

Regular Board of Education Meeting

August 5, 2024 5:00 PM

Robert J. Smallridge School Administration Building

I. Call to Order

II. Pledge of Allegiance and Presentation of Colors

III. Approval of Agenda

IV. Special Reports/Presentations

A. Good News

V. Public Forum

VI. Consent Agenda

A. Board Minutes 06-17-24

B. FY25 Personnel Advisory Board

C. Sick Leave Bank Board of Trustees

D. ORHS Orchestra Field Trip to New York City, NY

E. ORHS Cross Country Field Trip to Huntsville, AL

F. ORHS Cross Country Field Trip to Norris, TN

G. Secret City Academy Wildbots Field Trip to Fairmont, WV

H. JMS Wilderness Connections Field Trip to Oneida, TN

VII. Items for Action

A. Board Policy 1.501 Visitors to the Schools - First and Second Reading

B. Board Policy 2.403 Surplus Property Sales - First and Second Reading

C. Board Policy 2.806 Bids and Quotations - First and Second Reading

D. Board Policy 3.400 Student Transportation Management - First and Second Reading

E. Board Policy 4.201 Class Size Ratios - First and Second Reading

F. Board Policy 4.213 Family Life Education - First and Second Reading

G. Board Policy 4.214 Use of Artificial Intelligence Programs - First and Second Reading

H. Board Policy 4.301 Interscholastic Athletics - First and Second Reading

I. Board Policy 4.403 Library Materials - First and Second Reading

J. Board Policy 4.600 Grading System - First and Second Reading

K. Board Policy 4.603 Promotion and Retention - First and Second Reading

L. Board Policy 5.310 Vacation and Holidays - First and Second Reading

M. Board Policy 5.701 Substitute Teachers - First and Second Reading

N. Board Policy 5.802 Qualifications and Duties of Superintendent - First and Second Reading

O. Board Policy 6.203 School Admissions & Board Policy 6.318 Admissions of Suspended or Expelled Students - First and Second Reading

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

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

R. Board Policy 6.316 Suspension - First and Second Reading

S. Board Policy 6.4052 Opioid Antagonist - First and Second Reading

T. Board Policy 6.409 Reporting Child Abuse - First and Second Reading

U. Increase of a 0.75 FTE Curriculum Coach to a 1.0 FTE Curriculum Coach at Oak Ridge Preschool

V. Combination of Two 0.50 Teaching Assistant Positions to One 1.0 Teaching Assistant Position at Woodland Elementary

W. FY25 Preschool CACFP Food Grant Application

X. FY25 Preschool Voluntary Pre-K Grant

Y. FY25 Public School Security Grant

Z. FY25 Blanket Purchase Order for Home Depot

AA. FY25 Annual Toilet Tissue Purchase

BB. Purchase and Installation of Serving Lines at Robertsville Middle School

CC. Purchase of RedBird Flight Simulators at ORHS

DD. Purchase of Grizzly Equipment for STEM at ORHS

EE. ORHS Performing Arts Center Sound System Upgrade

FF. ORHS Wildcat Arena Gym Floor Refinishing

GG. Southern Education Retirement Consortium (SERC)

VIII. Items for Information

IX. Items for Discussion

X. Old Business

XI. New Business

XII. Communications

XIII. Adjournment



Willow Brook

Willow Brook is thrilled to announce that we have received a significant grant from Altrusa Oak Ridge, which includes hundreds of books donated to our first-grade teachers. We would also like to extend our gratitude to Books-A-Million for their assistance in this wonderful initiative. We truly appreciate our partners in literacy.

On July 16, Willow Brook participated in the District Tours. Our staff had the opportunity to visit RMS and ORHS to explore the fantastic programs our students will be able to engage in after leaving Willow Brook. Special thanks to Mr. Corrigan, Mr. Hawkins, and their outstanding staff for showcasing the amazing opportunities available. Our Innovation Coach, Dr. Collins, along with PE Teacher Ms. Satkowski and Family Resource Director Jo Bruce, shared valuable information about various programs that align with our Portrait of a Graduate and Capstone Project at the elementary level.

The Oak Ridge High School Dance Cats graciously helped welcome our students, parents, and families to our annual Meet the Teacher event. We are grateful for the inspiring role models from ORHS.

A huge shout-out to the Oak Ridge Police Department for providing Active Shooter Training to our staff. We greatly appreciate our SROs and the ORPD partnership, which helps ensure the safety of our students and staff.

Jefferson Middle School

Benjamin Fowler, Vice Principal of Jefferson Middle School successfully completed his doctoral studies in education this summer at Lincoln Memorial University. His dissertation focus was on rural Southern Appalachian teacher experiences with professional development, resources, and academic success for English learners. Congratulations Dr. Fowler!

The Jefferson Middle School RadioActive Brix First Lego League Team traveled to Long Beach, California at the end of May to participate in the Western Edge Invitational. Around 90 teams from across the globe attended the competition, and the RadioActive Brix had the opportunity to collaborate with teams from Hungary and Vermont during the event. They proudly represented Jefferson and Oak Ridge Schools, excelling in both the judging room and the time-sensitive robot rounds. This experience was truly transformative for the students. Thank you to the Oak Ridge School Board of Education, Ms. Janie Shanafield, and all the team sponsors, including Leidos, ORPSEF, UT Batelle, ORAU, Phil Yager, TVA, UCOR, Tennessee Valley Robotics, and Tennessee Tech. Your efforts have made this opportunity a reality!



Jefferson Middle School (con't)

The 2024 Naka Shi Exchange delegation had a successful home stay from June 29 to July 8. During their visit, they toured the Ueno area in Tokyo and visited notable sites such as the Senso-ji Temple and Tokyo Skytree. While in Naka, they engaged in various activities including visits to elementary, middle, and high schools, traditional dining experiences, fabric dyeing, textile weaving, origami, dressing in kimono and yukata, participating in a tea ceremony, and practicing calligraphy. We eagerly anticipate the arrival of the Naka students in Oak Ridge from August 21-28 as we continue to celebrate the 30th in-person exchange.

Robertsville Middle School

Robertsville had three 8th grade students nominated for participation in the 2024 Promising Young Writers Contest sponsored by the National Council of Teachers of English. Wyatt Cook earned a rating of Superior, Samantha Jackson and Ursula Weatherford earned a rating of Excellent. Dr. Sandra Burnette and Dr. Julie Kinder-McMillan were the ELA teachers for these students.

The annual Back to School Bash was held on Thursday, July 18. Students were able to pick up their class schedules, meet their teachers, and try out their locker. Various information booths were available, including ParentSquare sign up, Canvas Training, PTSA, Transportation, and more. Southern Sips Truck was on site to complete this fun evening with staff, parents, and students. The Back to School Bash is an excellent school community event to help get the new year off to a great start!

Oak Ridge High School

The GAPP-exchange program at ORHS has successfully resumed. In the spring, 20 students from Germany visited ORHS, while 12 ORHS students traveled to Germany during the summer. They had an amazing experience living with German families for three weeks and exploring cities such as Berlin and Hamburg, as well as the Volkswagen headquarters and its Autostadt.

**Regular Board of Education Meeting
June 17, 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 4:49 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. Approval of Agenda

Motion Passed: Motion to approve the Agenda 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

IV. Special Reports/Presentations

A. Good News

Keys Fillauer

B. Retirement Recognition of SRO Mike Swigert

Keys Fillauer

C. Blue Ribbon Presentation to Linden Elementary School by Mr. Bob Eby

Keys Fillauer

V. Public Forum

VI. Consent Agenda

A. Board Minutes 05-20-24

Keys Fillauer

Motion Passed: Motion to approve Consent Agenda 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

VII. Items for Action

A. FY24 Budget Transfer #3 - Second Reading

Jenifer Van Dyke

Motion Passed: Motion to approve FY24 Budget Transfer #3 - Second Reading 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

B. FY24 Budget Transfer #4 - First & Second Reading

Jenifer Van Dyke

Motion Passed: Motion to approve FY24 Budget Transfer #4 - First & Second Reading with a motion by Angi Agle and a second by Laura McLean.

Angi Agle: Yea

Keys Fillauer: Yea

Heather Hartman: Yea

Laura McLean: Yea

Erin Webb: Yea

Yea: 5, Nay: 0

C. FY24 BOE Audit Contract

Jenifer Van Dyke

Motion Passed: Motion to approve FY24 BOE Audit Contract 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

D. FY24 Fiscal Pre-Monitoring Supports Grant

Jenifer Van Dyke

Motion Passed: Motion to approve FY24 Fiscal Pre-Monitoring Supports Grant 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. FY25 Federal Projects Budget Resolution

Jenifer Van Dyke

Motion Passed: Motion to approve FY25 Federal Projects Budget Resolution 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

F. FY25 Board of Education Annual Agenda

Bruce Borchers

Motion Passed: Motion to approve FY25 Board of Education Annual Agenda with a motion by Heather Hartman and a second by Laura McLean.

Angi Agle: Yea

Keys Fillauer: Yea

Heather Hartman: Yea

Laura McLean: Yea

Erin Webb: Yea

Yea: 5, Nay: 0

G. FY25 District Paper Purchase

Jenifer Van Dyke

Motion Passed: Motion to approve the FY25 District Paper Purchase 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

H. FY25 Food Service Contract Renewal

Jenifer Van Dyke

Motion Passed: Motion to approve FY25 Food Service Contract Renewal 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

I. FY25 Oak Ridge Schools Student Discipline Code of Conduct
Motion Passed: Motion to approve FY25 Oak Ridge Schools
Student Discipline Code of Conduct with a motion by Heather
Hartman 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

J. Board Policy 1.800 School Calendar - First and Second
Reading

Bruce Lay

Motion Passed: Motion to approve Board Policy 1.800 School
Calendar - First and Second Reading 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

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

Bruce Lay

Motion Passed: Motion to approve Board Policy 3.202
Emergency Preparedness Plan - First and Second Reading 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

L. Board Policy 3.205 Security - First and Second Reading

Bruce Lay

Motion Passed: Motion to approve Board Policy 3.205 Security -
First and Second Reading with a motion by Erin Webb 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

M. Board Policy 5.307 Physical Assault Leave - First and Second Reading

Matthew Bradburn

Motion Passed: Motion to approve Board Policy 5.307 Physical Assault Leave - First and Second Reading 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

N. Purchase of Replacement Boiler System at Robertsville Middle School

Bruce Lay

Motion Passed: Motion to approve Purchase of Replacement Boiler System at Robertsville Middle School 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

O. Purchase of i-Pads for K-1 Refresh

Kelly Williams

Motion Passed: Motion to approve Purchase of i-Pads for K-1 Refresh 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

P. ORHS Basketball Field Trip to Winston-Salem, NC

Bruce Lay

Motion Passed: Motion to approve ORHS Basketball Field Trip to Winston-Salem, NC 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

Q. ORHS Cheerleader Field Trip to Johnson City, TN
Motion Passed: Motion to approve ORHS Cheerleader Field Trip to Johnson City, TN with a motion by Heather Hartman and a second by Laura McLean.

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

Yea: 5, Nay: 0

R. ORHS Volleyball Field Trip to Lexington, KY
Motion Passed: Motion to approve ORHS Volleyball Field Trip to Lexington, KY with a motion by Angi Agle 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

VIII. Items for Information

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

Bruce Lay
Jenifer Van Dyke

IX. Items for Discussion

X. Old Business

XI. New Business

XII. Communications

XIII. Adjournment

At 6:05 PM.

Chairperson

Superintendent



OAK RIDGE SCHOOLS
PERSONNEL ADVISORY BOARD

Ms. Ruby Miller
574 Oak Ridge Turnpike
Oak Ridge, TN
865-483-5663
Ruby.miller.crmi@statefarm.com

3 Year Term
Expires August 2025

Ms. Kathy Gillenwaters
103 Meadowlark Lane
Oak Ridge, TN
865-805-1307
kgillenwaters@bellsouth.net

3 Year Term
Expires August 2027

Dr. Christine Lee
21 Riverside Drive
Oak Ridge, TN
865-482-6845
cmlriversrun@comcast.net

3 Year Term
Expires August 2027

Current as of 07/02/24

Appointment to Personnel Advisory Board

I recommend the appointment of Ms. Kathy Gillenwaters and Dr. Christine Lee to the Personnel Advisory Board. This appointment is in accordance with the City Charter VI, Section 11, and the Board of Education Policy 5.1031. The new term will expire in 2027.



OAK RIDGE SCHOOLS

2024-2025 SICK LEAVE BANK BOARD OF TRUSTEES

BRUCE BORCHERS	Superintendent of Schools (Chairman)	
LAURA MCLEAN	Board Chairman	
ERIN WEBB	Board Member	Term Expires 2027
JO BRUCE	OREA (WILLOW BROOK)	Term Expires 2026
KIM BRINKMAN	OREA (GLENWOOD)	Term Expires 2026

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: 3/19/2025

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

Class/Group Requesting Permission: Orchestra

Educational Activity: Music Festival/Assessment

Destination: New York

Purpose of Trip: Worldstrides Music Festival

Departure Date: 03/19/2025 Departure Time: 6am

Return Date: 03/23/2025 Return Time: 8pm

Mode of Transportation: Premier Bus

First Student Transportation Contractor School System Van Air Travel

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

School System Van – Name of Driver: _____

Driver's License Verified by: _____ Attach copy of driver's license

Transportation Contractor: _____ Phone #: _____

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

Air Travel Flight #'s: _____

Hotel/Motel Name: Crown Plaza Inglewood

Address: 401 Southvan Brunt Street

City: Inglewood State: New Jersey Zip: 07631

Phone: (833) 577-4914 Contact Person: Kyndra Barnes

Number of Nights: 4 Hotel Rating: 3.5

Name of School Sponsor/Date: Carlos Hernandez Baez

Signature of School Sponsor: _____ Cell #: _____

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: 45

of Adults: 5

Chaperone/Student Ratio: 1/8

Professional Staff Chaperone(s)

1. Name: Carlos Hernandez Cell #: (787)367-5823

2. Name: _____ Cell #: _____

3. Name: _____ Cell #: _____

4. Name: _____ Cell #: _____

Other Chaperone(s):

1. Name: Joy Bonamarte Cell #: (678) 542-5006

2. Name: Christy Kanko Cell #: (615) 517-5774

3. Name: Dana Pair Cell #: (865) 963-6292

4. Name: _____ 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 _____

\$ 1,385 Per Student TOTAL TRIP AMOUNT: \$ 67,880

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

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

Staff Member: Carlos Hernandez

Date: 5/14/2024

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: *Carlos Hernandez*

Date: 5-30-24

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 Orchestra

Destination: New York/New Jersey

Mode of Transportation: bus Purpose: Music Festival

Date: 3 / 19 / 2025 Time: 5am to Date: 3 / 23 / 2025 Time: 8pm

Expected Number of Participants: 45 Expected Number of Chaperones: 45

Teacher/Sponsor of Trip: Carlos Hernandez

Principal: _____

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

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

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

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

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

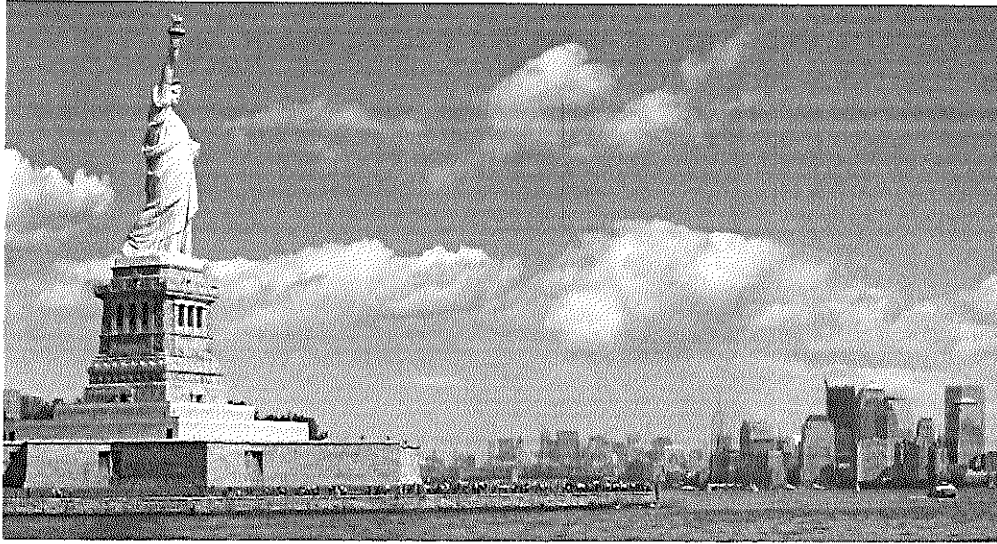
 Parent/Guardian (printed)

 Parent/Guardian (signature)

 Date

Please provide 2 Emergency Contact Phone Numbers

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



DEPART DATE: 3/19/2025

RETURN DATE: 3/23/2025

**ESTIMATED PER PERSON
PRICE:** \$ 1,396

[Pricing based on: transportation,
meals, festival, and activities]

NEW YORK HERITAGE FESTIVAL SAMPLE DAY-BY-DAY ADVENTURE | 5 DAY/4 NIGHT

DAY 1 – WEDNESDAY

Arrive in New York City (est. 6am-8pm)

Hotel check-in

DAY 2 – THURSDAY

Breakfast at the hotel

Visit Top of the Rock

Free Time in Times Square (Shopping/Lunch)

Tour Radio City Music Hall

Dinner at Ellen's Stardust Diner

DAY 3 – FRIDAY

Breakfast at the hotel

AIM Experience Masterclass

Boxed Lunch / Rockefeller Center

NBC Experience Studio Tour

Dinner at Margaritaville

Attend a Broadway Show

DAY 4 – SATURDAY

Breakfast at the hotel

Visit the Metropolitan Museum of Art

Festival Performance – Your festival performance and on-stage clinic will happen on either Friday or Saturday with warm-up in private rehearsal space prior. You are welcome and encouraged to watch other groups perform as well.

Boxed lunch

Carnegie Hall

Awards Ceremony at Riverside Church

Dinner and Dance Celebration on Bay Cruise

DAY 5 – SUNDAY

Breakfast at the hotel

Depart for Home

PACKAGE SNAPSHOT

- Awards Ceremony at Riverside Church
- Dinner and dance cruise
- Festival performance with professional adjudication and on-stage clinic
- Hotel accommodations
- Roundtrip motorcoach transportation
- AIM Experience Master Class
- Carnegie Hall
- Broadway Show
- Times Square
- NBC Experience Studio Tour
- Top of the Rock
- Metropolitan Museum of Art (MET)

This is a **sample** itinerary. We cannot guarantee specific dates and times for certain activities until closer to your trip's departure. You'll work with your Account Manager to finalize your group's itinerary details.

OAK RIDGE SCHOOLS
CAMPUS LEAVE REQUEST – Overnight Trip

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

School: Oak Ridge High School Date: 7/14/24

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: Cross Country

Educational Activity: _____

Destination: Huntsville, Alabama

Purpose of Trip: Cross Country meet

Departure Date: 9/13/24 Departure Time: 8:00 AM

Return Date: 9/14/24 Return Time: 6:00 PM

Mode of Transportation: Rocky Top Tours

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 #: 865-970-3474

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

Air Travel Flight #'s: _____

Hotel/Motel Name: Hilton Garden Inn Huntsville South/Redstone Arsenal

Address: 301 Blvd South SW

City: Huntsville State: AL Zip: 35802

Phone: (256)881-4170 Contact Person: N/A

Number of Nights: 1 Hotel Rating: 4

Name of School Sponsor/Date: Ed Wright - 7/14/24

Signature of School Sponsor: Thomas E. Wright Digitally signed by Thomas E. Wright
Date: 2023.08.16 16:20:53 -04'00' Cell #: (865)686-2899

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: 40

of Adults: 4

Chaperone/Student Ratio: 1:10

Professional Staff Chaperone(s)

- 1. Name: Ed Wright Cell #: (865)686-2899
- 2. Name: Tom Sauer Cell #: (843)345-6614
- 3. Name: Laura Froning Cell #: (865)333-6801
- 4. Name: _____ Cell #: _____

Other Chaperone(s):

- 1. Name: Tara Kneiser Cell #: (865)238-5864
- 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 _____

\$ _____ Per Student TOTAL TRIP AMOUNT: \$ 5000

Provisions for those students unable to pay: _____

Cross Country Boosters Club will cover the cost

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

Staff Member: Thomas E. Wright Digitally signed by Thomas E. Wright
Date: 2023.08.16 16:24:17 -04'00'

Date: 7/14/24

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: 2

Athletic Director Signature: 

Date: 7/16/24

Principal's Action: Approved: Disapproved:

Principal's Signature: 

Date: 7.14.24

Superintendent or Designee's Action: Approved: Disapproved:

Superintendent or Designee's Signature: _____ Date: _____

Board Approval Date (if required): _____

OAK RIDGE SCHOOLS
CAMPUS LEAVE REQUEST – Overnight Trip

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

School: Oak Ridge High School Date: 7/14/24

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: Cross Country

Educational Activity: _____

Destination: Norris Dam State Park

Purpose of Trip: Cross Country camp

Departure Date: 8/23/24

Departure Time: ~~1:00 PM~~ 3:15

Return Date: 8/25/24

Return Time: 11:00 AM

Mode of 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: CCC Cabins

Address: 195 Lakeside Loop

City: Andersonville State: TN Zip: 37705

Phone: (865) 426-7461 Contact Person: N/A

Number of Nights: 2 Hotel Rating: _____

Name of School Sponsor/Date: Ed Wright - 7/14/24

Signature of School Sponsor: Thomas E. Wright Digitally signed by Thomas E. Wright
Date: 2023.08.16 16:20:53 -04'00' Cell #: (865)686-2899

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: 40

of Adults: 4

Chaperone/Student Ratio: 1:10

Professional Staff Chaperone(s)

- 1. Name: Ed Wright Cell #: (865)686-2899
- 2. Name: Tom Sauer Cell #: (843)345-6614
- 3. Name: Laura Froning Cell #: (865)333-6801
- 4. Name: _____ Cell #: _____

Other Chaperone(s):

- 1. Name: Tara Kneiser Cell #: (865)238-5864
- 2. Name: Becky Hughes Cell #: (865)300-3290
- 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 _____

\$ _____ Per Student TOTAL TRIP AMOUNT: \$ 5000

Provisions for those students unable to pay: _____

Cross Country Boosters Club will cover the cost

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

Staff Member: Thomas E. Wright Digitally signed by Thomas E. Wright
Date: 2023.08.16 16:24:17 -04'00'

Date: 7/14/24

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: 2

Athletic Director Signature: Joe Giddens

Date: 7/16/24

Principal's Action: Approved: Disapproved:

Principal's Signature: [Signature] Date: 7.16.24

Superintendent or Designee's Action: Approved: Disapproved:

Superintendent or Designee's Signature: _____ Date: _____

Board Approval Date (if required): _____

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: 6-28-24

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: Secret City Wildbots Robotics Team

Educational Activity: Compete in WVROX Robotics Invitational

Destination: Fairmon State University Falcon Center, Fairmont, WV.

Purpose of Trip: Robotics Competition

Departure Date: Aug. 1st, 2024 Departure Time: _____

Return Date: Aug. 4th, 2024 Return Time: _____

Mode of Transportation: School Vans

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: Lisa Buckner and Mark Buckner

Driver's License Verified by: on file at ORHS Attach copy of driver's license

Transportation Contractor: NA Phone #: NA

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

Air Travel Flight #'s: _____

Hotel/Motel Name: Aug 1st- Wndham; Aug 3rd Hilton Beckley

Address: 75 SouthView Fairmond; 162 Neptune Dr, Beckley

City: Fairmount & Beckley State: WestVirginia Zip: 26330

Phone: 865-207-7036 Contact Person: Lisa Buckner

Number of Nights: 2 Hotel Rating: Excellent- Expedia

Name of School Sponsor/Date: Christopher Scott 6-28-24

Signature of School Sponsor: _____ Cell #: 865-223-4098

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: 15

of Adults: 4

Chaperone/Student Ratio: 4

Professional Staff Chaperone(s)

- 1. Name: Lisa Buckner Cell #: 865-207-7036
- 2. Name: Mark Buckner Cell #: 865-228-4270
- 3. Name: _____ Cell #: _____
- 4. Name: _____ Cell #: _____

Other Chaperone(s):

- 1. Name: Harold Shanafield Cell #: 865-405-9436
- 2. Name: Bob Slattery Cell #: 865-548-0549
- 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

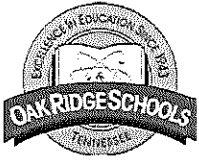
Substitute Required Acct to be charged for Substitute NA

\$ 275.00 Per Student TOTAL TRIP AMOUNT: \$ 4125.00

Provisions for those students unable to pay: _____
 Use of robotics donations and sponsorships funds for student who can't pay.

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

Full trip agenda and information packet is attached.



Oak Ridge Schools – Campus Leave/Field Trip Permission Form

Name of Group: ORHS Secret City Wildbots

Destination: Fairmont State University Falcon Center, Fairmont West Virginia

Mode of Transportation: School van/truck & Mentor Vehicles Purpose: Attend WVROX Robotics Competition

Date: 8 / 1 / 24 Time: 8:00 am to Date: 8 / 4 / 24 Time: 3:00 pm

Expected Number of Participants: 20 Expected Number of Chaperones: 4

Teacher/Sponsor of Trip: Mark/Lisa Buckner

Principal Signature: *[Signature]* Date: 7-19-24

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 : _____ by: _____
 (Teacher) (Date)

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

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

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

 Parent/Guardian (printed)

 Parent/Guardian (signature)

 Date

Please provide 2 Emergency Contact Phone Numbers

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

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: NA

Athletic Director Signature: _____

Date: NA

Principal's Action: Approved: Disapproved:

Principal's Signature: *[Handwritten Signature]*

Date: 7-16-24

Superintendent or Designee's Action: Approved: Disapproved:

Superintendent or Designee's Signature: _____ Date: _____

Board Approval Date (if required): _____

Secret City Wildbots 2024 WVROX Survival Guide

Event Venue: Fairmont State University Falcon Center, Fairmont, WV

Hotel: (Thursday evening)	(Saturday evening)
Hawthorne Suites by Wyndham	Tru by Hilton Beckley
75 South View Drive	162 Neptune Drive
Fairmount, WV 26330	Beckley, WV 25801

Important Information about this event:

This event takes place in the Falcon Center at Fairmont State University. It is basically a lock-in and the competition is a robot endurance event. Matches go on for 26 hours and 14 minutes with only stops for meals and snacks. So, students will be trying to stay up all night. Which is why we will not drive back all the way on Saturday – since chaperones will take turns resting at the event and not get much sleep. There will be security and there will be a quiet room where students can go in and get some rest. Students can bring pillow and sleeping bags if they wish for Friday night. The competition will be taking place all night long! ;o)

Coach/Chaperone Phone Numbers:(865) 207-7036 Mrs. Buckner
(865) 228-4270 Dr. Buckner
(865) 405-9436 Harold Shanafield
(865) 548-0549 Bob Slattery

We will leave the ORHS parking lot at 8:00 am. on Thursday August 1, 2024. Students should eat breakfast before we leave or bring something to eat in route. We will stop for lunch before arriving in Fairmont, WV and students will need money for this meal and dinner, as well. **We will return to Oak Ridge on Sunday, August 4, 2024, about 4:00 pm**

Cost: approx. \$275 for hotel 2 nights, meals at WVROX, and transportation. I need this money by July 28th. Students will need additional money for lunch & dinner Thursday and Saturday evening, and lunch Sunday. The hotels will have a hot breakfast and meals at WVROX are included and must be ordered ahead of time.

Medication:

Medicines must be clearly labeled and placed in an appropriately sized zip-lock bag. Instructions should be written out for specific dosage and time on a separate sheet of paper and placed inside the plastic bag with the medicine. **All medicines will be given to Mrs. Buckner before loading vans on the day of departure.** Students may not keep their own medicines in their rooms.

Breakfast:

Both hotels have a free Breakfast so money will not be needed for breakfast. Students need to plan to eat breakfast there each day or bring items for their breakfast.

Clothes:

Be sure and pack team shirts – they should be worn on Friday and Saturday and **CLOSE TOED SHOES!!!**

Behavior:

No girls in boys' rooms and no boys in girls' rooms! Anyone breaking this rule will be sent home immediately! NO EXCEPTIONS! No students are allowed out of rooms after curfew. Anyone out of his or her room will be sent home the next morning. NO EXCEPTIONS!

WVROX Field Trip Itinerary
(Subject to change if needed)

Thursday, August 1, 2024

8:00 am – Meet in Robotics room and leave for WV
12:30 pm – Stop for lunch
4:00 pm – (approx.) Arrive hotel in Fairmont, WV
6:30 pm – Eat dinner in Fairmont
10:30 pm – In Room/Lights out

Friday, August 2, 2024

9:00 am Leave for Falcon Center at Fairmont State University for Load in
12:00 pm Competition begins
6:00 pm Team Dinner
6:30 pm Competition continues through the night

Saturday, August 3, 2024

7:30 am Breakfast
8:00 am Competition continues with alliance selections
12:00 pm Lunch
2:14 pm – Competition ends
2:30 pm – pack pit and head for Beckley, WV hotel
6:00 pm – eat dinner in Beckley & check into hotel
9:00 pm – Students in rooms
10:00 pm - Lights out

Sunday, August 4, 2024

9:00 am - Leave for Home
12:00 pm - Stop for lunch
4:00 pm - (Approx.) Arrive in Oak Ridge

**Meal Orders for WVROX Need Orders by Tuesday 7/27/24
(THIS STILL NEEDS UPDATED INFORMATION HASN'T BEEN GIVEN YET)**

Name: _____

Friday Lunch (Choose 1):

1. Roast Turkey sliders on sweet rolls
2. Hot Italian Hoagie
3. Chicken Salad Croissant
4. Vegan – Grilled Vegetable & Hummus Wrap
5. Vegan/Gluten Free – Fresh Garden Salad

Friday Lunch Side (Choose 1) :

1. Fruit Cup
2. Pasta Salad
3. Potato Salad

Will also include chips, cookies, popsicles, and bottled water

Friday Dinner Buffet: will include salad, grilled chicken, southwestern quinoa, corn salsa, roasted potatoes, grilled seasonal vegetables, fresh green beans, and cake.

Friday Night Break: Bags of chips, popcorn, fresh whole fruit, pepperoni rolls, cookies and canned sodas and bottled water.

Saturday Breakfast: Fresh fruit cups, yogurt, kind bars, granola bars, breakfast breads and Danishes, coffee, milk & juice.

Saturday Lunch: (Choose 1):

1. Buffalo Chicken Wrap
2. Ham & Swiss Sandwich
3. Roast Beef & Cheddar Sandwich
4. Vegan/Gluten Free – Fresh Garden Salad

Saturday Lunch Side (Choose 1):

1. Pasta Salad
2. Fruit Cup

Will also include chips, cookies, ice cream/popsicles and bottled water.

Oak Ridge High School

Permission to Administer Non-Prescription Medications

I hereby give my permission for my child _____ to receive treatment of a non-emergency medical nature. This would include administering medication such as:

Medication	Yes	NO
Acetaminophen (Tylenol)		
Ibuprofen (Advil)		
Benadryl		
Calamine Lotion		
Neosporin or First Aid Creme		
Antacid Tablets/Liquids		
Imodium A/D		
Cold and Sinus Tablets		
Bee/Insect Sting		

Comments: _____

_____/_____
Parent / Guardian Signature Date

BOE 8/22

Oak Ridge Schools ^{info 8/12}
^{for 8/26}
CAMPUS LEAVE REQUEST – Overnight Trip

School: Jefferson Middle Date: 7/17/24

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: Wilderness Learning adventure

Destination: Big South Fork Nat'l River & Recreation Area

Purpose of Trip: Learn about regional history, geography, natural history, & geology. Develop interpersonal skills such as communication, problem solving, & teambuilding.

Departure Date: 10/23/24 Departure Time: 1:00p.m.

Return Date: 10/25/24 Return Time: 3:30p.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: Scott Linn Cell #: 865-861-9458
- Name: Lauren Estep Cell #: 865-307-1557
- Name: John Beard Cell #: 865-314-1887
- 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: \$ 970.00

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

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

Mode of Transportation: (circle below)

First Student Transportation Contractor School System Van Air Travel

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

School System Van – Name of Driver _____

Valid Driver's License Verified? Yes No Verified by: _____
Attach copy/copies of driver's license

Transportation Contractor: Parker Transport Phone #: 865-457-4259
(Only approved transportation companies may be used, see ORS website for a list of approved companies)

Air Travel Flight #'s: _____ \$750

Oak Ridge Schools
CAMPUS LEAVE REQUEST – Overnight Trip

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

Hotel/Motel Name: Big South Fork NRA (camping)

Address: 4564 Leatherwood Rd.

City: Oneida State: TN Zip: 37841

Phone: 423-286-7275 Contact Person: Mary Grimm

Number of Nights: 2 Hotel Rating: N/A

School Sponsor Signature: John Beard

Date: 7/17/24

This Section for Athletic Trip Only

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

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

Athletic Director Signature: _____

Date: _____

Principal's Action: Approved: Disapproved:

Principal's Signature: [Signature] Date: 7/22/24

Superintendent or Designee's Action: Approved: Disapproved:

Superintendent or Designee's Signature: _____ Date: _____

Board Approval Date (if required): _____

Oak Ridge Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date:
		Rescinds:	Issued: <u>04/28/14</u>

1 General

2 Except on occasions, such as school programs, athletic events, open house and similar public events;
3 all visitors will report to the school office when entering the school and will sign ~~in, a log book.~~
4 Authorization to visit elsewhere in the building or on the school campus will be determined by the
5 principal ~~/or~~ designee. Guest passes shall be issued for all persons other than students and employees
6 of the school.¹

7 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter
8 onto the grounds or into the school buildings during the hours of student instruction except students
9 assigned to that school, the staff of the school, parents of students, and other persons with lawful and
10 valid business on the school premises.²

11 VISITOR CONDUCT

12 Persons who come onto school property shall be under the jurisdiction of the site
13 administrator/designee. ~~Individuals who come onto school property or who contact employees on~~
14 ~~school or district business are expected to behave accordingly. The Superintendent of Schools shall~~
15 ~~develop a visitor code of conduct to be presented to the board attorney, and then, approved by the~~
16 ~~Board.~~³ This code shall prohibit the following:

17 ~~Individuals who come onto school property or who contact employees on school or district business~~
18 ~~are expected to behave accordingly. Specifically, actions that are prohibited include, but are not limited~~
19 ~~to:~~

- 20 1. Cursing and use of obscenities;
- 21 2. Disrupting or threatening to disrupt school or office operations;
- 22 3. Acting in an unsafe manner that could threaten the health or safety of others;
- 23 4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
- 24 5. Physical attacks intended to harm an individual or substantially damage property.

25 ~~The visitor code of conduct shall be posted on the district's website as well as the school's website,~~
26 ~~and copies of the code shall be provided to all teachers, counselors, administrative staff, and other~~
27 ~~school employees. In addition, each school entrance shall have the visitor code of conduct posted~~
28 ~~prominently along with the phone number of someone in the school administration who can answer~~
29 ~~questions about the code.~~

1 Annually, parent(s)/guardian(s) shall be provided with a printed copy of the code of conduct, along
2 with the phone number of someone in the school's administration who can answer questions about the
3 code. Parent(s)/guardian(s) shall sign a statement acknowledging that they have read and understood
4 the code of conduct.

5 **CONSEQUENCES FOR CODE OF CONDUCT VIOLATION**

6 The principal/~~or his/her~~ designee has the authority to exclude from the school premises any persons
7 disrupting the educational programs in the classroom or in the school, disturbing the teachers or
8 students on the premises, or on the premises for the purpose of committing an illegal act.²

9 The principal shall contact law enforcement officials when he/she believes the situation warrants such
10 measures.
11

Legal References

1. TCA 49-2-203(b)(4)
2. TCA 49-6-2008; TCA 39-14-406
- 2-3. [Public Acts of 2024, Chapter No. 810](#)

Cross References

[Board-Community Relations 1.500](#)
Section 504 & ADA Grievance Procedures 1.802
Vendor Relations 2.809
[Safety 3.201](#)
Security 3.205
[School Volunteers 4.501](#)
Care of School Property 6.311

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 1.501.1

Visitors to the School

July 23, 2024

When receiving and directing visitors in the schools, the principal will ensure that the following actions are completed:

1. Signs are posted at all entrances directing visitors to report to the main office.
2. Visitors are welcomed in the school office.
3. Visitors are required to sign-in using the Raptor Visitor Management System. The Raptor Management System requires a visitor to provide a name, date of birth and a valid Driver's License. The Raptor Visitor Management System runs a background check and takes a picture of the visitor once the required information has been successfully provided.
4. Visitors are provided a pass or badge to those who are not employees or students of the local school.
5. Visitors are directed to designated areas, or when appropriate, accompanied to the designated areas.
6. Special instructions are provided for special occasions.

Accompanying Students To Classrooms

Special occasions may require a parent/guardian to accompany a student to his/her classroom. If so, the parent/guardian shall stop at the school office to receive a pass or badge before proceeding to the classroom.

Contractors and Maintenance Workers

Non-employee contractors and maintenance workers are required to complete a background check prior to working at a school facility, inside or out, while students are present. The non-employee contractor or maintenance worker will be issued a visitor badge that must be worn and visible. A non-employee contractor or maintenance worker may be on a school facility prior to completing the required background check when children are present if the visitor is accompanied by an Oak Ridge School Employee.

Vendors

Vendors are required to enter the main entrance of a school facility and follow the same guidelines as any other visitor. Vendors wanting to speak with a school employee is required to schedule an appointment.



Visitor Code of Conduct

Parents, community members, and any other visitors to school property or during school programs/activities **MUST NOT**:

1. Act in a threatening manner toward another or others.
2. Injure or threaten another or others.
3. Damage school property, or the personal property of another or others.
4. Disrupt classes, school programs or other school activities in any way.
5. Communicate with another or others in an abusive, harassing, or threatening manner.
6. Audio or video record where there is an expectation of privacy (*i.e.*, classroom instruction, locker rooms, etc.).
7. Disrupt school transportation or confront transportation staff on a bus/vehicle, a road, a neighborhood, etc.
8. Distribute or wear materials which are vulgar, obscene, advocate illegal action, promote drugs, or are disruptive.
9. Harass or discriminate against another or others based on protected class status (*e.g.*, race, color, religion, etc.).
10. Enter school property, or certain areas of school property, when otherwise restricted from entering the same.
11. Fail to promptly leave school property upon being directed to do so by school administration or law enforcement.
12. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, vaping products, or illegal drugs.
13. Possess or use firearms or dangerous weapons, except in the case of law enforcement officers.
14. Gamble or encourage another or others to gamble.
15. Violate any applicable federal or state statute, local ordinance, or board policy.

If you have questions about this Code of Conduct, please refer to the school system's online Policy Manual located at ortn.edu (Policy No. 1.501.1, Visitors to the School), and/or contact central office using the following telephone number: 865-425-9002.

Oak Ridge Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="text-align: center;">Surplus Property Sales</h2>	Descriptor Code: <h3 style="text-align: center;">2.403</h3>	Issued Date: <u>08/05/24</u> <u>08/26/19</u>
		Rescinds: <h3 style="text-align: center;">2.403</h3>	Issued: <u>08/26/19</u> <u>03/28/16</u> <u>08/11/14</u> <u>01/26/04</u>

1 The Superintendent or designee shall prepare a list of unusable items for Board approval.¹ The list shall contain
 2 the following information: name of item, date of purchase and reason for disposal.

3 All unusable items shall be sold to the highest bidder after advertising on GovDeals.com. However, the intended
 4 online auction shall be advertised on the schools' website and in a newspaper of general circulation at least seven
 5 (7) days prior to the sale² and must include the internet website address for the online auction and other necessary
 6 information concerning the sale. Notice shall also be published on a news and information website in accordance
 7 with state law.³

8 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be disposed of
 9 without the necessity of bids. In order for such disposal without bids, the principal of the school with the surplus
 10 property, the Superintendent and the Board Chair, must agree in written form that the property is of no value or is
 11 of less value than five hundred dollars (\$500),²⁴ provided that the sale is made after reasonable inquiry of
 12 prospective purchasers in order that the sale be made on terms most advantageous to the school system.

13 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the system, the Board
 14 shall approve other methods of disposal.³⁵

15 Surplus or obsolete property estimated to have no net saleable value, if disposed of in the most practical manner
 16 by the Superintendent of Schools, may be destroyed or given to non-profit organization that might have use for
 17 the property.

18 All funds received by the Oak Ridge Schools from the sale of obsolete or surplus property shall be entered as
 19 miscellaneous revenue in the general purpose school fund.

20 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁴⁶**

21 When equipment that was purchased with federal dollars is no longer needed for the original project or program
 22 or for other activities currently or previously supported by a federal agency, disposition of the equipment shall be
 23 made as follows:

24 (1) Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or
 25 otherwise disposed of with no further obligation to the awarding agency, or-

26 (2) Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and
 27 the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds
 28 from sale by the awarding agency's share of the equipment.
 29

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
- ~~2.~~ [TCA 49-6-2007\(b\)](#)
- ~~2-3.~~ [Public Acts of 2024](#)~~19~~, Chapter No. [793-413](#)
- ~~4.~~ [TCA 49-6-2007\(d\)](#)
- ~~3-5.~~ [TCA 12-2-403\(a\)](#)
- ~~4-6.~~ [2 CFR § 200.313\(e\)](#)

Cross References

Duties of Officers 1.201
Inventories 2.702
Textbooks [and Instructional Materials](#) 4.400~~1~~

Oak Ridge Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date: 08/01/22 <u>-08/05/24</u>
		Rescinds:	Issued: <u>08/01/22</u> <u>08/02/21</u> <u>08/11/14</u>

1 All purchases of supplies, materials, equipment, and contractual services in excess of \$50,000,
2 including those of individual schools, shall be based on competitive bids.¹ These bids shall be solicited
3 by advertisement in a newspaper of general circulation within the school district and by publication on
4 a news and information website in accordance with state law.² However, the advertisement may be
5 waived by the purchasing agent in an emergency.²³ The purchasing specialist shall advertise for bids
6 and receive quotations. Sealed bids shall be obtained from at least three bidders, whenever feasible,
7 and shall be opened in public. Recommended bids shall be submitted to and approved by the Board of
8 Education.

9 All purchases between \$10,000 and \$50,000, including those of individual schools, may be made in the
10 open market without newspaper notice, but shall, whenever possible, be based on at least three (3)
11 competitive bids.²³

12 The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or
13 all bids or any part of any bid and, if applicable, to accept the bid which is best as evidenced by
14 reasons relative to the purpose of the purchase.³⁴ Any bid may be withdrawn prior to the scheduled
15 time for the opening of bids. Any bid received after the time and date specified shall not be considered.

16 The bidder to whom the award is made may be required to enter into a written contract.

17 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding
18 or other purchasing procedures is strictly prohibited.

19 **EXEMPTIONS FROM COMPETITIVE BIDDING**

20 Contracts for legal services, educational consultants, services from an insurance provider, and similar
21 services by professional persons or groups of high ethical standards shall not be based upon
22 competitive bids but shall be awarded on the basis of recognized competence and integrity.⁴⁵

23 Purchases of fuel in bulk amounts that would exceed the bid limits may be made in the open market
24 without public advertisement or competitive bidding. Whenever possible, however, at least three (3)
25 documented quotes shall be obtained.⁶

26

1

2

Legal References

1. TCA 49-2-203(a)(3); ~~TCA 12-3-1212~~; Public Acts of ~~2024 2022~~, Chapter No. ~~513 4016~~
2. ~~Public Acts of 2024, TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2); Public Acts of 2022, Chapter No. 796-4016~~
3. ~~TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2); TCA 12-3-1212; Public Acts of 2024, Chapter No. 513 TCA 49-2-203(a)((D)(e)~~
4. ~~TCA 49-2-203(a)(D)(c)~~
5. ~~TCA 12-3-1209; TCA 12-4-107; TCA 29-20-407~~
- 4-6. ~~Public Acts of 2024 2022, Chapter No. 661-719; TCA 29-20-407~~

Cross References

- Executive Committee 1.301
Consultants 1.303
Conflict of Interest 5.601

Oak Ridge Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 08/28/17
		Rescinds:	Issued: <u>08/28/17</u> 11/24/14

1 *General*

2 The Superintendent or designee shall contract annually or as otherwise authorized by the board with a
3 school bus contractor to provide student transportation services.¹

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
5 appear on the rear bumper.² Buses shall also include notice in a conspicuous place that only authorized
6 persons shall enter the bus. This notice shall include appropriate contact information in case of an issue
7 on the bus.³

8 All accidents, regardless of the damage involved, must be reported to the transportation supervisor,
9 including incidents in which any part of the bus contacts any other object or vehicle.

10 The Superintendent or designee shall develop procedures to ensure compliance with the statutory and
11 regulatory requirements for the transportation program.

12 **SCHOOL BUS DRIVERS**

13 Each school bus driver shall receive a certificate from the Board prior to operating a school bus for the
14 school district. The issuance of a certificate to a school bus driver shall be based on the qualifications of
15 school bus drivers as determined by the Superintendent or designee.

16 Annually, the Board shall require each school bus driver to have a physical and mental examination. The
17 Board shall revoke the certificate of any school bus driver found to be physically, mentally, or morally
18 unfit to operate a school bus. Additionally, a certificate shall be revoked if the school bus driver is
19 convicted of driving under the influence, vehicular assault, vehicular homicide, aggravated vehicular
20 homicide, or the manufacture, delivery, sale, or possession of a controlled substance or analogue.⁵

21 **RESPONSIBILITIES OF BUS CONTRACTOR**

22 1. Each school bus and all related equipment shall be maintained in condition to operate safely at
23 all times during the school year and shall conform to specifications as set forth by the State Board
24 of Education¹ and National Highway Traffic Safety Administration.

25 2. Each bus driver shall obey all applicable state rules and regulations.

26 3. The bus contractor shall have on file in the Superintendent's or designee's office a current
27 statement of liability and property damage insurance coverage carried on the bus.

- 1 4. The bus contractor shall submit to the Superintendent or designee the results of the latest physical
- 2 examinations for bus drivers.
- 3 5. Participate fully in the complaint process as outlined below.
- 4 6. Comply with recordkeeping requirements as outlined below. This includes the responsibility to
- 5 furnish the Superintendent or designee with all necessary records as requested.

6 **TRANSPORTATION SUPERVISOR³⁶**

7 The Superintendent shall appoint a transportation supervisor for the system. He/she shall be

8 responsible for the monitoring and oversight of transportation services for the district.

9 The transportation supervisor shall complete a student transportation management training program

10 upon appointment. Every year the transportation supervisor shall complete a minimum of four (4)

11 hours of training annually.

12 The Superintendent or designee shall ensure that training is completed and provide the state

13 department of education with appropriate documentation.

14 **COMPLAINT PROCESS⁴⁷**

15 The following procedure will govern how students, teachers, staff, and community members shall

16 submit bus safety complaints:

- 17 1. All complaints shall be submitted to the transportation supervisor; and
- 18 2. Forms may be submitted in person, via phone call, mail, or email.
- 19 a. Written complaints shall be submitted on forms located on the district’s website. In the
- 20 case of a complaint received via phone, the person receiving the phone call shall be
- 21 responsible for filling out the form and submitting it to the transportation supervisor.
- 22
- 23

24 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-

25 four (24) hours of receipt.

26 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall

27 submit a preliminary report to the Superintendent or designee. This report shall include:

- 28 1. The time and date the complaint was received;
- 29 2. The name of the bus driver;
- 30 3. A copy or summary of the complaint; and
- 31 4. Any prior complaints or disciplinary actions taken against the driver.
- 32
- 33
- 34

1 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall
2 submit a final written report to the Superintendent or designee that details the investigation’s findings
3 as well as the action taken in response to the complaint.

4 An annual notice of this complaint process shall be provided to parents and students. This information
5 will be made available on the district website.

6 **RECORDKEEPING⁵⁸**

7 The transportation supervisor shall be responsible for the collection and maintenance of the following
8 records:

- 9 1. Bus maintenance and inspections forms;
- 10
- 11 2. Bus driver credentials, including required background checks, health records, and performance
- 12 reviews;
- 13
- 14 3. Driver training records; and
- 15
- 16 4. Complaints received and any records related to the investigation and complaints.

17

18

Legal References

- 1. ~~TCA 49-6-2109; TRR/MS 0520-01-05-.02(1); TCA 49-6-2104~~Public Acts of 2023, Chapter No. 122
- ~~1-2.~~ TCA 49-6-2116(d)(3)
- ~~2-3.~~ Public Acts of ~~2017~~2024, Chapter No. 289(1)(d)(3)548
- ~~3-4.~~ Public Acts of 2017, Chapter No. 289(1)(a) (e)TCA 49-6-2107
- ~~4-5.~~ TCA 49-6-2107(e)(1); Public Acts of ~~2017~~2023, Chapter No. ~~122-289(1)(d)(2)~~
- 6. TCA 49-6-2116(a)-(c)Public Acts of 2017, Chapter No. 289(1)(d)(5)
- 7. TCA 49-6-2116(d)(1)-(2)
- ~~5-8.~~ TCA 49-6-2116(d)(5)

Cross References

- Bus Safety and Conduct 6.308
- Homeless Students 6.503

19

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Class Size Ratios</h2>	Descriptor Code: <h3 style="text-align: center;">4.201</h3>	Issued Date: 01/27/20 <u>08/05/24</u>
		Rescinds:	Issued: 11/24/14

1 *General*¹

2 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not
 3 exceed the maximum allowed by state law.

4 **WAIVERS**

5 The Superintendent/designee may seek a waiver from the Commissioner of Education to extend the
 6 career and technical education (CTE) classes in grades ~~ninesix~~ through twelve (96-12) as long as these
 7 class sizes do not exceed the maximum class size set for CTE. For grades six through eight (6-8), the
 8 class size may be extended, but the class size and average must not exceed those for general education
 9 classes in grades seven through twelve (7-12) ².

10 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education
 11 may grant a waiver from the maximum class sizes.

12 The Superintendent shall apply for additional waivers as needed in compliance with state law.

13

Legal References

- 1. TCA 49-1-104; TRR/MS 0520-01-02-.31(4)03-
~~03(3)~~
- 2. TCA 49-1-104(g); Public Acts of 2024, Chapter No.
712

Cross References

- Graduation Requirements 4.605
- Waivers of Statute, Rules, and Regulations 4.607
- Religious Content of Courses 4.804
- Student Goals 6.100
- Student Concerns, ~~Complaints, and Grievances~~ 6.305

14

15

OAK RIDGE BOARD OF EDUCATION [Click here to choose a school board.](#)

43Monitoring: Review: Annually, in November	Descriptor Term: Family Life Education	Descriptor Code: 4.213	Issued Date: 09/27/21 08/05/24
		Rescinds:	Issued: 09/27/21

Formatted: Font: 9 pt, Bold

1 General

2 A family life education program shall be implemented within the school district in compliance with state
3 law.¹

4 A parent/guardian who chooses not to have a student participate in the family life education program
5 shall submit such request in writing to the principal. A student who is excused from the program shall
6 be assigned alternative health activities and shall not be penalized academically.

7 FAMILY LIFE INSTRUCTION

8 The curriculum for the family life education program shall, in a manner that is age-appropriate and
9 factually and medically accurate, include the following:²

- 10 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
- 11
- 12 2. Encourage sexual health by helping students understand how the whole person is affected by
13 sexual activity as well as other risk behaviors;
- 14
- 15 3. Provide information about human reproduction, including conception, birth, and prenatal care,
16 as well as the process of adoption and its benefits;
- 17
- 18 4. Provide information on the family unit and the responsibilities and consequences related to sexual
19 activity, including the challenges of single teen parenting;
- 20
- 21 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual
22 activity;
- 23
- 24 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual
25 abuse, including such abuse that may occur in the home, ~~and~~ human trafficking in which a victim
26 is the child; and internet crimes against children;
- 27
- 28 7. Provide instruction on the prevention of dating violence;
- 29

8. Encourage communication between parent(s)/guardian(s) and students; and

9. Address the legal aspects of sexual activity with emphasis on the rights of the student; and

9,10. Include the presentation of a high-quality, computer-generated animation or high-definition ultrasound of at least three (3) minutes in duration that shows the development of the brain, heart, and other vital organs in early fetal development per state academic standards.³

Instruction in topics related to sexual activity are not age-appropriate for students in grades kindergarten through five (K-5) and shall not be taught as part of the family life curriculum. This does not prohibit instruction on detection, intervention, prevention, and treatment of child sexual abuse and human trafficking of children.⁴

The family life education program shall be reviewed annually to ensure that the prohibited items of instruction, as provided for in state law,³⁵ are not included in the curriculum.

TRAINING ON INSTRUCTION

Personnel providing family life instruction shall receive training prior to presenting such instruction. Personnel shall conduct such instruction with maturity and discretion.

REPORTING

At the beginning of each school year, the Superintendent of Schools shall provide the contact information to the Department of Children’s Service of each employee or trained professional providing instruction on family life curriculum related to child sex abuse, human trafficking, and internet crimes. The Superintendent shall also report on the curriculum selected by the Board of Education.

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Left, Indent: Left: 0.5", Space Before: 0 pt, After: 10 pt, Line spacing: Multiple 1.15 li, No bullets or numbering

Formatted: Superscript

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Superscript

Legal References

1. [TCA 49-6-1302; Public Acts of 2021, Chapter No. 290](#)
2. [TCA 49-6-1304; Public Acts of 2024, Chapter No. 571](#)
3. [Public Acts of 2024, Chapter No. 795](#)
- 2.4. [Public Acts of 2024, Chapter No. 970](#)
- 3.5. [TCA 49-6-1304\(b\)](#)

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of Artificial Intelligence Programs	Descriptor Code: 4.214	Issued Date: -08/05/24
		Rescinds:	Issued:

1 *General*

2 Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the
3 district.¹

4 Only approved AI programs may be utilized in student instruction or in completing student work. The
5 Superintendent or designee shall develop a procedure for staff to submit additional programs for
6 approval.

7 District technology and innovation staff are tasked with overseeing the implementation of AI
8 programs. These staff members will review artificial intelligence programs to ensure compliance with
9 district policies as well as state and federal student data privacy laws and present recommendations to
10 the Superintendent for approval. Any approved programs shall be accessible to all students.

11 Employees shall not place personally identifiable information, financial information, intellectual
12 property, or other confidential information into an AI system.

13 The Superintendent or designee shall incorporate training programs on AI into professional
14 development for district staff. This training shall focus on responsible use of AI and best practices for
15 use in school settings and include instruction regarding personally identifiable information and the
16 need to comply with state and federal data privacy laws. Emphasis shall be placed on the importance of
17 securing and properly storing any data that is collected by the district in compliance with state and
18 federal law.

19 **STAFF USE**

20 Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting
21 communications, notes, images, and the development of content for instructional or administrative
22 purposes, as well as analyzing data and information. The following requirements shall be adhered to
23 when using AI in the completion of work:

- 24 1. Employees shall disclose their use of a generative AI tool if failure to do so would:
25 a. Violate the terms of the use of the AI tool;
26 b. Would mislead a supervisor or others as to the nature of the work; or
27 c. Would be inconsistent with the teacher code of ethic;²
28

- 1 2. Employees shall take all reasonable precautions to ensure the security of private student data
- 2 when utilizing AI programs;
- 3
- 4 3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in
- 5 order to reduce the risk of errors and inaccuracies;
- 6
- 7 4. Outputs shall not be incorporated into proprietary content or works.
- 8

9 **STUDENT USE**

10 Teachers may allow students to use approved AI programs for instructional purposes. Any such use
11 shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall
12 ensure students are provided with appropriate instruction on the responsible use of AI.

13 **ACADEMIC INTEGRITY**

14 Students shall be instructed on responsible use standards including but not limited to the following:

- 15 1. Effective use of generative AI;
- 16
- 17 2. When it is appropriate to use AI in assignments;
- 18
- 19 3. How to determine whether AI responses are accurate;
- 20
- 21 4. Users assume responsibility for incorporating AI content responsibly; and
- 22
- 23 5. The difference between cheating and seeking support.

24 **NOTICE TO PARENTS**

25 The Superintendent or designee shall provide notice to parent(s)/guardian(s) about the use of AI
26 programs in the district. An approved list of AI programs will be provided by posting on the district
27 website.

28 **REPORTING**

29 The Superintendent or designee shall submit a report to the Board of Education each June on how this
30 policy will be enforced in the upcoming school year. The Board shall approve the report and the
31 Superintendent or designee shall submit it to the Department of Education by July 1st.

Legal References

1. [Public Acts of 2024, Chapter No. 550](#)
2. [TCA 49-5-1001](#)

Cross References

Use of the Internet 4.406

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Interscholastic Athletics</h2>	Descriptor Code: <h3 style="text-align: center;">4.301</h3>	Issued Date: 08/02/21
		Rescinds: <h3 style="text-align: center;">4.301</h3>	Issued: <u>08/02/21</u> 08/28/17 <u>03/30/06</u>

1 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be
 2 treated differently from another person or otherwise be discriminated against in any athletic program of
 3 the school. Equal athletic opportunities shall be provided for members of both sexes.¹ Student athletes
 4 shall only be allowed to participate in athletic activities or events that align with the student’s sex
 5 indicated on his/her original birth certificate.² The Superintendent of Schools/designee shall require the
 6 parent/guardian to provide the student’s original birth certificate prior to participation in any
 7 interscholastic athletics. If the original birth certificate is not available or does not indicate the student’s
 8 sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of
 9 the student’s sex at birth. Interscholastic athletics shall be administered as a part of the regular school
 10 program and shall be the principal’s responsibility. Principals shall ensure that school regulations
 11 regarding participation in a sport are reasonable. Athletic schedules shall be filed in each school
 12 principal’s office. The principal or his/ her designee must accompany an athletic team on trips.
 13 Transportation of teams to athletic games is approved by the building level administration.

14 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control
 15 of athletics.³ The Superintendent/designee shall develop a code of conduct for all coaches to follow in
 16 order to ensure the health and safety of athletes.⁴

17 **INSURANCE & PHYSICAL EXAMINATIONS**

18 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must
 19 provide proof of independently secured catastrophic coverage and liability coverage, with the school
 20 system as a named insured, of not less than the limits set forth in state law.⁵ It shall be the responsibility
 21 of the parent(s)/guardian(s) to provide health and hospitalization insurance for all students participating
 22 in interscholastic athletics.

23 Prior to participation in interscholastic athletics, every student must complete an annual physical
 24 examination.⁶ The parents/guardians of each student shall be responsible for covering the cost of the
 25 examination, and these records shall be on file in the principal’s office.

26 **SCHEDULING CONFLICTS**

27 No principal or teacher of any school under the control of the Board shall dismiss his/her school or any
 28 group of students for the purpose of attending the practice of any interscholastic sport during the school
 29 day without written permission from the Superintendent or designee.⁷ This does not prevent the inclusion
 30 of regular physical training lessons in the daily school program.

1 Students shall not be required to attend a school athletic event, or event related to participation on a
 2 school athletic team, if the event is on an official school holiday, observed day of worship, or religious
 3 holiday. The student's parent or legal guardian shall notify the coach in writing three (3) full school
 4 days prior to the event.⁸

5 **SEVERE WEATHER⁴**

6 Severe weather is any type of weather that could impede the safety of any athlete by compromising the
 7 playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder,
 8 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be
 9 discussed with all players, coaches, and officials, if applicable.

10 All coaches who oversee or participate in outdoor training, practice, or competition shall annually
 11 complete a heat illness prevention course approved by the Tennessee Department of Health as well as
 12 receive training on activity modifications based on environmental conditions.

13 **PROHIBITION AGAINST HAZING**

14 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone or
 15 tolerate hazing activities.⁹

16 **HOME SCHOOL STUDENT PARTICIPATION¹⁰**

17 Home school students shall be permitted to participate in accordance with TSSAA or TMSAA
 18 guidelines. If a school is not a member with these organizations, home school students that are zoned
 19 for the school shall be permitted to participate in interscholastic athletics to the same extent as other
 20 students.

Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 et seq.
2. [TCA 49-6-310\(a\)](#)
- 2-3. [TRR/MS 0520-01-02-08\(1\) Public Acts of 2021, Chapter No. 40](#)
- 3-4. [TCA 49-6-3601 TRR/MS 0520-01-02-08\(1\)](#)
- 4-5. [TCA 29-20-403 Public Acts of 2021, Chapter No. 272](#)
- 5-6. [20 USCA § 1232h\(c\); TRR/MS 0520-01-13-.01\(1\)\(a\) TCA 29-20-403](#)
- 6-7. [TCA 49-6-1002\(a\) 20 USCA § 1232h\(e\); TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
- 7-8. [TCA 49-6-1002\(c\) TCA 49-6-1002\(a\)](#)
- 8-9. [TCA 49-2-120 TCA 49-6-1002\(c\)](#)

Cross References

- Special Use of School Vehicles 3.402
 Student Insurance Program 3.601
 Extracurricular Activities 4.300
 Attendance 6.200

[9-10.Public Acts of 2024, Chapter No. 639](#)~~TCA-49-
2-120~~

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: 06/19/23 <u>08/05/24</u>
		Rescinds:	Issued: 06/19/23 <u>08/22/22</u>

Formatted: Font: 10 pt, Bold

1 General

2 The Library Media Specialists shall be responsible for library collection development. He/she shall post
3 the list of library materials online. Library materials shall be reviewed to ensure the content aligns with
4 state law.⁴ Prior to the purchase of new materials, librarians shall review the age and maturity level along
5 with the reading level of the selected items for suitability.¹ A list of new materials shall be reviewed by
6 the principal.

Formatted: Superscript

7 The Executive Director of Teaching & Learning shall be responsible for periodically reviewing the
8 district's library collection in line with the standards established below. Any materials found to be out
9 of alignment with the standards shall be removed, and this action shall be documented in writing and
10 presented to the Superintendent and the Board.

11 **STANDARDS²**

Formatted: Font: Bold

12 The library collection shall adhere to the following criteria:

Formatted: Font: Bold, Superscript

Formatted: Font: Bold

- 13 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 14
- 15 2. Materials shall be appropriate for the age and maturity levels of the students who may access
- 16 them. The determining factor will be based on an assessment of any mature themes or content
- 17 (i.e., violence, sexual content, vulgar language, substance abuse);
- 18
- 19 3. Materials shall contain literary, historical, and/or artistic value and merit; and
- 20
- 21 4. The collection as a whole shall offer a variety of viewpoints.

22 Any material that meet the following criteria shall be removed and excluded from the district's library
23 collection:

Formatted: Font: (Default) Times New Roman, 12 pt

24 1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess
25 violence, or sadomasochistic abuse as defined in state law³;

Formatted: Superscript

Formatted: Font: (Default) Times New Roman, 12 pt

26

27 2. Are patently offensive as defined in state law; or

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Indent: Left: 1", No bullets or numbering

1 3. Appeal to the prurient interest as defined in state law.

2 The Board shall be notified when any library materials are challenged or removed pursuant to this policy.

3 The Executive Director of Teaching and Learning shall be responsible for periodically reviewing the
4 district's library collection in line with these established standards.

5 **COMPLAINTS²⁴**

Tier I

If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint shall:

1. Inform the complainant of the selection procedures and make no commitments.
2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
3. Inform the principal (and other appropriate personnel).
4. Keep challenged materials available for use during the reconsideration process.

Upon receipt of the completed form, the principal may notify the Superintendent of Schools/designee. The principal may request review of the challenged materials by an ad hoc materials review committee within thirty (30)+5 days. If appointed, The a review committee is appointed by the principal and should include certified library media personnel, representatives from classroom teachers, one or more parents, and may include one or more students. The principal will inform the Superintendent of Schools/designee of the review committee's progress.

After receiving the challenged materials, the following steps should occur:

1. Read, view, or listen to the contested material in its entirety;
2. Check general acceptance of the material by reading recognized and evaluative reviews;
3. Determine the extent to which the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school; and
4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value.

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Normal, No bullets or numbering

Tier Two

The principal shall present a recommendation to the Superintendent/designee. The Superintendent/designee shall access the findings along with the recommendation of the principal and present a recommendation to the Board.

The Board shall evaluate the recommendations of the principal and the Superintendent/designee along with the material to determine whether it is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school. The Board shall review the findings and affirm, overturn, or modify the decision within sixty (60) days from which the feedback was received.

REMOVAL OF LIBRARY MATERIALS

~~The complainant may appeal the principal's decision. The appeal shall be to the Superintendent of Schools/designee. He/she shall review the recommendation presented by the review committee along with the principal's recommendation and make the determination whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.~~

Tier Three

~~The complainant may appeal the decision of the Superintendent of Schools/designee. The Board shall evaluate the material to determine whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.~~

If, ~~at any tier,~~ it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the material shall be removed from the library collection.

Formatted: Font: Bold

Formatted Table

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
2. [Public Acts of 2024](#)~~2023~~, Chapter No. [782-472](#)
3. [TCA 39-17-901](#)
- 2-4. [TCA 49-6-3803](#)

Cross References

Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Formatted: Font: (Default) Times New Roman, 9 pt

Formatted: Normal, Indent: Left: 0"

Oak Ridge Schools Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: <b style="text-align: center;">Grading System	Descriptor Code: 4.600	Issued Date: 08/01/22 <u>08/05/24</u>
		Rescinds:	Issued: <u>08/01/22</u> 08/28/17 11/24/14

1 The Superintendent or designee shall develop an administrative procedure to establish a system of
 2 grading and assessment for evaluating and recording student progress and to measure student
 3 performance in conjunction with board-adopted content standards for grades K-8. The
 4 grading/assessment system shall follow all applicable statutes and rules and regulations of the State
 5 Board of Education. The grading/assessment system shall be uniform district-wide at comparable grade
 6 levels, except that the Superintendent or designee shall have the authority to establish and operate
 7 ungraded and/or unstructured classes in grades K-3 according to state rules and regulations.¹

8 The Superintendent or designee shall submit a copy of the grading, reporting and assessment systems to
 9 the board before the system is implemented.² These guidelines shall be communicated annually to
 10 students and parents/guardians.¹

11 Conduct grades are based on behavior and shall not be deducted from scholastic grades.

12 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)¹**

13 Schools teaching grades nine through twelve shall use the uniform grading system established by the
 14 State Board of Education. Using the uniform grading system, students' grades shall be reported for the
 15 purposes of application for post-secondary financial assistance administered by the Tennessee Student
 16 Assistance Corporation.

17 Subject-area grades shall be expressed by the following letters with their corresponding percentage
 18 range:

- 19 • A (90-100)
- 20 • B (80-89)
- 21 • C (70-79)
- 22 • D (60-69)
- 23 • F (0-59)

24 This grading system shall be uniform throughout the school district for each grade.

25 Advanced coursework grades will be weighted with additional percentage points to calculate the
 26 semester average. Depending on the course taken, the following percentage points will be assigned:

- 27 • Honors Courses – three (3) percentage points;

- 1 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned, ~~and Dual Enrollment~~
 2 ~~Courses~~— four (4) percentage points; and
 3 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP), ~~and~~
 4 International Baccalaureate Courses, ~~and Dual Enrollment Courses~~ – five (5) percentage points.

5 **LOTTERY SCHOLARSHIPS³**

6 Each school counselor shall provide incoming freshman with information on college core courses
 7 required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score,
 8 etc.) that must be met in order to receive a scholarship.

9 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal
 10 Student Aid (FAFSA). The FAFSA is available at the guidance office or online, at www.fafsa.ed.gov.
 11 Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications
 12 in a timely manner.

13 Elementary and middle school counselors shall explain the HOPE Scholarship and its requirements to
 14 their students and impress upon them the benefits of making good grades.

15 **LOTTERY SCHOLARSHIP DAY**

16 Each school year, prior to scheduling courses for the following school year, schools teaching students in
 17 grades 8-11 shall conduct a lottery scholarship day for students and their parents.⁴

Legal References

- ~~1.~~ 1. [TCA 49-2-203\(b\)\(16\); TCA 49-2-301\(b\)\(1\)\(H\)](#)
~~1-2.~~ 1-2. TRR/MS 0520-01-03-.02, State Board of Education
 Policy 3.301; ~~TCA 49-6-407~~ [Public Acts of 2022,](#)
[Chapter No. 1080](#)
~~2-3.~~ 2-3. TCA 49-2-203(b)(7); TCA 49-2-301(b)(1)(H)
~~3-4.~~ 3-4. TCA 49-4-904, [905](#), 907
~~4-5.~~ 4-5. TCA 49-4-932(f)

Cross References

- Alternative Credit Options 4.209
 Credit Recovery 4.210
 Reporting Student Progress 4.601
 Honor Roll, Awards, & Class Ranking 4.602
 Promotion and Retention 4.603
 Transcript Alterations 4.608

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 11/28/23 <u>08/05/24</u>
		Rescinds:	Issued: <u>11/28/23</u> 09/26/22 04/22/19 04/23/18

1 *General*

2 All promotion and retention decisions shall be made on a case-by-case basis and comply with state and
3 federal law. All decisions shall be made in consultation with a student’s IEP and/or 504 team, if
4 applicable.¹

5 Students who have difficulty in achieving the requirements for promotion may be considered for
6 retention. Schools shall identify these students by February 1. Factors used to identify students for
7 retention shall include:²

- 8 1. Ability to perform at the current grade level;
- 9
- 10 2. Results of local assessments, screening, or monitoring tools;
- 11
- 12 3. State assessments, as applicable;
- 13
- 14 4. Home Literacy Reports;³
- 15
- 16 5. Overall academic achievement of the student;
- 17
- 18 6. Likelihood of success with more difficult material if promoted to the next grade;
- 19
- 20 7. Attendance record; and
- 21
- 22 8. The student’s maturity.

23 Students may be identified for retention after the February 1st deadline if the delay in identifying a
24 student is due to:⁴

- 25 1. Date of enrollment;
- 26

- 1 2. Additional information acquired after results of local assessment, screening, or monitoring are
2 released; or
- 3
- 4 3. Unexpected long-term illness.

5 **VOLUNTARY RETENTION**

6 A parent/guardian of a student enrolled in kindergarten through second grade may choose to retain
7 his/her student in the current grade level if:

- 8 1. The student has a documented academic or behavioral delay; and
- 9
- 10 2. The parent/guardian believes that retention may benefit the student.⁵

11 **PROMOTION PLANS**⁵⁶

12 When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within
13 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student
14 avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504
15 team and may also include input from the student's parent(s)/guardian(s), school counselor, or other
16 appropriate school personnel.

17 Promotion plans shall incorporate evidence-based strategies, including expectations and measurements
18 that will verify whether a student has made sufficient progress to be promoted to the next grade level,
19 and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade
20 will include additional requirements for promoting students in these grades. A copy of the plan will be
21 provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-
22 teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then
23 the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the
24 promotion plan.

25 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be
26 promoted to the next grade level unless retention is required per additional requirements for students in
27 third and fourth grade.⁶

28 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by
29 the end of the school year, the student shall be eligible to enroll in a summer reading or learning
30 program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)
31 calendar days prior to the start of the next school year if the student was enrolled in a summer program.
32 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be
33 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school
34 year.⁷

35 **RETENTION**⁶⁷

36 A student may be retained when such retention is in the best interest of the student or when retention is
37 required per additional requirements for students in third and fourth grade.

1 *Decision of Retention – General*⁸⁹

2 If a student is retained, the Superintendent of Schools/designee shall develop an individualized
3 academic remediation plan within thirty (30) calendar days after the beginning of the next school year.
4 A copy of the plan shall be provided to the student’s parent(s)/guardian(s) within ten (10) calendar
5 days of its development. The plan shall include at least one of the following strategies:

- 6 1. Adjustment to the current instructional strategies or materials;
- 7
- 8 2. Additional instructional time;
- 9
- 10 3. Individual tutoring;
- 11
- 12 4. Modification to the student’s classroom assignment to ensure the student receives
13 instruction from a teacher with a level of overall effectiveness of above expectations (level
14 4) or significantly above expectations (level 5); or
- 15
- 16 5. Attendance or truancy interventions.

17 A student shall not be retained more than once in any grade. The progress of students who are retained
18 shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the
19 school year in which the student is retained. The Superintendent or designee shall develop procedures
20 to ensure appropriate recordkeeping of students who are retained.

21 *Decision of Retention – Third Grade*⁹¹⁰

22 Third grade students shall not be promoted to the next grade unless they are determined to be
23 proficient (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts
24 (ELA) based on the student’s most recent TCAP test.

25 Students who are not proficient in ELA may still be promoted if the following conditions are met:

- 26 1. A student in third grade receiving a performance level rating of “approaching” on the ELA
27 portion of the student’s most recent TCAP test may be promoted if:
 - 28 a. The student is an English language learner and has received less than two (2) full years
29 of ELA instruction;
 - 30 b. The student was previously retained in grades K-3;
 - 31 c. The student is retested before the next school year and scores proficient in ELA;
 - 32 d. The student attends a learning loss bridge camp before the next school year, maintains a
33 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
34 test at the end of the camp;
 - 35 e. The student receives tutoring for the entirety of the next school year in accordance with
36 state law; or
 - 37 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in
38 ELA standards by scoring within the fiftieth percentile on the most recently
39 administered state-provided benchmark assessment and the district provides tutoring
40

1 services to the student during the entire fourth grade school year and notifies the
 2 student's parent/guardian, in writing, of the benefits of enrolling the student in summer
 3 programming.
 4

- 5 2. A student in third grade receiving a performance level rating of "below" on the ELA portion of
 6 the student's most recent TCAP test may be promoted if:
 7
- 8 a. The student is an English language learner and has received less than two (2) full years
 9 of ELA instruction;
 - 10 b. The student was previously retained in grades K-3;
 - 11 c. The student is retested before the next school year and scores proficient in ELA; or
 - 12 d. The student attends a learning loss bridge camp before the next school year, maintains a
 13 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next
 14 school year in accordance with state law.

*Decision of Retention – Fourth Grade*⁹¹⁰

Students in the following categories ~~may be promoted to fifth grade if they demonstrate shall show~~
 adequate growth ~~on the fourth-grade ELA portion of the TCAP test; in the following ways before being~~
~~promoted to the fifth grade:~~

1. A student who ~~was is~~ promoted to ~~the~~ fourth grade due to receiving tutoring for the entirety of
 the ~~fourth-grade school year; and next school year in accordance with state law or because of~~
~~attending a learning loss bridge camp must maintain a ninety percent (90%) attendance rate;~~
~~and~~
2. A student ~~who was promoted to fourth grade due to attending a learning loss bridge camp while~~
~~maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the~~
~~fourth grade school year. receiving tutoring for the entirety of the next school year in~~
~~accordance with state law shall be required to show adequate growth on the fourth grade ELA~~
~~portion of TCAP before the student may be promoted to fifth grade.~~

If a student that was promoted to fourth grade under one of the provisions above does not demonstrate
 adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

1. The student's principal shall convene a conference consisting of the following parties: the
 student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.
2. The conference shall review the student's fourth grade ELA performance to determine if the
 student shall be promoted to fifth grade.
3. At the conclusion of the conference, a majority of the parties shall agree to one of the
 following:
 - a. The student will be promoted to fifth grade and be assigned a tutor for the entirety
 of the student's fifth-grade year; or
 - b. The student will be retained in fourth grade. A student shall not be retained more
 than once in fourth grade,

~~A student shall not be retained more than once in fourth grade.~~

*Decision of Retention – Students with Disabilities*¹⁰¹¹

Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of TCAP was due to the student's disability. The school district shall not retain a student with a disability or a suspected disability that impacts their ability to read.

APPEALS^{7,118,12}

When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision to retain the student and provided with information on the right to appeal the decision. Appeals shall be made to a committee appointed by the principal within ten (10) days. The student and his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee shall conduct a hearing within ten (10) days to determine if the student will be promoted and issue such decision within ten (10) days. Upon notification of the committee decision, the principal shall send written notification to the Superintendent of Schools/designee and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of their right to appeal such action within five (5) days to the Superintendent of Schools/designee.

The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A decision shall be issued within ten (10) business days.

Within five (5) business days of the Superintendent of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Superintendent of Schools/designee. The action of the Board shall be final.

For students where retention is required per the additional requirements for students in third and fourth grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.¹²¹³

Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. [Public Acts of 2024, Chapter No. 829](#)
- 5-6. TRR/MS 0520-01-03-.16(6)
- 6-7. TRR/MS 0520-01-03-.16(6)(f)
- 7-8. TRR/MS 0520-01-03-.16(6)(e)
- 8-9. TRR/MS 0520-01-03-.16(6)(g)
- 9-10. TRR/MS 0520-01-03-.16(7)
- 10-11. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e); [Public Acts of 2024, Chapter No. 989](#)
- 11-12. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
- 12-13. TRR/MS 0520-01-03-.16(7)(f)

Cross References

Credit Recovery 4.210
Grading System 4.600
Reporting Student Progress 4.601
Attendance 6.200
Student Assignments 6.205
Homeless Students 6.503
Student Records 6.600

Oak Ridge Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Vacations and Holidays	Descriptor Code: 5.310	Issued Date: 08/05/24
		Rescinds: V-10&11	Issued: 01/26/15 05/22/02

1 **VACATIONS**

2 Full-time support employees, except teacher assistants, ~~and food service employees~~, hired July 1, 1993, or after
3 shall be granted vacation time according to the following schedule:

Years of Service	Rate	10 Months	11 Months	12 Months
1-3	1 1/27	11	12	13
4-16	1 1/2	15	17	18
16 or more	2	20	22	24

4 Employees employed prior to July 1, 1993, will be subject to accrual rates in effect at the time of hire.

5 ~~Administrators shall be granted vacation time at the rate of two days per month beginning at the time of hire.~~

6 For purpose of determining vacation time, the year shall begin July 1. The employee may have until June
7 30 of the fiscal year following the year in which vacation time was accrued to complete the vacation leave,

8 Vacation time must be used for all absences with pay except sick leave or emergency leave. Dates to be
9 used for vacation time must be approved in advance by the employee's supervisor.' Employees assigned
10 to a school shall not take vacation ,while school is in session, except with prior approval of the superin-
11 tendent of schools. Vacation for system wide employees shall be arranged at the convenience of the
12 school system.

13 At the time of termination of employment, employees who are granted vacation time under the provisions
14 of this policy shall be paid for unused, accrued vacation time.

15 **HOLIDAYS**

16 Support employees ~~and administrators~~ on a twelve-month basis, if on the active payroll at the time, shall
17 be entitled to the following ten (10) holidays with pay when these days fall on a work day and school is
18 not open: New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, the Fourth of
19 July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day.
20 School secretaries employed on less than twelve (12) months' basis shall be entitled to eight (8) holidays
21 with pay: New Year's Day, Martin Luther King, Jr. Day, Good Friday, Labor Day, Thanksgiving Day,
22 the day after Thanksgiving, Christmas Eve, and Christmas Day. If a holiday falls on a work day when
23 school remains open, or falls on a Saturday or Sunday, the superintendent shall designate another day
24 convenient to the school system to be observed as a holiday.

1 All full-time assistants ~~and hourly food and transportation service personnel~~ shall be granted seven (7)
2 paid holidays per school year. These paid holidays shall be New Year's Day, Martin Luther King Jr. Day,
3 Good Friday, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. Should these days fall
4 on a Saturday or Sunday, the superintendent shall designate other days as the paid holidays. The rate of
5 pay for these holidays will be the regular rate for such employee classification.

Legal References

1. TCA 5-23-101; 104

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 08/01/22
		Rescinds:	Issued: 11/22/21 09/25/17 01/26/15

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies
2 until a licensed teacher is available.^{1,2} Substitute teachers may be employed and paid directly by the
3 Board of Education or by a third-party employer through an agreement between such third-party
4 employer and the Board of Education.

5 Substitute teachers employed by third-party entities shall be subject to the same unemployment benefit
6 eligibility conditions as substitute teachers employed directly by the Board of Education.²

7 **APPLICATION/QUALIFICATIONS**

8 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

9 Applicants with revoked licenses or certificates according to the Department of Education shall not be
10 hired.⁴

11 Qualifications for substitute teachers shall be determined by the Superintendent of Schools in compliance
12 with board policy, state laws and State Board of Education rules and regulations.

13 A list of substitute teachers will be prepared by the Human Resources Office who will maintain files
14 which may include transcripts, credentials, recommendations and other pertinent information.

15 **COMPENSATION**

16 If employed directly by the Board of Education, the compensation of substitute teachers shall be deter-
17 mined annually by the Board.

18 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same
19 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired
20 after July 1, 2011 through July 1, 2016.⁵

21 **CERTIFICATION**

22 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substi-
23 tute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught or shall

1 be a retired teacher that held the appropriate endorsement.⁶ When substituting for a teacher without sick
2 leave, the substitute shall be certified and paid according to the state salary schedule.¹

3 **EMERGENCY NEEDS**

4
5 Any district personnel may serve as substitute teachers in emergency situations. Emergency use shall be
6 defined as less than a full day due to the regular or substitute teacher being unable to arrive on time or
7 remain for the full day.

8 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would
9 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
10 for both positions at the same time.

11 **TRAINING AND ORIENTATION**

12 The Superintendent of Schools ~~and/or designee~~ shall be responsible for ensuring that there are
13 appropriate training and development programs for substitute teachers that includes the annual school
14 safety training required by state law.⁷

15 **RESPONSIBILITIES**

16 Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not lim-
17 ited to, bus duty and playground supervision.

18 **RE-EMPLOYMENT/TERMINATION**

19 On an annual basis, the Superintendent of Schools and/or designee, with input from the principals, shall
20 determine which substitute teachers performed at an acceptable level. Substitute teachers who performed
21 below an acceptable level shall not be re-employed.

22 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
23 the principal and/or third-party employer if they wish to terminate their service as substitutes.

24

25

26

Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(14) (C)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)
- 6-7. Public Acts of 2024, Chapter No. 735; TCA 49-6-805(7)

Cross References

Background Investigations 5.118
Employment of Retirees 5.119

Oak Ridge Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: <h2 style="text-align: center;">Qualifications and Duties of Superintendent</h2>	Descriptor Code: 5.802	Issued Date: 08/02/21 <u>08/05/24</u>
		Rescinds:	Issued: <u>08/02/21</u> 08/27/18 03/26/18 01/26/15

1 **QUALIFICATIONS:**

- 2 1. A professional educator's license
- 3 2. A master's degree in education with a preference for a doctorate degree
- 4 3. Three (3) years of successful experience in school administration
- 5 4. Such other qualifications as the Board deems desirable

6 **REPORTS TO:** The Board of Education

7 **SUPERVISES:** All administrative and supervisory personnel in the district

8 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational
9 programs and services

10 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the superintendent shall extend
11 to all activities of the district, to all phases of the educational program, to all aspects of the financial
12 operation, to all facility management, and to the conduct of such other duties as may be assigned by the
13 Board. The superintendent may delegate these duties together with appropriate authority but may neither
14 ~~not~~ delegate nor relinquish ultimate responsibility for results or any portion of accountability.

15 **ESSENTIAL FUNCTIONS:**

16 **General Administrative**

- 17 1. Provides leadership in identification of priorities and assures that all activities reflect those
18 board-established priorities.
- 19 2. Prepares and recommends short- and long-range plans for board approval and implements those
20 plans when approved.
- 21 3. Prepares, in conjunction with the Chairboard chairman, agenda recommendations relative to all
22 matters requiring board action, including all facts, information, options, and reports needed to
23 assure informed decisions. Provides advice and counsel to the Board on matters before it.

- 1 4. Attends all regular and special meetings of the Board and keeps a complete and accurate record
2 of the proceedings of all meetings of the Board and of its official acts.
- 3 5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems.
4 Recommends policies or courses of staff action.
- 5 6. Develops administrative procedures to implement board policy or for the items deemed
6 necessary for the efficient operation of the schools and disseminates these procedures to
7 appropriate staff.
- 8 7. Keeps the Board informed regarding development in other districts or at state and national levels
9 that would be helpful to the district.
- 10 8. Ensures that all local, state/federal standards for the health and safety of the students and staff
11 are maintained and that required reports are maintained.
- 12 9. Fulfills all statutory obligations and implements the education law of the State of Tennessee and
13 the rules and regulations of the State Board of Education.¹

14 **Financial Management**

- 15 1. Provides direction to and supervision of school business functions. Encourages development and
16 implementation of sound business practices. Continually assesses business practices to achieve
17 efficiency.
- 18 2. Prepares, annually, a budget and submits it to the Board for approval. Presents approved budget
19 to the appropriate local funding body for adoption.
- 20 3. Makes appropriate written reports for the Board, detailing all receipts and expenditures of the
21 public school funds, and submits them to the local funding body.
- 22 4. Ensures that funds are spent prudently by providing adequate control and accounting of the
23 district's financial and physical resources.

24 **Personnel Administration**

- 25 1. Establishes lines of authority which shall be approved by the Board and shown on the district
26 system-organization chart. Lines of authority shall not restrict the practical working relationships
27 of all staff members at all levels.
- 28 2. Employs such personnel as may be necessary within the limits of budgetary provisions and
29 recommends to the Board teachers who are eligible for tenure.
- 30 3. Develops recruitment procedures to assure well-qualified applicants for professional and non-
31 professional positions.
- 32 4. Assigns and transfers employees as the interest of the district may dictate and reports such action
33 to the Board for information and record.

- 1 5. Holds meetings of teachers and other employees as necessary for the discussion of matters
2 concerning the welfare and improvement of the schools.
- 3 6. Communicates directly, or through delegation, all actions of the Board relating to personnel
4 matters to all and receives ~~from~~ employees' communications to be made to the Board.
- 5 7. Evaluates principals annually.
- 6 8. Informs the Office of Educator Licensing of licensed educators or educators who have a
7 temporary teaching permit who have been suspended or dismissed, or who have resigned,
8 following allegations of conduct, including sexual misconduct, which, if substantiated, would
9 warrant consideration for license suspension, ~~or~~ revocation, or formal reprimand or who have
10 been convicted of a felony. ~~This~~The report shall also be made if the licensed educator has
11 pleaded guilty or nolo contendere to, or has been convicted or otherwise found guilty of such an
12 offense or equivalent offense in another jurisdiction. The report shall be submitted within thirty
13 (30) days ~~of the suspension, dismissal, or resignation or of receiving knowledge of the felony~~
14 ~~conviction.~~²

15 **Instructional Leadership**

- 16 1. Serves as the chief school executive. Ensures the development and maintenance of a positive
17 educational program designed to meet the needs of the community and to carry out the policies
18 of the Board. Ensures that a system of thorough and efficient education, as defined by state law,
19 is available to all students.
- 20 2. Recommends to the Board for its adoption all courses of study, curriculum guides, and major
21 changes in tests and time schedules to be used in the schools.
- 22 3. Oversees the timely revisions of all curriculum guides and courses of study.
- 23 4. Develops guidelines and direction for monitoring the effectiveness of existing and new
24 programs.
- 25 5. Conducts a periodic audit of the total school program and advises the Board of recommendations
26 for the educational advancement of the schools.
- 27 6. Seeks out available sources for grant funding to support programs and projects.
- 28 7. Ensures that the goals of the school district system are adequately reflected in its educational
29 program and operations.

30 **Community/Public Relations**

- 31 1. Promotes community support of the schools. Interprets district programs and services, reports
32 plans, events and activities of interest and solicits community opinions regarding school and
33 educational issues.

- 1 2. Identifies available community resources and links to social service agencies that support
2 education and healthy child development.
- 3 3. Develops strategies to promote parental involvement in their children's education and provides
4 opportunities for parent-teacher interaction.
- 5 4. Maintains contact and good relations with local media. ~~Acts as the Board's spokesperson.~~
- 6 5. Ensures that the district interests will be represented in meetings and activities of municipal and
7 other governmental agencies.
- 8 6. Represents the school system and its interests in community organizations, activities, and
9 projects.

10 **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the ~~b~~Board
11 and the superintendent. Salary to be determined by the Board.

12 **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law
13 and the ~~b~~Board's policy on evaluation of the superintendent.

14 **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and
15 level of work being performed by the person assigned to this position. They are not intended to be a
16 complete list of responsibilities, duties, and skills required of personnel so assigned.

Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c);
~~TCA 49-5-106(f)~~; Public Acts of ~~2024-2021~~,
Chapter No. ~~577-11~~

Cross References

Executive Committee 1.301
Board-Media Relations 1.502
Administrative Procedures 1.601
Administrative Committees 1.602
Administrative Reports 1.603
School District Planning 1.701
Job Descriptions 5.103
Application and Employment 5.106
Evaluation of the Director of Schools 5.803

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: School Admissions	Descriptor Code: 6.203	Issued Date:
		Rescinds: III-3	Issued: <u>09/28/15</u> 03/27/00

1 Any student entering school for the first time must present:

- 2 1. A birth certificate or officially acceptable evidence of date of birth at the time of
- 3 registration;¹
- 4 2. Evidence of a current medical examination.² There shall be a complete medical examination
- 5 of every student entering school for the first time; and
- 6 3. Evidence of state-required immunizations or exemption as authorized by state law.^{3,3}

7 The name used on the records of a student entering school must be the same as that shown on the birth
8 certificate unless evidence is presented that such name has been legally changed through a court as pre-
9 scribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on
10 the records of such student will be the same as that shown on documents which are acceptable to the
11 school principal as proof of date of birth.

12 A child whose care, custody and support have been assigned to a resident of the district by a power of
13 attorney or order of the court shall be enrolled in school provided appropriate documentation has been
14 filed with the district office.⁴

15 A student may transfer into the school system at any time during the year if his/her parent(s) or legal
16 guardian moves his/her residence into the school system.

17 **ADJUDICATED DELINQUENT STUDENT**

18 A principal or principal's designee may ask a parent/guardian in writing if their student has been
19 adjudicated delinquent for an offense listed in TCA 49-6-3051 within thirty (30) days of the student
20 first enrolling in the school and when any such student:~~If a student has at any time been adjudicated~~
21 ~~delinquent for any offense listed in TCA 49-6-3051(b), the parents/guardians and a school~~
22 ~~administrator of any school having previously received similar notice from the juvenile court or~~
23 ~~another source, shall provide to the school principal/designee, the abstract provided under TCA 37-1-~~
24 ~~153 or TCA 37-1-154 or other similar written information when any such student:~~

25 ~~(1) Initially enrolls in an LEA;~~

26 ~~(12)~~ Resumes school attendance after suspension, expulsion or adjudication of delinquency; or

27 ~~(23)~~ Changes schools within this state.

1 This information shall be shared only with school employees who have responsibility for classroom
 2 instruction of the student, ~~and~~ the school counselor, social worker or psychologist who is developing a
 3 plan for the child while in the school, and the school resource officer. Such information is otherwise
 4 confidential and shall not be released to others, and the written notification shall not become a part of
 5 the student's record.⁵⁷

6

7

8

 Legal References

1. TCA 49-6-3008(b)
2. ~~TRR/MS 0520-01-13-01(1)(a); 20 USCA § 1232h(c); TRR/MS 0520-13-08(2)(a);~~
3. TCA 49-6-5001(c)
4. ~~TCA 49-6-5106; TCA 49-6-3001(e)(6); TCA 37-1-131(a)(2)~~
5. ~~TCA 49-6-3001(c)(6); 3051~~
6. ~~TCA 37-1-153(e), 154; TCA 49-6-3051; Public Acts of 2024, Chapter No. 721~~
- 5-7. ~~TCA 49-6-3051(d)~~

 Cross References

- [Admission of Suspended/Expelled Students 6.318](#)
- [Homeless Students 6.503](#)
- [Migrant Students 6.504](#)
- [Students in Foster Care 6.505](#)
- [Students from Military Families 6.506](#)

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Admission of Suspended or Expelled Students</h2>	Descriptor Code: <h3 style="text-align: center;">6.318</h3>	Issued Date: <div style="text-align: center; color: red;"> 08/01/22 <u>08/05/24</u> </div>
		Rescinds:	Issued: <div style="text-align: center; color: red;"> <u>08/01/22</u> 09/28/15 </div>

1 The Board may deny admission of any student (except those in state custody) who has been expelled
 2 or suspended from another school system in Tennessee or another state even though the student has
 3 established residency in the system in which he/she seeks enrollment.

4 After a request for enrollment is made, the superintendent or designee shall investigate the facts
 5 surrounding the suspension/expulsion from the former school district. The principal may ask the
 6 parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in
 7 TCA 49-6-3051 and submit any records to the superintendent or designee¹. Based on the results of the
 8 investigation, the superintendent shall ~~system~~ and make a recommendation to the Board to approve or
 9 deny the request.

10 The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.

11 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
 12 suspended or expelled from the former school system.⁴²

Legal References

1. Public Acts of 2024, Chapter No. 721
1-2. TCA 49-6-3401(f); Public Acts of 2022, Chapter
No. 868; 20 USCA § 1232g(b)(4), (h)

Cross References

School Admissions 6.203
 Student Records 6.600

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	Issued Date: 08/07/23
		Rescinds: III-26	Issued: 09/27/21 10/28/19 08/27/18 09/28/15

1

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

8 The following levels of misbehavior and disciplinary procedures and options are standards designed to
 9 protect all members of the educational community in the exercise of their rights and duties and to
 10 maintain a safe learning environment where orderly learning is possible and encouraged.⁴ These
 11 misbehaviors apply to student conduct on school buses, on school property, and while students are on
 12 school sponsored outings. Staff members have the authority to enforce the code of conduct³ and shall
 13 ensure that disciplinary measures are implemented in a manner that;⁵ ~~Staff members shall ensure that~~
 14 ~~disciplinary measures are implemented in a manner that;~~⁵

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

1 In order to ensure that these goals are accomplished, the school district shall utilize the following
2 trauma-informed discipline practices: restorative practices, multi-tiered system of supports, behavior
3 intervention plans, grade level lunch bunch meetings, and parent/student conferences regarding
4 expectations for positive behavior. Principals shall use appropriate discipline management techniques
5 when enforcing the code of conduct.

6 **MISBEHAVIORS: LEVEL I**

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

10 *Examples (not an exclusive listing)*

- 11 • Classroom disturbances
- 12 • Classroom tardiness
- 13 • Cheating and lying
- 14 • Abusive language
- 15 • Non-defiant failure to do assignments or carry out directions
- 16 • Wearing, while on the grounds of a public school during the regular school day,
17 clothing that exposes underwear or body parts in an indecent manner that disrupts the
18 learning environment⁶
- 19 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
20 Cyber-bullying, and/or Hazing)

21 *Disciplinary Procedures*

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

29 *Disciplinary Options*

- 30 • Verbal reprimand
- 31 • Special assignment
- 32 • Restricting activities
- 33 • Assigning work details
- 34 • Counseling
- 35 • Withdrawal of privileges
- 36 • Issuance of demerits
- 37 • Strict supervised study
- 38 • Detention

- 1 • In-school suspension
- 2 • After-school detention
- 3 • Parent conferences

4

5 **MISBEHAVIORS: LEVEL II**

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

10 *Examples (not an exclusive listing)*

- 11 • Continuation of unmodified Level I behaviors
- 12 • School or class tardiness
- 13 • Using forged notes or excuses
- 14 • Disruptive classroom behavior

15 *Disciplinary Procedures*

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

22 *Disciplinary Options*

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

35 **MISBEHAVIORS: LEVEL III**

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

3 *Examples (not an exclusive listing)*

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

13 *Disciplinary Procedures*

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

27 *Disciplinary Options*

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

37 **MISBEHAVIORS: LEVEL IV**

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

5 If a student’s action poses a threat to the safety of others in the school, a teacher, principal, school
6 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or
7 death to another person.⁷

8 *Examples (not an exclusive listing)⁸*

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

27 *Disciplinary Procedures*

- 28 • Law enforcement officials and the Superintendents of Schools are immediately
29 contacted, if applicable.⁹
- 30 • The principal confers with appropriate staff members and with the student.
- 31 • The principal hears the accusations and allows the student the opportunity to explain
32 his/her conduct.
- 33 • The parent(s)/guardian(s) are notified.
- 34 • Law enforcement officials are contacted.
- 35 • ~~The incident is reported, and r~~Recommendations are made to the Superintendent of
36 Schools.
- 37 • The principal notifies the staff members of the resolution.
- 38 • If the student’s placement is to be changed, adequate notice of the charges shall be
39 given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
40 hearing.

1
2
3
4
5
6
7
8

Disciplinary Options

- Expulsion
- Alternative schools
- Other hearing authority or Board action which results in appropriate placement
- Referral to appropriate outside community agency, referral to alternative education program

* Zero tolerance offenses

Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-2801
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-2802
8. [TCA 39-16-517; TCA 49-6-3401\(g\); Public Acts of 2024-2023, Chapter No. 882299; Public Acts of 2024, Chapter No. 915; 8-9. Public Acts of 2024, Chapter No. 882](#)

Cross References

- [Security 3.205](#)
- Traffic and Parking Controls 3.403
- Procedural Due Process 6.302
- Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
- Title IX & Sexual Harassment 6.3041
- Interference/Disruption of School Activities 6.306
- Bus Safety and Conduct 6.308
- Zero Tolerance Offenses 6.309
- Dress Code 6.310
- Corporal Punishment 6.314
- Detention 6.315
- Suspension 6.316
- Safe Relocation of Students 6.4081

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: <u>08/05/24</u> 08/07/23 08/07/02
		Rescinds:	Issued: <u>08/07/23</u> 08/27/18 09/28/15

1 In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated¹:

2 1. Bringing to school or being in unauthorized possession of a firearm on school property;²

3
4 2. Unlawful possession of any drug, including any controlled substance, controlled substance
5 analogue, or legend drug on school grounds or at a school-sponsored event;³

6
7 3. Aggravated assault;⁴

8
9 4. Assault that results in bodily injury⁵ upon any teacher, principal, administrator, any other
10 employee of the school, or school resource officer; or

11
12 5. Valid threats of mass violence on school property or at a school-related activity as determined
13 by a threat assessment team.⁶

14
15 Committing any of these offenses shall result in a student being expelled from the regular school program
16 for at least one (1) calendar years unless modified by the Superintendent or designee. Modification of
17 the length of time shall be granted on a case-by-case basis.

18 19 **~~WEAPONS & DANGEROUS INSTRUMENTS~~**

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

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

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

27 ~~Firearms³~~

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

DRUGS

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

ASSAULT

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

ELECTRONIC THREATS

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

THREATS OF MASS VIOLENCE

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

NOTIFICATION

When it is determined that a student has violated this policy, the principal ~~of the school~~ shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.⁷

Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. TCA 39-16-517; [TCA 49-6-3401\(g\)\(2\)\(D\)](#); Public Acts of 2024~~3~~, Chapter No. ~~882299~~
7. [TCA 49-6-3401\(g\)\(2\)](#); [TCA 49-6-3402](#)
- ~~8-7.~~ [TCA 49-6-4209](#); TCA 39-17-1312; 20 USCA § 7961(h)(1); [Public Acts of 2024, Chapter No. 882](#)

Cross References

[Threat Assessment Team 3.204](#)
Code of Conduct 6.300
Drug-Free Schools 6.307
Suspension 6.316
Student Disciplinary Hearing Authority 6.317
Alternative Education 6.319
Safe Relocation of Students 6.4081

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Suspension/Expulsion/Remand	Descriptor Code: 6.316	Issued Date:
		Rescinds: III-28	Issued: <u>09/28/15</u>

1 **DEFINITIONS:**¹

2 **Suspension:** dismissed from attendance at school for any reason not more than ten (10) consecutive
3 days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to
4 avoid expulsion from school.

5 **Expulsion:** removal from attendance for more than ten (10) consecutive days or more than fifteen (15)
6 days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute
7 expulsion.

8 **Remand:** assignment to an alternative school program.

9 **REASONS FOR SUSPENSION/EXPULSION:**

10 ~~A principal may suspend a student from attendance in a specific class or school related activity without~~
11 ~~suspending the student from attendance at school. Based on the severity of the offense, a principal may~~
12 ~~suspend a student from attendance at school and all school activities. Any principal, principal teacher~~
13 ~~or assistant principal (herein called principal) may suspend/expel any student from attendance at~~
14 ~~school or any school related activity on or off campus or from attendance at a specific class or classes,~~
15 ~~or from riding a school bus, without suspending such student from attendance at school (in school~~
16 ~~suspension), for good and sufficient reasons including, but not limited to:~~²

17 Students may be suspended for good and sufficient reasons including, but not limited to:¹

- 18 1. Willful and persistent violation of the rules of the school;
- 19 2. Immoral or disreputable conduct, including vulgar or profane language;
- 20 3. Violence or threatened violence against the person of any personnel attending or assigned to any
21 school;
- 22 4. Willful or malicious damage to real or personal property of the school, or the property of any
23 person attending or assigned to the school;
- 24 5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
- 25 6. Marking, defacing or destroying school property
- 26 7. Possession of a pistol, gun or firearm on school property;³²

- 1 8. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property;³
- 2 9. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene
3 or threatening language;
- 4 10. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;³⁴
- 5 11. Engaging in behavior which disrupts a class or school-sponsored activity;
- 6 12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly
7 explosive or destructive device including chemical weapons on school property or at a school
8 sponsored event, or an invalid threat of mass violence;⁵;
- 9 13. One (1) or more students initiating a physical attack on an individual student on school property
10 or at a school activity, including travel to and from school;
- 11 13.14. Assault against a school employee as defined in state law,⁶
- 12 14.15. Off-campus criminal behavior resulting in felony charges; when behavior poses a
13 danger to persons or property or disrupts the educational process; and
- 14 15.16. Any other conduct prejudicial to good order or discipline in any school.

15 Except in an emergency, a principal shall not suspend any student until that student has been advised
16 of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

17 If as a result of an investigation, a principal or his/her designee finds that a student acted in self-
18 defense under a reasonable belief that the student, or another to whom the student was coming to the
19 defense, may have been facing the threat of imminent danger of death or serious bodily injury, then,
20 the student may not face any disciplinary action.⁴⁵

21 If a student is suspended during the last ten (10) days of any term or semester, he/she shall be
22 permitted to take such final examinations or submit such required work as necessary to complete the
23 course of instruction for that semester, subject to conditions prescribed by the principal.⁶

24 **IN-SCHOOL SUSPENSION:**⁵⁷

25 In-school suspension shall be offered to students as an alternative program (if applicable) to complete
26 academic assignments and receive credit for work completed.

27 Students given an in-school suspension in excess of one (1) day from classes shall attend special
28 classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for
29 study. Personnel responsible for in-school suspension shall ensure that each student is supervised at all
30 times and has textbooks and classwork assignments from his/her regular teachers.

31 ~~1. Students given an in-school suspension in excess of one (1) day from classes shall attend either~~
32 ~~special classes attended only by students guilty of misconduct or be placed in an isolated area~~
33 ~~appropriate for study; and~~

~~2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.~~

PROCEDURES FOR OUT OF SCHOOL SUSPENSION AND EXPULSION:⁶

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.
3. The principal shall notify the parent or guardian and the superintendent of schools or designee in writing:
 - a. Of the suspension/expulsion and the cause for it; and
 - b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/ expulsion.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. ~~If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.~~

SUSPENSIONS LONGER THAN TEN DAYS⁹

If the principal suspends a student for longer than ten (10) days, he/she shall immediately give written notice to the parent(s)/guardian(s) and the student of the right to appeal the decision. All appeals shall be filed within five (5) days of receipt of the notice. These appeals may be filed by the parent(s)/guardian(s), the student, or any person holding a teaching license who is employed by the school district if requested by the student.

The appeal from this decision shall be to the Disciplinary Hearing Authority appointed by the Board. If a Disciplinary Hearing Authority has not been appointed, then the appeal shall be to the Board.

SCHOOL-SPONSORED EVENTS⁶

If a student assaults an employee, he/she shall be suspended from school-sponsored events for one (1) calendar year unless modified by the Superintendent of Schools. A school-sponsored event is an activity that is not directly related to a student's grade in a course of instruction.

- 1 ~~5. If at the time of the suspension the principal determines that an offense has been committed~~
 2 ~~which, in the judgment of the principal would justify a suspension/expulsion for more than ten~~
 3 ~~(10) days, he/she may suspend/expel/remand the student unconditionally for a specified period~~
 4 ~~of time or upon such terms and conditions as are deemed reasonable.~~
- 5 ~~6. The principal shall immediately give written or actual notice to the parent or guardian and the~~
 6 ~~student of the right to a disciplinary hearing to appeal the decision to suspend/expel/remand for~~
 7 ~~more than ten (10) days. The notice shall include a statement that, unless the student's parent~~
 8 ~~or guardian requests an open hearing in writing within five (5) days of receipt of the notice, any~~
 9 ~~hearing will be closed to the public. All appeals must be filed, orally or in writing, within five~~
 10 ~~(5) days after receipt of the notice and may be filed by the parent or guardian, the student or any~~
 11 ~~person holding a teaching license who is employed by the school system if requested by the~~
 12 ~~student.~~
- 13 ~~7. The appeal from this decision shall be to the Board or to a disciplinary hearing authority~~
 14 ~~appointed by the Board.~~
- 15 ~~8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the~~
 16 ~~student shall be permitted to take such final examinations or submit such required work as~~
 17 ~~necessary to complete the course of instruction for that semester, subject to conditions prescribed~~
 18 ~~by the principal.~~

 Legal References

1. ~~TCA 49-2-203(a)(7); TCA 49-6-3401(a); TCA 49-6-3007(h)~~
2. ~~TCA 39-17-1309(b); TCA 49-2-203(a)(7); TCA 49-6-3401(a)~~
3. ~~TCA 49-6-4246; TCA 39-17-1309; TCA 39-17-417~~
4. ~~TCA 53-10-101; TCA 39-17-454; TCA 49-6-3401(i)~~
5. ~~Public Acts of 2024, Chapter No. 882; TCA 49-6-3401(b)(1)~~
6. ~~Public Acts of 2024, Chapter No. 915; TCA 39-13-101~~
7. ~~TCA 49-6-3401(i)~~
8. ~~TCA 49-6-3401(d)~~
9. ~~TCA 49-6-3401(b)~~
10. ~~TCA 49-6-3401(c)(3)~~
- 6-11. ~~TCA 49-6-3401(a)-(c); TCA 49-6-3401(4) (6); Goss v. Lopez, 419 U.S. 565 (Ohio, 1975); 20 USCA § 1415-Individuals with Disabilities Act Amendments of 1997 § 615~~

 Cross References

- ~~Traffic and Parking Controls 3.403~~
- ~~Code of Conduct 6.300~~
- ~~Procedural Due Process 6.302~~
- ~~Interference/Disruption of School Activities 6.306~~
- ~~Drug-Free Schools 6.307~~
- ~~Bus Safety and Conduct 6.308~~
- ~~Zero Tolerance Offenses 6.309~~
- ~~Dress Codes 6.310~~
- ~~Discipline Procedures 6.313~~
- ~~Disciplinary Hearing Authority 6.317~~
- ~~Alternative Education 6.319~~

OAK RIDGE BOARD OF EDUCATION

Monitoring: Review: Annually, in April	Descriptor Term: Opioid Antagonist	Descriptor Code: 6.4052	Issued Date: <u>09/26/22</u> <u>08/05/24</u>
		Rescinds:	Issued: <u>09/26/22</u>

1 *General*

2 The school district shall maintain an opioid antagonist at each school in at least two (2) unlocked,
3 secure locations to be administered to any student believed to be having a drug overdose.¹ The opioid
4 antagonist shall be stored in accordance with the manufacturer's instructions.² School nurses and other
5 school personnel expected to provide emergency care to students shall be trained according to the
6 Tennessee Department of Health guidelines. The school nurse or other trained school personnel may
7 utilize the school's supply of opioid antagonists to respond to a drug overdose under a standing
8 protocol from a physician.

9 School district staff shall not prohibit a student, employee, or visitor from possessing an opioid
10 antagonist while the person is on school property or attending a school-sponsored activity held at a
11 location that is not school property.²

12 **PARENTAL NOTIFICATION**

13 The school district shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist
14 has been administered.

15 **PROCEDURES**

16 The Superintendent of Schools/designee shall develop procedures for the maintenance and usage of
17 opioid antagonists as well as procedures regarding record keeping and reporting after any incident.

Legal References

1. State Board of Education Policy 4.205; TCA 49-50-1604

+2. [Public Acts of 2024, Chapter No. 629](#)

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Reporting Child Abuse</h2>	Descriptor Code: <h3 style="text-align: center;">6.409</h3>	Issued Date: 08/01/22
		Rescinds: <h3 style="text-align: center;">III-45</h3>	Issued: <u>08/01/22</u> 09/21/20 08/27/18 09/26/16 09/28/15

1 *General*

2 The Superintendent of Schools/designee shall:¹

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;
5 and submit this information to the Department of Children’s Services;
- 6 2. Require that the Coordinator and the Alternate receive appropriate training;
- 7 3. Supply the Coordinator with all necessary resources;
- 8 4. Ensure that all school personnel working directly with students annually complete the child
9 abuse training program required by state law.²

10 The Coordinator shall assist any employee with appropriately reporting and responding to instances of
11 child abuse or child sexual abuse.

12 **REPORTING**

13 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel
14 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed
15 immediately with the Coordinator, the Department of Children’s Services (DCS), and law
16 enforcement.⁴ When alleged abuse involves someone employed by, previously employed by, or
17 otherwise affiliated with the school, the report may be directly to the DCS and law enforcement prior
18 to notifying the Coordinator.⁵

19 The report shall include, to the extent known by the reporter:⁶

- 20 1. The name, address, telephone number, and age of the child;
- 21 2. The name, address, telephone number, of the parents or persons having custody of the child;
- 22 3. The nature and extent of the abuse or neglect; and

1 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
2 abuse or neglect.

3 The Superintendent/designee shall develop reporting procedures, including sample indicators of abuse
4 and neglect, and shall disseminate the procedures to all school personnel.

5 **CONFIDENTIALITY**

6 District employees shall keep all information regarding any child abuse confidential in accordance
7 with state law.

8 **INVESTIGATIONS**

9 School administrators and employees have a duty to cooperate, provide assistance and information in
10 child abuse investigations⁷ including permitting child abuse review teams to conduct interviews while
11 the child is at school. The principal may control the time, place and circumstances of the interview, but
12 may not insist that a school employee be present even if the suspected abuser is a school employee or
13 another student. The principal is not in violation of any laws by failing to inform parents that the child
14 is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

Legal References

1. TCA 49-6-1601; Public Acts of 2024, Chapter No. 571
2. TCA 37-1-408; Public Acts of 2022, Chapter No. 841
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601
5. TCA 49-6-1601(d)(1)(B)(v) Public Acts of 2022, Chapter No. 781
6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041
Promoting Student Welfare 6.400



Oak Ridge Schools

PRESCHOOL

July 3, 2024

I respectfully request that the Preschool Curriculum Coach change status from 75% part-time to 100% full-time.

Rationale: Our Data Manager for the Preschool resigned from her position for the 2024-2025 school year. This position will not be filled. In place of this position, the Curriculum Coach will move to full time and assume many of the tasks that were performed by the Data Manager.

At the current 75%, the budget for the Curriculum Coach is \$65,449.

To make the Coach full-time, the budgeted amount would be \$92,608. This is a difference of \$27,159. The Data Manager position being vacated leaves \$18,310 available. This leaves a difference of \$8,849.

Staffing changes for 2024-2025 include 3 teachers. The original budget for these three teachers was \$305,065 for salaries and benefits. The cost of the three new teachers is estimated to be \$249,918 (this estimate includes the cost of benefits estimated to the high side). This leaves \$55,147 available across the various grant fund budgets and general fund budget that was already allocated to Preschool.

If there are any questions, please do not hesitate to contact me.

Respectfully,

Mrs. Lisa M Downard

Principal

157 Carver Ave | Oak Ridge, TN 37830

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

www.ortn.edu

Every student prepared for college, career, and life success



Oak Ridge Schools

PRESCHOOL



Woodland

ELEMENTARY

We have an extremely difficult time hiring 0.5 positions, and keeping this position filled is a true challenge. We ask you to combine these positions to make the new 1.0 position more attractive to applicants and to decrease the turnover we encounter with the 0.5 positions.

Thank you for consideration,

D.T. Hobby
Principal
Woodland Elementary

Woodland Elementary School
168 Manhattan Avenue | Oak Ridge, TN 37830
(865) 425-9501
www.orn.edu/woodland



Oak Ridge Schools

PRESCHOOL

Rationale for Board Approval of Preschool CACFP Food Grant

2024-2025

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

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

Respectfully,

Mrs. Lisa M Downard

Principal

157 Carver Ave | Oak Ridge, TN 37830

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

www.ortn.edu

Every student prepared for college, career, and life success



Oak Ridge Schools

PRESCHOOL

Child & Adult Care Food Program Sponsor Application for 2024 - 2025

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

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

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

Version: Original

Sponsor Type

- Does your organization operate the CACFP in any other state(s)? Yes No
Name(s) of State(s):
- Projected Program Start Date: 10/01/2024 Projected Program End Date: 09/30/2025

Addresses

Physical Address

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

Mailing Address

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

Contacts


Program Contact

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


Salutation

First Name

Last Name

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

Executive Director/Owner

- Salutation First Name Last Name
16. Name: Ms. Lisa Downard
17. Date of Birth: 09/15/1967 (mm/dd/yyyy)
18. Email Address:  lmdownard@ortn.edu
19. Facility Phone: (865) 425-9101 Ext: (865) 425-9120
20. Cell/Alt Phone:
21. Title: Director

Claim Preparer

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

Authorized Individual

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

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

Ethnicity Data

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

34. Geographic Area (enter percentages)

Hispanic or Latino: 5.60 %
 Non-Hispanic or Latino: 94.40 %

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

35. Program Participants (enter number of enrolled participants)

Hispanic or Latino: 43 22.87 %
 Non-Hispanic or Latino: 145 77.13 %

Racial Data

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

36. Geographic Area (enter percentages)

American Indian or Alaskan Native: 0.30 %
 Asian: 2.40 %
 Black or African American: 13.30 %
 Native Hawaiian or Pacific Islander: 0.10 %
 White: 83.90 %

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

37. Program Participants (enter number of enrolled participants)

American Indian or Alaskan Native: 1 0.58 %
 Asian: 2 1.16 %
 Black or African American: 73 42.20 %
 Native Hawaiian or Pacific Islander: 0 0.00 %
 White: 97 56.07 %

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

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

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

Use of Oak Ridge Schools' application and enrollment forms for CACFP. Parents/Guardians provide ethnic and racial information on the initial application.

General Questions

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

Certification

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

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

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

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

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

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

If yes, answer question #3.

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

If no, submit a detailed explanation.

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

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

If yes, submit a detailed explanation.

- 45. This is to certify that this Sponsor intends that all electronic signatures executed by our employees, agents, or representatives, located anywhere in the world, are legally binding equivalent of traditional handwritten signatures. By checking the box, this Sponsor is certifying by electronic signature that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, or barred for debarment, declared

Ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

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

Created By: lmdownard@ortn.edu on: 7/24/2024 3:03:16 PM

Modified By: lmdownard@ortn.edu on: 7/25/2024 11:59:40 AM

**Child & Adult Care Food Program
Sponsor Budget for 2024 - 2025**

00446 Status: Active
OAK RIDGE SCHOOLS
 DBA:
 157 Carver Ave
 Oak Ridge, TN 37830-5217
 Type of Agency: Educational Institution
 Agreement Type: Sponsor of Affiliated Sites

Budget Version: Original

Sponsor Complete **FOR STATE USE ONLY**
 This Column Approved

A. Anticipated Annual CACFP Revenue

1. Number of sites anticipated for sponsorship	1	
2. Total Annual CACFP Revenue from prior 12 months		\$197,775.00

B. Projected Operating Costs: Labor

Executive Staff	\$0.00	\$0.00
Management Staff	\$34,592.00	\$0.00
Staff	\$26,320.00	\$0.00

C. Projected Administrative Costs: Labor

Executive Staff	\$13,535.00	\$0.00
Management Staff	\$0.00	\$0.00
Staff	\$0.00	\$0.00

D. Projected Operating Costs

Brief Description	Projected Cost	Approved Cost
1. Food Purchases	\$112,048.00	\$0.00
2. Meal Contracts (meal cost)	\$0.00	\$0.00
3. Mileage (meal transporting cost)	\$0.00	\$0.00

4.	Non-Food Supplies	Non-edible items; e.g. plates, forks, napkins, etc	\$10,528.00	\$0.00
5.	Printing/Postage/Com munications	menus, flyers, postings	\$752.00	\$0.00
6.	Purchased Services		\$0.00	\$0.00
7.	Food Service Space		\$0.00	\$0.00
8.	Reimbursement to Unaffiliated Centers		\$0.00	\$0.00
Total Operating Costs			\$184,240.00	\$0.00

E. Net Operating Amount

1.	Difference (A-D)		\$13,535.00	\$0.00
----	------------------	--	-------------	--------

F. Projected Administrative CACFP Expenditures

	Brief Description	Projected Cost	Approved Cost
1.	Durable Supplies under \$5,000	\$0.00	\$0.00
2.	Office Materials (Expendable) Supplies	\$0.00	\$0.00
3.	Equipment Purchases over \$5,000	\$0.00	\$0.00
4.	Equipment Rental/Lease	\$0.00	\$0.00
5.	Printing/Postage/Com munications	\$0.00	\$0.00
6.	Office Space/Rental/Lease/De precciation Use Allowance	\$0.00	\$0.00
7.	Utilities/Facility Maintenance/Janitorial Services	\$0.00	\$0.00
8.	Travel for Program Operations	\$0.00	\$0.00
9.	Center Workshops/Participant	\$0.00	\$0.00

Training	
10. Nutrition Education Materials	\$0.00
11. Meetings, Conferences, and Staff Training	\$0.00
12. Contracted/Professional Services	\$0.00
13. Insurance Premiums	\$0.00
14. Bonds	\$0.00
15. Memberships/Subscriptions/Professional Activities	\$0.00
16. Other Administrative Expenditures/Advertising	\$0.00
Total Administrative Costs	\$13,535.00

G. Summary

1. Total Expenditures (Operating and Administrative)	\$197,775.00	\$0.00
2. Total Anticipated Annual CACFP Reimbursement	\$197,775.00	\$0.00
3. Prior Year Carryover Non Profit Food Program Revenue	\$0.00	\$0.00
4. Total Other Revenue	\$0.00	\$0.00
Explanation of Source of Other Revenue		
Head Start--\$1,050,440		
VPK--\$453,803		
Title 1--\$459,561		
General Fund--\$792,385		

5. Total Revenue (G2 + G3 + G4)	\$197,775.00	\$0.00
6. Net Balance (G5 Total Revenue - G1 Total Expenditures)	\$0.00	\$0.00
7. <input type="checkbox"/> There are expenditures that require prior approval or specific written prior approval (SPWA).		

Certification

I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Department of Human Services any changes that occur to the information submitted. I understand that

this information is being given in connection with receipt of federal funds. The Department of Human Services may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Document Attachments

Actions	Notes	Version	Uploaded By
---------	-------	---------	-------------

Created By: lmdownard@ortn.edu on: 7/25/2024 12:02:17 PM Modified By: lmdownard@ortn.edu on: 7/30/2024 5:41:33 PM

[VIEW](#) | [MODIFY](#)

Child & Adult Care Food Program Sponsor Budget for 2024 - 2025 Staff Details

00446 Status: Active
OAK RIDGE SCHOOLS
DBA:
157 Carver Ave
Oak Ridge, TN 37830-5217
Type of Agency: Educational Institution
Agreement Type: Sponsor of Affiliated Sites

B. Projected Operating Costs: Labor

Management Staff

Position	Employee Name	Duties	Base Salary	Additional Costs and/or Benefits	Total Base Salary + Benefits
Kitchen Manager	Norine Moss	oversee all day to day operations, menus, inv	34,592.00	0.00	34,592.00

[VIEW](#) | [MODIFY](#)

[VIEW](#) | [MODIFY](#)

**Child & Adult Care Food Program
Sponsor Budget for 2024 - 2025
Staff Details**

00446 Status: Active
OAK RIDGE SCHOOLS
DBA:
157 Carver Ave
Oak Ridge, TN 37830-5217
Type of Agency: Educational Institution
Agreement Type: Sponsor of Affiliated Sites

B. Projected Operating Costs: Labor

Staff

Position	Employee Name	Duties	Base Salary	Additional Costs and/or Benefits	Total Base Salary + Benefits
Cafeteria Worker	Caitlyn Laway	Food prep, service, clean up	26,320.00	0.00	26,320.00

[VIEW](#) | [MODIFY](#)

[VIEW](#) | [MODIFY](#)

Child & Adult Care Food Program Sponsor Budget for 2024 - 2025 Staff Details

00446 Status: Active
OAK RIDGE SCHOOLS
DBA:
157 Carver Ave
Oak Ridge, TN 37830-5217
Type of Agency: Educational Institution
Agreement Type: Sponsor of Affiliated Sites

C. Projected Administrative Costs: Labor

Executive Staff

Position	Employee Name	Duties	Base Salary	Additional Costs and/or Benefits	Total Base Salary + Benefits
District Chef	Jennifer DePanicis	Menu Planning and Food Ordering, special ev	62,058.00	0.00	62,058.00
General Manager	Kristina Barnard	Oversee day to day operations of District Foo	77,250.00	0.00	77,250.00

[VIEW](#) | [MODIFY](#)



Oak Ridge Schools

PRESCHOOL

Rationale for Board of Education approval of VPK Grant:

I respectfully request Board of Education approval of the proposal for the State's Voluntary Pre-K Grant for 2024-2025 (FY25). This grant provides funding for 5 Pre-K classrooms to provide services for 100 4-year old students.

Due to changes at the state level, districts were required to submit responses to 5 questions in e-plan in March 2024. At that time, there was no amount to be budgeted available in e-plan. The Board of Ed approved the preliminary grant proposal.

The amount now entered into e-plan for the VPK grant this year is \$453,803.12. A budget and required supporting documents have now been entered into e-plan and are ready for the state's approval.

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

Thank you,

Lisa Downard

Principal

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



Mr. Bruce K. Lay, Executive Director of School Leadership
OAK RIDGE SCHOOLS
304 New York Avenue
Oak Ridge, TN 37830

To: Dr. Bruce Borchers, Superintendent Oak Ridge Schools
From: Mr. Bruce Lay, Executive Director of School Leadership
Subject: FY25 Public School Security Grant
Date: July 22, 2024

The FY25 Public School Security Grant will be utilized to enhance security measures for both students and staff members. The allocation will involve purchasing additional cameras to ensure surveillance at multiple locations which will provide security camera coverage for all areas. Essential wiring materials will also be acquired to fulfill the installation and connectivity specifications of the new security cameras. Additionally, security gates will be installed at Oak Ridge High School and Jefferson Middle School to safeguard students in outdoor areas commonly utilized for various outdoor learning activities. These enhancements will enable us to adhere to regulations by keeping students protected within a restricted area while emphasizing the significance of offering a safe outdoor learning environment for students. The grant is for \$63,526.71.



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

Budget

Oak Ridge (012) Public District - FY 2025 - Public School Security Grant - Rev 0 - Public School Security Grant

[Download Budget Data](#)

[View All](#) Account Number

- [View](#) 72130 - Other Student Support
- [View](#) 72620 - Maintenance of Plant

	Total
	\$0.00
	\$63,526.71
Total	\$63,526.71
Adjusted Allocation	\$63,526.71
Remaining	\$0.00

Lay, Bruce

Production

Session Timeout
(Hide Timer)
00:29:22



Oak Ridge

SCHOOLS

Maintenance and Operations

OFFICE OF MAINTENANCE AND OPERATIONS

DATE: July 2, 2024

TO: Bruce Lay, Executive Director of School Leadership

FROM: Allen Thacker, Supervisor of Maintenance and Operations

SUBJECT: Board Approval of Home Depot Purchase Order

Mr. Lay,

I am recommending that the Oak Ridge Schools Board of Education approve a purchase order in the amount of \$50,000.00 for incidental purchases at Home Depot for FY 2025. Over the course of the year, Maintenance and Operations will utilize supplies and materials from Home Depot in excess of \$25,000.00 on multiple individual purchases for a variety of maintenance work orders. Single purchases typically are less than \$2,500.00, but collectively will exceed \$25,000.00 from this single vendor. I am requesting that the blanket purchase order be approved to expedite maintenance activities and comply with board purchasing policies. Home Depot is currently the only local vendor that stocks the variety of materials needed to perform daily maintenance activities and is a member of the US Communities buying cooperative, which provides a prequalified pricing structure for district purchases. Other vendors that may carry the needed items at a competitive price would require additional travel time, labor costs, and a delay of completing repairs.

Funding for this purchase order is from 72620 426, General Construction Materials.

Thank you for your consideration,

Allen Thacker

Supervisor of Maintenance and Operations

Maintenance Office

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

www.ortn.edu



Oak Ridge

SCHOOLS

Maintenance and Operations

DATE: July 2, 2024

TO: Bruce Lay, Executive Director of Leadership

FROM: Allen Thacker, Supervisor of Maintenance and Operations

SUBJECT: Annual Toilet Paper Supply Order from Ellison Supply

Mr. Lay,

I am recommending that the Oak Ridge Schools Board of Education approve the annual purchase of toilet paper from Ellison Supply of LaFollette, TN in the amount of \$31,702.25. Each year, the Maintenance and Operations Department solicits quotes for the annual purchase of toilet paper from qualified vendors. Ellison Supply provided the district with the lowest price for this item compared with other vendors, state contracts, and buying cooperatives. Due to the overall cost of this product, board approval is necessary to maintain compliance with state and district purchasing guidelines.

Funding for this purchase is allocated from FY 2025 Custodial Supplies 72610 410.

Thank you,

Allen Thacker

Director of Maintenance and Operations.

Maintenance Office

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

www.ortn.edu



Ellison Sanitary Supply

P.O. Box 370
 106 Nevada Avenue
 LaFollette, TN 37766
 423-562-3312
 423-562-6113

Quotation

Page 1 of 1

OAK RIDGE SCHOOLS
 MAINTENANCE AND OPERATIONS
 P.O. BOX 6677
 OAK RIDGE TN 37831-6677

Date 16-Apr-2024 Valid Until

Salesman 001 Quote 709754
 Terms NET 30

Merch Total	\$31,702.25
Taxable Sales	\$0.00
Tax	\$0.00
Min Order Fee	\$0.00
Freight	\$0.00
Ppd Deposit	\$0.00
Total	\$31,702.25

Description	Item Code	Quantity	Price	Amount
ER520 ELITE TISSUE 12/2,000 SH 2-PLY FITS 80490 DISPENSER	10083800-CS	865	36.65	\$31,702.25

Kelsan

CUSTOMER #: 28246

BILL TO:

(208105) 28246 Oak Ridge City Schools PO B

SHIP TO:

35544 (Maint.)Oak Ridge Schools Maintenar

Cart

1 Items



12/1000 JRT Bath Tissue 2-Ply 3.5" Wide

×

AVR92004

MFG #: 11481

In Stock: 1606

Your Price: \$50.58

QTY: 1

\$50.58

CS

Subtotal

\$50.58



Cart

1 Items



von Drehle Corporation

X

von Drehle Preserve Jumbo Toilet Tissue

2 Ply - White

Pack: 12RL/CS 48CS/SK

046937 MFG #: 1125

In Stock

[View Availability by Warehouse](#)

\$54.25 / CS

Add to List

QTY: 1

\$54.25

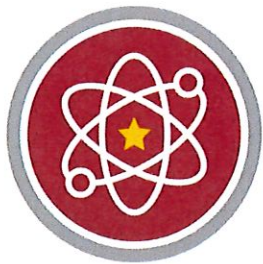
Line Notes

Subtotal

\$54.25

This website stores cookies on your computer. These cookies are used to collect information about how you interact with our website and allow us to remember you. We use this information in order to improve and customize your browsing experience and for analytics and metrics about our visitors. To find out more about the cookies we use, see our [Privacy Policy](#).

Accept Cookies



Oak Ridge

SCHOOLS

Maintenance and Operations

OFFICE OF MAINTENANCE AND OPERATIONS

DATE: July 2, 2024

TO: Bruce Lay, Executive Director of School Leadership

FROM: Allen Thacker, Director of Maintenance and Operations

SUBJECT: Purchase and Installation of Robertsville Serving Lines

Mr. Lay,

I am recommending that the Oak Ridge Schools Board of Education approve the purchase and installation of replacement serving lines for Robertsville Middle School from Kamran Culinex of Fargo ND in the amount of \$37,478.47. The current equipment has exceeded its expected life expectancy and parts are becoming difficult to obtain to maintain the equipment in proper working condition.

Funding for this purchase is from the Food Service Capital Equipment Fund. Three competitive quotes were obtained with Kamran Culinex LLC providing the lowest submitted proposal.

Thank you,

Allen Thacker

Director of Maintenance and Operations

Maintenance Office

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

www.ortn.edu



You can find the following here:

- Quote/Invoice PDF
- Cut Sheet
- Spec Sheet
- Others

DON'T SHOW ME THIS AGAIN

Project: Robertsville Middle School
From: Culinox
 Ben Ripani
 Western & Central TN
 Nashville, TN 37075
 (615)647-8951 (Mobile)
 1(800)437-4076
 bripani@goculinox.com

Job Reference Number: 13245

Item	Qty	Description	Sell	Sell Total
1	2 ea	HOT FOOD SERVING COUNTER / TABLE Duke Manufacturing Model No. E305-WW-25SS AeroServ™ Ganged Waterless Well Hot Food Unit, electric, 74"W x 24.5"D x 36"H, 20ga stainless steel top, (5) stainless steel heat wells, touch screen controls, stainless steel body and undershelf, 6"H stainless steel legs with adjustable feet	\$5,847.27	\$11,694.54
	2 ea	EW30525-208 208 volt, 1 phase, 2500 watts, 12.0 amps	\$228.59	\$457.18
	2 ea	MOD-16-5 16ga stainless steel top, in lieu of standard	\$178.90	\$357.80
	2 ea	ILD Internal Locking Device (on both ends), stainless steel pin & latch line up device under countertop, per unit price (Note: Units required to be portable)	\$897.80	\$1,795.60
	2 ea	SOLID-HD-5CU Tray Slide, customer's side, 74" W x 12-1/4" D, solid stainless steel, on hinged brackets, with (2) 1/8" die-formed rubbing tracks, & mounted 34" high (specify any special height)	\$404.17	\$808.34
	2 st	ACA-SET4 Casters, set of 4, 5" dia. swivel type, all with brakes, polyurethane tire, in lieu of standard legs, this may require cord & plug option (cord & plug must be added to hot food units to meet U.L.)	\$35.61	\$71.22
	2 ea	CORD 6 ft. cord & plug	\$2,313.23	\$4,626.46
	2 ea	TSS30-74-1SN Thurmaduke™ Designer Sneeze Guard, 73-3/4"W x 13"D x 18"H, single service buffet style, flip-up acrylic, painted end panels, 13" wide shelf & 1/4" acrylic end guards, cULus, UL EPH Classified	\$1,576.94	\$3,153.88
	2 ea	SSS Stainless Steel Shelf, in lieu of standard painted steel		
	2 ea	HL-5 Radiant Heater & Incandescent Light, under shelf & wired to base, 120v/60/1-ph (this may require cord & plug option)		
			ITEM TOTAL:	\$22,965.02
2	1 ea	SERVING COUNTER, COLD FOOD Duke Manufacturing Model No. 327-25SS-N7 AeroServ™ Cold Pan Unit, 74"W x 24-1/2"D x 36"H, 20 ga stainless steel top, (5) pan size, self-contained refrigeration, 8" deep, 70-1/2"W x 21-3/4"D stainless liner, 1" brass drain & plug, stainless steel body & undershelf, 6"H stainless steel legs & adjustable feet, cord & plug, 120v/60/1-ph, 1/3 HP, 6.78 amps, R448a, NEMA 5-15P, CULus, UL EPH Classified	\$7,724.85	\$7,724.85
	1 ea	MOD-16-5 16ga stainless steel top, in lieu of standard	\$228.59	\$228.59
	1 ea	ILD Internal Locking Device (on both ends), stainless steel pin & latch line up device under countertop, per unit price (Note: Units required to be portable)	\$178.90	\$178.90
	1 ea	SOLID-HD-5CU Tray Slide, customer's side, 74" W x 12-1/4" D, solid stainless steel, on hinged brackets, with (2) 1/8" die-formed rubbing tracks, & mounted 34" high (specify any special height)	\$897.80	\$897.80



Item	Qty	Description	Sell	Sell Total
1 st	ACA-SET4 Casters, set of 4, 5" dia. swivel type, all with brakes, polyurethane tire, in lieu of standard legs, this may require cord & plug option (cord & plug must be added to hot food units to meet U.L.)		\$404.17	\$404.17
1 ea	CORD 6 ft. cord & plug		\$35.61	\$35.61
1 ea	MOD-HT Special Height Body, per unit			
1 ea	MOD-HT-34 34" Height Body			
1 ea	T5530-74-1SN Thurmaduke™ Designer Sneeze Guard, 73-3/4"W x 13"D x 18"H, single service buffet style, flip-up acrylic, painted end panels, 13" wide shelf & 1/4" acrylic end guards, cULus, UL EPH Classified		\$2,313.23	\$2,313.23
1 ea	SSS Stainless Steel Shelf, in lieu of standard painted steel			
1 ea	SSE Stainless Steel Ends, in lieu of standard painted steel		\$85.31	\$85.31
		ITEM TOTAL:	\$11,868.46	
3	INSTALLATION KIT		\$2,100.00	\$2,100.00

- Custom Model No. INSTALLATION
- Uncrate
 - Set in place
 - Final connections
 - Removal within project parameters
 - Startup and performance check

ITEM TOTAL:	\$2,100.00
Merchandise	\$36,933.48
Freight	\$544.99
Total	\$37,478.47



FOR INSTANT QUOTES CLICK
HERE:
Restaurant.Equipment.Financing

FOR MORE INFORMATION:
e: sales@leaseeq.com
p: 781.328.9511

- Fast credit decisions
 - Minimal up-front costs
 - Customizable programs for regional, chain, and franchise accounts
 - Flexible end-of-term options
 - Support to start-ups and challenged credits
- *Some exclusions apply.



SCAN TO APPLY FOR EQUIPMENT FINANCING

Terms of Sale:

The risk in the Goods shall pass to the Buyer on delivery, but the title to the goods shall remain vested in the Seller until the Seller has received payment in full in cleared funds. Do not give carrier clear receipt if you find shipment damaged or short. Receipt from carrier ends our responsibility. Please make claim with carrier. Do not deduct from invoice. A finance charge of 1.5% per month will be added to all amounts beyond terms. This is an annual percentage rate of 18%. Minimum finance charge is \$.50. All orders, including orders with non-stock items require a minimum 50% down payment. Credit card payments may incur a fee.
I understand and agree to these terms.

Initial _____

Returns:

All regular stocking items may be returned for full credit in new un-used condition in the original packaging. Non-stock or special order items may be returned provided the factory will take them back in new un-used condition in original packaging. A restocking charge (30% minimum) plus any return freight charges incurred will be applied to your account. Custom fabrication or made to order items may not be returned for credit. All items must be returned within 30 days of invoice. I understand and agree to the returns policy.

Initial _____

Acceptance: _____

Printed Name: _____

Date: _____

Allen Thacker

Acceptance: _____ Date: _____

Printed Name: Allen Thacker

Project Grand Total: \$37,478.47

TriMark Sourcewell Contract #063022-SES

Foodservice Equipment, Supplies and Design

06/10/2024

Strategic Equipment, LLC
dba TriMark Strategic
dba TriMark Foodcraft
dba ISI Commercial Refrigeration

Project:
Oak Ridge Schools- Robertsville
MS SOURCEWELL

From:
Strategic Equipment, LLC
Heidi Keller
3011 Industrial Parkway East
Knoxville, TN 37921
(865)545-5222 (contact)
(865)522-4448 (Fax)

Job Reference Number: 7962

Thank you for allowing TriMark the opportunity to provide pricing. Please be aware in this very unstable market; manufacturers are experiencing delays, pricing increases and additional freight surcharges and storage fees. ***As such, quotes will remain in effect for 30 days.*** TriMark reserves the right to make any corrections or adjustments due to cost increases, market fluctuations, supply chain disruptions, tariffs, third party supplier changes in cost, general contractor delays, or any other factors outside of TriMark's control at any time prior to delivery. We apologize for the inconvenience.

For all custom fabricated equipment, exhaust hoods, walk-in coolers/freezers, and all items requiring owner selections of colors or laminate finishes, these prices are current estimates. We will re-quote those items based on the manufacturers' prices in effect at the time when field measurements can be taken and/or color/laminate selections are made by the owner. This policy also applies to all items of standard manufacture that cannot be shipped immediately upon fabrication to an owner's or general contractor's facility.

Item	Qty	Description
------	-----	-------------

1

2 ea **HOT FOOD SERVING COUNTER / TABLE**

Model No. E305-WW-25SS

AeroServ™ Ganged Waterless Well Hot Food Unit, electric, 74"W x 24.5"D x 36"H, 20ga stainless steel top, (5) stainless steel heat wells, touch screen controls, stainless steel body and undershelf, 6"H stainless steel legs with adjustable feet



2 ea EW30525-208 208 volt, 1 phase, 2500 watts, 12.0 amps

2 ea MOD-16-5 16ga stainless steel top, in lieu of standard

2 ea ILD Internal Locking Device (on both ends), stainless steel pin & latch line up device under countertop, per unit price (Note: Units required to be portable)

2 ea SOLID-HD-5CU Tray Slide, customer's side, 74" W x 12-1/4" D, solid stainless steel, on hinged brackets, with (2) 1/8" die-formed rubbing tracks, & mounted 34" high (specify any special height) * 34" high *

2 st ACA-SET4 Casters, set of 4, 5" dia. swivel type, all with brakes, polyurethane tire, in lieu of standard legs, this may require cord & plug option (cord & plug must be added to hot food units to meet U.L.)

2 ea CORD 6 ft. cord & plug

2 ea MOD-HT Special Height Body, per unit

2 ea MOD-HT-34 34" Height Body

2 ea TS530-74-1SN Thurmaduke™ Designer Sneeze Guard, 73-3/4"W x 13"D x 18"H, single service buffet style, flip-up acrylic, painted end panels, 13" wide shelf & 1/4" acrylic end guards, cULus, UL EPH Classified

2 ea SSE Stainless Steel Ends, in lieu of standard painted steel

2 ea HL-5 Radiant Heater & Incandescent Light, under shelf & wired to base, 120v/60/1-ph (this may require cord & plug option)

2 ea SSS Stainless Steel Shelf, in lieu of standard painted steel

2 ea SSE Stainless Steel Ends, in lieu of standard painted steel

2 ea FREIGHT

ITEM TOTAL: \$29,929.94

Item	Qty	Description		
2	1 ea	SERVING COUNTER, COLD FOOD Model No. 327-25SS-N7 AeroServ™ Cold Pan Unit, 74"W x 24-1/2"D, stainless steel top, (5) pan size, self-contained refrigeration, 8" deep, 70-1/2"W x 21-3/4"D stainless liner, 1" brass drain & plug, stainless steel body & undershelf, cord & plug, 120v/60/1-ph, 1/3 HP, 6.78 amps, R448a, NEMA 5-15P, CULus, UL EPH Classified		
	1 ea	MOD-16-5 16ga stainless steel top, in lieu of standard		
	1 ea	ILD Internal Locking Device (on both ends), stainless steel pin & latch line up device under countertop, per unit price (Note: Units required to be portable)		
	1 ea	SOLID-HD-5CU Tray Slide, customer's side, 74" W x 12-1/4" D, solid stainless steel, on hinged brackets, with (2) 1/8" die-formed rubbing tracks, * 34" high *		
	1 st	ACA-SET4 Casters, set of 4, 5" dia. swivel type, all with brakes, polyurethane tire, in lieu of standard legs, this may require cord & plug option (cord & plug must be added to hot food units to meet U.L.)		
	1 ea	CORD 6 ft. cord & plug		
	1 ea	MOD-HT Special Height Body, per unit		
	1 ea	MOD-HT-32 34" Height Body		
	1 ea	TS530-74-1SN Thurmaduke™ Designer Sneeze Guard, 73-3/4"W x 13"D x 18"H, single service buffet style, flip-up acrylic, painted end panels, 13" wide shelf & 1/4" acrylic end guards, cULus, UL EPH Classified		
	1 ea	SSS Stainless Steel Shelf, in lieu of standard painted steel		
	1 ea	SSE Stainless Steel Ends, in lieu of standard painted steel		
	1 ea	FREIGHT		
			ITEM TOTAL:	\$15,234.07
3	1 ea	INSTALLATION Model No. INSTALLATION Deliver, uncrate, set in place and make ready for final connections by others.		
			ITEM TOTAL:	\$1,006.25
			Total	\$46,170.26

This Quote shall be subject to TriMark's Terms of Sale <https://www.trimarkusa.com/SiteMedia/SiteResources/Terms/TriMark-Terms-and-Conditions-of-Sale.pdf>, which are incorporated herein by reference and shall govern. The parties specifically agree that no signature shall be required in order for this Quote or its applicable terms and conditions to be deemed legally binding and enforceable on Customer where the intent to be so bound can be inferred (including by acceptance or retention of products or services), notwithstanding contrary requirements under any law.

Any tax or similar fees shown in this Quote are an estimate only.

Florida Refrigeration License # CAC1821900

Austin	Beaumont	Houston	Lewisville
TACLB52729R	TACLA35912C	TACLA108388C	TACLB16860C

Regulated by the Texas Department of Licensing and Regulation, P.O. BOX 12157, Austin, Texas, 1-800-803-9202. www.tdlr.texas.gov

I understand, agree to and accept the above terms and conditions.



RESTAURANT SUPPLY, INC.



Bid Request

06/10/2024

Project:

Robertsville Middle School- serving line
245 Robertsville Rd
Oak Ridge, TN 37830

From:

KaTom Restaurant Supply, Inc.
Kevin Kern
305 KaTom Drive
Kodak, TN 37764-1480
(865) 225-1545 (Contact)

Job Reference Number: 79080

Thank you for the opportunity to provide this proposal.

Pricing is valid until 6/30/2024

Please note sales tax (if applicable) may not be included. If tax exempt, a signed Certificate of Exemption must be provided before an order is processed.

Special order (custom) & non-stocking items are not returnable & require 100% payment at time of order.

Items received by customer without report of damage are considered received in good condition and cannot be claimed as damaged after time of receipt.

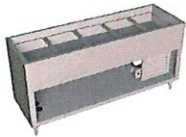
If needed, delivery and limited installation by KaTom Restaurant Supply, Inc. will be quoted by your salesperson and noted as such on the quote.

Quote must be signed and returned to KaTom before an order is processed.

Item	Qty	Description	Sell	Sell Total
1	2 ea	HOT FOOD SERVING COUNTER / TABLE Duke Manufacturing Model No. E305-WW-25SS AeroServ™ Ganged Waterless Well Hot Food Unit, electric, 74"W x 24.5"D x 36"H, 20ga stainless steel top, (5) stainless steel heat wells, touch screen controls, stainless steel body and undershelf, 6"H stainless steel legs with adjustable feet	\$6,639.86	\$13,279.72
	2 ea	EW30525-208 208 volt, 1 phase, 2500 watts, 12.0 amps		
	2 ea	MOD-16-5 16ga stainless steel top, in lieu of standard	\$259.58	\$519.16
	2 ea	ILD Internal Locking Device (on both ends), stainless steel pin &	\$203.15	\$406.30



Item	Qty	Description	Sell	Sell Total
		latch line up device under countertop, per unit price (Note: Units required to be portable)		
	2 ea	SOLID-HD-5CU Tray Slide, customer's side, 74" W x 12-1/4" D, solid stainless steel, on hinged brackets, with (2) 1/8" die-formed rubbing tracks, & mounted 34" high (specify any special height) * 34" high *	\$1,019.49	\$2,038.98
	2 st	ACA-SET4 Casters, set of 4, 5" dia. swivel type, all with brakes, polyurethane tire, in lieu of standard legs, this may require cord & plug option (cord & plug must be added to hot food units to meet U.L.)	\$458.96	\$917.92
	2 ea	CORD 6 ft. cord & plug	\$40.44	\$80.88
	2 ea	MOD-HT Special Height Body, per unit		
	2 ea	MOD-HT-34 34" Height Body		
	2 ea	TS530-74-1SN Thurmaduke™ Designer Sneeze Guard, 73-3/4"W x 13"D x 18"H, single service buffet style, flip-up acrylic, painted end panels, 13" wide shelf & 1/4" acrylic end guards, cULus, UL EPH Classified	\$2,626.79	\$5,253.58
	2 ea	SSE Stainless Steel Ends, in lieu of standard painted steel	\$96.87	\$193.74
	2 ea	HL-5 Radiant Heater & Incandescent Light, under shelf & wired to base, 120v/60/1-ph (this may require cord & plug option)	\$1,790.69	\$3,581.38
	2 ea	SSS Stainless Steel Shelf, in lieu of standard painted steel		
	2 ea	SSE Stainless Steel Ends, in lieu of standard painted steel	\$96.87	\$193.74
			ITEM TOTAL:	\$26,465.40
2	1 ea	SERVING COUNTER, COLD FOOD Duke Manufacturing Model No. 327-25SS-N7 AeroServ™ Cold Pan Unit, 74"W x 24-1/2"D, stainless steel top, (5) pan size, self-contained refrigeration, 8" deep, 70-1/2"W x 21-3/4"D stainless liner, 1" brass drain & plug, stainless steel body & undershelf, cord & plug, 120v/60/1-ph, 1/3 HP, 6.78 amps, R448a, NEMA 5-15P, CULus, UL EPH Classified	\$8,771.96	\$8,771.96
	1 ea	MOD-16-5 16ga stainless steel top, in lieu of standard	\$259.58	\$259.58
	1 ea	ILD Internal Locking Device (on both ends), stainless steel pin & latch line up device under countertop, per unit price (Note: Units required to be portable)	\$203.15	\$203.15
	1 ea	SOLID-HD-5CU Tray Slide, customer's side, 74" W x 12-1/4" D, solid stainless steel, on hinged brackets, with (2) 1/8" die-formed rubbing tracks, * 34" high *	\$1,019.49	\$1,019.49
	1 st	ACA-SET4 Casters, set of 4, 5" dia. swivel type, all with brakes, polyurethane tire, in lieu of standard legs, this may require cord & plug option (cord & plug must be added to hot food units to meet U.L.)	\$458.96	\$458.96
	1 ea	CORD 6 ft. cord & plug	\$40.44	\$40.44
	1 ea	MOD-HT Special Height Body, per unit		



Item	Qty	Description	Sell	Sell Total
	1 ea	MOD-HT-32 34" Height Body		
	1 ea	TS530-74-1SN Thurmaduke™ Designer Sneeze Guard, 73-3/4"W x 13"D x 18"H, single service buffet style, flip-up acrylic, painted end panels, 13" wide shelf & 1/4" acrylic end guards, cULus, UL EPH Classified	\$2,626.79	\$2,626.79
	1 ea	SSS Stainless Steel Shelf, in lieu of standard painted steel		
	1 ea	SSE Stainless Steel Ends, in lieu of standard painted steel	\$96.87	\$96.87
			ITEM TOTAL:	\$13,477.24
3	1 ea	FREIGHT AND INSTALL Custom Model No. FREIGHT FREIGHT	\$2,503.23	\$2,503.23
			ITEM TOTAL:	\$2,503.23
4	1 ea	KaTom Model No. INSTALL DELIVERY, UNCRATE, SET IN PLACE (NO FINAL CONNECTIONS WILL BE MADE)	\$3,500.00	\$3,500.00
			ITEM TOTAL:	\$3,500.00
			Total	\$45,945.87

Thank you for the opportunity to provide this proposal.

Special order (custom) & non-stocking items are not returnable & require 100% payment at time of order.

Approved returns are subject to a 25% re-stock fee plus all shipping costs associated.

Quote must be signed and returned to KaTom before an order is processed.

****Buyer is responsible for reading and verifying all notes****

This quotation is based on our understanding of the information furnished to us by the Manufacturer(s). While we make every effort to ensure that the quote is correct we are not responsible for this quotation meeting your requirements based on incorrect or incomplete information. Please check our quotation carefully. Anything not listed will not be furnished.

Installation of contracted goods includes: unloading, uncrating, assembly and set in place as per approved drawings, leveling, fastening and sealing of contracted goods.

Excludes, unless specifically noted: All inter and final utility connections and/or disconnections including but not limited to all accessory plumbing and electrical components, electrical control panels, switches, valves, manifolds, faucets, drains, etc.. (By GC or related sub contractor). Dumpster/trash receptacle for any garbage or debris related to the equipment and it's installation (By GC)

Due to supply chain volatility, some items will have extended lead times and possible cost increases. We will relay any updates regarding delays in manufacture and cost increases incurred by this volatility.

Warehousing fees based upon storage of items from time of receipt until projected delivery date. Any storage past the projected delivery date will incur fees of 10% of total job cost per month non-prorated starting on the first day of receipt in the warehouse.

Special Invoicing/Project system costs, such as Textura or Procore, are not included in price unless specifically notated.

Product warranties will begin at time of start up.

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$45,945.87

Jamie Watkins

From: Kevin Kern <KKern@katom.com>
Sent: Monday, June 10, 2024 2:36 PM
To: Jamie Watkins; Nicholas King
Subject: RE: [EXTERNAL] RE: Quote Request - Oak Ridge Schools - RMS Serving Line
Attachments: Robertsville_Middle_School_serving_line.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Orange Category

WARNING: This email originates from an external source. Do not open any links or attachments unless you recognize and trust the sender. Click the 'Report Phishing' button above if this message is suspicious.

Jamie –

Please see the attached.

Thank you,

Kevin Kern

Project Manager
Design + Build
KaTom Restaurant Supply, Inc.



Tel: (865) 225-1545 Ext. 1177
305 KaTom Drive, Kodak, TN 37764
kkern@katom.com | www.katom.com



From: Jamie Watkins <jlwatkins@ortn.edu>
Sent: Sunday, June 9, 2024 8:27 PM
To: Nicholas King <NKing@katom.com>
Cc: Kevin Kern <KKern@katom.com>
Subject: RE: [EXTERNAL] RE: Quote Request - Oak Ridge Schools - RMS Serving Line

Can you please advise if the install price of \$19,969.60 is correct? Thank you.

Jamie Watkins



Oak Ridge Schools
TEACHING AND LEARNING

MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education

DATE: 7/29/24

SUBJECT: Item for Action: Approval to Purchase RedBird Flight Simulators

I recommend board approval of three RedBird flight simulators for aviation flight classes at ORHS. The purchase will be funded by a grant through the State of Tennessee Department of Transportation. The full scope of the grant project is attached.



Date: July 22, 2024

To: Kelly Williams, Executive Director of Teaching and Learning

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

Subject: Approval of Purchase of RedBird Flight Simulators

I recommend the Oak Ridge Schools Board of Education approve the purchase of 3 RedBird flight simulators for the aviation flight classes at Oak Ridge High School. This purchase will be made from funds provided through an aviation grant provided by the State of Tennessee Department of Transportation.

Supporting documentation is attached.

A handwritten signature in black ink that reads "Holly Cross".

Thank you,
Holly Cross



GOVERNMENTAL GRANT CONTRACT

(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

Begin Date 6/30/2024	End Date 6/29/2025	Agency Tracking # 40100-51008	Edison ID 78146		
Grantee Legal Entity Name Oak Ridge Schools			Edison Vendor ID 2851		
Subrecipient or Recipient <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Recipient		Assistance Listing Number #N/A			
		Grantee's fiscal year end – June 30th			
Service Caption (one line only) 2024 Aviation Education Program					
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Grant Contract Amount
2024	\$33,000.00	\$0.00		\$0.00	\$33,000.00
TOTAL:	\$33,000.00	\$0.00		\$0.00	\$33,000.00
Grantee Selection Process Summary					
<input checked="" type="checkbox"/> Competitive Selection		For every project, the airport owner, sponsor or educational program must submit a letter of request and an application to the Aeronautics Division. The Aeronautics Division staff reviews all project requests monthly. The review is based on the Division's established criteria and policies. The review results are presented to the Commissioner for approval. Grant award amounts will be based upon available funds and the amount requested, and such funding will be continued in order of application approval.			
<input type="checkbox"/> Non-competitive Selection		Describe the reasons for a non-competitive grantee selection process.			
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.				<i>CPO USE - GG</i>	
Speed Chart (optional)		Account Code (optional) 71303			

VENDOR ADDRESS: 2

LOCATION CODE: OAK RI-001

**GRANT CONTRACT
BETWEEN THE STATE OF TENNESSEE,
DEPARTMENT OF TRANSPORTATION
AND
OAK RIDGE SCHOOLS**

This grant contract ("Grant Contract"), by and between the State of Tennessee Department of Transportation, hereinafter referred to as the "State" or the "Grantor State Agency" and Grantee Oak Ridge Schools, hereinafter referred to as the "Grantee," is for the provision of education, as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

Grantee Edison Vendor ID # 2851

A. SCOPE OF SERVICES AND DELIVERABLES:

- A.1. The Grantee shall provide the scope of services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.
- A.2. The purpose of this grant shall be to provide classroom/laboratory programs for the purpose of training in the aspects of aviation, air transportation and aerospace education enabling a development of aerospace concepts for the student. In addition to classroom time, the Grantee may provide individual flight instruction and/or field trips to aviation and aeronautical places of interest.
- A.3. Incorporation of Additional Documents. Each of the following documents is included as a part of this Grant Contract by reference or attachment. In the event of a discrepancy or ambiguity regarding the Grantee's duties, responsibilities, and performance hereunder, these items shall govern in order of precedence below.
- a. this Grant Contract document with any attachments or exhibits (excluding the items listed at subsections b. and c., below);
 - b. the State grant proposal solicitation as may be amended, if any;
 - c. the Grantee's proposal (**Attachment One**) incorporated to elaborate supplementary scope of services specifications.

B. TERM OF CONTRACT:

- B.1. This Grant Contract shall be effective on **June 30th, 2024** ("Effective Date") and extend for a period of **twelve (12) months** after the Effective Date ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.
- B.2. Renewal Options. This Grant Contract may be renewed upon satisfactory completion of the Term. The State reserves the right to execute up to **four (4)** renewal options under the same terms and conditions for a period not to exceed twelve (12) months each by the State, at the State's sole option. In no event, however, shall the maximum Term, including all renewals or extensions, exceed a total of sixty (60) months.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed **Thirty-Three Thousand Dollars and Zero Cents (\$33,000.00)** ("Maximum Liability"). The Grant Budget, attached and incorporated as **Attachment Two** is the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited

to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.

- C.2. Compensation Firm. The Maximum Liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the duration of the Grant Contract and are not subject to escalation for any reason unless amended, except as provided in Section C.6.
- C.3. Payment Methodology. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the Maximum Liability established in Section C.1. Upon progress toward the completion of the Scope, as described in Section A of this Grant Contract, the Grantee shall submit invoices prior to any reimbursement of allowable costs.
- C.4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.
- C.5. Invoice Requirements. The Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation, and present such to:

Department of Transportation – Aeronautics Division
<https://www.blackcataviation.com>

- a. Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).
- (1) Invoice/Reference Number (assigned by the Grantee).
 - (2) Invoice Date.
 - (3) Invoice Period (to which the reimbursement request is applicable).
 - (4) Grant Contract Number (assigned by the State).
 - (5) Grantor: Department of Transportation – Aeronautics Division
 - (6) Grantor Number (assigned by the Grantee to the above-referenced Grantor).
 - (7) Grantee Name.
 - (8) Grantee Tennessee Edison Registration ID Number Referenced in Preamble of this Grant Contract.
 - (9) Grantee Remittance Address.
 - (10) Grantee Contact for Invoice Questions (name, phone, or fax).
 - (11) Itemization of Reimbursement Requested for the Invoice Period— it must detail, at minimum, all of the following:
 - i. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
 - ii. The amount reimbursed by Grant Budget line-item to date.
 - iii. The total amount reimbursed under the Grant Contract to date.
 - iv. The total amount requested (all line-items) for the Invoice Period.
- b. The Grantee understands and agrees to all of the following.
- (1) An invoice under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements.

- (2) An invoice under this Grant Contract shall not include any reimbursement request for future expenditures.
- (3) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.
- (4) An invoice under this Grant Contract shall be presented to the State within sixty (60) days after the end of the calendar month in which the subject costs were incurred or services were rendered by the Grantee. An invoice submitted more than sixty (60) days after such date will NOT be paid. The State will not deem such Grantee costs to be allowable and reimbursable by the State unless, at the sole discretion of the State, the failure to submit a timely invoice is warranted. The Grantee shall submit a special, written request for reimbursement with any such untimely invoice. The request must detail the reason the invoice is untimely as well as the Grantee's plan for submitting future invoices as required, and it must be signed by a Grantee agent that would be authorized to sign this Grant Contract.

C.6. Budget Line-items. Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may vary from a Grant Budget line-item amount by up to one percent (1%) of the line-item amount, provided that any increase is off-set by an equal reduction of other line-item amount(s) such that the net result of variances shall not increase the total Grant Contract amount detailed by the Grant Budget. Any increase in the Grant Budget, grand total amounts shall require an amendment of this Grant Contract.

C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within sixty (60) days of the Grant Contract end date, in form and substance acceptable to the State.

- a. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by the section C, payment terms and conditions of this Grant Contract, the Grantee shall refund the difference to the State. The Grantee shall submit the refund with the final grant disbursement reconciliation report.
- b. The State shall not be responsible for the payment of any invoice submitted to the State after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.
- c. The Grantee's failure to provide a final grant disbursement reconciliation report to the State as required by this Grant Contract shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the State pursuant to this Grant Contract.
- d. The Grantee must close out its accounting records at the end of the Term in such a way that reimbursable expenditures and revenue collections are NOT carried forward.

C.8. Indirect Cost. Should the Grantee request reimbursement for indirect costs, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or the cognizant state agency, as applicable. The Grantee will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the Term. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the Term, once the rate becomes final, the Grantee agrees to remit any overpayment of funds to

the State, and subject to the availability of funds the State agrees to remit any underpayment to the Grantee.

- C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Department of Finance and Administration Policy Statement 03 or any amendments or revisions made to this policy statement during the Term.
- C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or related matter. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.
- C.11. Non-allowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment that are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs.
- C.12. State's Right to Set Off. The State reserves the right to set off or deduct from amounts that are or shall become due and payable to the Grantee under this Grant Contract or under any other agreement between the Grantee and the State of Tennessee under which the Grantee has a right to receive payment from the State.
- C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following, properly completed documentation.
- a. The Grantee shall complete, sign, and return to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the Grantee acknowledges and agrees that, once this form is received by the State, all payments to the Grantee under this or any other grant contract will be made by automated clearing house ("ACH").
 - b. The Grantee shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee's Federal Employer Identification Number or Social Security Number referenced in the Grantee's Edison registration information.

D. STANDARD TERMS AND CONDITIONS:

- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this Grant Contract, the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment signed by all parties and approved by the officials who approved the Grant Contract and, depending upon the specifics of the Grant Contract as amended, any additional officials required by Tennessee laws and regulations (the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. A termination for convenience shall not be a breach of this Grant Contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and

satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service that has not been rendered. The final decision as to the amount for which the State is liable shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate for convenience.

- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate this Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the exercise of the State's right to terminate this Grant Contract for cause, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.
- D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this Grant Contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.
- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.
- D.7. Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
 - c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

- D.8. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be

made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient confirmation. All communications, regardless of method of transmission, shall be addressed to the respective party as set out below:

The State:

Evan Rodgers
Transportation Program Monitor
TN Dept. of Transportation – Aeronautics Division
7335 Centennial Boulevard
Nashville, TN 37209
Telephone # 615-741-3208

The Grantee:

Holly Cross, CTE Director
Oak Ridge Schools
1450 Oak Ridge Turnpike
Oak Ridge, TN 37830
Email: hcross@ortn.edu
Telephone # 865-599-6403

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

- D.9. Subject to Funds Availability. This Grant Contract is subject to the appropriation and availability of State or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Grant Contract upon written notice to the Grantee. The State's right to terminate this Grant Contract due to lack of funds is not a breach of this Grant Contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.10. Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Grantee shall, upon request, show proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.11. HIPAA Compliance. The State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Grant Contract.
- a. The Grantee warrants to the State that it is familiar with the requirements of the Privacy Rules and will comply with all applicable HIPAA requirements in the course of this Grant Contract.

- b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of this Grant Contract so that both parties will be in compliance with the Privacy Rules.
 - c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and the Grantee in compliance with the Privacy Rules. This provision shall not apply if information received by the State under this Grant Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the State to receive such information without entering into a business associate agreement or signing another such document.
- D.12. Public Accountability. If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:
- NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.
- The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.
- D.13. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the statement, "This project is funded under a grant contract with the State of Tennessee." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.
- D.14. Licensure. The Grantee, its employees, and any approved subcontractor shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.
- D.15. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

- D.16. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.17. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.
- D.18. Annual and Final Reports. Grantee shall submit one of the following for Grant amounts greater than Two Thousand dollars (\$2,000.00) but less than Ten Thousand dollars (\$10,000.00): Grants with a term of only one (1) year – Grantee shall submit a final report within three (3) months of the Effective Date. Grants with a term more than one (1) year, the Grantee shall submit annual and final reports to the Grantor State Agency. At minimum, annual and final reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes and setbacks, whether the Grantee used benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract.
- D.19. Audit Report. The Grantee shall be audited in accordance with applicable Tennessee law. At least ninety (90) days before the end of its fiscal year, the Grantee shall complete the Information for Audit Purposes ("IAP") form online (accessible through the Edison Supplier portal) to notify the State whether or not Grantee is subject to an audit. The Grantee should submit only one, completed form online during the Grantee's fiscal year. Immediately after the fiscal year has ended, the Grantee shall fill out the End of Fiscal Year ("EOFY") (accessible through the Edison Supplier portal).
- When a federal single audit is required, the audit shall be performed in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.
- A copy of the audit report shall be provided to the Comptroller by the licensed, independent public accountant. Audit reports shall be made available to the public.
- D.20. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, or contracted services, such procurement shall be made on a competitive basis, including the use of competitive bidding procedures, where practical. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Contract. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation shall

include a written justification for the decision and for use of a non-competitive procurement. If the Grantee is a subrecipient, the Grantee shall comply with 2 C.F.R. §§ 200.317—200.326 when procuring property and services under a federal award.

The Grantee shall obtain prior approval from the State before purchasing any equipment under this Grant Contract.

For purposes of this Grant Contract, the term “equipment” shall include any article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds five thousand dollars (\$5,000.00).

- D.21. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Grant Contract is not a waiver or relinquishment of any term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties.
- D.22. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Grant Contract. The parties acknowledge that they are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.
- D.23. Limitation of State’s Liability. The State shall have no liability except as specifically provided in this Grant Contract. In no event will the State be liable to the Grantee or any other party for any lost revenues, lost profits, loss of business, loss of grant funding, decrease in the value of any securities or cash position, time, money, goodwill, or any indirect, special, incidental, punitive, exemplary or consequential damages of any nature, whether based on warranty, contract, statute, regulation, tort (including but not limited to negligence), or any other legal theory that may arise under this Grant Contract or otherwise. The State’s total liability under this Grant Contract (including any exhibits, schedules, amendments or other attachments to the Contract) or otherwise shall under no circumstances exceed the Maximum Liability originally established in Section C.1 of this Grant Contract. This limitation of liability is cumulative and not per incident.
- D.24. Force Majeure. “Force Majeure Event” means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party except to the extent that the non-performing party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either party from its obligations under this Grant Contract. Except as set forth in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a default under this Grant Contract or grounds for termination. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. The occurrence of a Force Majeure Event affecting Grantee’s representatives, suppliers, subcontractors, customers or business apart from this Grant Contract is not a Force Majeure Event under this Grant Contract. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Grantee’s performance longer than forty-eight (48) hours, the State may, upon notice to Grantee: (a) cease payment of the fees until Grantee resumes performance of the

affected obligations; or (b) immediately terminate this Grant Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Grant Contract or charge the State any fees other than those provided for in this Grant Contract as the result of a Force Majeure Event.

- D.25. Tennessee Department of Revenue Registration. The Grantee shall comply with all applicable registration requirements contained in Tenn. Code Ann. §§ 67-6-601 – 608. Compliance with applicable registration requirements is a material requirement of this Grant Contract.
- D.26. **Reserved**.
- D.27. No Acquisition of Equipment or Motor Vehicles. This Grant Contract does not involve the acquisition and disposition of equipment or motor vehicles acquired with funds provided under this Grant Contract.
- D.28. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available here: http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- D.29. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to its conflict or choice of law rules. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under Tenn. Code Ann. §§ 9-8-101 through 9-8-408.
- D.30. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions agreed to by the parties. This Grant Contract supersedes any and all prior understandings, representations, negotiations, or agreements between the parties, whether written or oral.
- D.31. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions shall not be affected and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.
- D.32. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.
- D.33. Iran Divestment Act. The requirements of Tenn. Code Ann. § 12-12-101, *et seq.*, addressing contracting with persons as defined at Tenn. Code Ann. §12-12-103(5) that engage in investment activities in Iran, shall be a material provision of this Grant Contract. The Grantee certifies, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.
- D.34. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;

- b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
- c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
- d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified, or presently fall under any of the prohibitions of sections a-d.

- D.35. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Grantee by the State or acquired by the Grantee on behalf of the State that is regarded as confidential under state or federal law shall be regarded as "Confidential Information." Nothing in this Section shall permit Grantee to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties. Confidential Information shall not be disclosed except as required or permitted under state or federal law. Grantee shall take all necessary steps to safeguard the confidentiality of such material or information in conformance with applicable state and federal law.

The obligations set forth in this Section shall survive the termination of this Grant Contract.

- D.36. State Sponsored Insurance Plan Enrollment. The Grantee warrants that it will not enroll or permit its employees, officials, or employees of contractors to enroll or participate in a state sponsored health insurance plan through their employment, official, or contractual relationship with Grantee unless Grantee first demonstrates to the satisfaction of the Department of Finance and Administration that it and any contract entity satisfies the definition of a governmental or quasigovernmental entity as defined by federal law applicable to ERISA.

E. SPECIAL TERMS AND CONDITIONS:

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, the special terms and conditions shall be subordinate to the Grant Contract's other terms and conditions.
- E.2. Grantee Participation. Grantee Participation amounts detailed in the Grant Budget are intended as a goal for the total project, and the amount of actual Grantee Participation expenditures will not impact the maximum amounts reimbursable to the Grantee as detailed by the Grant Budget column, "Grant Contract."
- E.3. Reimbursements to Reflect Match/Share. Reimbursements to Grantee shall reflect the percentage of Grantee Match/Share detailed in the Grant Budget. Reimbursements are subject to the other provisions of this Grant Contract, including but not limited to, the maximum liability amount in Section C.1.

- E.4. No Retainage Allowed. The Grantee may not withhold retainage on progress payments from the prime contractor and the prime contractor may not withhold retainage from their subcontractors.
- E.5. Printing Authorization. The Grantee agrees that no printing/publication shall be printed pursuant to this Grant Agreement without the prior authorization of the State even if printing costs are included in the budget line items, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement. The Grantee and its employees may publish the results of the research in whole or in part as they deem appropriate without authorization by the State if it is at no cost to the Grantor State Agency.
- E.6. Travel Requirements. Travel must be project related and ALL conference and/or out-of-state travel must be preapproved by the Grantor State Agency even if included in the budget line items, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.
- The Grantee, upon request, must include (in addition to other invoice requirements of this Grant Agreement) a complete itemization of travel compensation requested in accordance with and attaching to the invoice appropriate documentation and receipts as required by the above-referenced "State Comprehensive Travel Regulations."
- E.7. Ban on Texting While Driving. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009 and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the State and subrecipients are encouraged to:
- a. Adopt and enforce workplace safety policies to decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing any work related to this grant or subgrant.
 - b. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
 - (1) Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - (2) Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
- E.8. Completion of Project and Repayment of Funds. The Grantee agrees to use best efforts to ensure timely completion of the Project. If the Grantee elects not to complete the Project, then the Grantee shall notify the State in writing within thirty (30) days after having made such determination and, at the discretion of the State, the Grantee may be required upon written notice to repay to the State some or all of the funds paid to the Grantee pursuant to this Agreement. The State shall have the sole determination over the amount of funds owed by the Grantee. If the State determines that any funds are owed by the Grantee, the Grantee shall pay said funds within one hundred eighty (180) days of receipt of written notice from the State.

IN WITNESS WHEREOF,

OAK RIDGE SCHOOLS:

99-555-9925-24

GRANTEE SIGNATURE

DATE

BRUCE BORCHERS, SUPERINTENDENT

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

TENNESSEE DEPARTMENT OF TRANSPORTATION:

HOWARD H. ELEY, DEPUTY GOVERNOR AND COMMISSIONER

DATE

APPROVED AS TO FORM AND LEGALITY:

LESLIE SOUTH, GENERAL COUNSEL

DATE



Formstack Submission For: Aviation Education Program

Submitted at 05/03/24 10:57 AM

Date of Request:	May 02, 2024
Name of Program or Organization:	Oak Ridge Schools
Point of Contact:	Holly Cross
Position or Title:	CTE Director
Address:	www.ortn.edu 1450 Oak Ridge Turnpike Oak Ridge, TN 37830
Phone:	(865) 599-6403
Email:	hcross@ortn.edu
Amount of Funds Requested::	33000
Project Description:	We have begun a new aviation program of studies in Oak Ridge Schools, offering students the opportunity to certify as private pilots while in high school. Students have paid instruction for ground and flight school, to more likelihood of passing their exams. Partnered with the ground and flight instruction is practice (including loggable flight hours) on RedBird simulators, which are approved for 10 hours

	with the FAA. With the Innovative Schools Model Grant (ISM), we were able to purchase 3 simulators. We have space for 3 more.
Goals and Objectives:	If we have additional flight simulators for students to use in their ground school classroom, we can increase the number of FAA-logging flight hours for each student by 10. We currently have 3 RedBird flight simulators. Having 3 more would double our capacity to offer this opportunity for our students to earn flight hours.
Curriculum/Subject Areas Addressed: :	Intro to Aerospace Aviation Flight 1 Aviation Flight 2 Students are working with AVZ Flight Academy using their FAA-approved training curriculum that aligns to these three TDOE courses.
Performance Measurements:	Success for this program is evidenced by passing examinations with the FAA. Students are being prepared in ground and flight schools with professionals in the field through AVZ Flight Academy located at McGhee-Tyson Airport in Knoxville, TN. Flight instructors from AVZ come to our school on a daily basis for ground school. Students go to the airport for flight instruction with additional instructors.
Number of direct participants in program.:	60
In which Grand Division of the state is the school/program located?:	East
Justification of need for funding::	We used ISM funding to get this program started. We have exhausted all funding from ISM. We were able to build a classroom and pay for instruction with the first year of the grant, and now we need to be self-sustaining.
Total budget of the organization::	33000
Total budget of the program::	33000

Percentage of the program TDOT Aeronautics is being asked to fund::	50
Other contributors or anticipated contributors and the amount contributed::	Innovative Schools Model Grant provided funding for 3 simulators in the amount of \$33,000.
Upload Copy of Current W-9:	View File
Upload Program Budget Form:	View File

Copyright © 2024 Formstack, LLC. All rights reserved. This is a customer service email.

Formstack, 11671 Lantern Road, Suite 300, Fishers, IN 46038

**ATTACHMENT TWO
PAGE TWO**

GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
2024 Aviation Education Program	\$33,000.00
TOTAL	\$33,000.00

TAD Project # 99-555-9925-24

Project Breakdown:

TX \$33,000.00 100% State

Grant Total: \$33,000.00 100%

Oak Ridge Schools Competitive Quote Sheet

Vendor Name		Redbird Flight			FlyElite			FlyThisSim		
Item	Description	QTY	Unit Price	Total Price	QTY	Unit Price	Total Price	QTY	Unit Price	Total Price
	Interchangeable, desk-mounted BATD. Includes RD1 Rudder Pedals	3	\$ 7,999.00	\$ 23,997.00		\$ -	\$ -		\$ -	\$ -
	TD/TD2 Steam Panel	2	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
	TD/TD2 G1000 Panel	1	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
	Custom Built Table for the TD & TD2 Simulators	3	\$ 629.00	\$ 1,887.00		\$ -	\$ -		\$ -	\$ -

	Includes monitors, brackets cables and hardware only. Upgrading system must have compatible upper and CPU	3	\$ 1,695.00	\$ 5,085.00		\$ -	\$ -		\$ -	\$ -
	Redbird Alloy RD1 Rudder Pedals	3	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
	Instructors Station Software for Redbird Desktop Simulators (Enabling IN-Flight Modifications to Weather Setting, Flight Position/relocation, Systems and Controls Failuars etc)	3	\$ 495.00	\$ 1,485.00		\$ -	\$ -		\$ -	\$ -
	USB WIFI Adapter for Redbird Desktop Devices	3	\$ 39.99	\$ 119.97		\$ -	\$ -		\$ -	\$ -
	Real-world Global Informaiton about airparts, runways, enroute and terminal waypoints, VHF nav aids, airways, instrument approahes (including WAAS), departure procedures (SIDs), arrival procedures (STARs), and Airspace Frequencies	3	\$ 495.00	\$ 1,485.00		\$ -	\$ -		\$ -	\$ -

	LTL Freight/Ground Shipping Cost (FedEX Economy)	1	\$ 690.00	\$ 690.00		\$ -	\$ -		\$ -	\$ -
	EAA Member Discount	1	\$(1,500.00)	\$ (1,500.00)		\$ -	\$ -		\$ -	\$ -
	PI135 Desktop & Professional BATD Description		\$ -		3	#####	\$ 59,700.00		\$ -	\$ -
	Touchtrainer VM		\$ -			\$ -		3	#####	\$ 37,500.00
	Shipping & Handling:									
	Subtotal:			\$ 33,248.97			\$ 59,700.00			\$ 37,500.00
	Education Discount:									
	TOTAL:			\$ 33,248.97			\$ 59,700.00			\$ 37,500.00



301 Vista Ridge Drive, Suite 300
Kyle, TX 78640

P: (512) 301-0718
F: (512) 301-0770

Proposal Number P-2308-15215
Created Date 8/28/2023
Expiration Date 9/30/2023
Prepared By Alex DeBlaze

Bill To Name Oak Ridge Schools
Bill To 304 New York Avenue
Oak Ridge, Tennessee 37830
United States

Ship To Name Oak Ridge Schools
Ship To 1450 Oak Ridge Turnpike
Oakridge Schools TCC
Oak Ridge, Tennessee 37830
United States

Product	Line Item Description	Quantity	Sales Price	Total Price
TD - Interchangeable	Interchangeable, desk-mounted BATD. Includes RD1 Rudder Pedals	3.00	\$7,999.00	\$23,997.00
TD/TD2 - Steam Panel	TD/TD2 Steam Panel	2.00	\$0.00	\$0.00
TD/TD2 - G1000 Panel	TD/TD2 G1000 Panel	1.00	\$0.00	\$0.00
TD/TD2 Table	Custom built table for the TD and TD2 simulators	3.00	\$629.00	\$1,887.00
Horizon - Monitor Expansion Kit for TD/TD2	Includes monitors, brackets, cables and hardware only. Upgrading system must have a compatible upper and CPU.	3.00	\$1,695.00	\$5,085.00
RD1 Rudder Pedals	Redbird Alloy RD1 rudder pedals	3.00	\$0.00	\$0.00
Instructors Station Software	Instructors Station Software for Redbird Desktop Simulators (Enabling In-Flight Modifications to Weather settings, Flight position/relocation, Systems and controls failures etc)	3.00	\$495.00	\$1,485.00
Wireless Adapter	USB WIFI Adapter for Redbird Desktop Devices	3.00	\$39.99	\$119.97
RealNav Professional - Annual Subscription - 4 Cycles	Real-world global information about airports, runways, enroute and terminal waypoints, VHF nav aids, airways, instrument approaches (including WAAS), departure procedures (SIDs), arrival procedures (STARs), and airspace frequencies	3.00	\$495.00	\$1,485.00
Shipping	LTL Freight/Ground Shipping Costs (FedEx Economy)	1.00	\$690.00	\$690.00
Discount	EAA Member Discount (EAA Member ID Needed)	1.00	-\$1,500.00	-\$1,500.00

Grand Total \$33,248.97

Payment Terms

Payment is due in full upon receipt of goods and final invoice



Oak Ridge Schools
1450 Oak Ridge Turnpike
Oak Ridge, Tennessee 37830

September 6th, 2023

To whom it may concern,

This letter serves to notify you that Redbird Flight Simulations, Inc. is the sole provider and manufacturer of Redbird simulators and flight training devices, including the MCX, FMX, SD, LD, Xwind, TD, TD2, Jay, and Jay Velocity. All Redbird simulators, aircraft expansion kits, upgrades and peripherals are sold directly from the factory to the customer. This includes Computer Upgrades for all AATD's as well as all Extended Warranties and Service Plans as Redbird is the only provider of the required software for the operation of these training devices.

Regards,

Alex DeBlaze

Alex DeBlaze
Sales Representative
Redbird Flight Simulations, Inc.

301 Vista Ridge Drive Suite #300
Kyle, TX 78640
512-301-0718

info@redbirdflight.com

Tammy Souza

From: Holly Cross
Sent: Thursday, September 7, 2023 10:33 PM
To: Tammy Souza
Subject: Fwd: [EXTERNAL] Re: Flyelite.swiss Quote Request Form
Attachments: Technical_Offer_PI135_Professional_BATD.pdf

Looks like pricing starts at 19,900 on these.

Sent from my iPhone

Begin forwarded message:

From: Christopher - Elite Simulators <c.reville@flyelite.ch>
Date: September 7, 2023 at 5:25:51 PM EDT
To: Holly Cross <HCross@ortn.edu>
Subject: [EXTERNAL] Re: Flyelite.swiss Quote Request Form

WARNING: This email originates from an external source. Do not open any links or attachments unless you recognize and trust the sender. Click the 'Report Phishing' button above if this message is suspicious.

Hi Holly,

Thanks a lot for your inquiry with ELITE ! Please find attached our documentation about the PI-135 BATD. This device comes either as a Desktop version or a Pro version with a stand, three screens, an adjustable instructor station, a platform and an adjustable seat. Both variants have dynamic control loading on the yoke, and industrial spring loaded pedals.

A replica GTN750 is also included, to match the most recent aircraft equipment.

We also have AATDs, with G1000 replicas : <https://flyelite.com/pi-1000-professional/> if that is useful to you.

Pricing starts at 19'900USD excluding taxes and shipping for the desktop version.

Let me know if you have any questions, and I'm happy to edit you a quote if needed for the device. I'll just need some info about the address etc...

Thanks a lot !

Christopher

Le jeu. 7 sept. 2023 à 22:47, WordPress <wordpress@flyelite.com> a écrit :
From: Holly J Cross <hcross@ortn.edu>
Subject: Quote Request Form

Message Body:

Name: Holly J Cross
Flight School Name: Oak Ridge High School with AvZ Flight Academy
City & Country: Oak Ridge
Phone Number: 8655996403
Level of certification: FAA 141 School

Simulator Model: PI-135 Pro BATD

Note:

No additional notes.

Anti Spam Question:

water

--

This e-mail was sent from a contact form on ELITE Simulation Solutions (<https://flyelite.com>)

Part Of The Meiya Group Global Family :
(<http://meiyagroup.com/>)

Support (<https://flythissim.freshdesk.com/support/home>) Find a TouchTrainer ([../..../find-touchtrainer.html](https://flythissim.com/..../find-touchtrainer.html))

FTS Shop (<https://flythissim.myshopify.com/>)

Home ([../..../index.html](https://flythissim.com/..../index.html)) > Simulators ([../..../products/fixed-wing-flight-simulators/touchtrainer-sd.html](https://flythissim.com/..../products/fixed-wing-flight-simulators/touchtrainer-sd.html)) > TouchTrainer Visual Motion



AFFORDABLE VISUAL MOTION SIMULATOR

OVERVIEW

Engineered to enable IFR, VFR, aircraft systems, procedural and emergency training with the best price/performance. The VM can host all of the aircraft we simulate with two touchscreens devoted to aircraft specific instrumentation. The 100 degree wide by 70 degree deep VM visual system is the widest and deepest available in its class as well as being fast, smooth and detailed. The VM is very popular product for home and flight school use because of its versatility and very impressive 32 square feet of visual display in a **home** ([../..../why-touchtrainers/is-touchtrainer-simulator-for-me/current-pilots.html](https://flythissim.com/..../why-touchtrainers/is-touchtrainer-simulator-for-me/current-pilots.html)), **hangar** or **flight school** ([../..../why-touchtrainers/is-touchtrainer-simulator-for-me/flight-schools.html](https://flythissim.com/..../why-touchtrainers/is-touchtrainer-simulator-for-me/flight-schools.html))

Top



\$12,500

Buy Online

(<https://flythissim.myshopify.com/products/touchtrainer-vm>)

Talk To FTS

([../../Sales-Contact.html](https://flythissim.com/..../Sales-Contact.html))

TOUCHTRAINER VM FEATURES

The TouchTrainer VM is a high performance, FAA approved BATD desk based flight simulator complete with all software and physical controls, screens, computer, desk, and assembly tools that is a true turnkey system for your home, hangar or flight school. With a total of five screens, three 55 inch HD monitors for the visual and two for instrumentation, you can maintain situational awareness without having to share a screen with the outside view. The large vertical extent of the monitors allowing a true 1:1 representation of pitch and roll making this simulator very easy to fly and especially useful for practicing the control of aircraft attitudes and slow flight. The TouchTrainer VM is the perfect tool learn aircraft control skills to keep you confident and safe as a pilot.

Top



Oak Ridge Schools
1450 Oak Ridge Turnpike
Oak Ridge, Tennessee 37830

September 6th, 2023

To whom it may concern,

This letter serves to notify you that Redbird Flight Simulations, Inc. is the sole provider and manufacturer of Redbird simulators and flight training devices, including the MCX, FMX, SD, LD, Xwind, TD, TD2, Jay, and Jay Velocity. All Redbird simulators, aircraft expansion kits, upgrades and peripherals are sold directly from the factory to the customer. This includes Computer Upgrades for all AATD's as well as all Extended Warranties and Service Plans as Redbird is the only provider of the required software for the operation of these training devices.

Regards,

Alex DeBlaze

Alex DeBlaze
Sales Representative
Redbird Flight Simulations, Inc.

301 Vista Ridge Drive Suite #300
Kyle, TX 78640
512-301-0718

info@redbirdflight.com



Oak Ridge Schools
TEACHING AND LEARNING

MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education

DATE: 7/29/24

SUBJECT: Item for Action: Approval to Purchase Grizzly Equipment for STEM at ORHS

I recommend board approval of Grizzly shop equipment for STEM at ORHS. Items included in this project include CDC routers, saws, planer and jointer for dual enrollment classes. The purchase will be funded by a competitive grant through Perkins Reserve.



Date: July 22, 2024

To: Kelly Williams, Executive Director of Teaching and Learning

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

Subject: Approval of Purchase of Grizzly Equipment for STEM

I recommend the Oak Ridge Schools Board of Education approve the purchase of Grizzly shop equipment including CNC routers, saws, planer, and jointer for the Dual Enrollment STEM classes at Oak Ridge High School. This purchase will be made from funds provided through a competitive Perkins Reserve Grant.

Supporting documentation is attached.

A handwritten signature in black ink that reads "Holly Cross".

Thank you,
Holly Cross

<u>how Unbudgeted Categories</u>	Account Number	71300 - Vocational Education Program	Total
Line Item Number			
730 - Vocational Instruction Equipment		49,850.00	49,850.00
Total		49,850.00	49,850.00
		Adjusted Allocation	49,850.00
		Remaining	0.00

Oak Ridge Schools Competitive Quote Sheet

Vendor Name		GRIZZLY			TRACTOR SUPPLY			US TOOL DEPOT			AMAZON		
Item	Description	QTY	Unit Price	Total Price	QTY	Unit Price	Total Price	QTY	Unit Price	Total Price	QTY	Unit Price	Total Price
G0895	GRIZZLY 4' X 8' CNC ROUTER	1	\$ 18,535.50	\$ 18,535.50	1	\$ 20,799.99	\$ 20,799.99	1	\$ 20,595.00	\$ 20,595.00	1	\$ 22,500.00	\$ 22,500.00
G0490ZX	8" JOINTER WITH SPIRAL CUTTERHEAD	1	\$ 1,725.00	\$ 1,725.00	1		\$ -	1	\$ 2,425.00	\$ 2,425.00	1	\$ 2,900.00	\$ 2,900.00
G1033X	20" 5 HP HELICAL CUTTERHEAD PLANER	1	\$ 3,695.00	\$ 3,695.00	1	\$ 4,364.99	\$ 4,364.99	1	\$ 4,195.00	\$ 4,195.00	1	\$ 4,790.00	\$ 4,790.00
T28781	ROUTER TABLE WITH LIFT & CAST-IRON WINGS	1	\$ 1,417.50	\$ 1,417.50	1		\$ -	1	\$ 1,225.00	\$ 1,225.00	1	\$ 1,890.00	\$ 1,890.00
H4622	HEAVY DUTY 2 1/4 HP ROUTER COMBO KIT	1	\$ 305.00	\$ 305.00	1		\$ -	1		\$ -	1	\$ 229.00	\$ 229.00
T22566	12" DOUBLE BEVEL SLIDING COMPOUND MITER SAW	1	\$ 699.00	\$ 699.00	1	\$ 399.99	\$ 399.99	1		\$ -	1	\$ 549.00	\$ 549.00
T30408	10" 3HP 230V PROFESSIONAL TABLE SAW W/ 36" T-GLIDE FENCE ASSEMBLY	1	\$ 3,282.00	\$ 3,282.00	1		\$ -	1		\$ -	1	\$ 3,398.00	\$ 3,398.00
	Shipping & Handling:			\$ -			\$ -			\$ -			\$ -
	Subtotal:			\$ 2,017.00			\$ 299.97			\$ 697.00			\$ -
	Education Discount:			\$ 31,676.00			\$ 25,864.94			\$ 29,137.00			\$ 36,256.00
	TOTAL:			\$ 31,676.00			\$ 25,864.94			\$ 29,137.00			\$ 36,256.00

Need anything else? You qualify for FREE shipping on all eligible items. Add accessories now with no extra shipping cost!

Free standard shipping on eligible non-freight items (excluding Special Shipping items) with a \$50 minimum purchase. [?](#)

Shopping Cart Items

Price

Estimated Total: \$31,676⁰⁰



[G0490ZX 8" Jointer with Spiral Cutterhead](#) by Grizzly

In Stock

Qty 1

Delete

\$1,725⁰⁰

Was ~~\$2,295⁰⁰~~

+ \$329⁰⁰ Freight

You Saved \$570⁰⁰

Ends Aug 19th

Original Total: \$35,263⁰⁰

^ Total Savings: \$3,587⁰⁰

Original Item Total: \$33,246.00

Item Total: \$29,659.00

Item Savings: \$3,587.00



[G1033X 20" 5 HP Helical Cutterhead Planer](#) by Grizzly

In Stock

Qty 1

Delete

\$3,695⁰⁰

Was ~~\$4,195⁰⁰~~

+ \$369⁰⁰ Freight

You Saved \$500⁰⁰

Ends Aug 19th

Checkout

Recommended for You

ON SALE
ENDS 7/22



Ready To Ship W1400

Safety Push Block - Small

~~\$5.50~~
\$4.95

Save
\$0.55
(10%)

Add to Cart



[T28781 Router Table with Lift and Cast-Iron Wings](#) by Grizzly

In Stock

Qty 1

Delete

\$1,417⁵⁰

Was ~~\$1,575⁰⁰~~

+ \$199⁰⁰ Freight

You Saved \$157⁵⁰

Ends Jul 29th



[H4622 Heavy-Duty 2-1/4 HP Router Combo Kit](#) by DeWalt

In Stock

Qty 1

Delete

\$305⁰⁰

Free Shipping!



[T22566 12" Double-Bevel Sliding Compound Miter Saw](#) by DeWalt

In Stock

Qty 1

Delete

\$699⁰⁰

Free Shipping!



[T30408 10" 3 HP 230V Professional Table Saw with 36" T-Glide Fence Assembly](#) by SawStop

In Stock

Qty 1

Delete

\$3,282⁰⁰

Was ~~\$3,582⁰⁰~~

+ \$325⁰⁰ Freight

You Saved \$300⁰⁰

Ends Sep 2nd

VIP OFFER

[G0895 4' x 8' CNC Router](#) by Grizzly



In Stock

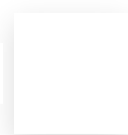
Please Note: Liftgate service is not available for this item due to its size and/or weight.

Qty

[Delete](#)

Do you have questions?

If you need help during checkout, please contact a knowledgeable Customer Service Associate at [1-800-523-4777](tel:1-800-523-4777) from 8 a.m. to 8 p.m. EST Mon.- Fri., 8:30 a.m. to 6 p.m. Sat.





My Cart



Grizzly G0895-4 ft. x 8 ft. CNC Router

\$20,799.99



Ship To Store - OAK RIDGE TN Change Store
Oversize Items Shipped to Store may incur freight charge.

Quantity selector: - 1 +

Standard Delivery - This item will ship within 2 days to 37830 Change Zip Code

Save for later



Grizzly G1033x-20 in. 5 HP Helical Cutterhead Plan, G1033X

\$4,364.99



Ship To Store - HARRISBURG NC Change Store
Oversize Items Shipped to Store may incur freight charge.

Quantity selector: - 1 +

Standard Delivery - This item will ship within 2 days to 37830 Change Zip Code

Save for later



DeWALT 12 in. 15A Double Bevel Slide Compound Miter Saw

Sale: \$399.99



Was \$599.99
Save \$200.00

Ship To Store - HARRISBURG NC Change Store
Oversize Items Shipped to Store may incur freight charge.

Quantity selector: - 1 +

Standard Delivery - Oversize Delivery - Additional fees may apply.

Save for later

Same Day Delivery - Delivered today if ordered by 2:00pm to 28075
Change Zip Code

Protect Your Purchase We'll fix it, replace it, or reimburse you for it. Learn More ADD

Subtotal (3 items) \$25,564.97

Estimated Shipping \$299.97

Taxes Calculated at Checkout

Total \$25,864.94

Add a Promo Code or Reward

Add a Tax Exemption in Checkout

Available payment options in checkout:



Checkout button

Apply Today. Open a TSC Credit Card & Earn \$50 in Rewards* with First Qualifying TSC Purchase of \$50+. Valid Thru 9/2. Learn More

Join Neighbor's Club and earn points on purchases like this one. Join now! Enroll Now

PayPal Pay in 4 interest-free payments on pur



May We Recommend



4.8 (6984)

\$7.49

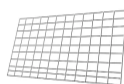
Tractor Supply Pelletized Bedding



4.8 (6790)

\$11.99-\$59.99

4health with Wholesome Grains



4.8 (1984)

Sale

\$24.99

16 ft. x 50 in. Max 50 Feedlot 10-Line



4.6 (3212)

\$3,599.99

Cub Cadet 54 in. 24 HP Gas-Powered



4.3 (558)

\$599.99

CountyLine 700 gal. Galvanized Round



4.3 (44)

New!

\$17.99

Producer's Pride 16% Layer Pellets

Show More (6)

Get the top deals, latest trends and more

Sign up for emails from Tractor Supply today.

First Name input field

Last Name input field

Email input field

Sign Up button

Tractor Supply App

Shop on the go with the Tractor Supply App

Learn More







Have Questions? Call us at 888-547-7094

[SIGN IN](#) or [REGISTER](#)



FREE U.S. SHIPPING on orders over **\$50** and No Sales Tax Except NJ on most items.

YOUR CART (4 ITEMS)



Grizzly Industrial
Grizzly G0895 - 4' x 8' CNC Router

1 \$2



Grizzly Industrial
Grizzly G0490X - 8" x 76" Jointer with Parallelogram Beds and Spiral Cutterhead

1 \$2



Grizzly Industrial
Grizzly G1033X - 20" 5 HP Helical Cutterhead Planer

1

ORDER SUMMARY

SUBTOTAL: \$28,440.00

ESTIMATE SHIPPING: \$697.00

COUPON CODE: [Add Coupon Code](#)

GRAND TOTAL: **\$29,137.00**

[Proceed to Checkout](#)



— OR USE —



[PayPal](#) Pay monthly for purchases of \$199-\$10

\$4



Grizzly Industrial
Grizzly T28780 - Router Table with Lift

\$ 1

\$1



[← Keep Shopping](#)

**\$50
OFF**

**on orders
\$1000+**

Use Code: **50-Off**

**\$100
OFF**

**on orders
\$2500+**

Use Code: **100-Off**

**\$250
OFF**

**on orders
\$5000+**

Use Code: **250-Off**

©2024 US Tool Depot. All Rights Reserved.

All ▾ Enter keyword or product number

Your Curated Catalog ▶

All Back to School Buy Again Today's Deals

EN

Hello, Tammy
Account for Oak Ridge Sch...

Lists

Business Prime

7

Shopping Cart

Price

Subtotal (7 items): **\$36,256.00**

This order contains a gift

[Proceed to checkout](#)



SAWSTOP 10-Inch Professional Cabinet Saw, 1.75-HP, 36-Inch

\$3,398.00

ASIN: B009C7NF0Y
FREE delivery **Jul 29 - Aug 1**
Style: W/ 36" T-Glide Fence

Save \$350.00

[Clip Coupon](#)

Qty: [Delete](#) [Save for later](#)
[Compare with similar items](#) [Share](#)



DEWALT Double Bevel Sliding Miter Saw, 12-inch, Compound

\$549.00

ASIN: B00540JS7C
In Stock

FREE delivery **Mon, Jul 22**
Color: Black
Size: 12-inch

Qty: [Delete](#) [Save for later](#)
[Compare with similar items](#) [Share](#)



DEWALT Router, Fixed and Plunge Base Kit, Soft Start, 12-Amp,

\$229.00

ASIN: B00D8WJDC8
In Stock
FREE delivery **Wed, Jul 24** for Prime members
[FREE Returns](#)
Color: Yellow/Black/Grey
Size: 2-1/4-HP (DW618PKB) (Pack of 1)

Qty: [Delete](#) [Save for later](#)
[Compare with similar items](#) [Share](#)



Grizzly Industrial T28781 - Router Table with Lift and Cast-Iron Wings

\$1,890.00

ASIN: B07PJVZTDM
In Stock
Shipped from: [Grizzly](#)
FREE delivery **Jul 24 - 29**

Qty: [Delete](#) [Save for later](#)
[Compare with similar items](#) [Share](#)

Bulk savings to consider



Amazon Basics Multipurpose Copy...
173,186

\$43.99

[Add to cart](#)



DEWALT 12-Inch Miter Saw Blade...
4,934

\$51.69

[Add to cart](#)



Cen-Tec Systems 94126 Quick Click 20 Ft. Hos...
668

\$40.47

[Add to cart](#)



Amazon Basics 1/3-Cut Tab, Assorted Positio...
48,938

\$21.13

[Add to cart](#)



IRIS USA File Box File Organizer Plastic File...
10,727

\$44.99

[Add to cart](#)



3M Xtract Net Disc 710W, 120+, 3 in, Die...
3,856

\$17.99

[Add to cart](#)



JORGENSEN 36-inch Bar Clamps, 90° Cabin...
1,125

\$94.99

[Add to cart](#)



Grizzly Industrial G1033X - 20" 5 HP Helical Cutterhead Planer **\$4,790.00**

ASIN: B000E32830
In Stock
Shipped from: Grizzly
FREE delivery Jul 24 - 30

Qty: 1 [Delete](#) [Save for later](#)
[Compare with similar items](#) [Share](#)



Storex File Storage Box with XL Storage Lid,...
98

\$44.55
[Add to cart](#)



Grizzly Industrial G0490X - 8" x 76" Jointer with Parallelogram Beds **\$2,900.00**

ASIN: B000TUKAQK
In Stock
Shipped from: Grizzly
FREE delivery Jul 24 - 30

Qty: 1 [Delete](#) [Save for later](#)
[Compare with similar items](#) [Share](#)



Grizzly Industrial G0895 4' x 8' CNC Router **\$22,500.00**

ASIN: B0815P3XMM
Only 6 left in stock - order soon.
Shipped from: Grizzly
FREE delivery Jul 24 - 30

Qty: 1 [Delete](#) [Save for later](#)
[Compare with similar items](#) [Share](#)

Subtotal (7 items): \$36,256.00

Your Items

[Saved for later \(9 items\)](#)

[Buy it again](#)

Home cinema cables (2)

File folder racks & file folder holders (4)



Adobe Photoshop Classroom in a Book 2024 Release
by Conrad Chavez
\$51.99



Adobe InDesign Classroom in a Book 2024 Release
by Kelly Anton
\$64.36

#1 Best Seller in Adobe Photoshop

Paperback

ISBN-10: 0138262527

ISBN-13: 978-0138262525

In Stock

& FREE Returns

Move to cart

Delete

Add to list

Compare with similar items

#1 Best Seller in Adobe InDesign

Paperback

ISBN-10: 0138263914

ISBN-13: 978-0138263911

In Stock

& FREE Returns

Move to cart

Delete

Add to list

Compare with similar items



Adobe Illustrator Classroom in a Book 2024 Release

by Brian Wood

\$51.99

Paperback

ISBN-10: 0138263825

ISBN-13: 978-0138263829

In Stock

& FREE Returns

Move to cart

Delete

Add to list

Compare with similar items

Moved to Cart

SAWSTOP 10-Inch Professional Cabinet Saw, 1.75-HP, 36-Inch Profe... has been moved to Shopping Cart.



BlueRigger 4K HDMI Cable (25FT,4K 60Hz HDR, High Sp...

\$21.99

ASIN: B003XM73P2

In Stock

& FREE Returns

Size: 25FT

Number of Items: 1

Move to cart



uni USB C to HDMI Cable for Home Office 6ft (4K@60Hz),...

\$15.99

Save \$3.00 Clip Coupon

5K+ bought in past month

ASIN: B075V5JK36

In Stock

& FREE Returns

Climate Pledge Friendly

Size: 6FT

Delete
Add to list
Compare with similar items

Color: Grey
Number of Items: 1
Move to cart

Delete
Add to list
Compare with similar items



VETUZA Hanging File Organizer with 5 Hanging F...
\$17.99

Save 15% [Clip Coupon](#)

100+ bought in past month
ASIN: B0C2Y4YZK1

In Stock
& **FREE Returns**

Color: Black

Move to cart

Delete
Add to list
Compare with similar items



Amazon Basics Hanging File Folders, Letter Size, Aqua, 2...
\$13.82

5K+ bought in past month
ASIN: B07X25VZJS
& **FREE Returns**

Color: Aqua
Size: Letter

Move to cart

Delete
Add to list
Compare with similar items



Pendaflex Divide It Up File Folders, Letter Size, Manila,...
\$9.66

500+ bought in past month
ASIN: B004GE2T8W

In Stock
& **FREE Returns**

Size: 24 Count (Pack of 1)
Style: Zipper

Move to cart

Delete
Add to list
Compare with similar items



Find It File Folder Notepad - Pack of 12-9.5 x 12.5 Inch N...
\$11.49

ASIN: B09Z2YGJ3
In Stock
& **FREE Returns**

Color: Pastel
Size: 12 Folders

Move to cart

Delete
Add to list
Compare with similar items

Move to cart






Delete

Add to list

Compare with similar items

The price and availability of items at Amazon.com are subject to change. The Cart is a temporary place to store a list of you [Learn more](#)
 Do you have a gift card or promotional code? We'll ask you to enter your claim code when it's time to pay.

Quantity Discounts to consider

				
Shop Fox D2058A... 1,042	2-Pack 10in Table Saw... 115	FivePears 2 Pieces of... 1,040	Dewalt DW718 / DWS78... 575	DFM Tool Works Sav... 343
Amazon's Choice in Mobile Power Tool Bases \$99.99 Only 4 left in stock (more o... Add to cart	\$28.99 Get it as soon as Thursday, Jul 25 FREE Shipping by Amazon Only 14 left in stock - order... Add to cart	\$20.69 Get it as soon as Wednesday, Jul 24 FREE Shipping by Amazon Add to cart	\$33.81 (\$16.91/Count) Get it as soon as Wednesday, Jul 24 FREE Shipping by Amazon Add to cart	\$22.60 Get it as soon as Wed Jul 24 FREE Shipping by Am... Add to cart

Have an idea to help us improve? [Send feedback](#) ›

Get to Know Us

- Careers
- Blog
- About Amazon
- Sustainability
- Press Center
- Investor Relations
- Amazon Devices

Let Us Help You

- Customer Service
- Shipping Rates & Policies
- Business FAQ
- Contact Us

Work with Amazon

- Sell on Amazon Business

Business Solutions

- Amazon Business app
- Amazon Business Solutions
- Manage Suppliers
- Purchasing Systems
- Amazon Business Card
- Pay by Invoice
- Purchasing Line
- Amazon Business Blog

Buy For Your Business

- Buy wholesale
- Today's Deals
- Buy Again
- PPE for Work
- Request for quote



Scan the QR code to download the new Amazon Business app



English

United States

[Alexa Actionable Analytics for the Web](#)

[Amazon Marketing Services Self-service Advertising Solutions](#)

[Amazon Payments Login and Pay with Amazon](#)

[Amazon Web Services Scalable Cloud Computing Services](#)

[Mechanical Turk On-demand Scalable Workforce](#)

[Buy for Others Kindle eBook Bulk Buying Solution](#)

[Conditions of Use](#) [Privacy Notice](#) [Your Ads Privacy Choices](#)

© 1996-2024, Amazon.com, Inc. or its affiliates



Oak Ridge

SCHOOLS

Maintenance and Operations

OFFICE OF MAINTENANCE AND OPERATIONS

DATE: July 22, 2024

TO: Bruce Lay, Executive Director of School Leadership

FROM: Allen Thacker, Supervisor of Maintenance and Operations

SUBJECT: ORHS Performing Arts Sound System Update

Mr. Lay,

I am recommending that the Oak Ridge Schools Board of Education approve the contract with M&M Productions USA for updating the sound mixing equipment in the Oak Ridge High School Performing Arts Center in the amount of \$22,232.00. Quotes for the work were solicited from multiple vendors with M&M Productions providing the lowest price and ability to meet the schedule proposed for the work. M&M Productions has worked with the PAC programs in the past and is most familiar with our systems.

Funding for this project is from the Capital Improvements Program (CIP) funds provided by the city.

Thank you for your consideration,

Allen Thacker

Supervisor of Maintenance and Operations

Maintenance Office

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

www.ortn.edu



M & M Productions USA
 715 Emory Valley Road
 Oak Ridge, TN 37830
 Phone: 800/711-0140
 Fax: 866/366-5642
 www.mmproductionsusa.com

Sales Quote

Sales Quote Number: 24-0141
 Oak Ridge Schools Performing Arts Center Audio 1

Client
Oak Ridge Schools 304 New York Avenue Oak Ridge, TN 37830 Phone: 865-425-9000

Ship To
Oak Ridge High School 1450 Oak Ridge Turnpike Oak Ridge, TN 37830 Phone: (865) 425-9600

Customer PO	Sales Rep	Shipping Method	Status	Sales Tax	Terms	Date	Valid Until
	Mike Brown	N/A	Inquiry			5/16/2024	

Description	Qty	Time	Rate	Price Ea	Price Ext
Allen & Heath Avantis Digital Mixing Console	1		Each	11,890.00	11,890.00
Allen & Heath AH-M-DL-DXLINK-A Giga Ace Expansion Card	1		Each	1,360.00	1,360.00
Allen & Heath AH-M-DL-DANTE64-A Dante Expansion Card	1		Each	1,550.00	1,550.00
Allen & Heath GX4816 IO Rack	1		Each	3,980.00	3,980.00
Allen & Heath IP1 Wall Mount IP Controller	1		Each	352.00	352.00
Box and Face Plate for IP1	1		Each	16.00	16.00
Allen & Heath AHM32 Processor	1		Each	1,710.00	1,710.00
Allen & Heath AH-M-SQ-SLINK-A S-Link Expansion Card	1		Each	256.00	256.00
Ubiquiti Dream Machine Special Edition	1		Each	499.00	499.00
Ubiquiti U6 Long-Range Access Point	1		Each	179.00	179.00
Cabling & Connectors	1		Each	440.00	440.00
Installation & System Tuning	1		Each	0.00	0.00

Subtotal:	\$22,232.00
Sales Tax:	\$0.00
Total Price:	\$22,232.00



Quote

Date: July 18, 2024
 Invoice #: TBD
 Expiration Date: [Aug 18, 2024]

To: [Oak Ridge Schools]
 [100 Woodbury Lane]
 [Oak Ridge, TN 37830]

Salesperson	Job	Payment Terms	Due Date
Nolan Smith (The Production Source)	OR_AV_1	CIA	TBD

Qty	Description	Unit Price	Line Total
1.00	Allen & Heath Avantis Console	\$12,935.00	\$12,935.00
1.00	Allen & Heath AH-M-DL-DXLINK-A Giga Ace Card	\$580.00	\$580.00
1.00	Allen & Heath AH-M-DL-DANTE64-A Dante Card	\$1,800.00	\$1,800.00
1.00	Allen & Heath GX4816 Rack	\$4,200.00	\$4,200.00
1.00	Allen & Heath IP 1 Wall Mount Controller	\$380.00	\$380.00
1.00	Box and Face Plate for IP1	\$75.00	\$75.00
1.00	Allen & Heath AHM32 Processor	\$1,900.00	\$1,900.00
1.00	Allen & Heath AH-M-SQ-SLINK-A	\$280.00	\$280.00
1.00	Ubiquiti Networks UniFi Dream Machine Special Edition	\$499.00	\$499.00
1.00	Ubiquiti U6 Access Point	\$129.00	\$129.00
1.00	Cabling & Connectors	\$900.00	\$900.00
1.00	Installation & System Tuning	\$2,800.00	\$2,800.00
1.00	Freight	\$200.00	\$200.00
		Subtotal	\$26,678.00
		Tax	
		Total	\$26,678.00

Prepared by: Nolan Smith (The Production Source)

Please note: Pricing on the above items is based on the Cash/Check In Advance. Items must be paid in full at time of order. Thanks!

Thank you for your business!

[PO Box 31251], [Knoxville, TN 37930] [865-748-1884] [nolan@theproductionsource.net]



Oak Ridge

SCHOOLS

Maintenance and Operations

OFFICE OF MAINTENANCE AND OPERATIONS

DATE: July 18, 2024

TO: Bruce Lay, Executive Director of School Leadership

FROM: Allen Thacker, Supervisor of Maintenance and Operations

SUBJECT: Board Approval of ORHS Wildcat Arena Gym Floor Refinishing

Mr. Lay,

I am recommending that the Oak Ridge Schools Board of Education approve the contract with Praters Flooring of Rossville Georgia for the sanding, repainting and refinishing of the ORHS Wildcat Arena gym floor in the amount of \$35,119.00. Quotes for the work were solicited from multiple vendors with Praters Flooring providing the lowest price and ability to meet the schedule proposed for the work. Work is scheduled to be performed over fall break.

Funding for this project is from 76100 707, Regular Capital Outlay, Building Improvements.

Thank you for your consideration,

Allen Thacker

Supervisor of Maintenance and Operations

Maintenance Office

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

www.ortn.edu

ORHS WCA Gym Floor

Refinishing, painting of WCA gym floor - ORHS

Vendor Name		Finchum Sports Floor	Covington Flooring Company		Praters Flooring			
Address		2812 Boyd's Creek Hwy	709 First Ave.		1 Sousa St.			
		Sevierville, TN 37876	N. Birmingham, AL 35203		Rossville, GA 30741			
Contact Name		Lisa Zielinski	Erica Parker		Dick Scates			
Phone Number		865-453-3995						
Item	Qty	Description	Unit Price	Ext Price	Unit Price	Ext Price	Unit Price	Ext Price
1	1	Sand and refinish gym floor with graphics with no changes on graphics. Will put back as is.	\$36,000.00	\$36,000.00	\$57,410.10	\$57,410.10	\$35,119.00	\$35,119.00
Date: July 2024								
Quote taken by: Kim								
Total:				\$36,000.00		\$57,410.10		\$35,119.00



Proposal

2812 Boyd's Creek Hwy
 Sevierville, TN 37876
 Office: (865) 453-3995
 Fax: (865) 429-2431

DATE May 14, 2024
Job Name Oak Ridge H.S.- Wild Cat Arena
Job Location Oak Ridge, TN

Submitted to:

Quotation valid until: June 14, 2024
Prepared by: Lisa Zielinski


Oak Ridge High School
 1450 Oak Ridge Turnpike
 Oak Ridge TN, 37830
 Kim Farmer
 kfarmer@orn.edu

Start Date: TBD
Type of Floor: WD
 12,000

Job Phone: 865-425-3171
After Hours:

Line Item	AMOUNT
Sand & Refinish Wild Cat Arena, machine sand to achieve a level, smooth, uniform surface, buff & coat. Apply sealer & waterbase based finish.	\$ 33,000.00
Graphics-Basketball court, two volleyball side courts, Border and lettering up to 3 color logo. Stain not included.	\$ 3,000.00
Contractor/Owner must provide: 100 amp, 208 volts, 3 phase power within 25ft of work area.	
TOTAL	\$ 36,000.00

All material is guaranteed to be as specified. All work is to be completed in a substantial workman-like manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, holidays, shutdowns, weather or other acts of nature and God are beyond our control. Owner is to carry fire, tornado, flood (if required), and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

AUTHORIZED SIGNATURE: 

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. Finchum Sports Floors, LLC. is authorized to complete the work as specified above. Payment will be submitted to Finchum Sports Floors, LLC. as outlined above in a timely manner.

SIGNATURE: _____ Date of Acceptance: _____



Jun 18, 2024

Kim Farmer
Oak Ridge High School
kfarmer@ortn.edu

Dear Kim,

We are pleased to submit the following quotation for the renovation of approximately 12,380 square feet of hardwood maple athletic flooring in the gymnasium at **OAK RIDGE HIGH SCHOOL**. This quotation is based on performance according to the following specifications.

We propose to sand the entire floor to bare wood using coarse, medium, and fine sandpaper. The floor will then be rotary sanded or "screened" to remove all drum sander marks. After proper abrasion, the floor will be tacked free of all dust. Two coats of sealer will be applied in preparation for the application of game lines, graphics, and/or logos as outlined below. Three coats of WATER-based finish will then be applied to the entire court surface.

The total price for this project is **\$35,119.00**

A breakdown of this pricing is listed below:

Sand, Seal & Finish	\$25,379.00
Paint Main Basketball Game Lines	\$800.00
Paint Main Volleyball Game Lines	\$600.00
Paint (2) Cross Court Volleyball Game Lines	\$1,200.00
Paint (4) Cross Court Basketball Lane & Hash Marks Only	\$1,040.00
Paint 5' Border	\$1,200.00
Paint "WILD CATS" & "OAK RIDGE" End Court Lettering	\$1,200.00
Paint (up to 16') Two Color "OR" Center Logo	\$2,500.00
Paint (2) Jill Prudden Court Caddy Logos	\$1,200.00
TOTAL:	\$35,119.00

(Price includes all labor and materials)

**Any additional game lines, logos, and lettering or any and all other painting or staining not explicitly stated and quoted above are not included in this price. We will price additional graphics as needed.*

Payment Terms: Payment is due upon completion of work. We accept all forms of payment. There is a 3% convenience fee if a credit card is used. Wiring information is available upon request.

Before We Arrive: Note: The gym floor must be clean before our crew arrives. All items and trash must be removed from the gym floor including chairs, tables, trash cans, furniture, debris, gum, tape, tape residue, ink, etc., prior to starting our on-site work.

MARKETING

Content Use: Oak Ridge High School agrees to allow Praters Inc. to capture media content of the build, installation, execution and tear down of their product(s) as well as the event and/or activation that includes their product(s). Praters Inc. retains the right to utilize any content captured for internal & external documents and for digital sharing via pratersflooring.com, @PratersFlooring social networks, the Praters Flooring blog, and monthly newsletter. Praters Inc. agrees to withhold the release of any captured content until Praters Inc. is released to do so by Oak Ridge High School or until their product(s) have become accessible to the public. Praters Inc. agrees to share all captured content to Oak Ridge High School at their request for use on their media sites. Please provide all social media handles and tags so Praters Inc. can follow, share and include Oak Ridge High School in our marketing.

Collaboration: Praters Inc. agrees to share all captured content to Oak Ridge High School at their request for use on their media sites. Please provide all social media handles and tags so Praters Inc. can follow and share Oak Ridge High School's marketing and tag Oak Ridge High School in ours.

ELECTRICAL NEEDS

Wiring: Oak Ridge High School agrees to provide an electrician to wire in sanding equipment owned by Praters Inc. Praters Inc. will communicate timelines and provide Oak Ridge High School with wiring instructions and specifications prior to the start of work.

GUARANTEE

All our work is guaranteed against defects in materials and workmanship for a period of one year. At your request, we will submit license numbers, certificates of general liability and worker's compensation insurance.

Thank you for the opportunity to be of service. Please call if you have any questions



Casey Wilson

We agree with the scope of work, floor prep requirements, quoted price and payment terms outlined above.

(Customer Representative Signature)

(Date)

(Customer Representative Printed Name)

Invoice Information:

PO: _____

Accounting Contact: _____

Accounting Phone / Email: _____

Address: _____

Onsite Contacts:

On-site Contact Name: _____

On-site Contact Phone/Email: _____

Design/Layout Contact:

Design/Layout Name: _____

Design/Layout Phone / Email: _____



709 First Avenue North Birmingham, AL 35203
(205)328.2330 Office • (615)969.4080 Cell
E mail: eparker@covington.com • Web: <http://www.covington.com>

Proposal

Date: April 29, 2024
Attention: Ms. Kim Farmer
Project: Oak Ridge High School – B2400460
Area: Sand and Finish Gymnasium Flooring – 13,719 SF
Covington Flooring utilizing the TIPS Cooperative Contract #23010401
Member: Knox County TN Member #TN998247

Covington Flooring proposes to sand and finish the existing gymnasium wood floor based on the following:
Covington Flooring proposes to sand and finish the existing gymnasium wood floor based on the following:

Based on Rendering

Sand and Finish – Water Base Finish (Two coats of seal and Two Coats of Finish	
CFM4 Sand & Finish (H2O)	\$2.90 SF
13,719 SF x \$2.95	\$39,785.10
CFM8, CFM10, CFM11, CFM12	\$17,625.00
Two Cross Basketball Courts – Partial Lanes	
One Additional Volleyball Court	
5'Border	
One Color Letter 48" tall "OAK RIDGE" "WILDCATS"	
Center Logo Lettering Three Color Interlock "OS"	
Dedication Court Lettering in two locations	
Total Sand And Finish:	\$57,410.10

For an additional coat of finish Add The Amount Of \$3,722.00

For the Main Court stain Add The Amount Of \$2,526.63

This proposal does not include the following:

- Removal and replacement of base and threshold
- Replacing any boards
- All required power. School electrician will be required to hook up pigtails
- Additional game lines
- Changes in size and/or additional Logo and/or Lettering
- Protection
- Final cleaning of gymnasium or excessive fine dust containment

Owner is responsible to know life of the existing maple and whether it has the life on the maple to have a complete sand and finish.

Thank you for the opportunity to work with you on this project. If you have any questions or comments, please feel free to contact me at 615-969-4080 or email me at eparker@covington.com .

Respectfully,

Erica Parker

Athletic Sales – TN Region



Oak Ridge Schools

Business Office

Telephone (865)425-9004

Fax: (865)425-9060

Memorandum

To: Dr. Bruce Borchers, Superintendent
From: Jenifer Van Dyke, Finance Director *JVD*
Date: 7/18/2024
Re: Recommendation to join the Southern Education Retirement Consortium

I recommend that the Oak Ridge Schools Board of Education approve joining the Southern Education Retirement Consortium (SERC). As plan sponsor for 403(b) & 457(b) services, the SERC will result in reduced costs associated with these products for District employees. Attorney review and approval has been received. The process will take roughly 6-8 months and will result in new plan documents that will be presented to the Board of Education when they are completed.

About the Southern Education Retirement Consortium (SERC)

SERC was created to help employees maximize retirement outcomes through 403(b), 457 and 401(a) plans by focusing on participant education, low fees, enhanced governance and “best in class” investment options. The consortium followed a rigorous multi-month process to ensure it complied with the state and federal rules for sponsoring these types of programs, relieving school administrators of the time and cost of managing these complex programs. SERC believes that educating participants about retirement needs and investment choices and being fully transparent about fees provides the best opportunity to grow retirement savings.

What is the Southern Education Retirement Consortium (SERC)?

An educated choice for schools and their employees

The SERC was created for educators by educators to provide the best 403(b), 457(b) and 401(a) programs for K-12 employees. The SERC is a consortium of educational institutions focused on improving retirement planning and outcomes for their employees, and to reduce employee cost. The SERC will also save employers time and money while ensuring compliance with state and federal regulations.

1	As the plan sponsor, SERC will provide all plan documents and ensure compliance with IRS regulations, significantly reducing if not eliminating administrative work and expense for the employer. Each participating employer has a representative on the Board.
2	Education will be provided to all employees on retirement planning and financial literacy, including student loans.
3	Financial professionals will focus on educating participants, not selling products, thus reducing confusion and indecision.
4	Investment options are diversified: actively managed; passively (index) managed and age-appropriate target date funds.
5	Outside fiduciary engaged for monitoring and reporting on fund performance quarterly, replacing underperforming funds as needed.
6	Provide lower fees, striving for the lowest fee share class while increasing transparency.
7	Pricing structured to decrease as participation and assets in SERC grow, with direct savings to employees.
8	Reduced interruptions during the day and improved school security.
9	Improves the bottom line for participants by increasing retirement balances, thus providing higher retirement income replacement.
10	Flexible plan features allow for employer contributions, automatic enrollment, and Roth contributions when appropriate for your organization.