing, and coordinating all Student Services Department activities for the Oak Ridge Schools. Provides management and leadership in all functions relating to: special education, health services, attendance, psychological services, system-wide testing, occupational and physical therapy, and student special services.

Essential Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

- Plan, develop, implement, and manage operating budget for the Student Services Department
- Ensure compliance with legal requirements and Oak Ridge Board of Education guidelines for all programs under the Student Services Department
- Ensure compliance with Section 504 of the 1973 Rehabilitation Act
- Direct and monitor the Oak Ridge Schools Special Education Program according to state and federal laws
- Oversee health services programs including referrals, health screenings, and school entry requirements for immunizations and physical examinations
- Manage and implement school psychological testing, such as IQ, individual achievement, functional/behavioral assessments, and psychological testing to determine eligibility for special education
- Serves as the district Family Engagement Liaison, Foster Care point of contact, homeschool coordinator, and migrant liaison
- Coordinate physical and occupational therapy services as related to educational purposes
- Manage the alternative learning programs and credit recovery program
- Monitor the Discipline Hearing Authority process (DHA)
- Coordinate Student Services programs including census data, homebound programs, special needs for blind and hearing impaired, educational and vocational testing, and system-wide achievement testing
- Provide materials, assistive technology, adaptive equipment, personnel support, and training as required on Individual Education Plans (IEP) for special education students
- Develop and submit routine reports on special education to the State Department of Education and the Office of Civil Rights
- Prepare appropriate response to administrative complaints and to requests for mediation or due process regarding special education services
- Assign special education staff to school placements ensuring best fit
- Actively seek grant opportunities to increase Special Services Department equipment and services
- Coordinate and facilitate decisions regarding residency, custody, cross-boundary, discipline and attendance issues
- Facilitate the enrollment process for Oak Ridge Schools
- Manage all students who are on tuition payment plans and coordinate with the Business Office
- Ensure compliance with legal requirements in disciplinary decisions regarding special education students
- Develop and implement prevention and intervention strategies when dealing with discipline issues

Oak Ridge Schools Job Description



- Provide agenda item documentation for monthly Board of Education meetings
- Approve requisitions, travel reimbursements, and other expenditures for Special Services Department
- Attend monthly Board of Education meetings and other meetings as needed
- Performs other job-related duties as assigned

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

- Masters Degree in Special Education, School Administration, Psychology, or related field from an accredited college or university (or B.S. with combined equivalent experience)
- Minimum of five (5) years of job-related experience
- Possess a valid Tennessee educator license with one of the following endorsements: beginning administrator, administrator/supervisor, or supervisor of instruction
- Experience with or knowledge of:
 - State of Tennessee Statutes
 - Department of Education Regulations – Federal and State
 - TN Code Annotated
 - Department of Labor Regulations – Federal and State Department of Education Regulations – Federal and State Liability Insurance Laws
 - Occupational Safety and Health Act (OSHA) and Tennessee Occupational Safety and Health Act (TOSHA) Requirements
 - Section 504 of the 1973 Rehabilitation Act and updates
 - Grant application and management requirements
 - Current 6th District and US Supreme Court decisions relating to special education
 - Family Education Rights and Privacy Act (FERPA)
 - Budgeting Experience
- Knowledge of Federal, State and municipal laws, codes, ordinances and regulations
- Knowledge of principles and practices of office management, work scheduling, automation and workflow analysis.
- Skill in effectively supervising assigned staff.
- Knowledge of District policies, procedures and practices
- Knowledge of local government organization and its departmental operating requirements
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Physical Requirements:

Light work, normal office environment

Work Days:

261

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: <u>04/22/24</u> 02/26/24
		Rescinds: II-6	Issued: <u>02/26/24</u> 01/23/23 09/27/21 01/25/21 09/23/19 04/23/18 11/24/14

1 *General*

2
3 The program of studies shall include areas required by the State Board of Education.

- 4
- 5 1. Beginning with the 2023-2024 graduating class, students must meet the core requirements
- 6 and take elective courses to add up to a total of twenty-six (26) credits required local for
- 7 graduation with a regular Oak Ridge High School diploma.
- 8
- 9 2. Beginning with the 2024-2025 graduating class, students must meet the core requirements
- 10 and take elective courses to add up to a total of twenty-eight (28) credits required local for
- 11 graduation with a regular Oak Ridge High School diploma.
- 12
- 13 3. In instances where a student does not have the opportunity to earn the 32 credits that are
- 14 available with block scheduling, the required number of credits for graduation from Oak
- 15 Ridge High School will be four less than the total available. In extenuating circumstances,
- 16 with Superintendent or designee approval, a student who earns the state minimum
- 17 requirement of 22 credits may receive a state issued regular high school diploma.

18

19 Before high school graduation, every student shall:¹

- 20 1. Achieve the specified twenty-two (22) units of credit;
- 21 2. Take the required end of course exams;
- 22 3. Have satisfactory records of attendance and conduct;
- 23 4. Take the ACT or SAT prior to graduation;²
- 24 5. Pass a United States civics test³, and

- 1 6. Complete three (3) credits in an elective focus. The elective focus may be:
- 2 a. AP
- 3 b. Dual Enrollment
- 4 c. Dual Credit
- 5 d. Fine Arts
- 6 e. Humanities
- 7 f. Science and Math
- 8 g. CTE
- 9

10 **SPECIAL EDUCATION STUDENTS⁴**

11 Special education students who earn the core requirements and elective courses to meet the required
12 credits specified above will be awarded an Oak Ridge High School diploma. Special education
13 students who earn the prescribed twenty-two (22) credit minimum shall be awarded a state issued
14 regular high school diploma.

15 Students who have received a special education diploma or an occupational diploma shall continue to
16 make progress towards a regular high school diploma until the end of the school year in which they turn
17 twenty-two (22) years old.

18 *Special Education Diploma*

19

20 A special education diploma shall be awarded to students who have not met the requirements for a regular
21 high school diploma,⁵ but have:

- 22 1. Completed four (4) years of high school;
- 23 2. Made satisfactory progress on their IEP; and
- 24 3. Maintained satisfactory records of attendance and conduct.

25 *Occupational Diploma*

26

27 Special education students who do not meet the requirements for a regular high school diploma may be
28 awarded an occupational diploma if the student has:^{1,4}

- 29 1. Completed at least four (4) years of high school;
- 30 2. Made satisfactory progress on their IEP;
- 31 3. Maintained satisfactory records of attendance and conduct;
- 32 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
33 (SKEMA); and
- 34 5. Completed two (2) years of paid or non-paid work experience.

35 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th grade
36 year or two (2) academic years prior to the expected graduation date.

37

38 *Alternate Academic Diploma*

39 Special education students who do not meet the requirements for a regular high school diploma may be
40 awarded an alternate academic diploma if the student has:⁴

- 1 1. Completed at least four (4) years of high school;
- 2 2. Participated in the high school alternate assessments;
- 3 3. Earned the prescribed twenty-two (22) credit minimum;
- 4 4. Made satisfactory progress on their IEP;
- 5 5. Maintained satisfactory records of attendance and conduct; and
- 6 6. Completed a transition assessment that measures postsecondary education and training,
- 7 employment, independent living, and community involvement.

8 **STUDENT LOAD⁶**

9

10 A planned program of four (4) years in high school is required for high school graduation, except for
11 special circumstances. The four-year high school attendance requirement may be modified for
12 students, based upon meeting each of the following conditions:
13

- 14 1. Students must have completed the minimum units required by the State Department of
15 Education and any additional units required by the local Board.
16
- 17 2. All full-time students in grades 9-12 shall be enrolled each semester in subjects that produce a
18 minimum of five (5) units of credit for graduation per year. Students with hardships and gifted
19 students may appeal this requirement to the Superintendent/designee and then to the Board.
20
- 21 3. Students must complete an Application for Early Graduation/Early Release if they desire to
22 leave high school in less than four (4) years. Students must have an appropriately planned
23 post-secondary education experience.
24
- 25 4. Students meeting the above conditions may be permitted to leave school before completing
26 four (4) years of attendance, if the school officials feel it is in the best interest of the student,
27 school and community. A transcript shall be given to each student showing the credits earned.
28
- 29 5. Students successfully completing the approved planned educational experience (as outlined
30 above) shall be eligible to receive their high school diploma at the most current graduation
31 period.

32 **ADDITIONAL CONDITIONS REQUIRED FOR CONSIDERATION**

33

34 To be considered for Early Graduation/Early Release from Oak Ridge High School, a student must be
35 considered a “Ready Graduate” according to the Tennessee Department of Education. To be
36 considered ready graduates, students must meet *at least one* of the following:

- 37 • Composite score of 21 or higher on ACT (or 1060 or higher on the SAT); or
- 38 • Complete 4 early postsecondary opportunities (EPSOs); or
- 39 • Complete 2 EPSOs and earn an industry certification; or
- 40 • Complete 2 EPSOs and earn a score of military readiness (31) on the ASVAB AFQT.

41

42 Students may complete an early postsecondary opportunity (EPSO) in any of the following ways:

- 1 • Complete an Advanced Placement (AP) course and attempt the AP Exam in the course
- 2 • Complete a Dual Enrollment course in which they are dually enrolled in a postsecondary
- 3 institution such as Roane State Community College or Tennessee College of Applied
- 4 Technology (TCAT).
- 5 • Complete a Local Dual Credit course and receive college credit.
- 6 • Complete a Statewide Dual Credit course and attempt the exam.
- 7

8 **WITHDRAWAL FROM OAK RIDGE HIGH SCHOOL**

9

10 Upon early graduation, students are withdrawn from Oak Ridge High School as graduates. Because
11 students are no longer enrolled as students, they cannot participate in extracurricular activities
12 including interscholastic sports or clubs at Oak Ridge High School. In addition, students may not take
13 courses at Oak Ridge High School once withdrawn as a graduate. Students wishing to take additional
14 coursework as electives toward a high school diploma should not apply for early graduation. Early
15 graduates will receive their diplomas on or after the date of their class's commencement. They may
16 participate in their class commencement ceremony.

17

18 **DEADLINE FOR APPLICATION SUBMISSION**

19

20 Students must submit an Application for Early Graduation/Early Release prior to registration for their
21 senior year.

22

23

24 **MOVE ON WHEN READY⁷**

25

26 The *Move on When Ready Act* provides public high school students who wish to graduate early with
27 the opportunity to graduate high school early and gain entry into a postsecondary institution. Students
28 intending to graduate early shall inform the school principal of this intent prior to the beginning of 9th
29 grade or as soon thereafter as the intent is known.

30 Students intending to graduate early shall inform the school principal of this intent prior to the
31 beginning of 9th grade or as soon thereafter as the intent is known.

32

33 In order to graduate early, students must meet the following requirements:

- 34 1. Earns ~~eighteen (18)~~ **seventeen (17)** credits that include;
 - 35 a. English I, II, III, and IV
 - 36 b. Algebra I and II
 - 37 c. Geometry
 - 38 d. United States History
 - 39 e. Two (2) courses in the same foreign language
 - 40 f. One (1) course selected from the following:
 - 41 I. Economics
 - 42 II. Government

- 1 III. World Civilizations
 2 IV. World Geography
 3 g. One (1) course selected from the following:
 4 I. History and appreciation of visual and performing arts
 5 II. A standard based arts course, which may include studio art, band, chorus,
 6 dance or other performing arts
 7 h. Health and Physical Education (Wellness)
 8 i. Biology
 9 j. Chemistry
 10 2. Has a cumulative GPA of at least 3.2 on the Uniform Grading System four (4) point scale;
 11 3. Scores at the On-Track or Mastered level on each End of Course assessment taken (excluding
 12 end-of-course assessments taken during the student's final semester prior to early graduation);
 13 4. Meets benchmark scores of twenty-one (21) or higher composite score on the ACT or an
 14 equivalent score on the SAT;
 15 5. Achieves a passing score on a nationally recognized foreign language proficiency assessment;
 16 and
 17 6. Completes two (2) early postsecondary courses.

18 A student pursuing early education through the Move on When Ready program may take two (2) high
 19 school English courses in an academic year.

20 A student pursuing early graduation through the Move on When Ready program must complete an
 21 intent form available from the department of education and submit it to her or his high school principal
 22 and the Department of Education.

23 A student pursuing early education through the Move on When Ready program is exempt from any
 24 additional graduation requirements.

25 A student who completes the Move on When Ready program shall be awarded a regular high school
 26 diploma.

27 The Superintendent or designee shall develop administrative procedures to ensure that the early
 28 graduation program is conducted in accordance with state law.
 29
 30

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103;
TRR/MS 0520-01-03-.06
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06; State Board of Education Policy
2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06
7. TCA 49-6-8103; State Board of Education Policy 2.103;
Public Acts of 2021, Chapter No. 493

Cross References

- Class Size Ratios 4.201
 Alternative Credit Options 4.209
 Honor Roll, Awards, & Class Ranking 4.602



Oak Ridge Schools

OFFICE OF
Finance Director

Telephone (865) 425-9004

MEMORANDUM

To: Dr. Bruce Borchers, Superintendent of Schools
From: Jenifer Van Dyke, Finance Director *JVD*
Subject: **FY'24 Budget Amendment #3**
Date: April 22, 2024

The attached FY'24 Budget Amendment #3 includes the following budget requests for Board of Education approval:

- Addition of \$225,000 to the General Fund (Fund 141) budget to establish a Grant Contingency for the Summer Learning Grant that was higher than anticipated. This budget amendment will be taken to the City of Oak Ridge in Spring 2024.

FY 24 FYTD Budget Summary - Budget Amendment #3

Fund	FY24 Original Approved Budget	Budget Amendment #1, #2, & #3	Budget Transfer #1 & #2	FY24 Revised & Amended Budget Amounts
Fund 141 (General Fund)	\$ 72,537,161.00	\$ 1,022,172.15	\$ (108,045.78)	\$ 73,451,287.37
Fund 142 (Federal)	\$ 5,087,614.00	\$ 2,277,596.47	\$ 108,045.78	\$ 7,473,256.25
Fund 143 (Food Service)	\$ 3,004,294.00			\$ 3,004,294.00
Fund 145 (Other Education)	\$ 155,021.00		\$ -	\$ 155,021.00
Fund 146 (Extended Child Care)	\$ 448,337.00			\$ 448,337.00
TOTAL All Funds	\$ 81,232,427.00	\$ 3,299,768.62	\$ -	\$ 84,532,195.62

Fund 141 Budget Amendment

To Be Presented to City Spring 2024

Fund 141 REVENUES	Account Number	Decrease	Increase
Establish Grant Contingency Budget	141 R 46980 000 000 00000 000	\$ -	\$ 225,000.00
Fund 141 EXPENDITURES	Account Number	Increase	Decrease
Establish Grant Contingency Budget	141 E719000 599 000 00000 000	\$ 225,000.00	\$ -
TOTAL		\$ 225,000.00	\$ 225,000.00

2024 Summer School Fees

Middle School

The summer program will be targeting those K-8 students most in need of additional instruction for educational progress and promotional purposes. The vast majority of these students fall under one of the subgroups targeted by ORS as in danger of not meeting grade level proficiency. In order to encourage more of these students to attend, there will be no fees or tuition.

High School

2024 Recommendation

Residents: No Charge

Non-Residents: \$150.00 per course

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: ORHS Date: 3-8-24

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: LEADERSHIP AND TEAM BUILDING

Destination: TENNESSEE ARMY NATIONAL GUARD FACILITY

Purpose of Trip: NJROTC AREA 9 EAST LEADERSHIP ACADEMY

Departure Date: 6-23-24 Departure Time: 0800

Return Date: 6-27-24 Return Time: 1800

Mode of Transportation: POV

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: TN ANG FACILITY BARRACKS

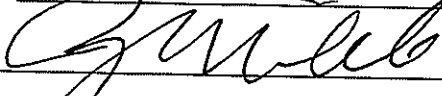
Address: 618 FITZHUGH BLVD

City: SMYRNA State: TN Zip: 37617

Phone: 619-972-7482 Contact Person: MIKE MALEY

Number of Nights: 5 Hotel Rating: NA

Name of School Sponsor/Date: RYAN NICHOLLS/3-8-24

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: 16

of Adults: 2

Chaperone/Student Ratio: 1:8

Professional Staff Chaperone(s)

- 1. Name: RYAN NICHOLLS Cell #: 865-712-1924
- 2. Name: DANIEL TROY Cell #: 615-495-1835
- 3. Name: _____ Cell #: _____
- 4. Name: _____ Cell #: _____

Other Chaperone(s):

- 1. Name: _____ Cell #: _____
- 2. Name: _____ Cell #: _____
- 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 _____
 \$ 170.00 Per Student TOTAL TRIP AMOUNT: \$ 2720.00

Provisions for those students unable to pay: _____
BECAUSE THIS IS NOT A MANDATORY TRIP AND NO GRADE WILL BE ASSIGNED, CADETS WHO WISH TO ATTEND, MUST PAY OUT OF POCKET.

Other information, comments, and special arrangements: (foreseeable hazards must be identified)
 NONE

Staff Member: RYAN NICHOLLS

Date: 3-8-24

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: *[Signature]*

Date: 3-11-24

Superintendent or Designee's Action: Approved: Disapproved:

Superintendent or Designee's Signature: _____ Date: _____

Board Approval Date (if required): _____



Oak Ridge Schools – Campus Leave/Field Trip Permission Form

Name of Group: NJROTC

Destination: TN ARMY NATIONAL GUARD BASE IN SMYNA, TN

Mode of Transportation: POV Purpose: LEADERSHIP CAMP

Date: 6 / 23 / 24 Time: 0800 to Date: 6 / 27 / 24 Time: 1800

Expected Number of Participants: 16 Expected Number of Chaperones: 2

Teacher/Sponsor of Trip: RYAN NICHOLLS

Principal Signature: *[Signature]* Date: 3-8-24

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 : CHIEF NICHOLLS by: 6-14-24
 (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



UNITED STATES NAVY
JUNIOR RESERVE OFFICERS' TRAINING CORPS
Area "East" 13 Leadership Camp 2024
Columbia Central High School
921 Lion Parkway
Columbia, TN 38401

5060
CHS NJROTC
1 Nov 2023

From: Naval Science Instructor, Columbia Central High School
To: High School Navy Junior Reserve Officers' Training Corps Units
Subj: NAVY JUNIOR ROTC AREA "EAST" 13 LEADERSHIP CAMP 2024
LETTER OF INSTRUCTION

Ref: (a) NSTC M-5761.1B

Encl: (1) NJROTC Unit Registration & Naval Science Instructor Liability Form
(2) Welcome Letter & Parent/Guardian Permission/Medical Form
(3) Health Screen Questionnaire
(4) Cadet Sea Bag Required Items List
(5) Safety Organizational Risk Management Breakdown

1. Purpose: As per reference (a), Columbia Central High School Navy Junior Reserve Officer Training Corps (NJROTC) will plan organize and coordinate the NJROTC Area 13 Leadership Camp 2024 from 23 June 2024 to 27 June 2024 at Tennessee Army National Guard Base, located at 686 Fitzhugh Blvd, Smyrna, TN 37167.

2. Discussion: The goal for the NJROTC Leadership Camp for 2024 is to provide leadership and mentorship for NJROTC cadets that will enhance the cadet's overall self-esteem, confidence and gain a more in depth understanding of leadership application while simultaneously having cadets experience teamwork, esprit de corps and camaraderie with all cadets attending. Additionally, this Leadership Camp provides specific leadership role opportunities for the cadet staff to experience while in specific leadership positions. The Leadership Camp is led by Leadership Academy Graduate Cadets who complete the planning, coordination, and execution for the majority of Leadership Camp events.

Area "East" 13 NJROTC Leadership Camp 2024

1. Mission: On Sunday, June 23rd, 2024, Columbia Central High School NJROTC will commence the NJROTC Leadership Camp for 2024. This leadership camp encompasses three different/separate leadership training events including Basic Leadership Training (BLT) for rising NS2 cadets, Leadership Academy for BLT cadet graduates and Commanding Officer/Executive officer leadership school for specific eligible cadets to attend.

Dates: 23 June to 27 June 2024 (Sunday to Thursday)

Location: Tennessee Army National Guard Base Smyrna
686 Fitzhugh Blvd
Smyrna, TN 37167

Schedule: 10 April – Preliminary cadet names/t-shirt sizes due
10 May – Final cadet names due with payment (No Refunds)
22 June – Set up / acceptance of spaces
23 June – NJROTC School Units Arrive for Check In /1300
24 to 26 June Leadership Camp Events
27 June – Clean Up Space Turnover/ Graduation at 1000 /Depart 1300
28 June – Final Departure Preparations if needed

(Daily schedule of events will be developed and provided via separate correspondence)

(a) This Leadership Camp is an opportunity for Navy JROTC cadets from the Middle Tennessee area to complete five days of various leadership fundamentals training including leadership classroom instruction, uniform/personnel inspections, physical fitness training, formation marching and an orienteering exercise.

2. Policy:

a. Leadership Camp 2024 intent. To safely execute a comprehensive Leadership Camp 2024 for approximately 216 cadets over period of five days encompassing leadership training events outlined in this letter of instruction. All appropriate leadership events have been evaluated for Safety Organization Risk Management as per enclosure (5). An additional survey of safety will be completed upon completion of events as needed.

b. Required Documents and Forms. NJROTC Unit Naval Science instructors that have cadets attending the Area 13 East Leadership Camp 2024 are solely responsible to ensure their respective cadets have completed the NJROTC Standard Release Form, the Health Questionnaire Form (enclosure 3), the Parent Permission/Medical form (enclosure 2) and a current documented medical physical. Each cadet is required to have current physical that has been completed within last 4 months from 22 June 2024. NJROTC Unit Naval Science Instructors will complete and submit the Naval Science Instructor Liability and Cadet Registration Form (enclosure 1) to

Columbia Central High School Naval Science Instructor Master Chief Michael Maley no later than 10 May 2024. *All Naval Science Instructors are required to bring and have readily available all cadet documents mentioned above to the Area 13 East Leadership Camp 2024 for Area Manager Review prior to the physical fitness training on Tuesday 25 June 2024.*

c. The cost per cadet/instructor for the Leadership Camp 2024 is \$170.00. The cadet fee is applied to accommodate purchase of cadet meals, water bottles, t-shirts and other supply items needed to efficiently complete the Leadership Camp 2024. Preliminary cadet names and t-shirt sizes by school NJROTC unit is due 10 April 2024. Unit final cadet names are due 10 May 2024. **After 10 May 2024 there will not be refunds for cadets that do not attend.** NJROTC Units are allowed to swap out a male for male or a female for female cadets as needed. We are limited on male and female berthing racks. Cadet fees are due to Columbia Central High School no later than 10 May 2024. *School units may or may not be reimbursed cadet/instructor entry fees. Reimbursement payment will depend on Naval Service Training Command / Area Manager available funds.* Please make checks payable to CHS NJROTC.

d. Cadet Eligibility. NJROTC Cadets that have successfully completed one year of NJROTC and emulate high level of maturity and professionalism are eligible for the Basic Leadership Training. Basic Leadership Training graduates are eligible to attend the Leadership Academy. Cadets attending the Leadership Academy are required to have passed the NJROTC physical readiness test (PRT/Cadet Challenge) to be eligible for the Leadership Academy training.

(1) There will NOT be a physical readiness test (PRT) during the Leadership Camp. It is solely the responsibility of all Naval Science Instructors to ensure their respective Leadership Academy cadets have successfully completed and passed the Physical Fitness Test with documentation recorded in the Citizenship Development Management Information System (CDMIS). Additionally, all cadets attending Leadership Academy should know their basic military knowledge such as general orders and basic Navy Chain of Command. *Do not allow cadets who are not emulating a high-level maturity and do not know basic military knowledge (basic general orders; Navy Chain of Command) to attend the Leadership Academy training.*

e. As per reference (a), all cadets will be assigned a berthing compartment that is determined by the cadet's biological birth gender. A cadet that is biological male is not authorized to have a rack in the female berthing. A cadet that is biological female is not authorized to have a rack in the male berthing. Cadets are only authorized to enter their respective berthing. Entering a berthing other than their assigned berthing requires permission from Naval Science Instructors or Chaperones.

f. Instructor/Chaperone. NJROTC School units must have at least one instructor attend the Leadership Camp with their cadets or have another instructor accept responsibility of those cadets accordingly by completing enclosure (1). Instructors and Chaperones will be placed in the base lodging and will have to pay approximately \$50 per night for their room. This cost may

or may not be reimbursed from Naval Service Training Command via respective area manager direction. All instructors and chaperones will be on official orders to stay in the lodging facility.

3. Leadership Camp 2024. The Area 13 East Leadership Camp 2024 consists of three separate training evolutions including Basic Leadership Training (BLT), Leadership Academy (LA) and Cadet Commanding Officer/Executive Officer Leadership Training.

a. Basic Leadership Training (BLT). Basic Leadership Training is the initial leadership experience for cadets in a format that is similar to basic training and/or "boot camp". This training provides classroom instruction, marching, orienteering, uniform inspection, locker inspection, and leadership application. BLT focuses on attention to detail and complying with strict guidance of expectations through the training evolutions. Cadets attending Basic Leadership Training are required to meet the following requirements to attend this training. Naval Science instructors are solely responsible for ensuring their respective cadets meet the standards identified below.

- 1) Be a rising NS2 or above
- 2) Cadet demonstrates excellent conduct
- 3) Cadet demonstrates above average initiative
- 4) Cadet emulates above average military bearing and personal appearance

b. Leadership Academy. The Leadership Academy training is for cadets that have successfully graduated from the Basic Leadership Training and emulate extraordinary professional military bearing and have demonstrated a higher level of leadership potential. Cadets attending Leadership Academy are required to meet the following requirements to attend this training. Naval Science instructors are solely responsible for ensuring their respective cadets meet the standards identified below.

- 1) Cadet is a Basic Leadership Training Graduate
- 2) Cadet has passed the Physical Readiness Test (Cadet Challenge)
- 3) Cadet demonstrates high level of leadership by example
- 4) Cadet has 90% or above on uniform/personnel appearance inspections
- 5) Cadet knows military knowledge for General Orders and basic Navy Chain of Command
- 6) Cadet emulates higher level of military bearing and military courtesies

c. Cadet Commanding Officer/Executive Officer Leadership Training. The Commanding Officer/Executive Officer training is for cadets that have already emulated outstanding leadership skills and are candidates for the top leadership positions within a NJROTC unit. This training includes 14 hours of specific classroom leadership instruction lessons that will increase the cadet's leadership toolbox while simultaneously allowing the cadets to learn from their fellow cadets on best practices of leadership for a NJROTC unit. These cadets are the top 10% of a NJROTC Battalion or Company. Cadets attending the Leadership Academy Training are allowed to attend the CO/XO Leadership Training. Cadets attending the CO/XO Leadership Training are required to meet the following requirements to attend this training. Naval Science instructors are solely responsible for ensuring their respective cadets meet the standards identified below.

- 1) Cadet is a Basic Leadership Training Graduate
- 2) Cadet has passed the Physical Readiness Test (PRT)
- 3) Cadet demonstrates outstanding leadership by example
- 4) Cadet has 95% or above on uniform/personnel appearance inspections
- 5) Cadet expertly knows military knowledge for General Orders and basic Navy Chain of Command
- 6) Cadet emulates outstanding level of military bearing and military courtesies

4. Cadet Support/Cadre Staff. The foundation of making the Leadership Camp 2024 successful is primarily due to the Leadership Camp 2024 Cadet Battalion Staff. Therefore, it is imperative that the cadets nominated for Cadet Support/Staff emulate the highest levels of leadership abilities and are the top 5% of cadets within the NJROTC Units. For cadets to be eligible for the Leadership Camp Battalion Staff of CO, XO and OPS must have completed all three camps successfully including the Commanding Officer/Executive Officer Leadership School. Cadets who are assigned to lower-level Battalion and/or Company staff leadership positions must have completed Leadership Academy but are allowed to participate in the Commanding Officer/Executive Officer Leadership Training.

a. *However, the goal is to have a sufficient amount of Battalion and Company staff leaders to efficiently execute events for all Leadership Camps.* Cadets are required to meet the following requirements to be assigned as Cadet Support/Cadre Staff. To ensure we have the best possible cadet camp leadership, cadet staff position assignments will be completed via nominations and discussions from all Naval Science Instructors that have cadets attending the Leadership Camp 2024. Naval Science instructors are solely responsible for ensuring their respective cadets meet the standards identified below.

- 1) A Leadership Academy Graduate
- 2) Demonstrates Outstanding Leadership Abilities
- 3) Cadet demonstrates outstanding leadership by example
- 4) Cadet has 95% or above on uniform/personnel appearance inspections
- 5) Cadet expertly knows military knowledge for General Orders and basic Navy Chain of Command
- 6) Cadet emulates outstanding level of military bearing and military courtesies
- 7) Cadets for the Battalion Leadership positions of CO, XO & OPS are required to have completed Leadership Academy and the Commanding Officer/Executive Officer Leadership School Training

5. Cadet Required Items List/Sea Bag. Cadets attending the Leadership Camp 2024 are required to have all items listed in enclosure (4). All cadets will receive 2 pair of Navy Shorts, 2 short sleeve t-shirts and a water bottle.

6. Uniform/Personnel/Inspections. Cadets will wear the Naval Service Uniform (with ribbons, JBAR, name tag) for all personnel/uniform inspections. Cadets will NOT wear their rank, medals, or cords during inspections. For the graduation ceremony, cadets are allowed to wear full uniform with rank and cords accordingly. Cadre/Cadet Battalion & Company Staff are allowed to wear combo covers for Chief and above. Cadets are expected to know their military knowledge during inspections. Prior to the first official uniform/personnel inspection there will be guidance and direction provided, specifically for Basic Leadership Training Cadets. Cadets shall follow the basic guidelines below to prepare for uniform/personnel inspection.

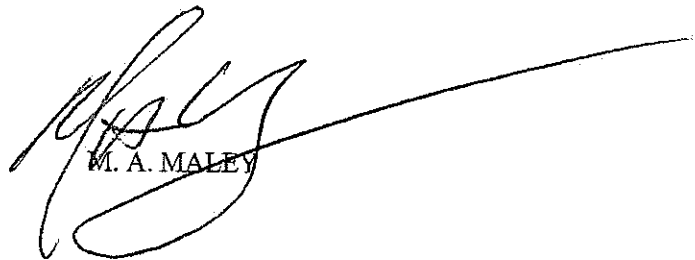
- 1) Grooming Standards
- 2) Shoes Shine
- 3) Pressed Uniform
- 4) Know Military Knowledge (Leadership Academy Cadets are expected to know basic military knowledge (general orders, Navy Chain of Command))
- 5) Ribbons/Name Tag Placement

7. Graduation. The graduation ceremony for all three leadership camps will be completed in school order for each Leadership Camp Training. Cadets are allowed to wear full uniform with rank and cords accordingly. Leadership Academy cords will be presented prior to graduation by the respective Naval Science Instructor for each cadet. Certificates for all Leadership Camp Training courses will be presented during the graduation ceremony. Guests are welcome to attend the graduation ceremony as indicated from enclosure (2) welcome letter. Location for graduation ceremony will be provided in separate correspondence.

8. Safety/Organizational Risk Management (ORM). Events that require complete safety/organizational risk management assessment include cadet drill marching and physical fitness training and/or cadet sports games. The primary risk is to ensure cadets are not dehydrated and or getting sunburned. A full ORM assessment is completed for all pertinent events as indicated in enclosure (5).

9. Space Clean Up Plan: Prior to departure from facilities all spaces must be clean and returned to condition when received. A comprehensive clean up plan will be developed requiring all instructor and cadet support accordingly.

10. Leadership Camp 2024 Point of Contact Information. The point of contact for this event is Master Chief Michael Maley at email mmaley@mauryk12.org or by phone at (619) 972-7482.



M. A. MALEY

Leadership Camp 2024 Registration & Instructor Liability Form

Complete this form and mail with payment (school check or money order made payable to Columbia Central High School NJROTC) to: (\$170 per instructor, chaperon cadet or cadet aide)



Columbia Central High School NJROTC at 921 Lion Parkway Columbia TN 38401

Unit/School: _____

Remarks/Information/Instructor Contact Information (i.e. Email cell number)

Basic Leadership Training (BLT)

	Last Name	First Name	F	M	Shirt Size
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
			0	0	

Leadership Academy

	Last Name	First Name	F	M	Shirt Size
1					
2					
3					
4					
5					
6					
7					
8					
9					
			0	0	

CO & XO Leadership Training

	Last Name	First Name	F	M	Shirt Size
1					
2					
3					
4					
			0	0	

Instructors

Last Name/Rank	First Name	F	M	Shirt Size

1 Cadet Aide Support (Cadre)

2 Last Name	First Name	F	M	Shirt Size
3				
4				
5				
6				
7				
			0	0

Each Cadet/Instructor fee is \$170.00

Registration fee (total attending)	0	\$0.00
Total		\$0.00

I have reviewed the Leadership Camp 2024 Letter of Instruction and I have verified all cadets listed above have completed required documents and have met respective eligibility requirements. I understand and will have readily available all cadet documents (including current medical physical) for Area 13 Manager Review.

Naval Science Instructor responsible for cadets listed above.

Printed Name/Rank:

Signature/Date



UNITED STATES NAVY
JUNIOR RESERVE OFFICERS' TRAINING CORPS

**Area 13 East NJROTC Leadership Camp 2024
Welcome Letter / Parent Permission/Medical Form**

1. Congratulations! Your cadet has been selected to attend the Naval Junior Reserve Officer Training Corps Leadership Camp from 23 June to 27 June 2024. The attached parent permission/medical form is required to be completed for each cadet attending. *All cadets must obtain and submit completed and documented current medical physical examination signed by a medical physician.* All cadets will be provided with meals and sleeping arrangements. Cadets' Naval Science Instructors will provide specific instructions of documents required and an itemized list of what cadets are required to bring to the Leadership Camp 2024. Cadets' cell phones will be collected at check in on 23 June. To ensure the highest level of efficient and productive training your cadet will not have their cell. Parents/Guardians shall contact your cadet's Naval Science Instructor(s) for questions or have an emergency need to talk to your cadet. The contact information for your cadet's Naval Science Instructor is provided below.

2. The goal for the NJROTC Leadership Camp for 2024 is to provide leadership and mentorship for NJROTC cadets that will enhance the cadet's overall self-esteem, confidence and gain a more in depth understanding of leadership application while simultaneously having cadets experience teamwork, esprit de corps and camaraderie with all cadets attending.

3. Parents/Guardians are encouraged and welcomed to attend the Leadership Camp 2024 Graduation Ceremony on 27 June 2024 at 1000am. Location for the Leadership Camp 2024 and graduation is the Tennessee Army National Guard Base, located at 686 Fitzhugh Blvd, Smyrna, TN 37167. Contact your cadets Naval Science Instructor for specific guidance with the graduation ceremony.

Cadet Name _____

Selection(s)	Leadership Camp 2024 Trainings
	Basic Leadership Training (BLT) (NS2 or above)
	Leadership Academy (BLT Graduate from previous camp)
	CO/XO Leadership Training
	Cadet Staff Support (Cadre)

Instructor Name _____

Instructor Cell Number _____



**Leadership Camp 2024
Parent Permission/Medical Form**

Cadet Name _____

Last Name

First Name

School _____

Family/Guardian Information Emergency Contacts

Name	Relationship	CELL
1 _____		
2 _____		
3 _____		

Medical Information / Medications Informaion

Any medical information needed to know about your cadet?

List Medications

I provide permission for my NJROTC cadet listed above to attend the Leadership Camp 2024 from 23 June to 27 June 2024. I have provided needed medical information.

Printed Name _____

Signature _____

Date _____ Cell Mobeil Number _____

HEALTH RISK SCREENING QUESTIONNAIRE

CADET NAME: _____

SCHOOL NAME: _____

Date of cadet's most recent pre-participation sports physical: _____

PART A – TO BE COMPLETED BY THE CADET AND PARENT/GUARDIAN
 (Circle the appropriate response to EACH question)

- | | | |
|---|-----|----|
| 1. Have you had a medical illness, injury or surgery since your last check up or sports physical? | Yes | No |
| 2. Do you have difficulty doing strenuous (great effort) exercise? | Yes | No |
| 3. Do you have a medical notice from your physician to NOT to participate in long distance runs, such as a 1-mile-run? | Yes | No |
| 4. Do you have a medical notice from your physician that you are NOT to do curl-ups or push-ups? | Yes | No |
| 5. Do you exercise less than three times per week for at least thirty minutes? | Yes | No |
| 6. Have you had any broken bones, a serious accident, or <u>any type of</u> surgery in the last six months? | Yes | No |
| 7. Do you use tobacco of any kind? | Yes | No |
| 8. Have you experienced chest, neck, jaw or arm discomfort while doing physical activity? | Yes | No |
| 9. Do you have difficulty breathing or have sudden breathing problems at night? | Yes | No |
| 10. Has Asthma ever been documented in any of your medical records growing up? | Yes | No |
| 11. Do you currently have Asthma? | Yes | No |
| 12. Are you using an inhaler to aid in breathing? | Yes | No |
| 13. Do you experience any shortness of breath with relatively low levels of exercise or exertion? | Yes | No |
| 14. Have you felt any chest pain at rest? | Yes | No |
| 15. Do your medical records contain any known cardiac (heart) disease? | Yes | No |
| 16. According to the Navy's height/weight table published on line at: https://www.navycs.com/navyheightweightchart.html are you overweight? | Yes | No |
| 17. Has your physicians limited any activity due to dizzy/fainting spells, frequent headaches, or frequent back pains? | Yes | No |
| 18. Have you ever experienced dehydration after strenuous physical exercise that has resulted in your physician now recommending or limiting certain physical activities? | Yes | No |
| 19. Are you currently under treatment by a physician or other medical practitioner? | Yes | No |
| 20. Has your mother or sister died without any explanation or suffered a heart attack before the age of 55? | Yes | No |
| 21. Has your father or brother died without any explanation or suffered a heart attack before the age of 45? | Yes | No |
| 22. Do you have high blood pressure or are you on blood pressure medication? | Yes | No |

- | | | |
|---|-----|----|
| 23. Has a doctor ever told you that you have high cholesterol or are you on cholesterol medication? | Yes | No |
| 24. Do you have diabetes? | Yes | No |
| 25. Have you experienced episodes of rapid beating or fluttering of the heart? | Yes | No |
| 26. Do you suffer from lower leg swelling of both legs? | Yes | No |
| 27. Is there any history of metabolic disease (thyroid, renal, liver) listed in any of your medical records? | Yes | No |
| 28. Do you have a bone, joint, or muscle problem that prevents you from doing strenuous exercises? | Yes | No |
| 29. Have you unintentionally lost/gained more than 10 percent of your body weight since your last PFA? | Yes | No |
| 30. Have you ever been diagnosed with Sickle Cell Trait? | Yes | No |
| 31. Do you have a current prescription for epinephrine (or "epi" pen) for situational use? | Yes | No |
| 32. Are you currently taking any prescription or non-prescription (over the counter) medications or pills? | Yes | No |
| 33. Do you have any current skin problems (for example, itching, rashes, acne, warts, fungus, blisters, pressure sores, or bites) <u>of any kind?</u> | Yes | No |
| If Yes, Please specify: _____ | | |
| 34. Have you ever become ill from exercising in the heat? | Yes | No |

Cadet Signature/Date

Parent/Guardian Signature/Date

PART B – TO BE COMPLETED BY A LICENSED MEDICAL PRACTITIONER

(If any of the answers to the questions above were YES, the following section must be completed and signed by a licensed medical practitioner)

1. List significant clinical history and/or current medication and treatment regimen of the above cadet: (Use below as necessary)

2. Recommended/released for participation in strenuous physical activities including the mile run.

Yes No

Signature of Medical Practitioner

Date



**Leadership Camp 2024 Cadet Required Items
"Seabag List"**

Uniform Required Items

QTY	Nomenclature
2	Navy NSU Khaki Shirts
2	Navy NSU Pants
5	White T Shirts
2	Belts (Male Only)
2	Buckles (Male Only)
1	Pair of Uniform Shoes
2	Garrison Covers
1	Combo Cover (Cadre Cadets Only)
1	Name Tag
Set	Ribbons
1	Rank
1	JBAR
1	Shirt Stays
4	Pair of Black Socks
2	Garrison Foul Anchors
1	Navy PTU Shirt Short Sleeve
1	Navy PTU Shorts
	Items need for females to meet grooming standards

Other Required Items

QTY	Nomenclature
5	Pair of Underwear/Briefs
3	Athletic Support Underwear
1	Pair of Shower Shoes (Flip Flops)
3	Bath Towels
	Shampoo
	Soap
	Deodorant
	Female Hygiene Products
	Shaving Cream
	Razors for Shaving
	Sunblock

Sleeping Required Items

	Sheets Twin Size
	Blanket
	Pillow & Pillow Case

Note

All cadets will receive 2 PTU short sleeve t-shirts, 3 PTU Shorts, 1 water bottle, 1 back pack sack, 1 notebook, pen & pencil upon check into to the Leadership Camp 2024.

Unauthorized Items

Cell Phones
Wrist Watches
IPHONE Watches
EarPods
Tobacco
Alcohol



Leadership Camp 2024
Organizational Risk Management Safety Assessment

No	Activity	Key Risk	Risk Level	Mitigation Strategy
1	Leadership Camp Events	Fatigue/Medical Issues	Medium	Current Medical Physicals required for each cadet to attend the Leadership Camp
2	Outside Drill Formation Marching	Dehydration	High	Water Bottles; Constant Hydration for all cadets; Breaks in the shade
3	Outside Drill Formation Marching	Sunburn	High	Active Application of Sun Block
4	Outside Orienteering Exercise	Dehydration	High	Water Bottles; Constant Hydration for all cadets; Breaks in the shade
5	Outside Orienteering Exercise	Sunburn	High	Active Application of Sun Block
6	Outside Physical Fitness Sports/Cadet Games	Dehydration	High	Water Bottles; Constant Hydration for all cadets; Breaks in the shade
7	Outside Physical Fitness Sports/Cadet Games	Sunburn	High	Active Application of Sun Block
8	Outside Physical Fitness Sports/Cadet Games	Sprained Ankle	Medium	Instructor Safety Observers; pre inspection of field area for potholes or ground obstructions

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: ORHS Date: 3-8-24

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: LEADERSHIP AND TEAM BUILDING

Destination: BOY SCOUT CAMP DAVY CROCKETT

Purpose of Trip: JROTC CADET LEADERSHIP CAMP (JCLC)

Departure Date: 6-2-24 Departure Time: 0800

Return Date: 6-8-24 Return Time: 1500

Mode of Transportation: SCHOOL 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: _____

Hotel/Motel Name: BSA AT CDC

Address: 142 SCOUT CAMP ROAD

City: WHITESBURG State: TN Zip: 37891

Phone: 757-282-3909 Contact Person: JULIE CUNNINGHAM

Number of Nights: 6 Hotel Rating: NA-staying in cabins

Name of School Sponsor/Date: RYAN NICHOLLS/3-8-24

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: 8

of Adults: 1

Chaperone/Student Ratio: 1:8

Professional Staff Chaperone(s)

1. Name: _____ Cell #: _____

2. Name: _____ Cell #: _____

3. Name: _____ Cell #: _____

4. Name: _____ Cell #: _____

Other Chaperone(s):

1. Name: DENNIS SNYDER Cell #: 865-717-1491

2. Name: _____ Cell #: _____

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 _____

\$ 175.00 Per Student TOTAL TRIP AMOUNT: \$ 1400.00

Provisions for those students unable to pay: _____
BECAUSE THIS IS NOT A MANDATORY TRIP AND NO GRADE WILL BE ASSIGNED, CADETS WHO WISH TO ATTEND, MUST PAY OUT OF POCKET.

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

NONE

Staff Member: RYAN NICHOLLS

Date: 3-8-24

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: [Signature]

Date: 3-11-24

Superintendent or Designee's Action: Approved: Disapproved:

Superintendent or Designee's Signature: _____ Date: _____

Board Approval Date (if required): _____



Oak Ridge Schools – Campus Leave/Field Trip Permission Form

Name of Group: NJROTC

Destination: CAMP DAVY CROCKETT

Mode of Transportation: BUS Purpose: JCLC CAMP

Date: 6 / 2 / 24 Time: 0800 to Date: 6 / 8 / 24 Time: 1500

Expected Number of Participants: 8 Expected Number of Chaperones: 1

Teacher/Sponsor of Trip: RYAN NICHOLLS

Principal Signature: *[Signature]* Date: 3-8-24

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: CHIEF NICHOLLS by: 5-31-24
(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

KNOX AREA
HIGH SCHOOL NJROTC UNITS
01 March 2024

Dear Parent/Guardian:

The _____ High School JROTC Cadet Leadership Camp (JCLC) to Camp Davy Crockett (CDC) will take place on Sunday, 2 June 2024 – Saturday, 8 June 2024.

- Transportation WILL NOT be provided. Your cadet must be at the Camp between 10:00am-11:00am Sunday morning for check-in and processing.
- Camp will end at approximately 9:00am on Saturday, 8 June. At the conclusion of JCLC, all adults will be departing the Camp. **PLEASE** be on time at the Camp to pick up your child.
- **PLEASE** be sure your child eats something before reporting to BHS Sunday morning. The camp does not provide lunch on Sunday and the evening meal is not until 5pm.
- Please be sure your child has started to compile the required items for camp. It is essential that all items on the packing list are brought to camp. There is a camp store, but the hours of operation and available supplies will be limited, so please do not depend on the camp store to stock supplies for your child. If your child has misplaced their packing list, please let the instructors know so another list can be distributed. The camp packing list will be distributed soon!
- A Swim Shirt is mandatory for ALL CADETS.....NO EXCEPTIONS!
- Water shoes that are closed toe and closed heel are mandatory for ALL CADETS.....NO EXCEPTIONS!
- I strongly suggest that your cadet bring extra money. If they desire additional refreshments or souvenirs from the camp store or white-water rafting facility, additional monies will be needed.
- To qualify for participating in this field trip, students must have passed all Spring Semester 2024 classes, and have had no behavioral or disciplinary problems.
- There is extremely limited parking at the camp, so there will NOT be a ceremony at the conclusion of camp.
- You will drop your child off at Camp on Sunday and you will pick them up at Camp on Saturday; PERIOD.

In the coming weeks we will provide additional information and updates when they become available.

Respectfully,
Gunny Cooper & Chief Cunningham

Should you have any questions, please contact GySgt Cooper or Chief Petty Officer Cunningham at craig.cooper@knoxschools.org or juliet.cunningham@knoxschools.org

**Knox County Schools
PERMISSION FORM**

Dear Parent/Guardian:

The _____ High School NJROTC unit will conduct a 6-day field trip to Camp Davy Crockett (CDC) for JROTC Cadet Leadership Camp (JCLC) on **Sunday, 2 June 2024 – Saturday, 8 June 2024**. Transportation **WILL NOT** be provided. Your cadet must be at the Camp between 10:00am-11:00am Sunday morning for check-in and processing. Camp will end at approximately 9:00am on Saturday June 8th. At the conclusion of JCLC, all adults will be departing the camp. Please be on time at the camp to pick up your child.

Lodging, three meals per day, a Camp T-shirt, bus transportation to and from white-water rafting, and all admission fees will be included in the **\$230 fee**. Cadets may wish to bring extra money if they desire additional refreshments or souvenirs from the camp concession store or white-water rafting facility.

Please note: the \$230 payment will be non-refundable after April 30th.

To qualify for participating in this field trip, students must have passed all Spring Semester 2024 classes, and have had no behavioral or disciplinary problems.

This signed permission form, and the REQUIRED DOCUMENTATION ENVELOPE are due to NJROTC by the end of the school day, Friday, April 26, 2024-----NO EXCEPTIONS!!!

In the coming weeks we will provide additional information and updates when they become available.

Should you have any questions, please email GySgt Craig Cooper or CPO Julie Cunningham at Craig.cooper@knoxschools.org or juliet.cunningham@knoxschools.org

Please retain the top portion of this form for yourself

Please tear off bottom portion and return to SNSI/NSI before 26 April 2024

PERMISSION SLIP

My Cadet, _____, has permission to attend the field trip to
Please print

Camp Davy Crockett JCLC from June 2, 2024, to June 8, 2024.

Parent Name _____ Date _____
Please print

Parent Signature _____ Date _____

Parent Cell Number _____ Alternate Number _____

Cadet / Cadre / Chaperone

In-Processing Folder Checklist

Have the following items in the appropriate folder and return to your SNSI/NSI:

1. School Roster *
2. Fitness Statement *
3. Individual participant folders
 - a. BSA Health Record (Physical form)
 - b. BSA Release and Indemnity / Hold Harmless Agreement (New)
 - c. Consent for Medical Treatment Form
 - i. Proof of Insurance: Copy of the participants Insurance Card
 - d. Doctor's Medical Clearance Form
 - e. Cadet Information Form
 - f. Cadre Information Form
 - i. Youth Protection
 - ii. Hazardous Weather
 - g. Chaperone Contract Form **FOR ADULT CAMPERS ONLY**
 - h. Chaperone Information Form
 - i. Youth Protection
 - ii. Hazardous Weather
 - i. Army Covenant Not to Sue Form
4. Approved waivers

* Place these documents on the top of the stack of folders for your school. Place a rubber band around the entire stack to keep them together.

APPENDIX D -- NJROTC HEALTH RISK SCREENING QUESTIONNAIRE (page 1 of 2)

Cadet Name: _____ (Printed Name)

NJROTC Unit: _____ High School, Knox Area, TN

Date of your most recent pre-participation sports physical examination _____

Part A – TO BE COMPLETED BY THE CADET AND PARENT/GUARDIAN

Directions: Please answer Yes or No to the following questions: (Do not leave any questions blank)

- | | |
|--|--|
| 1. Do you have difficulty doing strenuous (great effort) exercise? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Have you been told NOT to participate in long distance runs, such as a 1-mile-run? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Have you been told NOT to do curl-ups or push-ups by a physician or other medical professional? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Do you exercise less than three times per week for at least thirty minutes? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Have you had any broken bones or a serious accident in the last three months? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Do you use tobacco of any kind? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Have you experienced chest, neck, jaw or arm discomfort while doing physical activity? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Do you have asthma or are you using an inhaler to aid in breathing? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. Do you experience any shortness of breath with relatively low levels of exercise or exertion? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. In the last month have you felt any chest pain at rest? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 11. Do you have any known cardiac (heart) disease? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 12. Do you think you are overweight? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 13. Do you have dizzy/fainting spells, frequent headaches, or frequent back pains? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 14. Have you ever experienced dehydration after strenuous physical exercise? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 15. Are you currently under treatment by a physician or other medical practitioner? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 16. Has your mother or sister died without any explanation or suffered a heart attack before the age of 55? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 17. Has your father or brother died without any explanation or suffered a heart attack before the age of 45? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 18. Do you have high blood pressure or are you on blood pressure medication? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 19. Has a doctor ever told you that you have high cholesterol or are you on cholesterol medication? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 20. Do you have sugar diabetes? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 21. Have you experienced episodes of rapid beating or fluttering of the heart? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 22. Do you suffer from lower leg swelling of both legs? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 23. Do you have difficulty breathing or have sudden breathing problems at night? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 24. Do you have any personal history of metabolic disease (thyroid, renal, liver)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 25. Do you have a bone, joint, or muscle problem that prevents you from doing strenuous exercises? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 26. Have you unintentionally lost/gained more than 10 percent of your body weight since your last PFT? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 27. Have you ever been diagnosed with Sickle Cell Trait? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Cadet Signature

Date

Parent/Guardian Signature

Date

APPENDIX D -- NJROTC HEALTH RISK SCREENING QUESTIONNAIRE (page 2 of 2)

Part B - If any of the answers to the questions above were **YES**, request that the following section be completed and signed by a licensed medical doctor or registered school nurse:

Significant clinical history and/or current medication and treatment regimen of the above cadet: (Use reverse side if necessary)

Recommended/released for participation in strenuous physical activities including the 1.5-mile-run? Yes No

Signature of Medical Practitioner

Date

CNET Form 1533/106 (09-02)

**APPENDIX F
CONSENT TO MEDICAL TREATMENT
(All Participants Cadre/Chaperone/Cadets)**

STATEMENT REQUIRED BY PRIVACY ACT OF 1974

(1) AUTHORITY: TITLE 10, U.S. CODE 2102.

(2) PRINCIPAL PURPOSES: A statement authorizing medical care in civilian or government medical facilities while attending or traveling to or from JROTC annual JCLC.

(3) ROUTINE USES: Normal personnel actions: Disclosure of information may be provided to proper authorities in actions regarding medical treatment, legal actions as a result of injury or death, and investigation of accident resulting from JROTC annual JCLC.

(4) MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary. Failure to complete form will disqualify JROTC cadet from participating in specific voluntary training exercises.

I _____, consent to be treated in an Army Hospital, or any other government or civilian medical facility, near or in-route to Camp Davy Crockett, near Rogersville, TN while attending or traveling to or from JROTC annual JCLC from _____ to _____.
(Date) (Date)

This consent encompasses all procedures and treatments that are found to be necessary or desirable, in the judgment of the professional staff of any of the above-named medical facilities. I understand that this consent is of a general nature and accordingly list the following exceptions to this consent (if no exceptions write "No Exceptions")

I (am) (am not) on medication. (List type on back, if on medication)

I (am) (am not) allergic to medication. (List type on back, if allergic)

It is understood that this consent can be withdrawn in writing or orally at any time.

Signature of Witness

Signature of Cadet

Print Name of Witness

Print Name of Cadet

Last 4 SSN _____

PARENT OR GUARDIAN: (When cadet is a minor or unable to give consent), I _____, parent/guardian of _____ have read and understood the above consent to treatment and hereby expressly consent to the above-described treatment.

Signature of Witness

Signature of Parent

Print Name of Witness

Print Name of Parent

Last 4 SSN _____

**APPENDIX G
CADET INFORMATION
(Pg. 1 of 2)**

STATEMENT REQUIRED BY PRIVACY ACT OF 1974

1. **AUTHORITY:** Title 10, U.S. Code 2102

2. **PRINCIPAL PURPOSE(S):** To gather information, emergency points of contact, and statement of the physical condition of JROTC cadets attending JCLC.

3. **ROUTINE USES:** Normal Personnel Actions - Disclosures of information may be provided to proper authorities in actions regarding medical treatment, legal actions, investigation of accidents, preparation of statistics and training records resulting from annual JCLC.

4. **MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Disclosure is voluntary. Failure of cadet to complete form will disqualify JROTC cadets from participating in annual JCLC.

1. **Cadet:**

(Last Name, First, MI)

2. _____

(Name of School)

3. I will attend the annual JCLC from June 2, 2024 to June 8, 2024 at Camp Davy Crockett.

4. **Parent or Guardian**

(Name and Address)

5. Telephone: _____ Other: _____

6. **Family Doctor:**

(Name and Address)

7. Telephone: _____ Other: _____

8. **Dentist:**

(Name and Address)

9. Telephone: _____ Other: _____

**APPENDIX G
CADET INFORMATION
Pg. 2 of 2**

NOTE: IF PARENT OR GUARDIAN CANNOT BE CONTACTED, PLEASE LIST ONE OTHER PERSON TO CONTACT IN CASE OF AN EMERGENCY.

10. **Emergency Contact (other than parent):**

(Name and Address)

11. Telephone: _____ Other: _____

STATE OF PHYSICAL CONDITION

To the best of my knowledge, my son/daughter/ward is in good physical condition. Participation in the JROTC annual camp, in my opinion, will not have an adverse effect on his/her health and well-being. I will inform the JROTC Instructor and the JCLC Commander of any changes.

(_____) Initials

My son/daughter/ward has a history of (identify illnesses or any other ailments) _____, and is on _____ medication. He/she is allergic to the following medication: _____ . (_____) Initials

NOTE: Students that are found to have a previous history of any type of illness, past injury, and/or symptoms of suspected medical ailment, will be returned home if treatment is needed or desired.

DENTAL RECORDS

I acknowledge my dental records contain detailed profiles and/or x-rays of sufficient detail for identification. Cadet (does) (does not) have a dentist or dental records.

(Print Parent/Guardian)

(Signature of Parent/Guardian) Date: _____

**APPENDIX K
COVENANT NOT TO SUE
OFF-CAMPUS TRAINING AND PRACTICAL FIELD/HIGH RISK TRAINING**

(1) AUTHORITY: Title 10, U.S. Code 23-1.

(2) PRINCIPAL PURPOSE(S): To release the U.S. Government, the host institution, and the state in which said institution is located from liability for injury; death, or damages for JROTC cadets participating in voluntary off-campus training programs, practical field, and high-risk training.

(3) ROUTINE USES: Normal personnel actions. Disclosures of information may be provided to proper authorities in actions regarding law enforcement, legal actions as a result of injury or death, and investigations of accidents resulting from such voluntary off-campus training, practical field, and high-risk training.

(4) MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary. Failure to complete form will disqualify JROTC cadets from participating in specific voluntary training exercises.

I _____, residing at _____,
(Print cadet full name) (Address) (City)

do hereby agree that in consideration for being allowed to participate in JROTC Cadet Leadership Challenge conducted by Camp Davy Crockett and the Army JROTC

APPENDIX M

Doctor's Medical Clearance
Use only if under medical care / medications!

(For Cadets or Cadre who have medical conditions that may prevent them from participating at camp)

Doctor's Name: _____

Address: _____

THRU: Commandant, JCLC – CDC 2024

TO: Your schools higher HQ...

Sir,

I understand that JCLC is a physically demanding JROTC summer training event which includes the following training activities: Physical Training (run up to 1.5 miles), Rappelling, High Ropes, Land Navigation, Obstacle Course, Rope Bridge, Water Safety, Archery, Marksmanship, Leadership Reaction Course, First Aid, Team Sports, and daily foot marches. The duty day begins at 6 AM and ends at 9 PM. The training environment makeup will be uneven terrain, wooded areas with hills with temperatures ranging above 90 degrees routinely.

This Cadet has been under my care for the following condition/s:

_____ and is
prescribed the following medication/s:

I have evaluated the student's health and certify that they are physically capable of performing all tasks listed above. (Note exceptions or special instructions if there are any.)

Doctor's Name: _____

Doctor's Signature: _____

Date: _____

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: 3/28/24

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: Early Childhood Education// FCCLA

Educational Activity: Gaining leadership skills through meetings/sessions

Destination: Seattle Convention Center

Purpose of Trip: FCCLA National Leadership Conference

Departure Date: 06/28/2024 Departure Time: 8:00 am

Return Date: 07/04/24 Return Time: 2:00 pm

Mode of Transportation: Airplane

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: Sheraton Grand

Address: 1400 6th Ave

City: Seattle State: WA Zip: 98101

Phone: (206) 621-9000 Contact Person: _____

Number of Nights: 6 Hotel Rating: 4.5

Name of School Sponsor/Date: Bev Sparks

Signature of School Sponsor:  Cell #: (731) 733-1995

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: 10

of Adults: 2

Chaperone/Student Ratio: 1/5

Professional Staff Chaperone(s)

- 1. Name: Bev Sparks Cell #: (731) 733-1995
- 2. Name: _____ Cell #: _____
- 3. Name: _____ Cell #: _____
- 4. Name: _____ Cell #: _____

Other Chaperone(s):

- 1. Name: Adam Sparks Cell #: (615) 974-4409
- 2. Name: _____ Cell #: _____
- 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 _____

\$ 650 Per Student TOTAL TRIP AMOUNT: \$ 6500

Provisions for those students unable to pay: _____

The trip is optional

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

Staff Member: BEN SPATY

Date: 3/28/24

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 Gots

Date: 4-1-24

Superintendent or Designee's Action: Approved: Disapproved:

Superintendent or Designee's Signature: _____ Date: _____

Board Approval Date (if required): _____



Oak Ridge Schools – Campus Leave/Field Trip Permission Form

Name of Group: ORHS FCCLA

Destination: Seattle Convention Center

Mode of Transportation: Airplane Purpose: Gaining leadership skills through meetings/sessions

Date: 6 / 28 / 24 Time: 8 am to Date: 7 / 4 / 24 Time: 2 pm

Expected Number of Participants: 10 Expected Number of Chaperones: 2

Teacher/Sponsor of Trip: Bey Sparks

Principal Signature: *[Signature]* Date: 4.1.24

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: B. Sparks by: 04/09/2024
 (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.

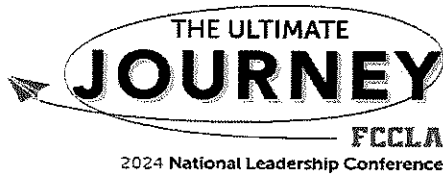
I will be responsible for the damage to personal property of others or injury to other people caused by my son/daughter.

 Parent/Guardian (printed)

 Parent/Guardian (signature) _____
 Date

Please provide 2 Emergency Contact Phone Numbers

_____ Name/Relationship	_____ Number
_____ Name/Relationship	_____ Number



2024 National Leadership Conference

Tentative At-A-Glance Schedule (Subject to Change)

As of 2/28/24

February 28, 2024
June 6, 2024

[Pre-Registration Webinar \(Register here\)](#)
[Virtual First Time Attendee Webinar \(Register here\)](#)

Thursday, June 27

START	END	EVENT
8:00 AM	6:00 PM	State Adviser City Acclimation

Friday, June 28

START	END	EVENT
8:00 AM	6:00 PM	Conference Registration (Day 1)
1:00 PM	3:00 PM	National Officer Candidate Adviser Orientation
1:00 PM	3:00 PM	National Officer Candidate Nominating Committee Orientation & Meeting
1:00 PM	3:00 PM	National Officer Candidate Orientation & Project Center
3:30 PM	8:00 PM	National Officer Candidate Nominating Committee Interviews
5:00 PM	8:00 PM	State Advisers Session & Welcome Reception

Saturday, June 29

STAR EVENT COMPETITIONS: (Subject to Change)

Culinary Arts & Baking and Pastry (Offsite)

Challenge Testing

Skill Demonstration Events:

Fashion Sketch

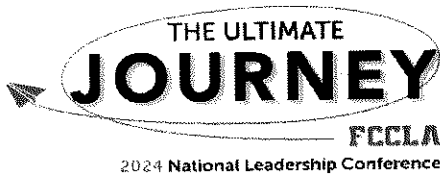
FCCLA Creed Speaking & Interpretation

Pastry Technical Decorating

Speak Out for FCCLA

Technology in Teaching

7:30 AM	8:00 AM	Skill Demonstration Event Consultant/Evaluators Orientation
8:00 AM	8:20 AM	Skill Demonstration Event Participant Check-in
8:00 AM	10:00 AM	National Officer Candidate Nominating Committee Interviews
8:00 AM	2:00 PM	Skill Demonstration Event Competitions
8:00 AM	4:00 PM	Challenge Testing
8:00 AM	6:00 PM	Conference Registration (Day 2)
10:30 AM	12:30 PM	National Officer Candidate Fishbowl
12:00 PM	3:00 PM	Fashion Show Jury Selection <i>A panel of judges will select the student designers who will be featured at the FCCLA Fashion Show during the Adviser Recognition Session.</i>
1:00 PM	2:00 PM	Youth Networking – High School level
1:00 PM	2:00 PM	Youth Networking – Middle level
1:00 PM	2:00 PM	Adviser Professional Development Session
1:30 PM	3:00 PM	STAR Events Lead / Assistant Lead Consultants Organizational Meeting
2:00 PM	3:30 PM	Small Group Youth Networking
2:00 PM	3:45 PM	Voting Delegate Orientation (Check-in at 1:30 PM)
3:00 PM	4:00 PM	STAR Events Adult Room Consultant Orientation
3:00 PM	5:00 PM	EXPO Exhibitor Move-In



2024 National Leadership Conference

Tentative At-A-Glance Schedule (Subject to Change)

As of 2/28/24

4:00 PM	5:00 PM	State Meetings	
4:00 PM	6:00 PM	Dinner (On Own)	
6:00 PM	8:00 PM	General Session: Opening General Session (Doors Open at 5:15 PM) -Welcome/Greetings -Award Presentations -Keynote Address	Sponsored by U.S. Army
8:30 PM	9:30 PM	State Meetings	

Sunday, June 30

STAR EVENT COMPETITIONS: (Subject to Change)

Baking and Pastry (Offsite)
Career Investigations
Chapter Service Project Display
Chapter Service Project Portfolio
Culinary Arts (Offsite)
Early Childhood Education
Entrepreneurship
Event Management
Fashion Construction

Fashion Design
FCCLA Chapter Website
Focus on Children
Interior Design
Nutrition & Wellness
Parliamentary Procedure
Promote & Publicize FCCLA
Say Yes to FCS Education

7:00 AM	7:30 AM	STAR Events Room Consultants, Evaluators and Volunteers Check-in	
7:30 AM	8:30 AM	STAR Events Room Consultants, Evaluators and Volunteers Meeting	
7:30 AM	5:00 PM	Conference Information	
6:30 AM	7:00 AM	Voting Delegate Check-In	
7:00 AM	10:00 AM	General Session: Business Session (Doors Open at 6:30 AM) -Business Report -Bylaw Proposals -This session will continue until the conclusion of business. Voting delegates are required to remain until the session is adjourned.	
8:30 AM	9:15 AM	FCCLA/LifeSmarts Knowledge Bowl Volunteer Orientation	
9:00 AM	4:00 PM	STAR Event Competitions	
9:30 AM	10:00 AM	FCCLA/LifeSmarts Knowledge Bowl Team Orientation	
10:00 AM	5:00 PM	EXPO (Day 1 of 2)	
10:00 AM	5:00 PM	FCCLA Store (Day 1 of 2)	
10:00 AM	12:30 PM	FCCLA/LifeSmarts Knowledge Bowl Pool Play	
10:15 AM	12:00 PM	RED Talks Presentations <i>Fun 15-minute workshops led by youth, advisers, exhibitors and partners.</i>	
10:30 AM	11:45 AM	Youth Workshops	
10:30 AM	12:00 PM	Best Practice Exchanges <i>Round table sessions on various topics facing advisers today</i>	
11:00 AM	1:00 PM	State Officer Networking*	
11:00 AM	2:00 PM	Lunch Concessions	
1:30 PM	3:15 PM	FCCLA/LifeSmarts Knowledge Bowl Quarterfinals, Semifinals, and 3rd Place Match	
1:45 PM	3:30 PM	RED Talks Presentations <i>Fun 15-minute workshops led by youth, advisers, exhibitors and partners.</i>	

Oak Ridge Schools
CAMPUS LEAVE REQUEST – Overnight Trip

School: Jefferson Middle Date: 4/2/24

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

Class/Group Requesting Permission: Wilderness Connections

Educational Activity: Backpacking Field trip

Destination: Big South Fork National River & Rec. Area

Purpose of Trip: Explore nature & be challenged. Learn regional geography, history, & natural history.

Departure Date: 5/8/24 Departure Time: 1:00 p.m.

Return Date: 5/10/24 Return Time: 3:30 p.m.

Name of School Sponsor: John Beard Cell #: 865-314-1887

of Students: 16 # of Adults: 3 Chaperone/Student Ratio: 1:5.3

Minimum required teacher to student ratio:
Pre-K – 3 year olds 1:4 K-2nd 1:6 3rd-4th 1:10 5th-8th 1:12 9th-12th 1:15
4 year olds 1:6

Professional Staff Chaperone(s):

- Name: John Beard Cell #: 865-314-1887
- Name: Scott Linn Cell #: 865-661-9458
- Name: Katie Bolling Cell #: 865-254-7525
- Name: _____ Cell #: _____

Other Chaperone(s):

- Name: _____ Cell #: _____
- Name: _____ Cell #: _____
- Name: _____ Cell #: _____
- Name: _____ Cell #: _____

Oak Ridge Schools
CAMPUS LEAVE REQUEST – Overnight Trip

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

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

Financial Arrangements: (please indicate method)

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

Substitute Required Acct to be charged for Substitute JMS

\$ 70.00 Per Student TOTAL TRIP AMOUNT: \$ 950.00

Provisions for those students unable to pay: Scholarships from the Wilderness Connections account.

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

Mode of Transportation: (circle below)

First Student

\$750
Transportation Contractor

School System Van

Air Travel

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

School System Van – Name of Driver _____

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

Attach copy/copies of driver's license

Transportation Contractor: Packer Transport Phone #: 865-518-3415

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

Air Travel Flight #'s: _____



Robertsville

MIDDLE SCHOOL

245 ROBERTSVILLE ROAD • OAK RIDGE, TN 37830

A school community that creates a sense of belonging and promotes excellence.

April 15, 2024

To: Board of Education
From: Nick Corrigan, Principal
Subject: Approval of TSA National Competition

I am seeking approval for a school-sponsored overnight trip for members of the Technology Student Association (TSA) to participate in a competition in Orlando, FL. At the time of this request, there is only one student planning to attend with the potential of 1-2 additional students who are still considering the trip. RMS TSA account will pay for the conference registration for students and chaperones with funds secured from fundraising efforts and sponsors. Travel and lodging accommodations are the responsibility of the students' parents or guardians. Parents / Guardians are responsible for the supervision of their children on the trip. A TSA Advisor & Volunteer will attend to assist students through the competition. This event will provide students with the opportunity to showcase their technological skills, engage in STEM-focused activities, and network with peers and professionals in the field. The trip is aligned with our commitment to fostering innovation and excellence among our students.

Thank you for your consideration.

Sincerely,

Nick Corrigan
RMS Principal

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: Robertsville Middle School Date: 4/2/2024

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: RMS Technology Student Association

Educational Activity: TSA Competition

Destination: Orlando Florida

Purpose of Trip: Compete at the TSA National Conference

Departure Date: 6/25/2024 Departure Time: 8:00 a.m.

Return Date: 6/30/2024 Return Time: 11:59 p.m.

Mode of Transportation: Parents will drive or fly with students

First Student Transportation Contractor School System Van

*Parents
Air Travel / Car*

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: _____

Address: N/A

City: _____ State: _____ Zip: _____

Phone: _____ Contact Person: _____

Number of Nights: _____ Hotel Rating: _____

Name of School Sponsor/Date: Sandra Burnette

Signature of School Sponsor: [Signature] Cell #: 865-310-1399

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: 2

of Adults: 2

Chaperone/Student Ratio: 1:1

Professional Staff Chaperone(s)

- 1. Name: Tara Kneiser Cell #: 865-238-5864
- 2. Name: _____ Cell #: _____
- 3. Name: _____ Cell #: _____
- 4. Name: _____ Cell #: _____

Other Chaperone(s):

- 1. Name: Rebecca McDonald Cell #: 719-229-1085
- 2. Name: _____ Cell #: _____
- 3. Name: _____ Cell #: _____
- 4. Name: _____ Cell #: _____

Field Trips which exceed \$25,000, involve out of the country travel, out of state travel or overnight stay 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 _____

\$ 0.00 Per Student TOTAL TRIP AMOUNT: \$ 515.00

Provisions for those students unable to pay: _____

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

RMS TSA will pay for the conference registration for students and chaperones with money from sponsors. Travel and accommodations are the responsibility of parents.

Staff Member: _____

Date: _____

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: [Signature]

Date: 4/2/24

Superintendent or Designee's Action: Approved: Disapproved:

Superintendent or Designee's Signature: _____ Date: _____

Board Approval Date: _____



Robertsville

MIDDLE SCHOOL

245 ROBERTSVILLE ROAD • OAK RIDGE, TN 37830

A school community that creates a sense of belonging and promotes excellence.

April 15, 2024

To: Board of Education
From: Nick Corrigan, Principal
Subject: Approval of RMS Cheer Camp (Overnight)

I am requesting approval for a school-sponsored overnight trip for student athletes to attend Cheer Camp in Gatlinburg, TN from June 14 through June 16, 2024. Parent/guardians will be responsible for transporting their children to the event. This experience will enhance their cheerleading skills, promote teamwork, and teach valuable life skills such as time management and leadership. Safety measures will be in place, and funding will be secured through fundraising efforts. This opportunity aligns with our commitment to providing enriching experiences for our students' growth and development.

Thank you for your consideration.

Sincerely,

Nick Corrigan
RMS Principal

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: Robertsville Middle School Date: 3.25.24

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: RMS Cheerleading squad

Educational Activity: Learning cheer material

Destination: Gatlinburg, TN

Purpose of Trip: Participate in UCA cheer camp

Departure Date: 6.14.24 Departure Time: 7:30am

Return Date: 6.16.24 Return Time: 2:00pm

Mode of Transportation: Parent transportation

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: Doubletree Park Vista


Address: 705 Cherokee Orchard Rd.

City: Gatlinburg State: TN Zip: 37738

Phone: 865.436.9211 Contact Person: _____

Number of Nights: 2 Hotel Rating: 4/5

Name of School Sponsor/Date: Britni Carter 3.25.24

Signature of School Sponsor:  Cell #: 865.712.4573

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: 13 # of Adults: 2 Chaperone/Student Ratio: 2:13

Professional Staff Chaperone(s)

- 1. Name: Alison Payne or Cell #: 865.804.2922
- 2. Name: Lauren Hawkins Cell #: (865) 809-2488
- 3. Name: _____ Cell #: _____
- 4. Name: _____ Cell #: _____

Other Chaperone(s):

- 1. Name: Krystal Taylor Cell #: 865.801.1747
- 2. Name: _____ Cell #: _____
- 3. Name: _____ Cell #: _____
- 4. Name: _____ Cell #: _____

Field Trips which exceed \$25,000, involve out of the country travel, out of state travel or overnight stay 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

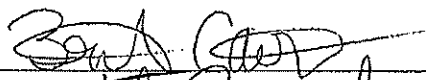
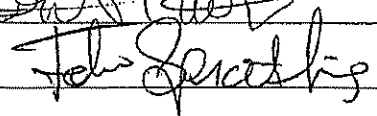
Financial Arrangements: (please indicate method)

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

Substitute Required Acct to be charged for Substitute _____
 \$ 450 Per Student TOTAL TRIP AMOUNT: \$ 6,000

Provisions for those students unable to pay: Fundraising events

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

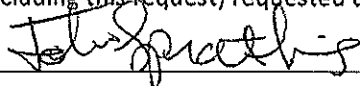
Staff Member: 
Athletic Director: 

Date: 3-25-24
Date: 3-25-24

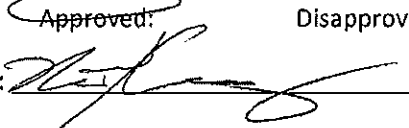
This Section for Athletic Trips Only

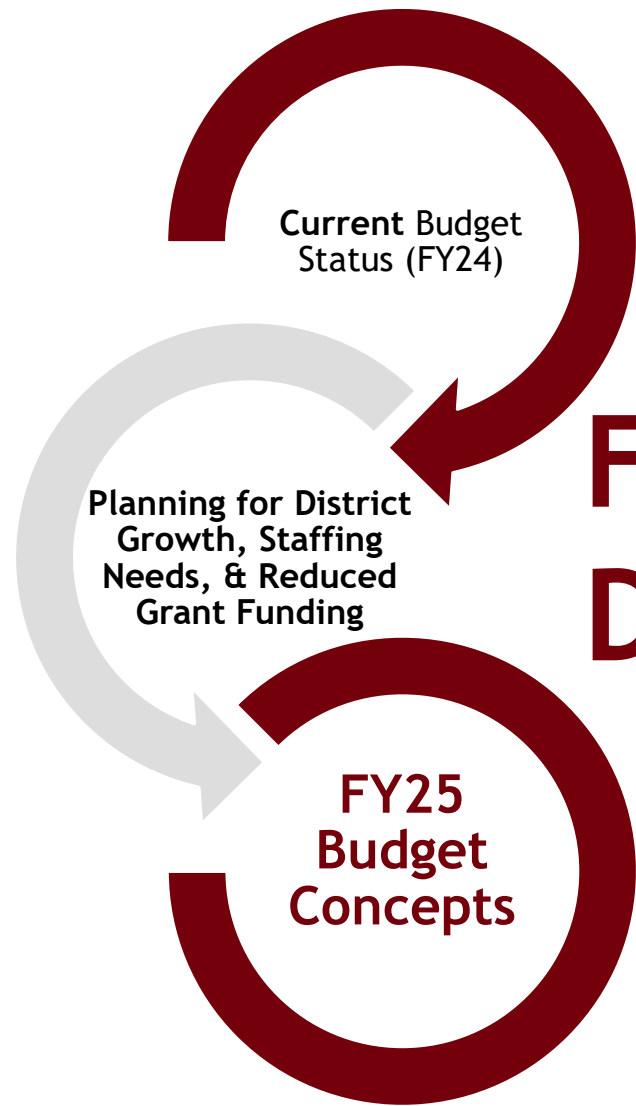
At the high school level up to three events and/or tournaments per season can involve an overnight trip. However, no more than one day of school may be missed for these trips. (Under certain conditions, the Superintendent of Schools or designee may approve additional events.? These trips must be paid 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: 1

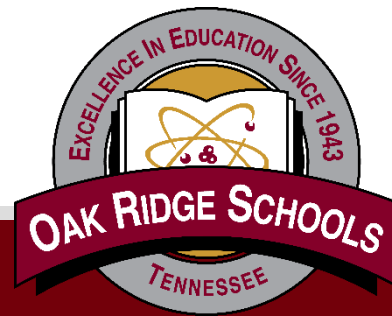
Athletic Director Signature: 

Date: 3/25/2024

Principal's Action: Approved: Disapproved:
Principal's Signature:  Date: 3-27-24
Superintendent or Designee's Action: Approved: Disapproved:
Superintendent or Designee's Signature: _____ Date: _____
Board Approval Date: _____



Fiscal Year '25 Budget Development Concepts



Current Year Budget Status (FY24)

FY24 Budget vs. Actual

*Thorough review and monitoring of monthly financial reports and trend data

*Budget is being closely monitored on both the revenue and expenditure sides

Staffing

Personnel represent the largest percentage of the ORS budget.

In order to maintain a world class school system, the district employs over 650 people as teachers, administrators, psychologists, counselors, librarians, teaching assistants, office staff, technology specialists, food service worker, operations and maintenance personnel, as well as others including substitutes and support staff.

We recognize that effective teachers are the key to student success and ORS strives to hire the best and brightest. Currently, 82% of the licensed staff hold advanced degrees and all are licensed.

Staffing ratios follow federal, state, and local guidelines

FY24 Staff Changes

Since the adoption of the FY24 Budget, the following positions have been added, repurposed, or removed:

GENERAL FUNDS:

+1.0 Teacher at Willow Brook (Approved by BOE on 8/7/23)

+0.25 Teacher Assistant at Willow Brook (Approved by BOE on 8/7/23)

+0.07 Teacher Assistant at Woodland (Approved by BOE on 8/7/23)

+1.0 English Language Learner Teacher Assistant at Willow Brook & Woodland - split (Approved by BOE on 11/28/23)

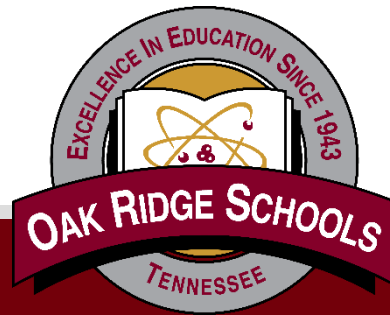
+1.0 SPED Teacher Assistant at Preschool: State Special Education Grant (Approved by BOE on 10/23/23)

+1.0 SPED Teacher at Preschool: State Special Education Grant (Approved by BOE on 10/23/23)

+.40 Temporary CTE Teacher Assistant at ORHS (approved by BOE on 2/26/24)

FEDERAL FUNDS:

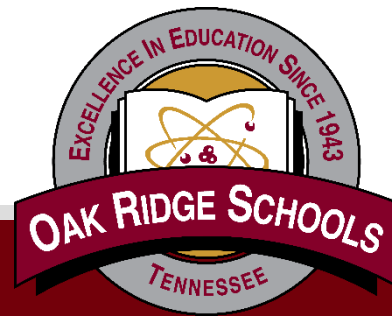
+1.0 School Nutrition Specialist: USDA NSLP/NBP Grants (Approved by BOE on 5/22/23)



FY25 Budget Concepts...

FY 25 Student Enrollment Projection Overview (Details are outlined in the following 2024-2025 Enrollment Projections document)

FY25 Enrollment Projections	ORHS	Middle Schools	Elementary Schools
Overall increase of 94 students from October, 2023	Projected increase of 46 students	Projected combined increase of 23 students at the middle schools	Projected combined increase of 25 students at the elementary schools. The largest increases are anticipated at Willow Brook & Woodland





2024 - 2025 Enrollment Projections

School	K	1	2	3	4	5	6	7	8	9	10	11	12	Total K-12	Current Year (10/1)	Diff
Glenwood	76	77	81	73	57									364	365	-1
Linden	104	112	106	99	98									519	520	-1
Willow Brook	89	102	74	87	82									434	416	18
Woodland	76	84	82	114	100									456	447	9
Jefferson						183	179	183	162					707	708	-1
Robertsville						193	207	181	185					766	742	24
ORHS										445	420	402	383	1,650	1,604	46
Projected Enrollment 2024-25	345	375	343	373	337	376	386	364	347	445	420	402	383	4,896	4,802	94
Current Year (10/1)	348	337	362	336	365	356	351	338	405	412	415	393	384	4,802		
Difference	-3	38	-19	37	-28	20	35	26	-58	33	5	9	-1	94		

Staffing

Anticipated New Expenditures for Staffing

The overall number of positions required will depend upon enrollment and meeting district and state guidelines for student-teacher ratios as well as program/department initiatives.

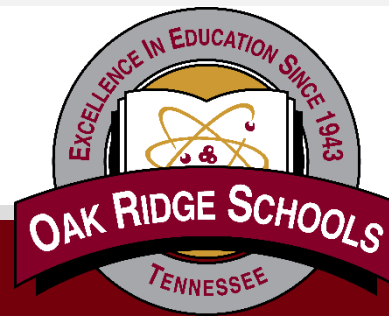
Compensation

Cost of Step Increase for all eligible Staff

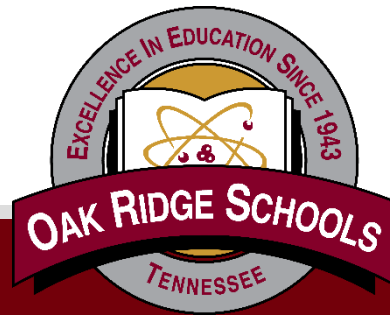
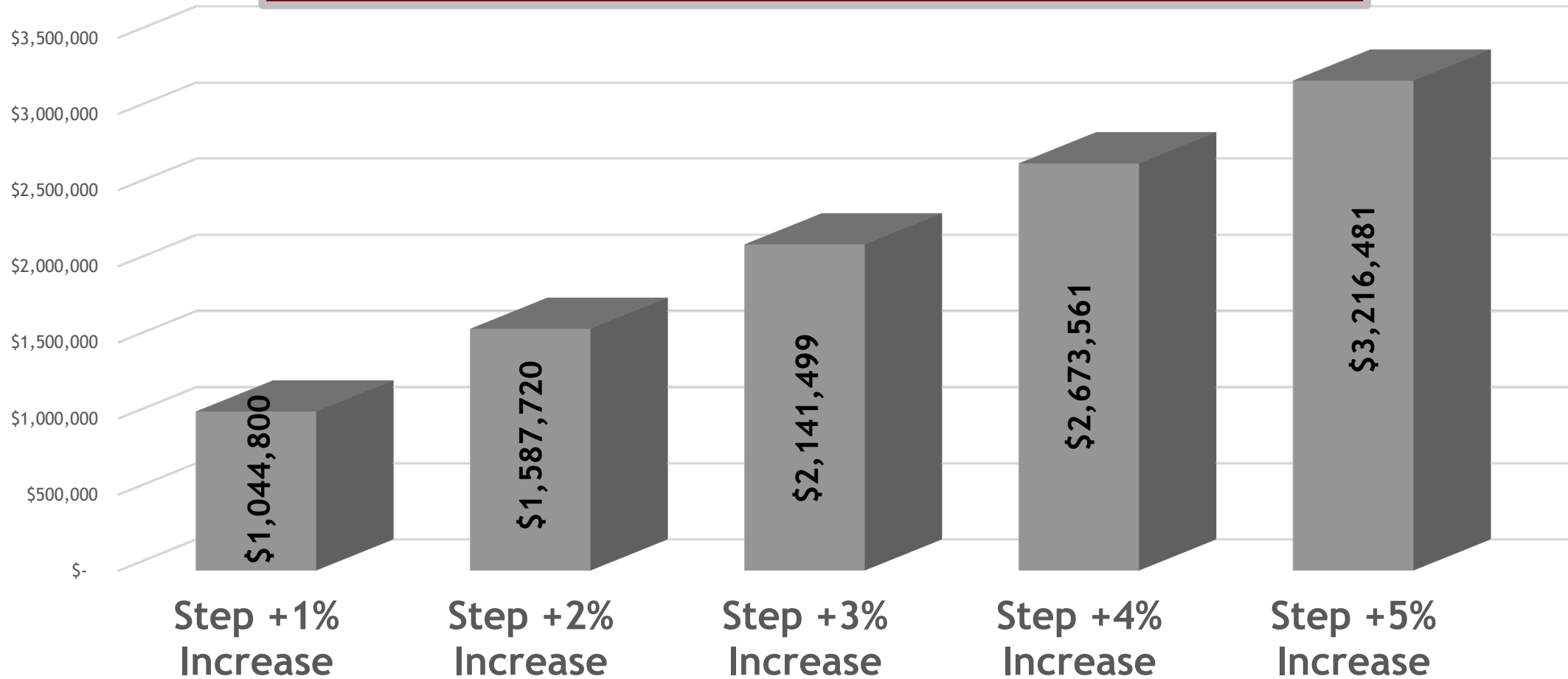
The total financial impact to grant a step increase to all eligible staff is \$501,880 (includes salary & benefits for current year staff)

Salaries

Oak Ridge Schools will strive to support salaries that are competitive with Districts throughout the State.

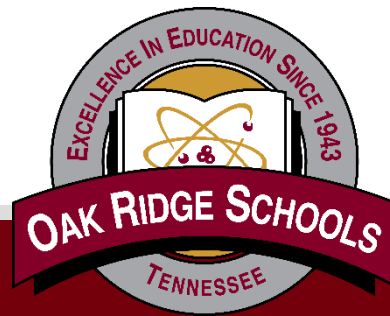


Cost of Step and Percentage Increase



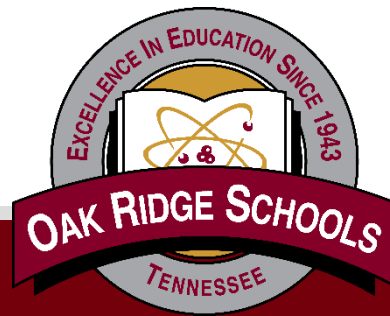
Benefits

- Licensed Staff retirement benefit costs will decrease 0.45% (from 6.81% to 6.36%)
- Non-Licensed Staff retirement benefit costs will remain at 6.18% (no change from FY24)
- No projection has been received from the State for Employee Health Insurance
- No increase in Dental, Vision, or Life Insurance for FY25



Budget Goals

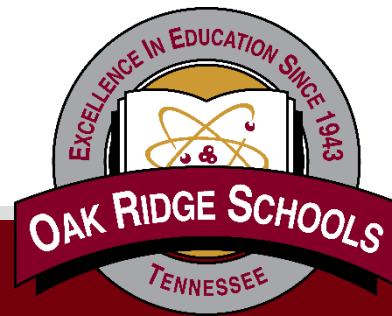
- Focus on opportunities that will improve and enhance the Portrait of a Graduate and Forward Oak Ridge
- Focus on finding the best possible alignment of resources and student success
- Expand opportunities for students
- Increase opportunities for partnership with local industries
- Increase efficiency and effectiveness
- Maintain effective strategy for cohesive operation and allow for flexibility for future budget implications



FY25 Budget Concepts...

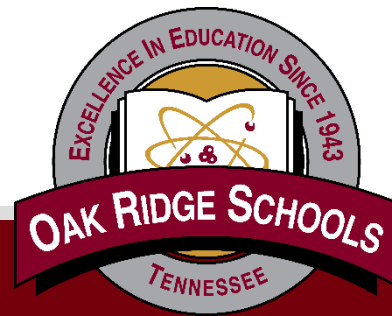
CIP

- Need for increase of investment for aging facilities
- Maintain roof replacement schedule
- Improve ADA access into our facilities through district-wide paving and sidewalk replacement projects
- Evaluate building conditions and review possible impact(s) on educational services of continued deferred capital improvement funding



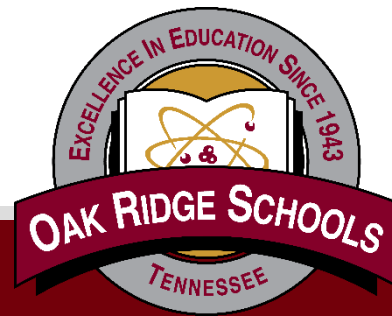
Revenues

- TISA Estimates from the State for FY25 will be received in April, May, & June. The final appropriation will be confirmed in July, 2024
- No increase in City Maintenance of Effort is anticipated for FY25
- Sales and Property taxes from Anderson and Roane County will be projected based upon recent historical information combined with the most current information available during budget development. Estimates will be adjusted to reflect and align with current influences and any estimated reductions by State and Local Governments



Expenditure considerations for Budget Planning and Projections

- Attract and retain high quality staff (80% of current budget is related to staff salaries/benefits)
- Annual health insurance cost increase will be available in early May
- Minor retirement benefit cost decrease for certified staff
- No benefit cost increase for employee Dental, Vision, and Life Insurance
- Support for high quality curriculum and materials development and adoption
- Payment 7 of 15 for ESG Phase I Improvements
- Payment 4 of 20 for ESG Phase II Improvements
- Utilizing set-aside reserves for purchase of replacement technology equipment
- No capital lease payments budgeted



FY25 Budget Concepts...

FY'25 Budget Planning Process



Administration and Board of Education develop expenditure and revenue guidelines, considering:



Instructional and Budgetary Goals



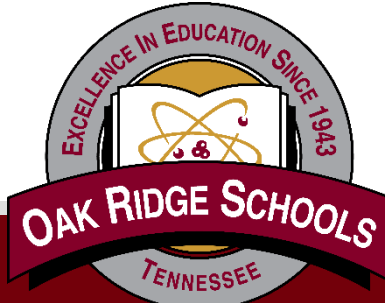
Salary Guidelines



Estimated State Funding and Anticipated Sales and Property Tax Revenues



Use of Fund Balance/Reserves



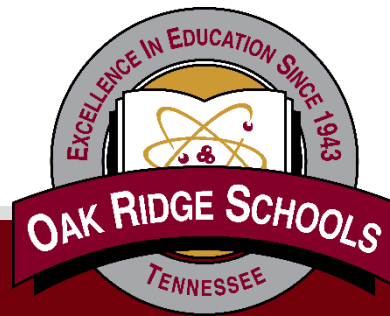
Budget Presentation, Development, and Approval Process... next steps

May

- April 30th- First Draft of Budget sent to BOE
- May 6th - 5:00 p.m. Special BOE Meeting - Budget presented to BOE... City Council will visit for Budget Presentation
- May 13th - 5:00 p.m. Special BOE Meeting - Budget Work Session... Line by Line Review of Budget and 1st Reading
- May 20th - 5:00 p.m. Regular BOE Meeting - Adoption of FY25 Budget - 2nd Reading
- May 21st - Budget Transmitted to City
- May 21st - 7:00 p.m. City Council Meeting - City Manager presents Budget to City Council

June

- June 3rd - 7:00 p.m. City Council Meeting - 1st Reading of Appropriations Ordinance
- June 10th - 7:00 p.m. City Council Meeting - 2nd Reading & Adoption of Appropriations Ordinance



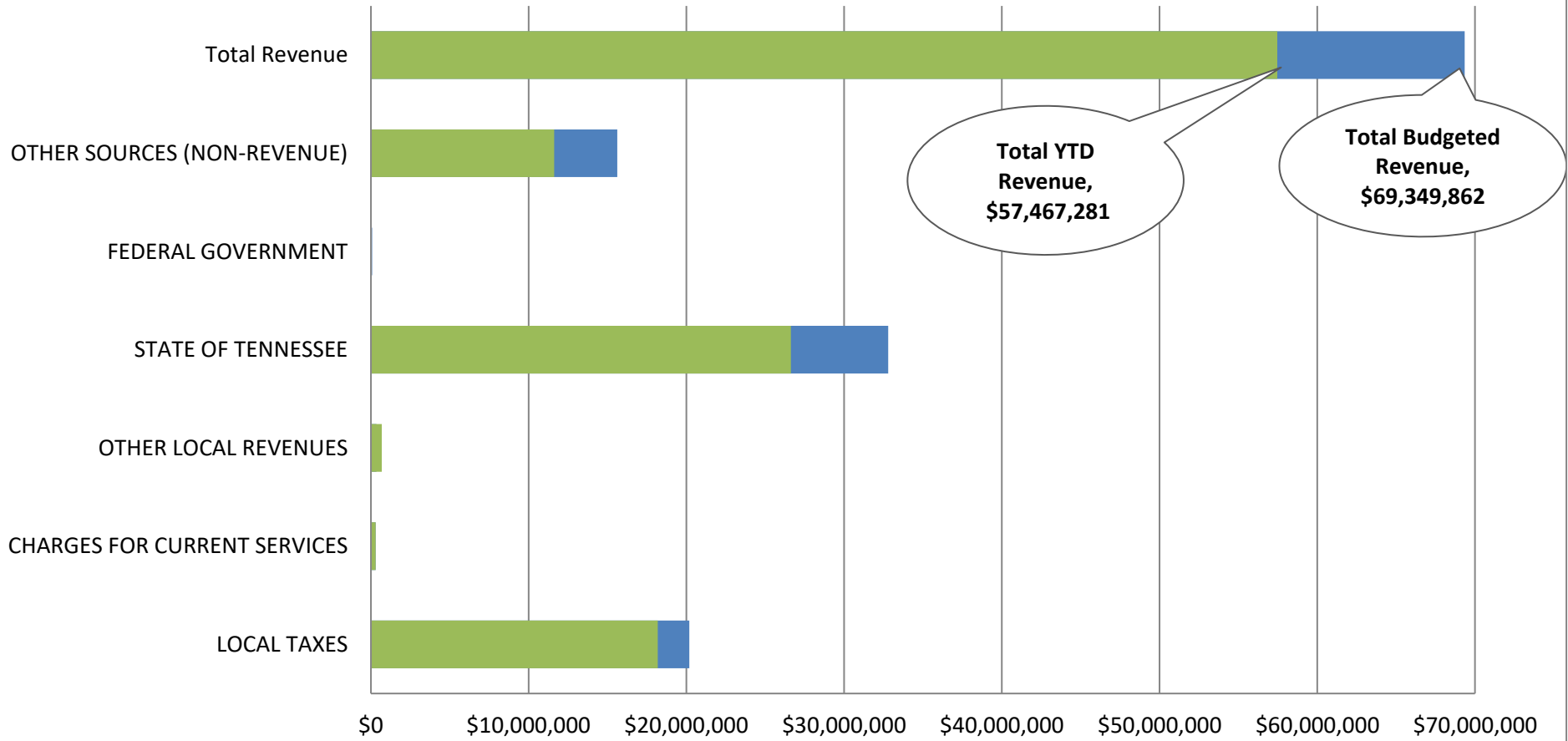
Acct	Acct	2023-24 FYTD Budget	March 2023-24 Monthly Activity	2023-24 Year-To-Date	2023-24 Percent of Budget	2023-24 Variance from Bud	Encumbered Amount	Unencumbered Budget Remaining
40110	Current Property Tax	12,993,941.00	4,564,750.31	11,654,084.63	89.69%	1,339,856.37		1,339,856.37
40210	Local Option Sales Tax	7,200,000.00	1,170,167.96	6,535,339.73	90.77%	664,660.27		664,660.27
40275	Mixed Drink Tax	125.00	5.89	221.17	176.94%	-96.17		-96.17
40280	Mineral Severance Tax	125.00				125.00		125.00
43511	Tuition - Regular Day Students	300,000.00	11,909.20	296,212.43	98.74%	3,787.57		3,787.57
43513	Tuition - Summer School			150.00		-150.00		-150.00
43533	Transportation Fees	3,000.00	60.00	2,140.00	71.33%	860.00		860.00
44110	Interest Earned	220,000.00	103,191.33	588,175.91	267.35%	-368,175.91		-368,175.91
44120	Lease/Rentals	10,000.00	4,937.50	13,542.50	135.43%	-3,542.50		-3,542.50
44170	Miscellaneous Refunds	3,000.00	10,469.19	16,319.85	544.00%	-13,319.85		-13,319.85
44530	Sale of Equipment	20,000.00	20,315.10	40,415.62	202.08%	-20,415.62		-20,415.62
44570	Contributions & Gifts	40,082.66		2,800.00	6.99%	37,282.66		37,282.66
44990	Other Local Revenues	62,000.00	8,000.00	29,627.13	47.79%	32,372.87		32,372.87
46510	TN Investment in Student Achv	30,250,000.00	3,034,755.39	25,125,997.16	83.06%	5,124,002.84		5,124,002.84
46515	Early Childhood Education	553,297.65	51,358.28	282,866.83	51.12%	270,430.82		270,430.82
46610	Career Ladder Program	84,600.00		44,998.97	53.19%	39,601.03		39,601.03
46790	Other Vocational	1,191,172.15	52,833.57	1,040,098.92	87.32%	151,073.23		151,073.23
46980	Other State Grants	672,266.49	1,656.68	119,436.12	17.77%	552,830.37		552,830.37
46990	Other State Revenues	45,189.00	20,531.91	20,531.91	45.44%	24,657.09		24,657.09
47630	Public Law 874 - Maint/Operat.			23,692.00		-23,692.00		-23,692.00
47640	ROTC Reimbursement	79,600.00		9,511.59	11.95%	70,088.41		70,088.41
49700	Insurance Recovery	2,500.00		535.00	21.40%	1,965.00		1,965.00
49800	Transfers In	125,000.00		111.24	0.09%	124,888.76		124,888.76
49810	City General Fund Transfer	15,493,963.00	1,291,163.58	11,620,472.22	75.00%	3,873,490.78		3,873,490.78
-----	Revenue	69,349,861.95	10,346,105.89	57,467,280.93	82.87%	11,882,581.02		11,882,581.02
		=====	=====	=====	=====	=====		=====
71100	Regular Instruction Prgm	30,544,713.40	2,511,954.12	20,317,131.78	66.52%	10,227,581.62	9,382,275.67	845,305.95
71150	Alternative Instruction Prgm	914,477.00	76,211.19	610,003.94	66.71%	304,473.06	279,658.31	24,814.75
71200	Special Education Prgm	5,393,176.88	444,064.37	3,543,704.44	65.71%	1,849,472.44	1,659,651.34	189,821.10
71300	Career/Technical Education Prg	2,745,198.15	166,695.01	1,851,035.45	67.43%	894,162.70	648,065.17	246,097.53
71900	Contingency	824,312.43				824,312.43		824,312.43
72120	Health Services	750,630.00	61,447.73	524,307.52	69.85%	226,322.48	197,067.44	29,255.04
72130	Other Student Support	2,210,390.73	144,593.46	1,365,945.75	61.80%	844,444.98	519,895.92	324,549.06
72210	Regular Inst. Support	4,188,834.00	337,859.43	2,777,887.88	66.32%	1,410,946.12	1,004,466.27	406,479.85
72220	Special Education Support	991,925.00	78,011.05	651,880.57	65.72%	340,044.43	306,127.80	33,916.63
72230	Career & Technical Prg Support	251,998.00	19,163.80	167,223.17	66.36%	84,774.83	67,290.26	17,484.57
72250	Technology Services	3,150,319.96	225,476.76	2,345,850.14	74.46%	804,469.82	552,571.43	251,898.39
72260	Adult Programs	27,050.00	2,622.13	19,050.27	70.43%	7,999.73	7,866.30	133.43

Acct	Acct	2023-24 FYTD Budget	March 2023-24 Monthly Activity	2023-24 Year-To-Date	2023-24 Percent of Budget	2023-24 Variance from Bud	2023-24 Encumbered Amount	Unencumbered Budget Remaining
72290	Communications	214,608.00	10,530.08	147,222.84	68.60%	67,385.16	37,381.44	30,003.72
72310	Board of Education	1,274,500.00	143,619.22	914,221.47	71.73%	360,278.53	1,006.94	359,271.59
72320	Director of Schools	404,045.00	33,431.42	294,308.67	72.84%	109,736.33	92,838.88	16,897.45
72410	Office of the Principal	4,425,122.67	366,980.94	3,261,003.75	73.69%	1,164,118.92	1,090,803.25	73,315.67
72510	Fiscal Services	1,033,785.00	81,271.14	757,788.97	73.30%	275,996.03	235,545.24	40,450.79
72520	Human Resources/ Personnel	479,316.00	41,349.55	362,959.32	75.72%	116,356.68	101,724.38	14,632.30
72610	Operation of Plant	4,885,540.01	369,967.79	3,425,756.70	70.12%	1,459,783.31	668,673.01	791,110.30
72620	Maintenance of Plant	2,470,653.76	122,527.72	1,787,440.81	72.35%	683,212.95	471,108.27	212,104.68
72710	Transportation	1,978,990.00	182,243.91	1,154,080.52	58.32%	824,909.48		824,909.48
73400	Early Childhood Education	455,414.20	38,792.39	303,416.16	66.62%	151,998.04	147,126.49	4,871.55
73401	Pre-K General Fund	849,630.00	70,158.64	584,117.45	68.75%	265,512.55	174,669.59	90,842.96
76100	Regular Capital Outlay	2,595,878.76	210,652.47	1,783,379.39	68.70%	812,499.37	342,719.90	469,779.47
82130	Education Principal on Debt	6,843.00		6,843.00	100.00%			
82230	Education Interest on Debt	157.00		157.00	100.00%			
99100	Transfers Out	122,471.00				122,471.00		122,471.00
-----	Expense	73,189,979.95	5,739,624.32	48,956,716.96	66.89%	24,233,262.99	17,988,533.30	6,244,729.69
-----	General Purpose School Fund	-3,840,118.00	4,606,481.57	8,510,563.97	74.66%	-12,350,681.97	-17,988,533.30	5,637,851.33
	Grand Revenue Totals	69,349,861.95	10,346,105.89	57,467,280.93	82.87%	11,882,581.02		11,882,581.02
	Grand Expense Totals	73,189,979.95	5,739,624.32	48,956,716.96	66.89%	24,233,262.99	17,988,533.30	6,244,729.69
	Grand Totals	3,840,118.00	4,606,481.57	8,510,563.97	-221.62%	12,350,681.97	17,988,533.30	5,637,851.33
		Loss	Profit	Profit		Loss	Loss	Profit

Number of Accounts: 1369

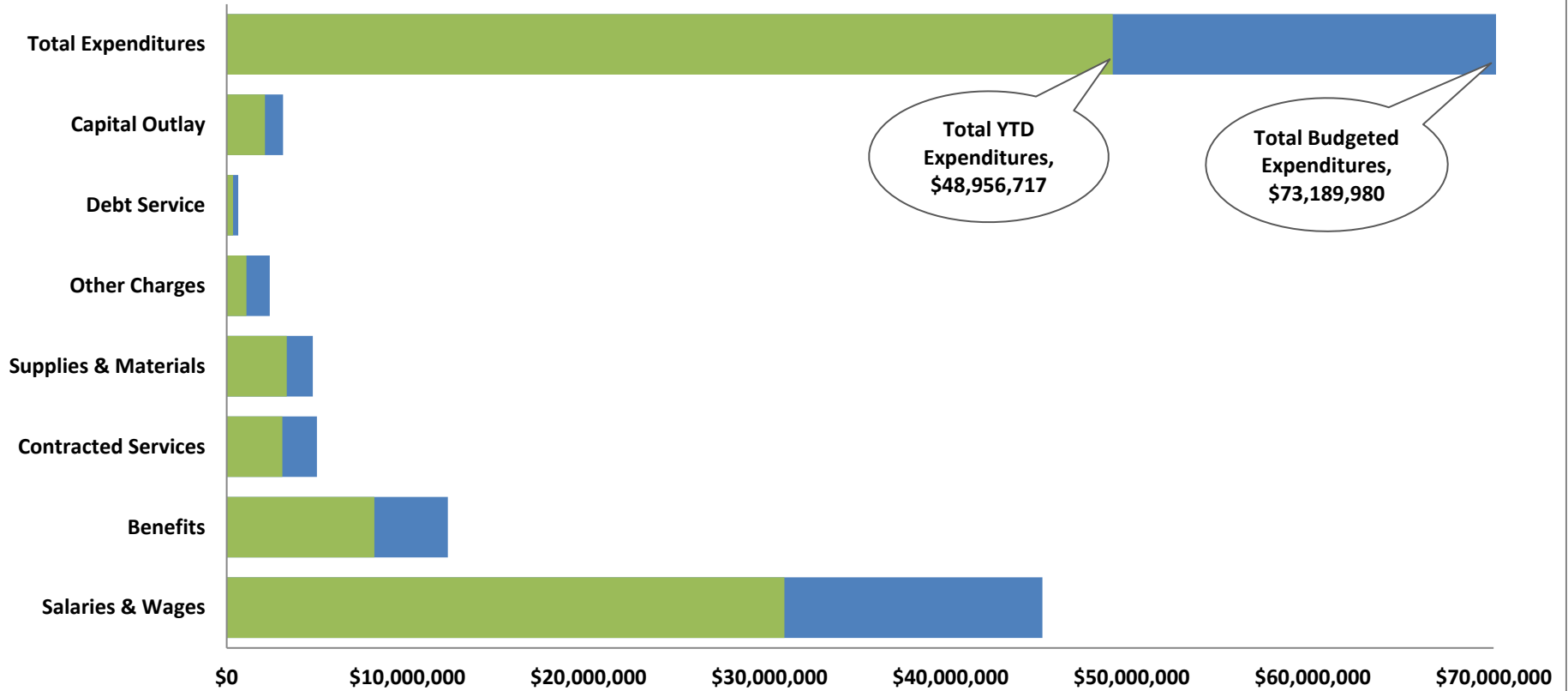
***** End of report *****

General Fund Revenue Budget to Actual Summary - March, 2024



	LOCAL TAXES	CHARGES FOR CURRENT SERVICES	OTHER LOCAL REVENUES	STATE OF TENNESSEE	FEDERAL GOVERNMENT	OTHER SOURCES (NON-REVENUE)	Total Revenue
■ Percent of Budget	90.07%	98.52%	194.57%	81.21%	41.71%	74.39%	82.87%
■ Year-To-Date	18,189,645.53	298,502.43	690,881.01	26,633,929.91	33,203.59	11,621,118.46	\$57,467,281
■ FYTD Budget	20,194,191.00	303,000.00	355,082.66	32,796,525.29	79,600.00	15,621,463.00	\$69,349,862

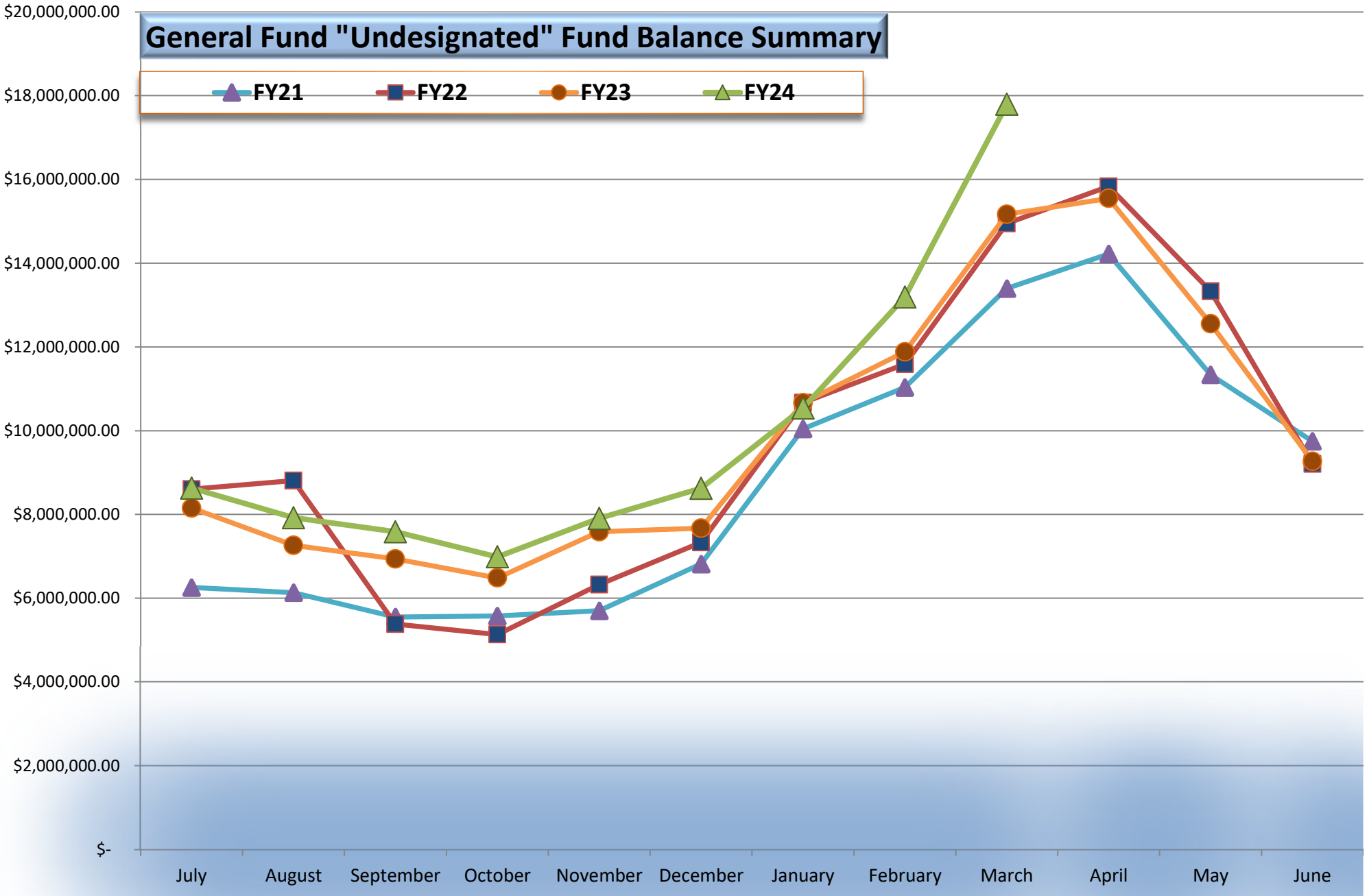
General Fund Expenditure Budget to Actual Summary by Object March, 2024



	Salaries & Wages	Benefits	Contracted Services	Supplies & Materials	Other Charges	Debt Service	Capital Outlay	Total Expenditures
FYTD %	68.37%	66.79%	61.73%	69.83%	46.03%	55.42%	67.88%	66.89%
FYTD Activity	30,818,662.54	8,162,601.46	3,078,498.24	3,322,574.02	1,095,861.31	357,000.00	2,121,519.39	\$48,956,717
FYTD Revised Bdg	45,073,113.28	12,221,376.87	4,986,748.69	4,759,248.65	2,384,984.72	644,205.00	3,120,302.74	\$73,189,980

General Fund "Undesignated" Fund Balance Summary

FY21 FY22 FY23 FY24



Acct	Acct	2023-24 FYTD Budget	March 2023-24 Monthly Activity	2023-24 Year-To-Date	2023-24 Percent of Budget	2023-24 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
142	School Federal Projects							
R	Revenue							
47131	Vocational Program Improvement	75,299.54	5,338.75	53,331.40	70.83%	21,968.14		21,968.14
47141	Title I	1,018,977.64	84,135.87	520,965.45	51.13%	498,012.19		498,012.19
47143	Special Education Grants	1,479,520.40	105,429.25	751,031.97	50.76%	728,488.43		728,488.43
47145	Special Ed Pre-School Grants	47,613.63	1,177.27	11,588.53	24.34%	36,025.10		36,025.10
47146	English Lang Acq Grants	32,739.63	3,734.50	16,577.09	50.63%	16,162.54		16,162.54
47147	Title IV Part B, 21st Century	152,625.00	13,439.81	65,487.16	42.91%	87,137.84		87,137.84
47189	Title II	196,176.13	2,528.59	60,589.13	30.89%	135,587.00		135,587.00
47307	COVID-19 Grant B	73,250.00	6,500.00	13,000.00	17.75%	60,250.00		60,250.00
47309	COVID-19 Grant D	103,000.00		42,891.10	41.64%	60,108.90		60,108.90
47310	COVID-19 Grant E	14,883.63		14,883.63	100.00%			
47401	ESSER 3.0	2,198,231.35	22,705.72	1,446,284.00	65.79%	751,947.35		751,947.35
47404	ARP Homeless Grant	45,518.53	2,070.00	7,924.36	17.41%	37,594.17		37,594.17
47590	Other Federal Through State	517,356.40	37,755.89	221,418.98	42.80%	295,937.42		295,937.42
47710	Public Safety Prtnrshp & Comm	373,217.00		373,217.00	100.00%			
47990	Other Direct Fedral Revenue	1,181,154.79		572,048.30	48.43%	609,106.49		609,106.49
-----	Revenue	7,509,563.67	284,815.65	4,171,238.10	55.55%	3,338,325.57		3,338,325.57
E	Expense							
71100	Regular Instruction Prgm	1,459,700.25	63,214.51	1,185,095.98	81.19%	274,604.27	229,091.79	45,512.48
71200	Special Education Prgm	1,148,682.88	81,863.05	672,044.10	58.51%	476,638.78	270,783.44	205,855.34
71300	Career/Technical Education Prg	65,547.12	2,324.76	57,447.79	87.64%	8,099.33	6,914.17	1,185.16
72120	Health Services	39,135.69	5,405.81	18,036.10	46.09%	21,099.59	2,814.20	18,285.39
72130	Other Student Support	1,410,774.27	56,949.52	641,273.02	45.46%	769,501.25	406,435.26	363,065.99
72210	Regular Inst. Support	1,073,189.35	107,341.95	665,817.69	62.04%	407,371.66	87,286.69	320,084.97
72220	Special Education Support	358,392.70	28,412.97	246,480.27	68.77%	111,912.43	92,057.37	19,855.06
72230	Career & Technical Prg Support	2,150.00	443.36	1,259.44	58.58%	890.56	598.08	292.48
72250	Technology Services	18,000.00		10,791.58	59.95%	7,208.42		7,208.42
72710	Transportation	19,382.23	1,596.28	11,230.97	57.94%	8,151.26		8,151.26
73100	Food Service		-100.00				1,000.00	-1,000.00
73300	Community Services	1,324,807.01	90,787.27	820,628.05	61.94%	504,178.96	263,903.37	240,275.59
76100	Regular Capital Outlay	373,217.00		373,217.00	100.00%			
99100	Transfers Out	216,585.17		111.24	0.05%	216,473.93		216,473.93
-----	Expense	7,509,563.67	438,239.48	4,703,433.23	62.63%	2,806,130.44	1,360,884.37	1,445,246.07

Acct	Acct	2023-24 FYTD Budget	March 2023-24 Monthly Activity	2023-24 Year-To-Date	2023-24 Percent of Budget	2023-24 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
145	Other Education Funds							
R	Revenue							
44990	Other Local Revenues	35,000.00	200.00	17,152.75	49.01%	17,847.25		17,847.25
49800	Transfers In	120,021.00				120,021.00		120,021.00
-----	Revenue	155,021.00	200.00	17,152.75	11.06%	137,868.25		137,868.25
E	Expense							
73300	Community Services	155,021.00	10,963.99	103,342.35	66.66%	51,678.65	851.13	50,827.52
-----	Expense	155,021.00	10,963.99	103,342.35	66.66%	51,678.65	851.13	50,827.52
-----	Other Education Funds		-10,763.99	-86,189.60	38.86%	86,189.60	-851.13	87,040.73
146	Extended School Program							
R	Revenue							
43581	Community Services Fees Child	446,100.00	32,819.50	393,545.16	88.22%	52,554.84		52,554.84
-----	Revenue	446,100.00	32,819.50	393,545.16	88.22%	52,554.84		52,554.84
E	Expense							
73300	Community Services	438,337.00	32,949.73	280,144.22	63.91%	158,192.78	84,334.67	73,858.11
99100	Transfers Out	10,000.00				10,000.00		10,000.00
-----	Expense	448,337.00	32,949.73	280,144.22	62.49%	168,192.78	84,334.67	83,858.11
-----	Extended School Program	-2,237.00	-130.23	113,400.94	75.32%	-115,637.94	-84,334.67	-31,303.27

<u>Acct</u>	<u>Acct</u>	<u>2023-24</u>	<u>March 2023-24</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2023-24</u>	<u>Encumbered</u>	<u>Unencumbered</u>
		<u>FYTD Budget</u>	<u>Monthly Activity</u>	<u>Year-To-Date</u>	<u>Percent of Budget</u>	<u>Variance from Bud</u>	<u>Amount</u>	<u>Balance Remaining</u>
	Grand Revenue Totals	10,614,978.67	745,102.59	6,251,881.13	58.90%	4,363,097.54		4,363,097.54
	Grand Expense Totals	11,117,215.67	792,430.05	6,914,389.89	62.20%	4,202,825.78	1,539,280.71	2,663,545.07
	Grand Totals	502,237.00	47,327.46	662,508.76	131.91%	160,271.76	1,539,280.71	1,699,552.47
		Loss	Loss	Loss		Profit	Loss	Profit

Number of Accounts: 434

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

Combined Fund Balance and YTD Operating Statement Summary

March, 2024

Description	General Fund 141	Federal Fund 142	Food Service Fund 143	Special Fund 145	ECC Fund 146
Beginning Fund Balance July 1, 2023	16,158,657.76	0.00	2,070,826.26	29,790.62	223,533.17
Plus YTD Revenue per books 3/31/24	57,467,280.93	4,171,238.10	1,669,945.12	17,152.75	393,545.16
Less YTD Expenditures per books 3/31/24	(48,956,716.96)	(4,703,433.23)	(1,827,470.09)	(103,342.35)	(280,144.22)
Revenues Over (Under) Expenditures as of 3/31/24	8,510,563.97	(532,195.13)	(157,524.97)	(86,189.60)	113,400.94
Ending Fund Balance per books as of 3/31/24	24,669,221.73	(532,195.13)	1,913,301.29	(56,398.98)	336,934.11

Fund Balance Restricted/Committed/Assigned Status

Encumbrances and Deferred Revenue	\$ -		\$ 54,148.38		
Inventory					
Restricted for Career Ladder Program	-942.34				
Restricted for Operation of Non-Instructional Services (CCI)	16,200.00		1,359,152.91		336,934.11
Committed for Other Purposes (Vehicles- ERR Fund)	0.00				
Committed for Other Purposes (Device Replacement)	3,000,000.00				
Assigned for Instruction- Coordinated School Health	2,595.67				
Assigned for other local grants					
Assigned for Instruction - Education Foundation Grant	4,048.73				
Assigned for Instruction (APSI-ORHS)	8,224.41				
Assigned for Support Services FRC Local Funds (56)				-56,398.98	
Nonspendable-Prepaid Expenditures					
Assigned to Balance FY24 Budget	3,840,118.00	0.00	500,000.00		
Unassigned Fund Balance 3/31/24	\$ 17,798,977.26	-532,195.13	0.00	0.00	
Total Fund Balance 3/31/24	\$ 24,669,221.73	\$ (532,195.13)	\$ 1,913,301.29	(\$56,398.98)	\$ 336,934.11

Oak Ridge Schools

7th Attendance Period

April 14, 2024

These numbers reflect the **2023-2024** Skyward Student Management System (Entity) active student enrollment count as of **April 14, 2024**.

The total includes **51** private school and home-schooled students receiving Special Ed services.



Oak Ridge Schools

Enrollment Entity Counts 7th RP 2023-24

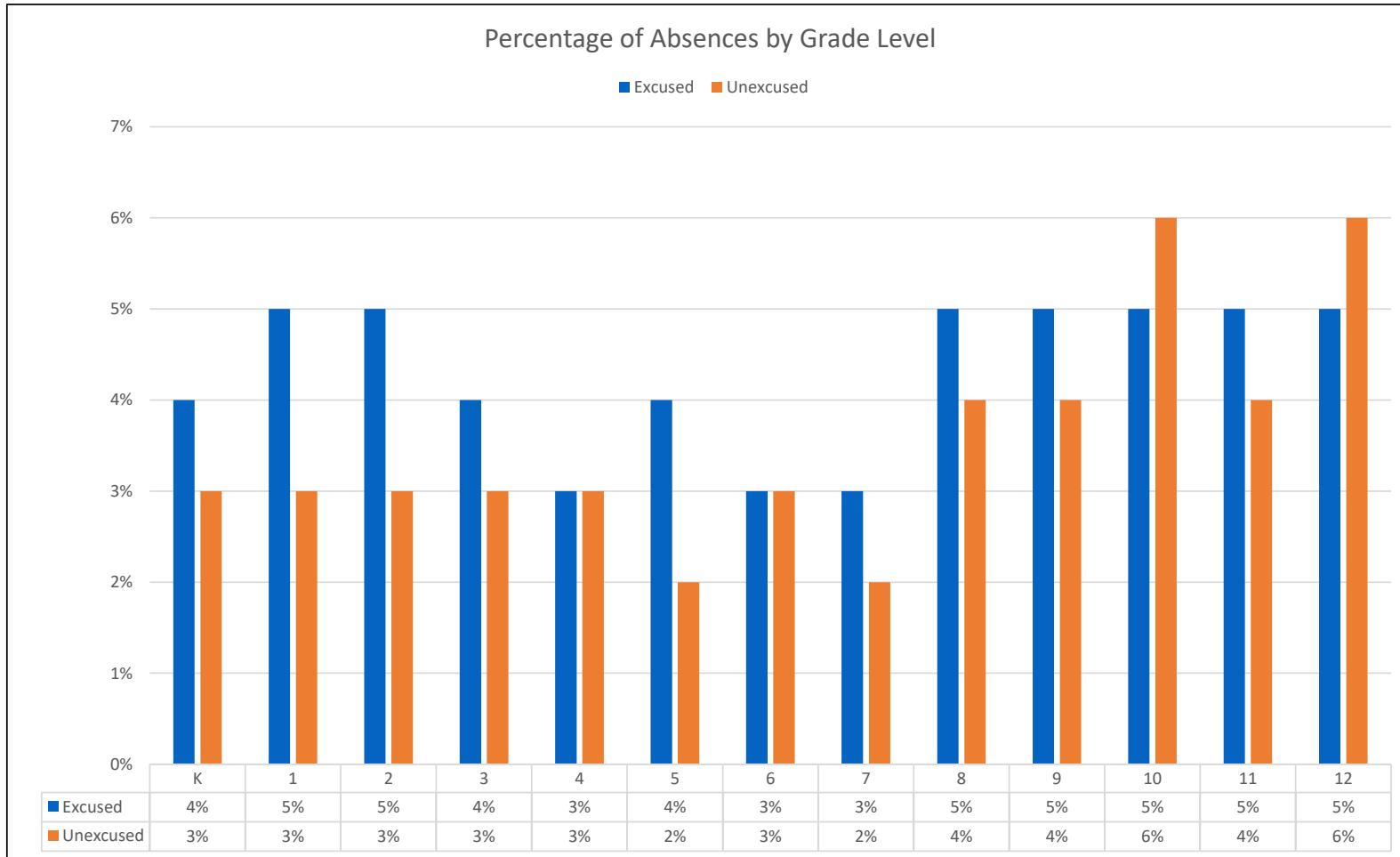
April 14, 2024

School	P3	P4	K	1	2	3	4	5	6	7	8	9	10	11	12	Total PK-12 2023-24	Previous 6th RP 2023-24	Diff	Total PK-12 2022-23
Preschool	128	124														252	247	5	230
Glenwood			71	82	74	64	78									369	367	2	335
Linden			106	102	102	95	117									522	521	1	544
Willow Brook			96	78	86	86	85									431	421	10	392
Woodland			80	84	100	102	95									461	460	1	414
JMS								171	190	161	208					730	727	3	716
RMS								193	173	179	207					752	746	6	703
ORHS												410	404	380	362	1556	1568	-12	1549
Enrollment 2023-24	128	124	353	346	362	347	375	364	363	340	415	410	404	380	362	5073	5057	16	4883
Prev. 6th RP 2023-24	118	129	350	343	360	345	371	361	356	341	415	416	407	383	362	5057			
Difference	10	-5	3	3	2	2	4	3	7	-1	0	-6	-3	-3	0	16			

This report compares the 2023-24 7th RP period enrollment with the 2023-24 6th RP period.

Attendance Graphs

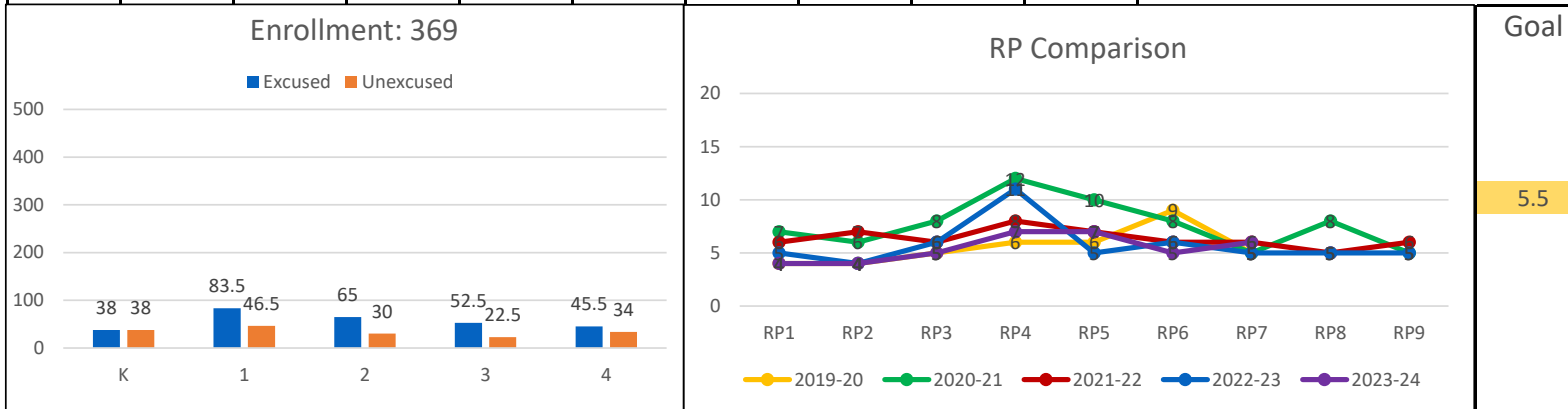
The graphs below display excused and unexcused absence totals, entity counts, and attendance percentages by grade and reporting period. The data was compiled using information from attendance detail and summary reports and entity counts reports.
Reporting Period 7: 2/27/2024-4/11/2024



* Percentages have been rounded to the nearest whole number.

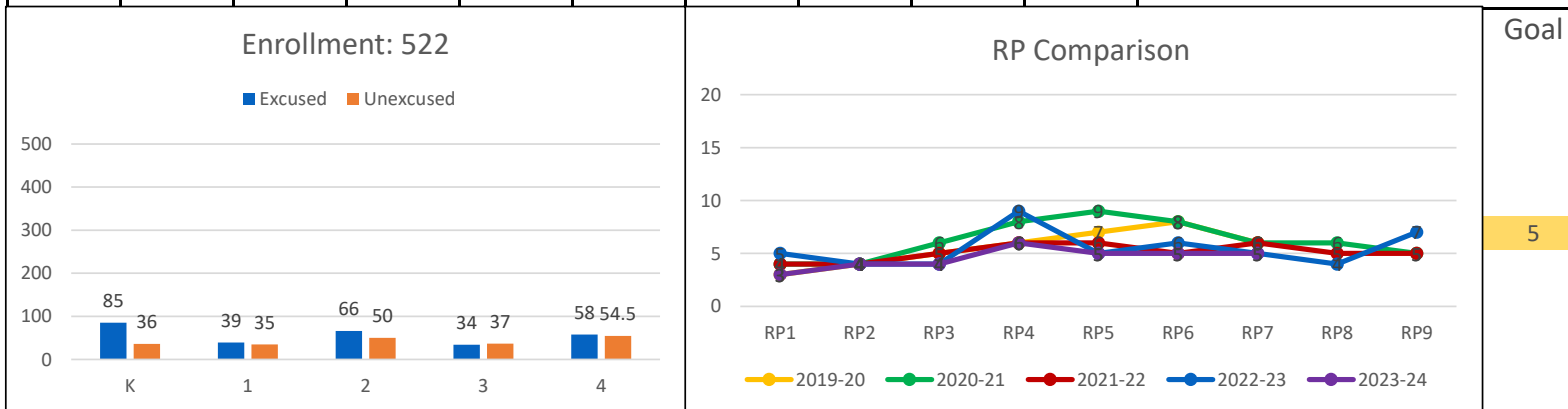
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6%	RP6: 8.8%	RP7: 4.9%	Covid-19	Covid-19
2020-21	RP1: 7.3%	RP2: 5.8%	RP3: 8.1%	RP4: 11.6%	RP5: 9.9%	RP6: 7.5%	RP7: 5.3%	RP8: 8%	RP9: 5.4%
2021-22	RP1: 6.3%	RP2: 6.7%	RP3: 6.3%	RP4: 7.7%	RP5: 6.9%	RP6: 5.8%	RP7: 6.3%	RP8: 8%	RP9: 5.9%
2022-23	RP1: 4.9%	RP2: 4.4%	RP3: 5.5%	RP4: 11%	RP5: 4.7%	RP6: 6.1%	RP7: 4.8%	RP8: 4.9%	RP9: 4.9%
2023-24	RP1: 4.3%	RP2: 4.2%	RP3: 5%	RP4: 7%	RP5: 6.9%	RP6: 5.1%	RP7: 6.2%		

Glenwood



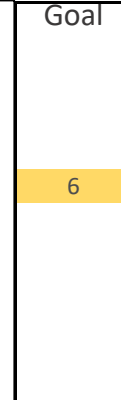
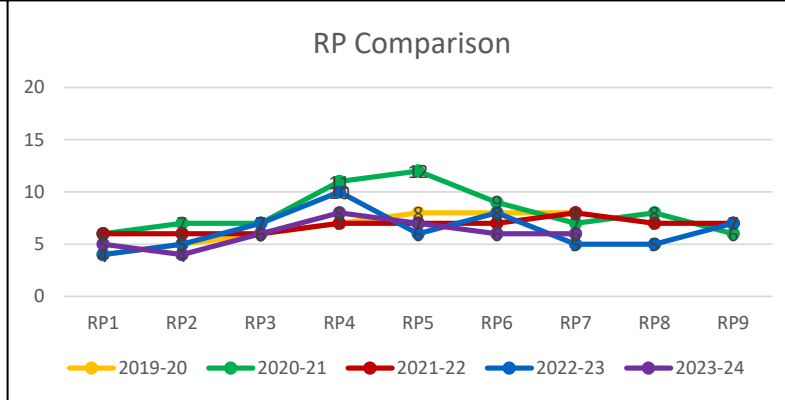
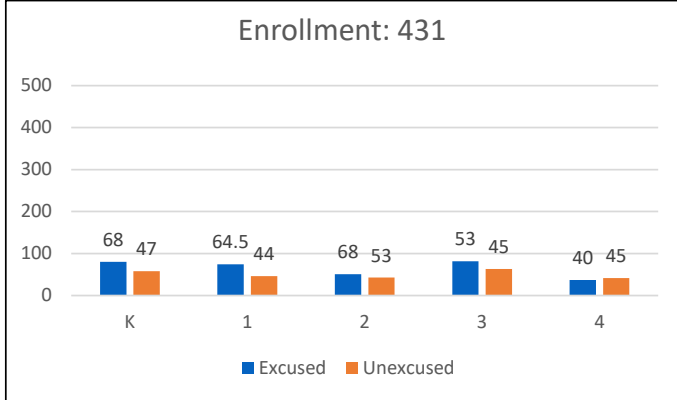
2019-20	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6.8%	RP6: 7.7%	RP7: 6.4%	Covid-19	Covid-19
2020-21	RP1: 4.3%	RP2: 4.3%	RP3: 6.1%	RP4: 7.7%	RP5: 9.1%	RP6: 7.9%	RP7: 6.2%	RP8: 5.6%	RP9: 5.3%
2021-22	RP1: 4.4%	RP2: 4.2%	RP3: 4.8%	RP4: 6.4%	RP5: 5.8%	RP6: 4.6%	RP7: 5.5%	RP8: 5.4%	RP9: 5%
2022-23	RP1: 3.2%	RP2: 4%	RP3: 4.4%	RP4: 8.9%	RP5: 5.4%	RP6: 5.8%	RP7: 4.5%	RP8: 4.1%	RP9: 7.1%
2023-24	RP1: 3.3%	RP2: 3.7%	RP3: 4.1%	RP4: 5.8%	RP5: 4.8%	RP6: 4.8%	RP7: 4.7%		

Linden



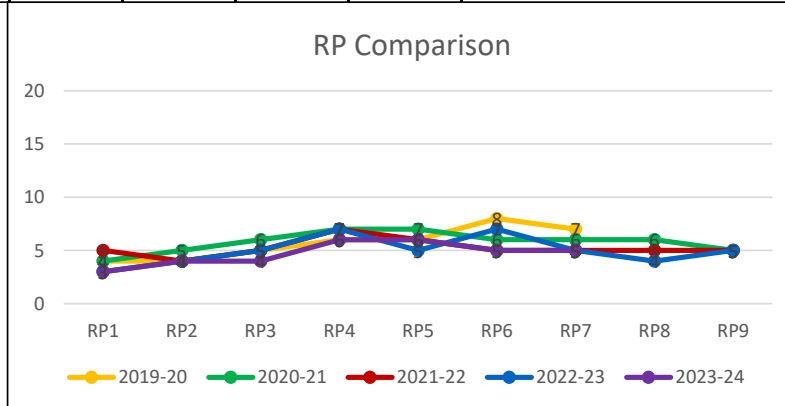
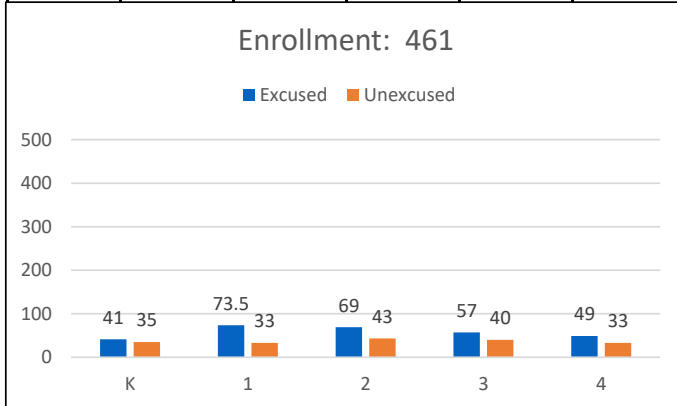
2019-20	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 6.6%	RP5: 7.8%	RP6: 8.4%	RP7: 7.5%	Covid-19	Covid-19
2020-21	RP1: 6.1%	RP2: 7.1%	RP3: 7.3%	RP4: 11%	RP5: 11.7%	RP6: 8.9%	RP7: 6.9%	RP8: 7.5%	RP9: 6.4%
2021-22	RP1: 6.1%	RP2: 6%	RP3: 6.4%	RP4: 6.9%	RP5: 6.6%	RP6: 6.5%	RP7: 8%	RP8: 6.6%	RP9: 7.4%
2022-23	RP1: 3.6%	RP2: 4.7%	RP3: 7%	RP4: 10%	RP5: 6.4%	RP6: 8.1%	RP7: 5.3%	RP8: 5.3%	RP9: 6.9%
2023-24	RP1: 4.9%	RP2: 4.4%	RP3: 5.5%	RP4: 7.7%	RP5: 7%	RP6: 5.9%	RP7: 6.2%		

Willow Brook



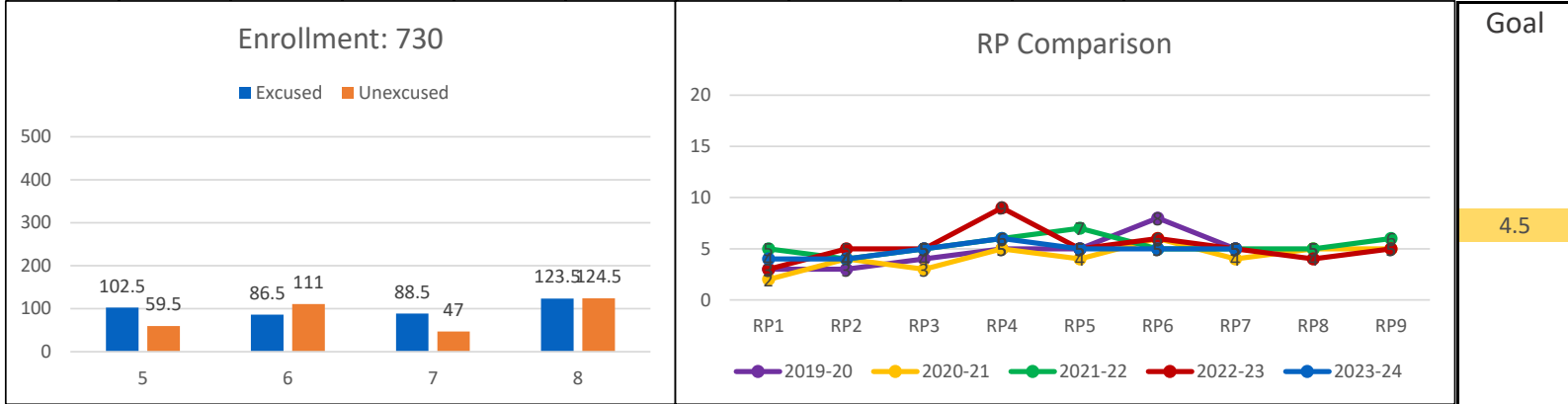
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6.2%	RP6: 8.4%	RP7: 6.6%	Covid-19	Covid-19
2020-21	RP1: 4.1%	RP2: 4.9%	RP3: 6.2%	RP4: 7.1%	RP5: 7.1%	RP6: 5.9%	RP7: 5.5%	RP8: 5.9%	RP9: 5.3%
2021-22	RP1: 4.5%	RP2: 4.1%	RP3: 4.8%	RP4: 6.7%	RP5: 5.9%	RP6: 5%	RP7: 4.7%	RP8: 4.5%	RP9: 5.2%
2022-23	RP1: 2.6%	RP2: 3.7%	RP3: 5.2%	RP4: 6.6%	RP5: 4.5%	RP6: 6.7%	RP7: 5.4%	RP8: 3.7%	RP9: 4.9%
2023-24	RP1: 3.1%	RP2: 3.5%	RP3: 4.3%	RP4: 6.2%	RP5: 5.6%	RP6: 5.2%	RP7: 5.2%		

Woodland



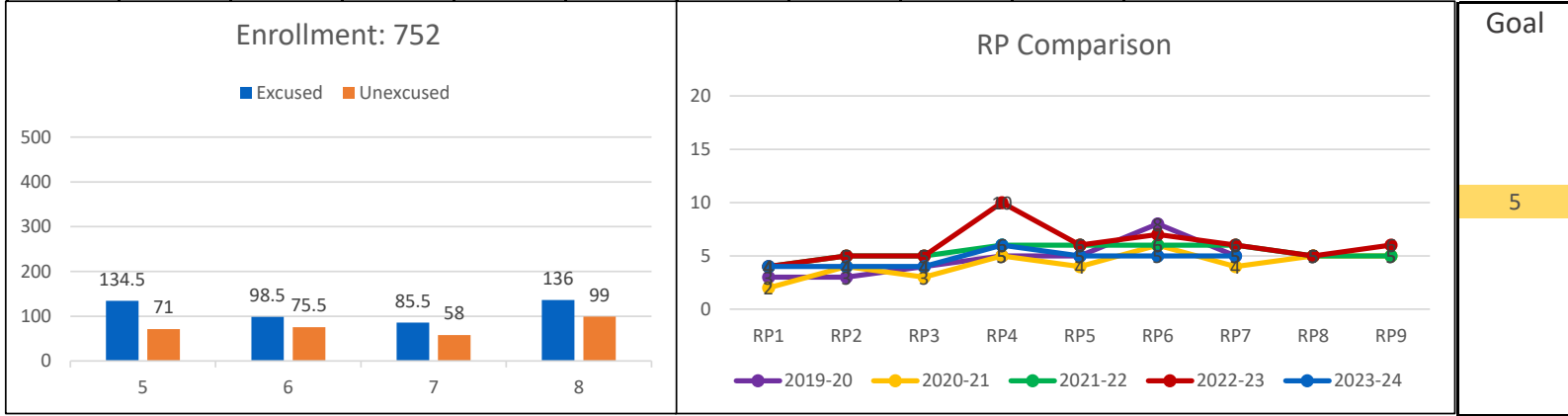
2019-20	RP1: 3%	RP2: 3%	RP3: 4%	RP4: 5%	RP5: 4.9%	RP6: 8.4%	RP7: 5.2%	Covid-19	Covid-19
2020-21	RP1: 2.2%	RP2: 4.1%	RP3: 3.4%	RP4: 4.5%	RP5: 3.8%	RP6: 5.7%	RP7: 3.7%	RP8: 5.1%	RP9: 4.7%
2021-22	RP1: 5.1%	RP2: 4.2%	RP3: 4.9%	RP4: 5.9%	RP5: 6.8%	RP6: 5.4%	RP7: 5.3%	RP8: 4.9%	RP9: 6.1%
2022-23	RP1: 3.1%	RP2: 4.6%	RP3: 5%	RP4: 8.7%	RP5: 4.7%	RP6: 5.5%	RP7: 5.1%	RP8: 4.3%	RP9: 5.3%
2023-24	RP1: 3.8%	RP2: 4.4%	RP3: 4.5%	RP4: 5.6%	RP5: 5.3%	RP6: 5.3%	RP7: 5.1%		

Jefferson



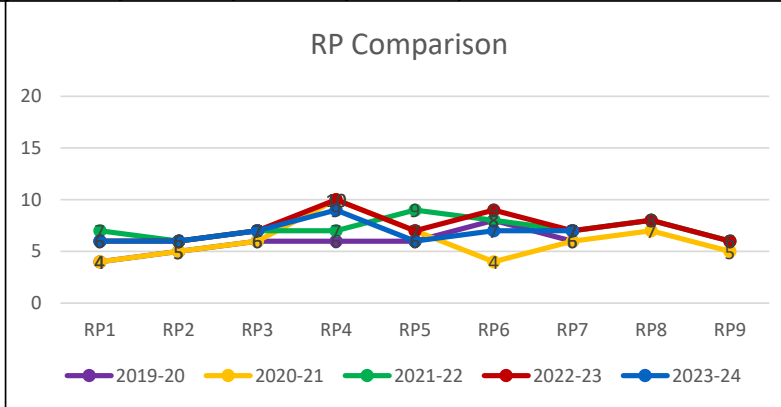
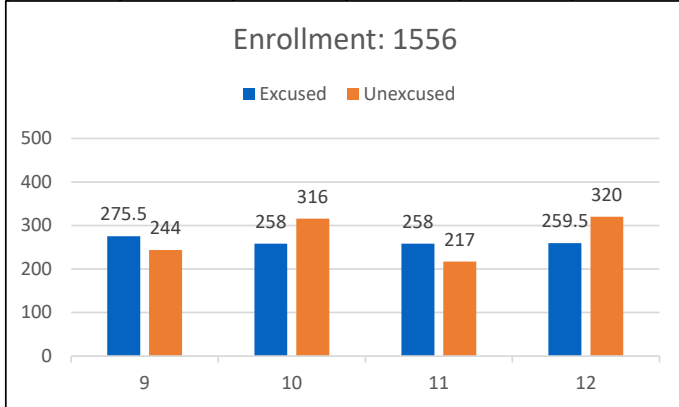
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.7%	RP5: 5.6%	RP6: 7.9%	RP7: 5.7%	Covid-19	Covid-19
2020-21	RP1: 2%	RP2: 2.3%	RP3: 3.4%	RP4: 4%	RP5: 2.7%	RP6: 3.3%	RP7: 2.8%	RP8: 5.6%	RP9: 5.1%
2021-22	RP1: 4.2%	RP2: 4.7%	RP3: 5.4%	RP4: 5.8%	RP5: 5.9%	RP6: 5.5%	RP7: 5.6%	RP8: 5%	RP9: 5.3%
2022-23	RP1: 4.4%	RP2: 4.5%	RP3: 5.4%	RP4: 9.7%	RP5: 6.1%	RP6: 6.8%	RP7: 5.5%	RP8: 4.8%	RP9: 5.8%
2023-24	RP1: 3.9%	RP2: 4.2%	RP3: 4.4%	RP4: 5.8%	RP5: 4.8%	RP6: 5.2%	RP7: 5.1%		

Robertsville



2019-20	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 6.2%	RP5: 6.4%	RP6: 7.6%	RP7: 6.4%	Covid-19	Covid-19
2020-21	RP1: 3.6%	RP2: 4.6%	RP3: 5.5%	RP4: 9.9%	RP5: 6.8%	RP6: 3.8%	RP7: 5.8%	RP8: 7.1%	RP9: 5.1%
2021-22	RP1: 7.2%	RP2: 6.2%	RP3: 6.9%	RP4: 7.3%	RP5: 9.2%	RP6: 8.2%	RP7: 7%	RP8: 8.2%	RP9: 6%
2022-23	RP1: 6%	RP2: 6.3%	RP3: 6.6%	RP4: 9.8%	RP5: 6.6%	RP6: 8.7%	RP7: 6.5%	RP8: 8.2%	RP9: 6.3%
2023-24	RP1: 5.8%	RP2: 6.3%	RP3: 7.1%	RP4: 8.7%	RP5: 6.4%	RP6: 7.3%	RP7: 6.9%		

ORHS



Goal
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