

Regular Board of Education Meeting

July 27, 2026 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

V. Public Forum

VI. Consent Agenda

A. Board Minutes 06-22-26

B. Board Policy 1.400 School Board Meeting - First and Second Reading

C. Board Policy 1.403 Agendas - First and Second Reading

D. Board Policy 1.404 Appeals to and Appearance Before the Board - First and Second Reading

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

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

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

H. Board Policy 4.603 Promotion & Retention - First and Second Reading

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

J. Board Policy 5.801 Director of Schools Recruitment and Selection - First and Second Reading

K. Board Policy 6.200 Attendance - First and Second Reading

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

M. Board Policy 6.205 Student Assignments - First and Second Reading

N. Board Policy 6.303 Questioning Students and Searches - First and Second Reading

O. Board Policy 6.306 Interference/Disruption of School Activities - First and Second Reading

P. Board Policy 6.318 Admission of Suspended or Expelled Students - First and Second Reading

Q. Board Policy 6.412 Emergency Allergy Response Plan - First and Second Reading

R. Board Policy 6.506 Students from Military Families - First and Second Reading

S. FY27 Personnel Advisory Board

T. ORHS NJROTC Field Trip to Charleston, SC

U. ORHS NJROTC Field Trip to England and France

V. ORHS Cross Country Field Trip to Rocky Top, TN

VII. Items for Action

A. FY27 State Special Education Preschool Grant

B. FY26-27 ORS Transportation Certification Clearance

C. FY26-27 Blanket Purchase Order for Ellison Supply

D. FY26-27 Blanket Purchase Order for Home Depot

E. Board Policy 4.215 Instructional Use of Digital Devices - First and Second Reading

F. Board Policy 6.4053 Outside Applied Behavior Analysis Therapy -
First and Second Reading

G. Addition of 1.0 FTE Special Education Teacher's Assistant at
Linden Elementary School

H. Bleacher Replacement at Jefferson Middle School

I. RMS New Club Dance Rams

VIII. Items for Information

A. Legislative Update

IX. Items for Discussion

X. Old Business

XI. New Business

XII. Communications

XIII. Adjournment

Oak Ridge Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 08/07/23
		Rescinds: 1.400	Issued: 04/28/14 08/05/13

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

Every meeting of the Board shall be open to the public, except for those meetings in which the law allows closed sessions.¹ Open meetings will be physically accessible to all students, employees, and interested citizens.²

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

REGULAR MEETINGS

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

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

SPECIAL MEETINGS

The Board shall hold such special meetings as necessary to transact the business of the Board. Such meetings shall be called by the chair whenever, in the chair's judgment, the interests of the schools require it, or when requested to do so by a majority of the Board.⁴

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

ELECTRONIC ATTENDANCE ⁵

Absent Board members may attend a regular or special meeting by electronic means for certain qualifying reasons.

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

1. A quorum of the Board must be physically present at the meeting in order for any member to attend electronically.

- 1 2. Any member wishing to participate electronically must do so using technology which allows
2 the Chair to visually identify the member.
- 3 3. The responsibility for the connection lies with the member wishing to participate electronically.
4 No more than three (3) attempts to connect shall be made, unless the Board chooses to make
5 additional attempts.

6 *Work-Related Absence*

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

11 *Sickness or Period of Convalescence*

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

15 *Inclement Weather or Natural Disaster*

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

19 *Family Emergency*

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

27 *Military Service*

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

Legal References

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

Cross References

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

Oak Ridge Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: <u>07/27/26</u>
		Rescinds: 1.403	Issued: <u>04/28/14</u> 09/29/08

The Executive Committee of the Board shall be responsible for developing an agenda for each board meeting. Any board member may place items on the agenda for discussion. The particular order may vary from meeting to meeting in keeping with the business at hand.

For a regular board meeting, ~~the~~ a draft agenda (which shall include the consent agenda), together with supporting materials, shall be distributed to board members at least five (5) days prior to the scheduled date of the meeting. The draft agenda shall be available for public inspection and/or distribution when it is distributed to the board members. At the beginning of each meeting, the Board shall, by a majority vote, approve the agenda for the meeting, which may involve the addition to or deletion of items previously included on the agenda. The Board, however, shall not revise board policies or adopt new ones, unless such action has been scheduled. The final agenda, together with supporting materials, shall be published on the school district website no later than forty-eight (48) hours prior to the regular board meeting.

Staff members or citizens of the district may suggest items for the agenda.

Board members who desire to place an item on the agenda shall provide in writing to the Chair ~~chairman~~ of the Board, a request at least three (3) working days in advance of the meeting. An emergency request to add an agenda item may be approved by the Chair.~~chairman.~~

Other individuals or groups desiring to bring a matter before the Board should present a written request to the Superintendent with a copy to the Chair~~chairman~~ of the Board in advance of the meeting. A week's notice for placing an item on the agenda is required.

CONSENT AGENDA

While developing the agenda, the C~~Chair~~ and Superintendent ~~director of schools~~ shall identify routine or non-controversial items to be placed on the consent agenda, which shall become a part of the regular agenda. If any member objects to including an item on the consent agenda, that item shall be moved to the regular agenda as an action item requiring discussion. The remaining consent items shall be adopted in a single vote without discussion.

TIMED AGENDA

The Executive Committee ~~shall~~may assign to each item a certain amount of time determined to be sufficient for disposing of each item on the agenda.

ANNUAL AGENDA

At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-by-month actions required by law and those required to carry out the Board's annual goals and objectives and the State Board of Education's performance standards. In addition, the annual agenda shall designate dates to monitor/review designated sections of the Board Policy Manual and to evaluate progress of programs for student achievement.

Legal References

1. Public Acts of 2026, Chapter No. 699

Cross References

Duties of Officers 1.201

Executive Committee 1.301

Appearances Before the Board 1.404

Oak Ridge Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Issued Date: <u>07/27/26</u> 04/27/26
		Rescinds:	Issued: <u>04/27/26</u> 08/28/23 04/28/14

1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the
3 Board desires that all matters be settled at the lowest level of responsibility and will not hear
4 complaints or concerns which have not advanced through the proper administrative procedure. If all
5 steps of the administrative procedure have been pursued and there is still a desire to appeal to the
6 Board, the matter shall be referred in writing to the office of the Superintendent ~~director of schools~~ and
7 the Board shall determine whether to hear the appeal.

8 APPEARING BEFORE THE BOARD

9 Individuals speaking to the Board shall address remarks to the Chair and may direct questions to
10 individual board members or staff members only upon approval of the Chair. Each person speaking
11 shall state his name, address, and subject of presentation. The Chair shall have the authority to
12 terminate the remarks of any individual who violates state law or does not adhere to Board rules.¹

13 *Public Comment Period*²

14 There shall be a public comment period for each meeting with actionable items on the agenda, with the
15 exception of teacher disciplinary hearings. Comments shall be limited to topics listed on the agenda
16 and matters that are germane to the school board's jurisdiction. The total public comment period shall
17 be for no longer than three (3) minutes. If an individual wishes to address the Board, he/she shall notify
18 the Board Chairman. Delegations shall select only one (1) individual to speak on their behalf unless
19 otherwise determined by the Board.

20 *Adding an Item to the Agenda*

21 Individuals desiring to appear before the Board must submit a written request with descriptive
22 materials to the Office of the Superintendent ~~of schools~~ two (2) weeks before the meeting. If the
23 request is approved by the Executive Committee, the item will be placed on the agenda. Individuals
24 placed on the agenda will be recognized at the beginning of the meeting and given time to speak when
25 their topic of interest is addressed on the agenda. All requests submitted will be included in the board
26 packet.

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Legal References

1. TCA 39-17-306
2. TCA 8-44-112; [Public Acts of 2026, Chapter No. 620](#)

Cross References

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

OAK RIDGE BOARD OF EDUCATION

43Monitoring:

Review: Annually, in
November

Descriptor Term:

Family Life Education

Descriptor Code:

4.213

Issued Date:

~~07/27/26~~

08/05/24

Rescinds:

Issued:

~~08/05/24~~

09/27/21

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, -human trafficking in which a victim is
26 the child, and internet crimes against children;
- 27
- 28 7. Provide instruction on the prevention of dating violence;

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

~~8.~~

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

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,⁵ 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.

CHILD TRAFFICKING PREVENTION EDUCATION

Instruction on child trafficking prevention and awareness shall be provided for all students in grades K-12 in a manner that is age-appropriate, grade-appropriate, and advances each year through developmentally appropriate instruction and skill building.⁶

The Superintendent/designee shall develop a plan to implement child trafficking prevention education into the district's health education instruction and present it to the Board for approval.

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.

Legal References

1. TCA 49-6-1302
2. TCA 49-6-1304; Public Acts of 2024, Chapter No. 571
3. Public Acts of 2024, Chapter No. 795
4. Public Acts of 2024, Chapter No. 970
5. TCA 49-6-1304(b)

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: <u>07/27/26</u> 08/04/25
		Rescinds: 4.301	Issued: <u>08/04/25</u> 07/01/25 08/05/24

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunities shall be provided for members of both sexes.¹

Sex shall be defined as the “immutable characteristics of the person’s reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth”.²

Student athletes shall only be allowed to participate in athletic activities or events that align with the student’s sex indicated on his/her original birth certificate.^{3,2} The Superintendent of Schools/designee shall require the parent/guardian to provide the student’s original birth certificate prior to participation in any interscholastic athletics. If the original birth certificate is not available or does not indicate the student’s sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of the student’s sex at birth.

Interscholastic athletics shall be administered as a part of the regular school program and shall be the principal’s responsibility. Principals shall ensure that school regulations regarding participation in a sport are reasonable. Athletic schedules shall be filed in each school principal’s office. The principal or his/her designee must accompany an athletic team on trips. Transportation of teams to athletic games is approved by the building level administration.

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

INSURANCE & PHYSICAL EXAMINATIONS

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

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

1 **SCHEDULING CONFLICTS**

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

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

10 **SEVERE WEATHER⁴**

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

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

18 **PROHIBITION AGAINST HAZING**

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

21 **HOME SCHOOL STUDENT PARTICIPATION¹⁰**

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

26 **VIRTUAL SCHOOL STUDENT PARTICIPATION¹¹**

27 Virtual school students shall be permitted to participate in accordance with TSSAA or TMSAA
28 guidelines. If a school is not a member with these organizations, virtual school students that are zoned
29 for the school shall be permitted to participate in interscholastic athletics to the same extent as other
30 students.

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33

PRIVATE SCHOOL PARTICIPATION¹²

While students from private schools are permitted to try out for interscholastic athletic teams, this does not guarantee that they will make the team. As with all students, those from other schools shall only be admitted to the team subject to the independent decision of the coach or other relevant school official.

Public Schools with TSSAA or TMSSAA Membership

Private school students shall be permitted to participate in accordance with TSSAA or TMSAA guidelines subject to the following conditions. These students must:

- Attend a private school that is not a member with TSSAA or TMSAA and serves fewer than two hundred (200) students in grades six through eight (6-8) or fewer than two hundred students in grades nine through twelve (9-12);
- Satisfy the eligibility requirements established by TSSAA or TMSAA and
- Reside within the geographic boundaries of the district.

These students shall be permitted to participate in athletic programs not offered by the private school, but only in the middle or high school that they are zoned to attend.

Public Schools without TSSAA or TMSSAA Membership

If a school is not a member with these organizations and offers its students the opportunity to participate in interscholastic athletic competition, private school students that are zoned for the school shall be permitted to participate in interscholastic athletics to the same extent as other students.

Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 *et seq.*
2. Public Acts of 2026, Chapter No. 938
- ~~2-3. TCA 49-6-310(a)~~
- ~~3-4. TCA 49-6-3601 TRR/MS 0520-01-02-.08(1)~~
- ~~4-5. TCA 29-20-403 49-6-3601~~
- ~~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(c); TRR/MS 0520-01-13-.01(1)(a)~~
- ~~7-8. TCA 49-6-1002(c)(a)~~
- ~~8-9. TCA 49-2-1206-1002(e)~~
10. TCA 49-6-3050(e)(1)(B) 2-120

Cross References

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

- ~~9-11.~~ ~~TCA 49-16-216~~
~~10-12.~~ ~~Public Acts of 20264, Chapter No.~~
~~893658~~
~~11.~~ ~~Public Acts of 2025, Chapter No. 173~~

Oak Ridge Schools Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date: <u>07/27/26</u> 08/05/24
		Rescinds:	Issued: <u>08/05/24</u> 08/01/22 08/28/17 11/24/14

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

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

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

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

Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established by the State Board of Education. This shall also apply to students enrolled in eighth grade for the grades achieved on high school courses. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

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

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (0-59)

Grading floors with a minimum above zero are not permitted.³ This grading system shall be uniform throughout the school district for each grade.

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

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

LOTTERY SCHOLARSHIPS³

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

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

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

LOTTERY SCHOLARSHIP DAY

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

Legal References

1. TCA 49-2-203(b)(16); TCA 49-2-301(b)(1)(H); [Public Acts of 2026, Chapter No. 901](#)
2. TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301; TCA 49-6-407
3. ~~TCA 49-6-407 (c) (2) 2-203(b)(7); TCA 49-2-301(b)(1)(H)~~
4. TCA 49-4-904, 905, 907
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: 07/27/26 01/14/25
		Rescinds:	Issued: 01/14/25 11/28/23 09/26/22 04/22/19 04/23/18 08/05/24

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

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

VOLUNTARY RETENTION

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

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

This information shall be submitted in writing within thirty (30) days of the end of the school year. The district shall send written notice to the parent/guardian confirming whether the student is eligible for retention under state law.

PROMOTION PLANS⁶

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

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

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

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

RETENTION⁷

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

Decision of Retention – General⁹

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

1. Adjustment to the current instructional strategies or materials;
2. Additional instructional time;
3. Individual tutoring;
4. Modification to the student's classroom assignment to ensure the student receives instruction from a teacher with a level of overall effectiveness of above expectations (level 4) or significantly above expectations (level 5); or
5. Attendance or truancy interventions.

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

Decision of Retention – Third Grade¹⁰

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

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

1. A student in third grade receiving a performance level rating of "approaching" on the ELA portion of the student's most recent TCAP test may be promoted if:
 - a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
 - b. The student was previously retained in grades K-3;
 - c. The student is retested before the next school year and scores proficient in ELA;
 - d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-test at the end of the camp;

- e. The student receives tutoring for the entirety of the next school year in accordance with state law; or
 - f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in ELA standards by scoring within the fiftieth percentile on the most recently administered state-provided benchmark assessment and the district provides tutoring services to the student during the entire fourth grade school year and notifies the student's parent/guardian, in writing, of the benefits of enrolling the student in summer programming.
 - f.g. The student was administered a state-mandated assessment pursuant to TCA 49-1-616(d) as a third-grade student and the student demonstrates proficiency in ELA based on the student scoring within the fiftieth percentile on the most recently administered universal reading screener approved by the State Board of Education or the Tennessee universal reading screener.¹¹
2. A student in third grade receiving a performance level rating of "below" on the ELA portion of the student's most recent TCAP test may be promoted if:
 - a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
 - b. The student was previously retained in grades K-3;
 - c. The student is retested before the next school year and scores proficient in ELA; or
 - d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next school year in accordance with state law.

*Decision of Retention – Fourth Grade*¹⁰

Students in the following categories may be promoted to fifth grade if they demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test:

1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the fourth-grade school year; 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.

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,

Decision of Retention – Students with Disabilities¹¹

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^{8,12}

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.¹³

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

Cross References

Credit Recovery 4.210
Grading System 4.600

- | | |
|---|---|
| <ol style="list-style-type: none"> 2. TRR/MS 0520-01-03-.16(5) 3. TCA 49-1-905(e) 4. TRR/MS 0520-01-03-.16(4) 5. <u>TCA 49-6-314; TRR/MS 0520-01-03-.16(6)</u>Public Acts of 2024, Chapter No. 829 6. TRR/MS 0520-01-03-.16(6) 7. TRR/MS 0520-01-03-.16(76)(f) 8. TRR/MS 0520-01-03-.16(76)(e) 9. TRR/MS 0520-01-03-.16(76)(g) 10. TRR/MS 0520-01-03-.16(87) 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. 1030-989 12. <u>29 U.S.C. § 794 (Section 504); 20 USCA § 1400 et seq.; TRR/MS 0520-01-03-.16(73)(e); TRR/MS 0520-01-02-.17(7); TCA 49-6-3115(a)(3)02(e)(1)</u> 13. <u>TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)(7)(f)</u> | <p><u>Credit Recovery 4.210</u>
 <u>Grading System 4.600</u>
 Reporting Student Progress 4.601
 Attendance 6.200
 Student Assignments 6.205
 Homeless Students 6.503
 Student Records 6.600</p> |
|---|---|

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: <u>07/27/26</u> 09/22/25
		Rescinds: II-6	Issued: <u>09/22/25</u> 04/22/24 02/26/24 01/23/23 09/27/21 01/25/21 09/23/19 04/23/18 11/24/14

General

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

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

Before high school graduation, every student shall:¹

1. Achieve the specified twenty-two (22) units of credit;
2. Take the required end of course exams;
3. Have satisfactory records of attendance and conduct;
4. Take the ACT or SAT prior to graduation;²
5. Pass a United States civics test³, and
6. Complete three (3) credits in an elective focus. The elective focus may be:
 - a. AP
 - b. Dual Enrollment
 - c. Dual Credit

- d. Fine Arts
- e. Humanities
- f. Science and Math
- g. CTE

If a middle school student successfully completes any of the State Board-required high school credits, as evidenced by a passing grade in the course prior to grade nine (9), the student shall receive graduation credit for that coursework.⁴

SPECIAL EDUCATION STUDENTS⁴

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

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

Special Education Diploma

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

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

Occupational Diploma

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

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

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

Alternate Academic Diploma

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

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

STUDENT LOAD⁶

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

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

EARLY GRADUATION⁸

High school students shall be permitted to complete an early graduation program. Students intending to graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as soon thereafter as the intent is known. The deadline an Application for Early Graduation/Early Release is prior to registration for the senior year.

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

1. Earn the required seventeen (17) credits;

2. Achieve a benchmark score for each required end-of-course exam;
3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
4. Meet the minimum ACT, SAT, or Classic Learning Test (CLT) benchmark score;
5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
6. Complete at least two (2) types of the following courses:
 - a. AP;
 - b. IB;
 - c. Dual enrollment; or
 - d. Dual credit.

The Superintendent or designee shall develop administrative procedures to ensure that the early graduation program is conducted in accordance with state law, including reporting the total number of requests to graduate early to the TN Department of Education.⁹

~~ADDITIONAL CONDITIONS REQUIRED FOR CONSIDERATION~~

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

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

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

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

WITHDRAWAL FROM OAK RIDGE HIGH SCHOOL

Upon early graduation, students are withdrawn from Oak Ridge High School as graduates. Because students are no longer enrolled as students, they cannot participate in extracurricular activities

including interscholastic sports or clubs at Oak Ridge High School. In addition, students may not take courses at Oak Ridge High School once withdrawn as a graduate. Students wishing to take additional coursework as electives toward a high school diploma should not apply for early graduation. Early graduates will receive their diplomas on or after the date of their class's commencement. They may participate in their class commencement ceremony.

~~DEADLINE FOR APPLICATION SUBMISSION~~

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

~~MOVE ON WHEN READY⁷~~

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

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

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

~~1. Earn seventeen (17) credits that include;~~

~~a. English I, II, III, and IV~~

~~b. Algebra I and II~~

~~c. Geometry~~

~~d. Computer Science or an approved substitute~~

~~e. United States History~~

~~f. Two (2) courses in the same foreign language~~

~~g. One (1) course selected from the following:~~

~~I. Economics~~

~~II. Government~~

~~III. World Civilizations~~

~~IV. World Geography~~

~~h. One (1) course selected from the following:~~

~~I. History and appreciation of visual and performing arts~~

~~II. A standard based arts course, which may include studio art, band, chorus, dance or other performing arts~~

~~i. Health~~

~~j. Physical Education~~

~~k. Biology~~

~~l. Chemistry~~

~~2. Has a cumulative GPA of at least 3.2 on the Uniform Grading System four (4) point scale;~~

- ~~3.— Scores at the On-Track or Mastered level on each End-of-Course assessment taken (excluding end-of-course assessments taken during the student's final semester prior to early graduation);~~
- ~~4.— Meets benchmark scores of twenty-five (25) or higher on the mathematics portion on the ACT and twenty-five (25) or higher on the English portion of the ACT, or equivalent scores on the SAT (these scores may come from different test administrations);~~
- ~~5.— Achieves a passing score on a nationally recognized foreign language proficiency assessment;~~
- ~~and~~
- ~~6.— Completes two (2) early postsecondary courses.~~

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

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

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

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

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

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103; TRR/MS 0520-01-03-.06
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; State Board of Education Policy 2.103
4. ~~TRR/MS 0520-01-03-.06;~~ State Board of Education Policy 2.102~~3~~
5. ~~TRR/MS 0520-01-03-.06; TCA 49-6-6005;~~ State Board of Education Policy 2.103
6. ~~TCA 49-6-6005; State Board of Education Policy 2.103 TRR/MS 0520-01-03-.06~~
7. ~~TRR/MS 0520-01-03-.06(19)TCA 49-6-8103; State Board of Education Policy 2.103; Public Acts of 2021, Chapter No. 493~~
8. ~~TCA 49-6-8103; State Board of Education Policy 2.103; Public Acts of 2026, Chapter No. 912~~
9. ~~Public Acts of 2026, Chapter No. 1040~~
- 7,10. ~~Public Acts of 2026, Chapter No. 1040~~

Cross References

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

Oak Ridge Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Superintendent Recruitment and Selection	Descriptor Code: 5.801	Issued Date: <u>07/27/26</u> <u>01/26/15</u>
		Rescinds:	Issued: <u>01/26/15</u>

- 1 When a vacancy occurs, the appointment of a Superintendent is a function of the Board.¹ The Board is
2 responsible for finding the person it believes can most effectively translate into action the policies of
3 the Board and the goals of the community and the professional staff.
- 4 The Board may employ a consultant to advise and assist the Board in the search and selection process.
5 However, final selection shall rest with the Board after a thorough consideration of qualified
6 applicants. An interim Superintendent appointed during the time of a search shall not become a
7 candidate unless the Board expressly permits such inclusion in the selection procedures. A board
8 member may not apply for or in any other way be considered for the position of superintendent.²
- 9 If the Board chooses to conduct a search to fill the position, the Board shall initially develop the
10 following:
- 11 • a job description
 - 12 • a timeline
 - 13 • a system process for accepting and reviewing applications, including a process for handling
public versus non-public material (Note: Per state law, records of all applicants are public
unless candidates request their records be made private); and
 - 14 • selection procedures which shall include, but not be limited to, the following:³
- ~~15 1. The Board may invite the community, including board employees, to participate in the~~
~~16 process of selecting a superintendent. Candidates shall be interviewed by the Board in an executive~~
~~17 session. All deliberation shall occur during public meetings.~~
- ~~18 2. The interview process for each finalist may include meetings with various staff and~~
~~19 community groups and an interview with the entire board.~~
- ~~20 23. The Board shall attempt to select a Superintendent by unanimous vote during a regular~~
~~21 meeting, but only a simple majority~~
~~22 vote of the membership of the Board shall be required for the appointment of a Superintendent.~~

Legal References

1. TCA 49-2-203 (a)(1~~3~~4)
2. TCA 49-2-203 (a)(1)(D)
3. TCA 49-2-203 (a)(1~~3~~4)(B); Public Acts of 2026, Chapter No. 1048

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 07/27/26 06/09/25
		Rescinds: 6.200	Issued: 06/09/25 07/31/23 08/01/22 08/02/21 03/30/20 11/25/19 10/28/19 08/27/18 09/28/15 02/25/13

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session.

The Superintendent of Schools/designee shall develop appropriate administrative procedures to implement this policy.

The attendance supervisor shall oversee the entire attendance program which shall include: ¹

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school. ²

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent(s)/guardian(s). ³

Absences shall be classified as either excused or unexcused as determined by the principal/designee.

Excused absences shall include:⁴

1. Personal illness/injury/personal reasons outside of student control;
2. Verifiable family emergency;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;⁵
6. Pregnancy;
7. School endorsed/related activities
8. Summons, subpoena, or court order; or
9. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

SCHOOL SPONSORED ACTIVITIES AND POSTSECONDARY SCHOOL VISITS

Students participating in a school sponsored field trip, excursion, competition or postsecondary school visit will be counted present. Board Policy 6.2001 provides specific information regarding postsecondary school visits as well as the required documentation to be counted present during a postsecondary school visit.

The principal shall be responsible for ensuring that: ⁶

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

TRUANCY

Annually, the Superintendent of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.⁷

A student who is absent five (5) days without adequate excuse shall be reported to the Superintendent of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Superintendent of Schools/designee shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

*Progressive Truancy Intervention Plan*⁸

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

Tier I

Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. Tier I of the progressive truancy intervention plan shall include the following:

Tier I Actions:

1. Attendance expectations and Truancy Reporting Steps are provided in the Student Handbook annually.
2. Student attendance will be documented daily using the student management system. The student management system provides parent/guardian access allowing parents to monitor their child's school attendance.
3. Parent/Guardian will receive an automated phone call each day that their child is absent from school.
4. Once a student has accumulated 3 unexcused absences, the parent/guardian will receive an automated phone message regarding this attendance concern.

Tier II

Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.
4. Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Superintendent of Schools/designee.

Transfer Students and Truancy Tracking

The district shall request attendance records for students enrolling after the start of the school year from the previous public school district. Unexcused absences accumulated at a previous district for the current school year shall be factored into the student's placement on the truancy intervention plan tiers, if applicable.⁹

NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹

A principal/designee may excuse a student to participate in non-school sponsored extracurricular activities. The principal shall document the approval in writing and shall excuse no more than ten (10) absences each school year. No later than seven (7) business days prior to the student's absence, the student shall provide documentation to the school as proof of the student's participation along with a written request for the excused absence from the student's parent/guardian. The request shall include the following:

1. Student's name and personal identification number;
2. Student's grade;
3. The dates of the student's absence;
4. The reason for the student's absence; and
5. The signatures of the student and parent/guardian.

MAKE-UP WORK

Make up work for excused or unexcused absences must be requested by the student or parent no later than three (3) days after returning to school.

STATE-MANDATED TESTS/END OF COURSE EXAMS

Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the End of Course Exam.

Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be averaged into their final grade.

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion.¹¹ If attendance is a factor prior to credit/promotion denial, the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION²

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license or to obtain such if of age.

ATTENDANCE HEARING ¹¹⁺²

Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or 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 will conduct a hearing to determine if any extenuating circumstances exist to excuse an absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Superintendent of Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Superintendent of Schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school 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.

The Superintendent of schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers and administrative staff.

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Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. ~~Public Acts of 2026, Chapter No. 844~~~~TCA 49-6-3022~~
10. TCA 49-2-~~203(b)(7); TCA 49-6-3002(b)(130~~
~~11. TCA 49-2-203(b)(7); TCA 49-6-3002(b); Public Acts of 2023, Chapter No. 130~~
~~12.~~11. TRR/MS 0520-01-02-.17(7)

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Voluntary Pre-K Attendance 6.2011
Homeless Students 6.503
Students in Foster Care 6.505
Students from Military Families 6.506
Student Records 6.600

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Home Schools	Descriptor Code: 6.202	Issued Date: 08/07/23 <u>07/27/26</u>
		Rescinds: 6.202	Issued: <u>08/07/23</u> 08/02/21 <u>09/28/15</u> <u>09/26/11</u>

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

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

1. Provide annual notice to the superintendent of schools/designee before the commencement of each school year of the intent to conduct a home school;
2. Submit to the superintendent of schools/designee the name, number, age, grade level of children involved, location of the school, curriculum to be offered, proposed hours of instruction, qualifications of the parent/teacher;
3. Maintain attendance records, subject to inspection of the local superintendent of schools/designee;
4. Submit attendance records to the superintendent of schools/designee at the end of each school year;
5. Provide instruction for at least four (4) hours per day for the same number of instructional days as are required by state law³;
6. Possess a high school diploma or a high school equivalency credential approved by the State Board of Education;
7. Cooperate in the administration to home school students of appropriate tests by the State Board Commissioner of Education or a standardized test selected by the parent-teacher that provides nationally normed analytics in English and Math in, ~~his/her designee or by a professional testing service in~~ grades five (5), seven (7), and nine (9);⁵
- ~~8. Take actions according to state law if home school student falls behind appropriate grade level;~~
- ~~9.8.~~ Submit proof to the Superintendent of Schools/designee that other health services and examinations as required by state law have been received by the home school student; and

~~10.9.~~ In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject, employ a tutor having the same qualifications as required of parent/teacher.

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

FACILITIES USE

~~It shall be the policy of this Board that public~~ ~~s~~School facilities shall be available for home school instruction only when *all* of the following conditions exist:

~~1. Special needs courses are being taught which require services unavailable to the home school student;~~

~~2. These services cannot be provided through any means other than the schools;~~

~~1.3.~~ Requests for services are made known by the home school parent when notice is given to the ~~S~~superintendent of ~~S~~schools/~~designee~~ of the intent to conduct a home school;

~~2.4.~~ The Superintendent of Schools investigates the request and makes recommendations to the Board; ~~Special needs courses are being taught which require services unavailable to the home school student;~~

~~3.5.~~ No overcrowding, additional expenses, including providing transportation, or other special situations which interfere with the normal operation of the school district shall be incurred; and ~~These services cannot be provided through any means other than the public schools;~~

~~4. The superintendent of schools/designee investigates request and make recommendations to the Board;~~

~~5. No overcrowding, additional expenses, including providing transportation, or other special situations which interfere with the normal operation of the school system shall be incurred; and~~

6. Approval by the Board on a case-by-case basis.

RECORDS ACCESS

The ~~s~~Superintendent of ~~s~~Schools, through the ~~Executive Director of Student Services~~~~attendance supervisor~~, shall have the attendance records of the home school inspected at least two (2) times each school year in order to provide assistance in implementing the Compulsory Attendance Law.

~~STUDENT PERFORMANCE~~⁵

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

Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b), ~~(c)~~
3. TCA 49-6-3004(a); TCA 49-6-3050(b)(3)
4. TCA 49-6-3050(b)(4); ~~Public Acts of 2023, Chapter No. 114~~
5. TCA 49-6-3050(b), ~~(6)~~ (5); Public Acts of 2026, Chapter No. 912

Cross References

Compulsory Attendance Ages 6.201

Oak Ridge Board of Education

Monitoring: Review: Annually, in April <u>Review: Annually, March</u>	Descriptor Term: Student Assignments	Descriptor Code: 6.205	Issued Date: -07/27/26
		Rescinds: <u>6.205</u>	Issued: <u>09/28/15</u>

TO SCHOOLS

Students, including those in kindergarten, shall attend the school to which they are assigned.¹

Parent(s)/guardian(s) who are dissatisfied with the assignment of their children may, within ten (10) days after the assignment, make application to the Board for a hearing requesting a transfer to another school.²

TO CLASSES

The principal shall be responsible for assigning all students to classes.

Students who enter the system from another school system are to be placed by the principal in the grade and/or level as indicated by records from the former school. If the student's placement is inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade level. Parent(s)/guardian(s) shall be kept advised.

The principal shall separate an alleged victim of child sexual abuse from an alleged perpetrator if the abuse allegedly occurred while the child was under the supervision or care of the school. If available and appropriate, a child shall be reassigned if a request is made by the child's parent/~~guardian or~~ ~~custodian~~, and the perpetrator has been: (1) substantiated by the ~~d~~Department of ~~e~~Children's ~~s~~Services; (2) adjudicated by a juvenile court to have committed the child sexual abuse; or (3) criminally charged.³

If an order of protection is issued to protect a student from another student enrolled in the same school, the principal shall develop a student safety plan and implement it for the student who is named as the petitioner. This shall occur as soon as possible, but no later than five (5) school days from the date on which the school receives a copy of the order of protection. When reasonably practicable and appropriate, the building-level school safety team and the parent(s)/guardian(s) of the student named as the petitioner shall provide input into the plan. The Superintendent of Schools/designee shall develop administrative procedures to implement this process.⁴

Legal References

1. TCA 49-6-3102~~,-~~3103
2. TCA 49-6-3201
- 2-3. TCA 49-6-3102(h), (i)
- 3-4. Public Acts of 20262015, Chapter No. 862286

Cross References

Promotion and Retention 4.603
Transfers Within the System 6.206
Homeless Students 6.503
Students in Foster Care 6.505

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Questioning Students and Searches	Descriptor Code: 6.303	Issued Date: <u>07/27/26</u> 08/04/25
		Rescinds: III-42	Issued: <u>08/04/25</u> <u>01/25/21</u> 09/28/15

QUESTIONING BY SCHOOL PERSONNEL

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student. Any student answering falsely, or evasively or refusing to answer a question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student without the presence of parent(s)/guardian(s).

INTERROGATIONS BY POLICE AT ADMINISTRATOR'S REQUEST

If the principal has requested assistance by law enforcement to investigate a crime involving his/her school, the police may interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise. However, the interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal or his/her designee shall be present during the interrogation.¹

The use of police women or female staff members is recommended in the interrogation of female students.

POLICE-INITIATED INTERROGATIONS

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation and inform him/her of the probable cause to investigate. The principal shall make reasonable effort to notify the parent(s)/guardian(s) of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal or his/her designee shall be present during the interrogation.

SEARCHES BY SCHOOL PERSONNEL

The school principal shall authorize all searches at the outset per state law.² All principal initiated searches shall be conducted by a school security officer or a school administrator or school employee

1 designated by the Superintendent of Schools who has completed the state required training^{2,3} The
2 following conditions shall apply to principal initiated searches:

- 3 1. All the following standards of reasonableness must be met:
 - 4 a. A particular student has violated school policy;
 - 5 b. The search will yield evidence of the violation of school policy or will lead to finding
6 dangerous weapons, drugs, or drug paraphernalia;
 - 7 c. The search is in pursuit of legitimate interests of the school in maintaining order, discipline,
8 safety, supervision, and education;
 - 9 d. The search is not conducted for the sole purpose of discovering evidence to be used in
10 criminal prosecution; and
 - 11 e. The search shall be reasonably related to the objectives of the search and not excessively
12 intrusive considering the age and sex of the student (Sex shall be defined as the “immutable
13 characteristics of the person’s reproductive system that identify the person as male or
14 female, as determined by anatomy and genetics existing at the time of birth.”) as well as the
15 nature of the alleged infraction.⁴
- 16 2. A school administrator shall be on-site at any principal-initiated search;
- 17 3. A school administrator shall oversee the search and may end the search at any time; and
- 18 4. If a student is under the age of eighteen (18), the principal must notify the student’s parent or
19 guardian within a reasonable time of the search.⁷³

24 If a school resource officer searches a student, based on having probable cause, the principal shall
25 notify the Superintendent or designee.⁵

26 In order to ensure a safe and secure learning environment, the Superintendent or designee shall develop
27 procedures regarding the searching of students, lockers, vehicles, and containers which are consistent
28 with state law and regulations. The Superintendent/designee shall develop additional procedures to
29 ensure compliance with all of the provisions of the School Security Act of 1981.⁶

Legal References

1. TCA 49-6-4203(b)
2. TCA 49-6-4204(a); TCA 49-6-4205(a)
3. TCA 49-6-4212; Public Acts of 2026 2025, Chapter No. 1040 244
4. TCA 49-6-4205(b); Public Acts of 2026, Chapter No. 938
5. State v. R.D.S., No. M200801724COAR3JV, 2009 WL 2136324, at *1 (Tenn. Ct. App. July 16, 2009)
6. TCA 49-6-4201; Tenn. Op. Att’y Gen. No. 14-21 (February 24, 2014)

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Reporting Child Abuse 6.409

| ~~6.7.~~ TCA 49-6-4205(a)

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Interference/Disruption of School Activities	Descriptor Code: 6.306	Issued Date: <u>07/27/26</u> 09/27/21
		Rescinds:	Issued: 09/27/21 <u>09/28/15</u>

1 General

2 A student shall not engage in conduct which causes the disruption or interference with the operation of
 3 the school while on school property, in school vehicles or buses, or at school-sponsored events,
 4 whether on or off campus. The student shall not urge other students to engage in such conduct.

5 Employees are authorized to take reasonable measures to establish appropriate school behavior and
 6 have the authority to control the conduct of any student while under the supervision of the school
 7 district.¹

8 A student may receive disciplinary action ranging from verbal reprimand to suspension and/or
 9 expulsion depending on the severity of the offense and the student's prior record.²

10 **REMOVAL OF STUDENT**¹³

11 If a student repeatedly or substantially interferes with the learning environment, the teacher may
 12 submit a written request along with the required documentation to the principal/designee to remove the
 13 student from the teacher's classroom. The student will be given notice of the rationale for the request
 14 as well as the opportunity to offer an explanation.

15 The principal/designee will investigate the request and make a decision regarding the student's
 16 placement. The principal will notify the teacher as to his/her decision.

17 If a teacher abuses or overuses the student removal process, the principal/designee shall address the
 18 abuse or overuse with the teacher and may require the teacher to complete additional professional
 19 development to improve the teacher's classroom management skills.

20 *Appeal Process*

21 If the teacher's request for removal is denied, he/she may file an appeal with the Superintendent of
 22 Schools/designee. He/she will review the teacher's request for removal as well as the decision of the
 23 principal/designee and make a determination as to the student's placement.

24 **CLASSROOM EVACUATION**

Some or all students may be removed from a classroom or instructional area due to violent, aggressive, or severely disruptive behavior of another student that creates a safety concern or substantially interrupts classroom instruction.³

Parental Notification

The principal/designee shall provide notification to the parent(s)/guardian(s) of each student in the classroom or instructional area at the time of the classroom evacuation. The notification shall be provided by the end of the day in which the classroom evacuation took place unless the event that prompted the evacuation is an ongoing emergency or is otherwise under investigation by state or local law enforcement.

Notification to the parent(s)/guardian(s) must include:³

1. The fact that a classroom evacuation occurred;
2. A brief description of the general nature of the incident sufficient to explain why the classroom evacuation occurred; and
3. Any steps taken by the school to ensure the continued safety and supervision of students.

Parental notification provided in compliance with the Family Education Rights and Privacy Act (FERPA) and other applicable privacy laws.⁴ No information shall be disclosed about the student whose conduct caused the classroom evacuation, or any other student, if the disclosure would violate privacy laws.

Recordkeeping

Each school shall maintain records of:

1. The date and time of the classroom evacuation;
2. The number of students evacuated;
3. The time and manner of parental notification; and
4. The staff member responsible for issuing parental notifications.

Legal References

1. TCA 49-6-~~28044~~02
2. TCA 49-6-3401
3. Public Acts of ~~2026~~2024, Chapter No. ~~850~~77
- 3-4. 20 USCA § 1232g; TCA 10-7-504

Cross References

Code of Conduct 6.300
Suspension 6.316
Safe Relocation of Students 6.4081

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Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Admission of Suspended or Expelled Students	Descriptor Code: 6.318	Issued Date: <u>07/27/26</u> 08/05/24
		Rescinds: 	Issued: <u>08/05/24</u> 08/01/22 09/28/15

STUDENT READMISSION TO DISTRICT¹

The district may continue a disciplinary investigation of a student who withdraws from the district during the investigation. If the student later reenrolls in the district, then the disciplinary investigation and/or consequences shall resume.

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

After a request for enrollment is made, the ~~s~~Superintendent or designee shall investigate the facts surrounding the suspension/expulsion from the former school district. The principal may ask the parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in TCA 49-6-3051 and submit any records to the ~~s~~Superintendent or designee²⁴. Based on the results of the investigation, the ~~s~~Superintendent shall make a recommendation to the Board to approve or deny the request.

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

A student may be dismissed if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school system.³²

Legal References

1. Public Acts of 202~~64~~, Chapter No. ~~760721~~
- ~~2.~~ TCA 49-6-~~3051(a)~~3401(f); 20 USCA § 1232g(b)(4);
(h)
- ~~2-3.~~ TCA 49-6-3401(f); 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 May	Descriptor Term: Emergency Allergy Response Plan	Descriptor Code: 6.412	Issued Date: <u>-07/27/26</u>
		Rescinds: 6.412	Issued: <u>09/28/15</u> <u>06/28/07</u>

The ~~s~~Superintendent or designee shall develop and maintain an Emergency Allergy Response Plan that meets state guidelines for managing students with life-threatening allergies. The Plan shall include measures to reduce exposure to allergens and procedures to treat allergic reactions. Components of the plan shall include, but are not limited to; education and training of personnel, record keeping/documentation, development and reviews of the allergy action plan, and protocols for classrooms and cafeterias that include strategies to reduce exposure to allergens.¹

Using the state food allergy guidelines plan as a guide, the ~~s~~Superintendent shall also develop a process to identify all students with food allergies and develop and implement an Individualized Health Care Plan (IHCP) with an Allergy Action Plan for each specific student.²

EPINEPHRINE³

Each school shall maintain epinephrine, either as auto-injectors, nasal sprays, or other forms, in at least two (2) unlocked, secure locations including, but not limited to, the school office and the school cafeteria.

In the event of such a reaction, the school nurse or other trained school personnel shall utilize epinephrine to respond, under a standing protocol from a physician.

The Superintendent/designee is authorized to seek epinephrine through a prescription written to Oak Ridge Schools. Upon the issuance of the auto-injectors, the Superintendent/designee shall ensure that they are placed within each school and that any needed trainings are conducted for staff.

Legal References

1. TCA 49-~~50-1602(f)5-415-(f)(1) and (2)~~
2. *Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting, including Guidelines for Managing Life-Threatening Food Allergies in Tennessee Schools* (Tennessee Department of Education and Tennessee Department of Health, 2023, pg. 90)-(2007).

Cross References

Medicines 6.405

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Students from Military Families	Descriptor Code: 6.506	Issued Date: <u>07/27/26</u> 10/28/19
		Rescinds:	Issued: <u>10/28/19</u>

1 *General*

2 The Superintendent of Schools/designee shall develop the necessary administrative procedures to
3 ensure that students with parent(s)/guardian(s) in the armed services are identified and that appropriate
4 and available services are provided for these students.¹

5 **RELOCATION OF MILITARY SERVICE MEMBER²**

6 A student who does not currently reside within the school district shall be allowed to enroll if he/she is
7 a dependent child of a service member who is being relocated to Tennessee on military orders. To be
8 eligible for enrollment, the student will need to provide documentation that he/she will be a resident of
9 the school district on relocation. This documentation must be provided to the school district within one
10 (1) calendar year from the date of enrollment.

11 If the child of a military member enrolls per this policy and has an active 504 plan, IEP, or an
12 individualized family service plan, then the district shall take necessary steps to ensure that services are
13 in place when the student enrolls.

14 ~~Within 30 days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency~~
15 ~~within the school district.~~

16 **ABSENCES**

17 Principals shall provide students with a one (1) day excused absence prior to the deployment of and a
18 one (1) day excused absence upon the return of a parent/guardian serving active military service.

19 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
20 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
21 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up school work
22 missed during these absences.³

23 **REMAINING IN THE DISTRICT⁴**

24 If a student is enrolled in grades eleven (11) through twelve (12) and is a dependent child of a service
25 member who relocates on military orders resulting in the student no longer residing in the school
26 district due to location, the student shall have the option to remain enrolled in the same high school
27 until the student graduates or withdraws.

Legal References

1. State Board of Education Policy 2.103
2. ~~TCA 49-6-3101~~; Public Acts of ~~2026~~~~2019~~, Chapter
No. ~~834~~~~138~~
3. ~~TCA 49-6-3019~~
- 3.4. ~~Public Acts of 2026, Chapter No. 834~~

Cross References

Attendance 6.200
School Admissions 6.203



**OAK RIDGE SCHOOLS
2026-2027 PERSONNEL ADVISORY BOARD**

Ms. Kathy Gillenwaters
103 Meadowlark Ln.
Oak Ridge, TN 37830
865.805-1307
kgillenwaters@bellsouth.net

3 Year Term
Expires August 2027

Ms. Ruby Miller
117 Clemson Drive
Oak Ridge, TN 37830
865.300.6304
ramvitec@bellsouth.net

3 Year Term
Expires August 2028

Dr. Christine Lee
21 Riverside Dr.
Oak Ridge, TN 37830
865.482.6845
cmlriversrun@comcast.net

3 Year Term
Expires August 2027

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 HS Date: 7-7-26

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

Class/Group Requesting Permission: NJROTC

Educational Activity: LEARN ABOUT NAVAL HISTORY

Destination: CHARLESTON, SC

Purpose of Trip: VISIT MILITARY SITES AND THE CITADEL

Departure Date: 3-17-27 Departure Time: 0700

Return Date: 3-21-27 Return Time: 2000

Mode of Transportation: CHARTER BUS

First Student ☐ Transportation Contractor ☒ School System Van ☐ Air Travel ☐

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

School System Van – Name of Driver: _____

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

Transportation Contractor: PRIORITY COACH Phone #: 865-945-3074

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

Air Travel Flight #'s: _____

Hotel/Motel Name: USS YORKTOWN - PATRIOTS POINT NAVAL & MARITIME MUSEUM

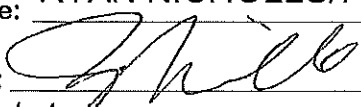
Address: 40 PATRIOTS POINT ROAD

City: MOUNT PLEASANT State: SC Zip: 29464

Phone: 843-884-2727 Contact Person: BIANCA BOURBEAU

Number of Nights: 4 Hotel Rating: NA

Name of School Sponsor/Date: RYAN NICHOLLS/7-7-2026

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

Minimum requires teacher to student ratio:

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

of Students: 36

of Adults: 4

Chaperone/Student Ratio: 1:9

Professional Staff Chaperone(s)

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

Other Chaperone(s):

1. Name: CINDY BURNHAM Cell #: 865-850-8277
2. Name: SAMMI HUNT Cell #: 757-515-8684
3. Name: _____ Cell #: _____
4. Name: _____ Cell #: _____

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

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

Financial Arrangements: (please indicate method)

No Cost

Paid by Students

Paid by School

Paid by School System

Substitute Required

Acct to be charged for Substitute NA

\$ 750.00

Per Student

TOTAL TRIP AMOUNT: \$ 30,000.00

Provisions for those students unable to pay:

BECAUSE THIS IS NOT A REQUIRED

CLASS TRIP AND PARTICIPATION IS NOT TIED TO A GRADE, CADETS WILL HAVE NUMEROUS FUNDRAISING OPPORTUNITIES TO PARTICIPATE IN TO HELP COVER ALL, OR OFFSET A PORTION OF THEIR COST, OR THEY WILL HAVE TO PAY OUT-OF-POCKET FOR IT.

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

NA

Staff Member: RYAN NICHOLLS

Date: 7-7-26

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: N/A

Date: _____

Principal's Action: Approved: ✓ Disapproved:

Principal's Signature: [Signature]

Date: 7-7-26

Superintendent or Designee's Action: Approved: Disapproved:

Superintendent or Designee's Signature: _____ Date: _____

Board Approval Date: _____



Oak Ridge Schools – Campus Leave/Field Trip Permission Form

Name of Group: NJROTC

Destination: CHARLESTON, SC

Mode of Transportation: CHARTER BUS Purpose: ORIENTATION TRIP

Date: 3 / 17 / 27 Time: 0700 to Date: 3 / 21 / 27 Time: 2000

Expected Number of Participants: 36 Expected Number of Chaperones: 4

Teacher/Sponsor of Trip: RYAN NICHOLLS

Principal Signature: *[Signature]* Date: 7-7-26

Fee Requested (if any)*

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

PARENT: Please separate this form and return to : CHIEF NICHOLLS by: 3-5-27
(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

Oak Ridge High School Field Trip Itinerary
Patriots Point
40 Patriots Point Rd, Mt Pleasant, SC 29464

Wednesday March 17, 2027

0700 Bus departs Oak Ridge High School
1200 Stop for lunch
1500 Arrive at USS Yorktown, Patriots Point, Mount Pleasant, SC.3:00PM
1515 Check aboard USS Yorktown, stow all gear in berthing areas.
1545 Orientation by the Scout Duty Officer to cover the rules and conduct while aboard USS Yorktown.
1700 Bus driver picks up our group for dinner in local community
1900 Return to USS Yorktown to drop off students, instructors and chaperons.
2000 Movie in ship's theater.
2145 Mandatory fire drill aboard USS Yorktown.
2200 Taps, lights out, all personnel in their bunks.

Thursday March 18, 2027

0600 Reveille, cadets will make their racks, shower and stow their gear.
0700 Bus driver will pick up students at USS Yorktown for breakfast.
0800 Return to USS Yorktown.
0805 Conduct visits aboard USS Yorktown, USS Laffey, Vietnam Era U.S. Naval Support Base and Cold War Memorial.
1115 Bus Driver picks up cadets at USS Yorktown for lunch.
1230 Return to USS Yorktown.
1230 Check in at Spirits Cruise Lines for Fort Sumter Tour
1300 Depart on ferry to Fort Sumter.
1315 Return to USS Yorktown from Fort Sumter tour.
1320 Cadets can continue to explore USS Yorktown.
1700 Bus driver picks up cadets at USS Yorktown for dinner
1930 Return to USS Yorktown
2045 Mandatory Fire Drill.
2100 Movie in ship's theater.
2200 Taps, lights out, all personnel in their bunks.

Friday March 19, 2027

0600 Reveille, all cadets shower, strip their racks, pack their gear.
0700 Bus driver will pick up students at USS Yorktown for breakfast.
0710 Depart USS Yorktown
0730 Stop for breakfast
0830 Depart restaurant for the Citadel
0845 Arrive at the Citadel
0900 Tour of the Citadel (lunch on campus)
1200 Depart the Citadel
1245 Arrive Navy Nuclear Power School
1300 Tour Navy Nuclear Power School
1415 Depart for Joint Base Charleston
1500 Arrive Joint Base Charleston for tour
1515 Tour base
1700 Dinner and bowling at Base bowling alley

Oak Ridge High School Field Trip Itinerary
Patriots Point
40 Patriots Point Rd, Mt Pleasant, SC 29464

1930	Depart for USS Yorktown
2000	Arrive USS Yorktown
2045	Mandatory Fire Drill.
2100	Movie in ship's theater.
2200	Taps, lights out, all personnel in their bunks.

Saturday March 20, 2027

0600	Reveille, cadets will make their racks, shower and stow their gear.
0700	Bus driver will pick up students at USS Yorktown for breakfast.
0730	Breakfast
0900	Depart for the beach
0930	Arrive at the beach
1230	Eat lunch locally near the beach
1400	Return to the beach
1600	Depart the beach and head back to the USS Yorktown
1645	Arrive at USS Yorktown
1730	Depart USS Yorktown for go-kart riding
1815	Arrive at go-karts
2000	Depart for USS Yorktown
2030	Arrive at USS Yorktown
2045	Mandatory Fire Drill.
2100	Movie in ship's theater.
2200	Taps, lights out, all personnel in their bunks.

Sunday March 21, 2027

0600	Reveille, cadets will make their racks, shower and stow their gear.
0730	Bus driver will pick up group and depart for Oak Ridge
0815	Stop for breakfast
0915	Depart for Oak Ridge
1300	Stop for lunch
1400	Depart for Oak Ridge
1630	Arrive at Oak Ridge High School

*****All times are approximate and are subject to change

to Board
7/17/26

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: 7-15-26

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

Class/Group Requesting Permission: NJROTC

Educational Activity: NAVAL HISTORY AND PATRIOTISM

Destination: LONDON, ENGLAND; NORMANDY AND PARIS, FRANCE

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

Departure Date: 5-29-28 Departure Time: 0005

Return Date: 6-8-28 Return Time: 1900

Mode of Transportation: AIR, BUS, FERRY

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: PRIORITY COACH Phone #: 865-945-3074

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

Air Travel Flight #'s: UNSURE

Hotel/Motel Name: WILL PROVIDE ONCE AVAILABLE

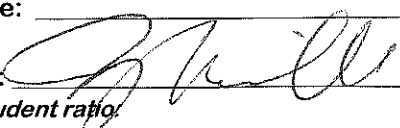
Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Contact Person: _____

Number of Nights: 8 Hotel Rating: _____

Name of School Sponsor/Date: RYAN NICHOLLS / 7-15-26

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

Minimum requires teacher to student ratio.

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

of Students: 36 # of Adults: 4 Chaperone/Student Ratio: 1:9

Professional Staff Chaperone(s)

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

Other Chaperone(s):

1. Name: TIFFANY NICHOLLS Cell #: 865-399-0211
2. Name: DENNIS SNYDER Cell #: 865-466-5291
3. Name: _____ Cell #: _____
4. Name: _____ Cell #: _____

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

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

Financial Arrangements: (please indicate method)

No Cost	Paid by Students	Paid by School	Paid by School System
Substitute Required Acct to be charged for Substitute _____			
\$ <u>5,600.00</u>	Per Student	TOTAL TRIP AMOUNT: \$	<u>224,000.00</u>

Provisions for those students unable to pay: BECAUSE PARTICIPATION ON THIS TRIP IS NOT MANDATORY FOR THE ROTC CLASS AND NO GRADE OR EXTRA CREDIT WILL BE GIVEN FOR PARTICIPATION, CADETS AND CHAPERONES WILL BE REQUIRED TO PAY OUT-OF-POCKET THE COST OF THEIR TRIP.

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

THIS IS A ORS BOE APPROVED TRIP & NOT A SCHOOL FUNDED TRIP,
PARTICIPANTS WILL PAY OUT-OF-POCKET, EXCEPT CHIEF & DOC.

Staff Member: RYAN NICHOLLS

Date: 7-15-26

Athletic Director: _____

Date: _____

This Section for Athletic Trips Only

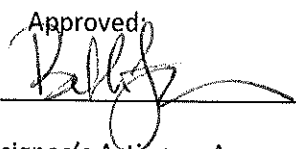
At the high school level up to three events and/or tournaments per season can involve an overnight trip. However, no more than one day of school may be missed for these trips. (Under certain conditions, the Superintendent of Schools or designee may approve additional events. These trips must be paid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

Date: 7-17-26

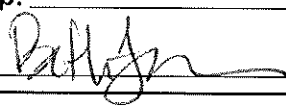
Superintendent or Designee's Action: Approved: _____ Disapproved: _____

Superintendent or Designee's Signature: _____ Date: _____

Board Approval Date: _____



Oak Ridge Schools – Campus Leave/Field Trip Permission Form

Name of Group:	ORHS NJROTC							
Destination:	LONDON, ENGLAND; NORMANDY & PARIS, FRANCE							
Mode of Transportation:	BUS, AIR, FERRY	Purpose:	D-DAY MEMORIAL PARADE					
Date:	5 / 29 / 28	Time:	0005	to	Date:	6 / 8 / 28	Time:	1900
Expected Number of Participants:	36	Expected Number of Chaperones:	4					
Teacher/Sponsor of Trip:	RYAN NICHOLLS							
Principal Signature:			Date:	7-15-26				

Fee Requested (if any)*

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

PARENT: Please separate this form and return to : CHIEF NICHOLLS by: 5-6-28
(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

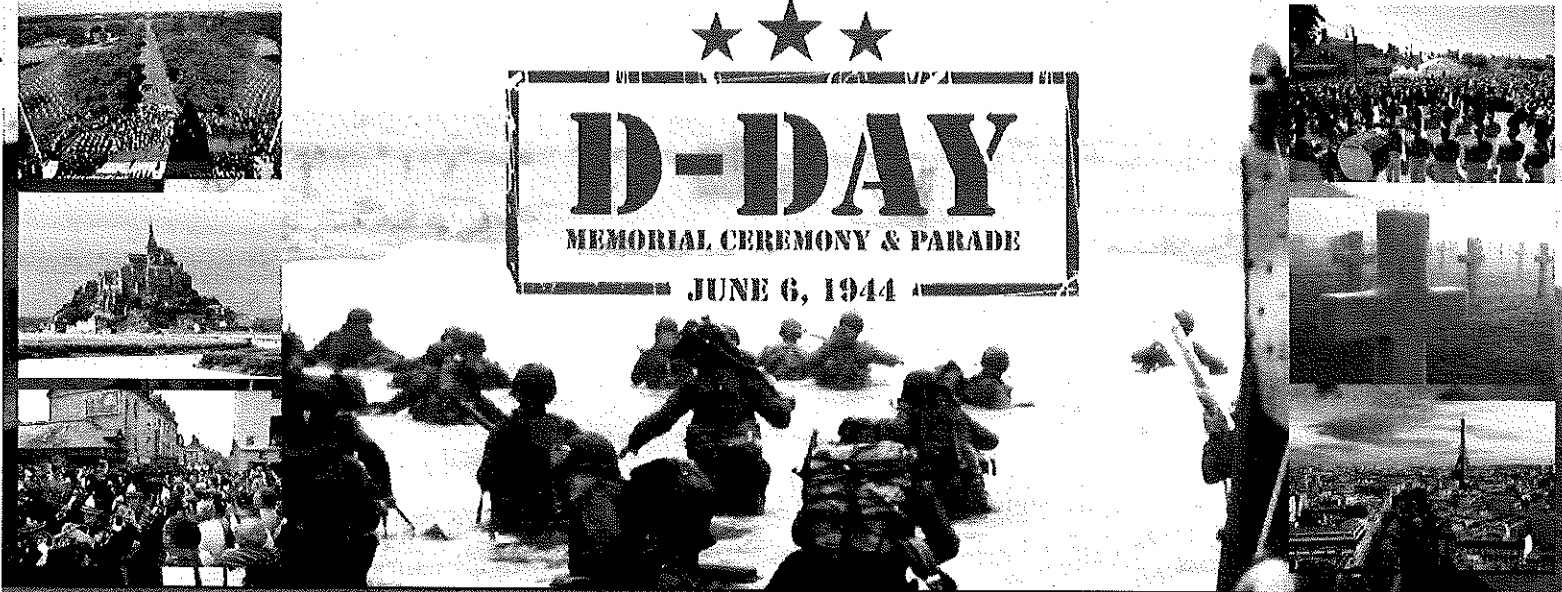
Please provide 2 Emergency Contact Phone Numbers

Name/Relationship

Number

Name/Relationship

Number



D-DAY MEMORIAL PARADE - 2028 OAK RIDGE HS NJROTC SAMPLE TOUR SCHEDULE – LONDON – NORMANDY – PARIS

SUNDAY, MAY 29, 2028:

- Depart from Nashville or Knoxville (flights pending confirmation)

MONDAY, MAY 30 (LONDON)

- Arrival into London. Meet your tour manager at baggage claim. Retrieve your luggage, clear customs and board your private motor coach.
- Lunch (on own) in the city Center
- Guided City Tour of London – sites to include: Westminster, Buckingham, Tower Bridge, Piccadilly, Parliament, Big Ben
- Check into your London area hotel
- Dinner and overnight at your hotel

TUESDAY, MAY 31 (LONDON)

- Breakfast at your hotel
- Morning visit to the **Tower of London**
- Lunch on own at Piccadilly Circus
- Afternoon visit to the **Churchill War Rooms**
- Dinner provided
- Evening visit to the **London Eye**
- Overnight at your hotel

WEDNESDAY, JUNE 1 (STONEHENGE AND PORTSMOUTH)

- Breakfast at your hotel
- Morning visit to the **British Museum**
- Depart for Portsmouth – on the way, make a stop at **Stonehenge**
- Dinner in Portsmouth
- Take the ferry overnight from Portsmouth to Caen (or Cherbourg)

THURSDAY, JUNE 2

- Arrive in Caen (Ouistreham) Breakfast provided
- Meet your motor coach and visit to **Pegasus Bridge**
- Morning to visit to **Arromanches**, and enjoy the D-Day 360 Museum and film "in the round"
- Lunch on own in Arromanches
- Visit **Omaha Beach**
- Check into your Normandy area hotel for dinner and overnight

FRIDAY, JUNE 3 (UTAH BEACH AND MSM)

- Morning transfer to Utah Beach
- **Wreath Laying Ceremony and Commemoration Ceremony at Utah Beach** in honor of the American veterans of WWII
- Transfer to **Mont St. Michel** for a tour of this one-of-a-kind medieval town and fortress abbey
- Return to your hotel for and enjoy the evening at leisure

SATURDAY, JUNE 4 (PARADE)

- Breakfast provided
- Morning visit to **Pointe du Hoc**
- Enjoy the afternoon in Sainte Mere Eglise, including a visit to the **Airborne Museum**
- **D-Day Memorial Parade**
- Return to your hotel for dinner and overnight

SUNDAY, JUNE 5 (NORMANDY & PARIS)

- Breakfast provided
- Morning transfer to the **American Cemetery** at Omaha Beach
- Depart for Paris – lunch stop en route
- Check in – Dinner provided (note: transfers and touring in Paris will be via Subway/Metro)
- Evening to enjoy a **Seine River** tour
- Visit the Eiffel Tower – second level observatory

MONDAY, JUNE 6 (PARIS)

- Breakfast provided
- Morning to visit to the **Louvre Museum**
- Visit some of the Paris iconic sites. Visits may include: **Notre Dame, Champs Elysees, Arch de Triomphe**
- Enjoy dinner in Montmartre
- Evening and overnight in Paris

TUESDAY, JUNE 7

- Breakfast provided
- Depart for the Paris airport for your return flight (motor coach provided for airport transfer)

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: 7/17/26

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: ORHS Cross Country

Educational Activity: _____

Destination: Norris Dam

Purpose of Trip: Spend the weekend running trails and team bonding - running time trial

Departure Date: 8/28/26 Departure Time: after 3:07

Return Date: 8/30/26 Return Time: 12:00

Mode of Transportation: Parents will transport with driving forms on file.

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: N/A - using adults to transport in personal vehicles

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 / Norris Dam State Park

Address: 125 Village Green Circle

City: Rocky Top State: TN Zip: 37769

Phone: 865-425-4500 Contact Person: Ed Wright40

Number of Nights: 2 Hotel Rating: _____

Name of School Sponsor/Date: _____

Signature of School Sponsor: Thomas E. Wright Digitally signed by Thomas E. Wright
Date: 2026.07.17 10:38:06 -04'00' 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: 40 # of Adults: 10 Chaperone/Student Ratio: 1:4

Professional Staff Chaperone(s)

1. Name: Ed Wright Cell #: 865.686.2899
2. Name: Tom Sauer Cell #: 843.345.6614
3. Name: Kate Zander Cell #: 423.231.2622
4. Name: _____ Cell #: _____

Other Chaperone(s):

1. Name: Beth Adams Cell #: 865.361.2841
2. Name: Jay Adams Cell #: 865.361.2841
3. Name: J. .Greear Cell #: _____
4. Name: Cody Wright Cell #: 865.567.1001

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

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

Financial Arrangements: (please indicate method)

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

NO Substitute Required 1 Acct to be charged for Substitute _____

\$ 150.00 Per Student TOTAL TRIP AMOUNT: \$ 2500.00

Provisions for those students unable to pay: _____

Those students will be covered by boosters and donors

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

Staff Member: Ed Wright

Date: 7/17/2026

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: **Joseph B. Gaddis**  Digitally signed by Joseph B. Gaddis
Date: 2026.07.17 08:43:21 -04'00'

Date: _____

Principal's Action: Approved: Disapproved:

Principal's Signature: **Beth Fisher**  Digitally signed by Beth Fisher
Date: 2026.07.17 12:54:40 -04'00'

Date: _____

Superintendent or Designee's Action: Approved: Disapproved:

Superintendent or Designee's Signature: _____ Date: _____

Board Approval Date: _____



Oak Ridge Schools • 304 New York Avenue • Oak Ridge, TN 37831
(865) 425-9027 • Fax (865) 425-9061 • jcstults@ortn.edu • www.ortn.edu

Every student prepared for college, career, and life success

John C. Stults II, Executive Director of Student Services

To: Board of Education

July 16, 2026

Memorandum for FY 27 State Special Education Preschool Grant

- I recommend approval of the FY 27 State Special Education Preschool Grant.
- This grant provides us the opportunity to continue to pay for 1 special education teacher and 1 special education TA at the preschool.
- Grant budget overview is attached although the state only allocates a penny until the grant reaches final approval.
- This is a continuation of a non-competitive grant that has awarded us since July 2024 for a total amount of \$283,758.44 with totals varying slightly year to year.

Sincerely,

John C. Stults II



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

Stults, John

Production

Session Timeout

(Hide Timer)

00:29:31

Budget Overview

Oak Ridge (012) Public District- FY 2027 - State Special Education Preschool Grant - Rev 0 - State Special Education Preschool Grant

Go To

Filter by Location: LA | I | - \$:.....0 . 01 v

Show Unbudgeted Categories

Account Number	71200 - Special Education Program	Total
Linc Item Number		
116 - Teachers	0.01	0.01
Total	0.01	0.01
	Adjusted Allocation	0.01
	Remaining	0.00

Go To



Mrs. Jenifer Laurendine, Executive Director of School Leadership

OAK RIDGE SCHOOLS

304 New York Avenue

Oak Ridge, TN 37830

865-425-9002

Subject: FY26-27 ORS Transportation Certification Clearance

Date: July 10, 2026

Per Board Policy 3.400, we work with our Director of Transportation each year to ensure all drivers have met the requirements set forth in the policy to drive a bus for Oak Ridge Schools. This includes a physical and mental exam. Additionally, the certificate is revoked if a driver is convicted of various offenses or is found to be unfit to operate a school bus at any time.



Transportation Certifications 7/10/26

Alaeni Anderson
Rae Beasley
Evan Beshures
James Cates
Audrey Duncan
Walter Erbaugh
Marla Ferguson
Carol Fike
Cody Franklin
Holli Gibbs
Joy Gilmore
Susan Hamilton
Aaron Hays
Amairani Herrera
Robin Ivey
Matthew Kaminski
John Kopczynski
Boyd Lewis
Kimberly Lakin
Jacqueline Moreno
Lisa Nelson
Albert Parker
Debra Polisky
Robert Powell
Heather Saccardi
Darlene Schenck
Jacob Sedgwick
Joshua Sellers
Clarence Threat
Isaac Walton
Michael Whitaker



DATE: July 8, 2026

TO: Jen Laurendine, Executive Director of Leadership

FROM: Allen Thacker, Director of Maintenance and Operations

SUBJECT: Annual Custodial Supply Order from Ellison Supply

Ms. Laurendine,

I recommend that the Oak Ridge Schools Board of Education approve the annual blanket purchase order for the purchase of custodial supplies from Ellison Supply of LaFollette, Tennessee, in the amount of \$100,000.

Purchase Details

This purchase includes paper products, plastic liners, cleaning chemicals, and other related custodial supplies. Because these combined purchases are expected to exceed \$50,000 during the fiscal year, Board approval is required.

Contract Basis

The purchase will be made using cooperative purchasing pricing through TIPS Contract #230505 - MRO, which covers maintenance, repair, and operations supplies for facilities and grounds.

Funding for this purchase is allocated from FY 2027 Custodial Supplies account 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



Oak Ridge

SCHOOLS

Maintenance and Operations

OFFICE OF MAINTENANCE AND OPERATIONS

DATE: July 8, 2026

TO: Jen Laurendine, Executive Director of School Leadership

FROM: Allen Thacker, Director of Maintenance and Operations

SUBJECT: Board Approval of Home Depot Purchase Order

Ms. Laurendine,

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 2027. 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 \$10,000.00, 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

Director of Maintenance and Operations

Maintenance Office

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

www.ortn.edu

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <u>Instructional Use of Digital Devices</u>	Descriptor Code: <u>4.215</u>	Issued Date: <u>07/27/26</u>
		Rescinds: <u>II-6</u>	Issued:

General ¹

In-person, teacher-led instruction shall be the primary mode of instruction for students in grades kindergarten through five (K-5).

Digital devices shall be utilized in these grades only when there is a clear educational benefit, including use for remediation purposes. Further, electronic assessments and instructional tools shall be developmentally appropriate and aligned with state academic standards.

The Superintendent or designee shall provide guidance to staff on appropriate use of technology for these grades. The Executive Director of Teaching & Learning shall create a process for ensuring that digital instruction complies with this framework and state law.

SOCIAL MEDIA USE

Students in grades kindergarten through five (K-5) are prohibited from accessing social media platforms using district provided internet during the school day.

COMMUNICATION WITH PARENTS/GUARDIANS

At the beginning of each school year, the Superintendent shall ensure that principals provide parent(s)/guardian(s) with information on digital device use in the classroom. This shall include the types of devices used and the instructional purposes for such use.

1

Legal References

1. [Public Acts of 2026, Chapter No. 808](#)

Cross References

[Use of the Internet 4.406](#)

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Outside Applied Behavior Analysis Therapy	Descriptor Code: 6.4053	Issued Date: 07/27/26
		Rescinds:	Issued:

General

This policy applies to “private pay providers”, which include licensed behavior analysts, registered behavior technicians, and licensed assistant behavior analysts, who are under contract with parent(s)/guardian(s) of students with autism spectrum disorder or developmental delays.¹

Private pay providers shall adhere to the Memorandum of Understanding (MOU), board policies, and state and federal laws while assisting students on school property and/or at school functions. This includes adhering to student confidentiality laws for any student the private pay provider encounters. The school district shall require a background check and fingerprinting of all private pay providers.

A private pay provider accompanying a student on campus shall be responsible for attending to the ongoing needs of the student they are contracted to assist. The school district shall not request the private pay provider to provide services to any other students, staff or visitors.

The Superintendent shall develop administrative procedures to implement this policy.

IEP TEAM COORDINATION

Private pay providers shall coordinate with the student’s IEP team by:

- Attending an onboarding session;
- Defining roles and communication channels;
- Conducting a review of relevant student records;
- Ensuring documentation is accurate and promptly provided to all parties; and
- Coordinating with the IEP team prior to each meeting.

TERMINATION OF SERVICES

Services of the private pay provider may be terminated for cause. Termination shall be based on violation of the terms of the MOU. If termination is necessary, the Director of Special Education shall provide the parent/legal guardian with a letter outlining the reason for the termination.

APPEAL PROCESS

If a parent/legal guardian disagrees with the school district on the provision of services, a complaint may be filed in writing with the Superintendent. The Superintendent shall appoint a panel to make a decision on the appeal. The panel shall be composed of three (3) individuals; a building level

- 1 administrator, a special education staff member, and one other school employee. The panel shall
2 review the complaint from the parent/legal guardian along with information provided by district staff
3 and make a determination on the matter within ten (10) business days.

4

Legal References

1. Public Acts of 2026, Chapter No. 1112; 20 U.S.C. § 1401



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John C. Stults II, Executive Director of Student Services

July 23, 2026

Memorandum for additional special education teacher's assistant (TA) at Linden Elementary

- I recommend approval of a 1.0 special education TA at Linden.
- Linden's enrollment for the upcoming school year is approximately 550 students with additional student needs in special education.
- The additional TA would ensure that Linden is able to meet all their increased individual student IEP needs with fidelity.
- This TA position would be paid for out of the general fund.

John C. Stults II



Oak Ridge

SCHOOLS

Maintenance and Operations

OFFICE OF MAINTENANCE AND OPERATIONS

DATE: July 8, 2026

TO: Jen Laurendine, Executive Director of School Leadership

FROM: Allen Thacker, Director of Maintenance and Operations

SUBJECT: JMS Gym Bleacher Replacement

Ms. Laurendine,

I recommend that the Oak Ridge Schools Board of Education approve a contract with Toadvine Enterprises of Fisherville, Kentucky, for the replacement of the Jefferson Middle School gym bleachers in the amount of \$164,809.00.

Project Need

The existing bleachers are original to the building's 1968 construction and have exceeded their expected service life. Replacement is necessary because the current bleachers no longer meet applicable safety and ADA compliance standards.

Procurement and Funding

The proposed contract is based on TIPS buying cooperative contracts #23080101 and #23080102. Funding for this project will be provided through City CIP funds.

Thank you for your consideration,

Allen Thacker

Director of Maintenance and Operations

Maintenance Office

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

www.ortn.edu

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P.O. Box 190 • Fisherville, KY 40023 • Phone: 502-241-6010 • 1-877-211-6925 • Fax: 502-241-2288 • www.toadvine.com

PROPOSAL

TO: Oak Ridge Schools
PROJECT: Jefferson MS – Bleacher Renovation
LOCATION: Oak Ridge, TN

DATE: 6/22/2026

T.I.P.S CONTRACT # 23080101 & 23080102

We propose to furnish the following as manufactured by INTERKAL using standard design, materials, construction sizes and colors.

Pricing Includes Removal, Material, Freight, and Installation\$164,809.00

Pricing Includes:

1. Removal of (2) Existing Bleacher Banks, 15 Row x 34'6"L
 - Includes A Dumpster
 - **Toadvine To Save Existing Wood Seat Boards For Owner**
2. (1) Bank, 73'0"L With 15 Rows
 - 10" Excel Seat Module (Color TBD)
 - 10 1/4" Rise / 24" Spacing
 - 120V Single Phase Friction Motors With Pendant Controller
 - Limit Switches, Intermediate Steps, Foot Level Aisle w/Rail
 - Self-Storing Aisles Rails and Access Panels
 - ADA Recoverable Notchouts Without Rails

Exclusions and Clarifications:

1. The fees and pricing contained in this proposal are valid for a period of thirty (30) days from the date of issuance. If this proposal is not accepted within that time, Toadvine Enterprises reserves the right to review and adjust the proposed fees to reflect current labor rates, material costs, market conditions, and project scheduling requirements.
2. Includes Manufacturer's standard warranties, unless otherwise stated above.
3. Includes Toadvine Enterprises' standard (1) year labor warranty from time of substantial completion date.
4. Due to current global supply chain challenges, the material delivery timeframe cannot be guaranteed.
5. **Toadvine obtains full ownership of existing bleacher bank understructure after they have been removed. Per owner request, Toadvine Enterprises to save existing wood seat boards for owner from the existing bleacher banks, in the gymnasium. Owner responsible for relocation and storing of existing wood seats.**
6. Architectural Fees
7. Floor protection beyond standard tarp
8. Any Liquidated, Consequential and/or Actual Damages clauses.
9. All electrical work – By Others
10. Patching and Painting
11. Any equipment not specified in pricing listed above
12. Note: Clean-up to include removing all debris and rubbish accumulated as a result of our demo/install to a dumpster provided by Toadvine, leaving the premises broom clean and orderly.



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TERMS: Net 30 Days

RESPECTFULLY,
Toadvine Enterprises

By *Trent Moore*

ACCEPTED:

Allen Thacker
(name)

(date)

Note: This quotation is offered for acceptance within 30 days and is subject to revision beyond that time. Pricing assumes delivery no later than **December, 2026**. Delivery beyond this date shall require a Change Order for any additional escalation fees that are incurred to Toadvine Enterprises by the manufacturer.



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OAK RIDGE SCHOOLS

New Club Request Form

School: Robertsville Middle School

Club Name: RMS Dance Rams

Sponsor: William Carr

Club Membership: 5th Grade - 8th Grade

Selection of Officers: Captain and Co-Captain positions (Non-Officer held positions)

Club Purpose:

The purpose of the middle school dance team is to promote school spirit, student engagement, and school pride through performance and participation at school events. The team will perform at football games and other school functions, providing sideline entertainment and fostering a positive, energetic environment. In addition, the program will help students develop teamwork, discipline, confidence, and performance skills in a structured and supportive setting.

Club Activities:

Team activities will include regular practices focused on technique, choreography, and performance skills. The dance team will perform at football games, halftimes at basketball games and may participate in pep rallies, school events, and community appearances as opportunities arise. The team will also have the opportunity to prepare for and participate in Tennessee Secondary School Athletic Association state dance competition. Additional activities may include, but not be limited to, team-building exercises, basic strength and conditioning, and performance preparation.

Club Meeting Times:

A minimum of twice weekly during active seasons and a minimum of once weekly during non-active periods.

Club Funding:

Parent Booster Organization - (DOTS = Dance Organization & Team Support)

Rules and Regulations:

Dance team members will adhere to rules/regulations set forth by DOTS/booster club.

Other Pertinent Information:

Club membership will be decided by an annual tryout process for knowledge of pom skills and dance technique.

Student Representative: Chloe Hall, Marlo Douglas

Building Administration Approval: ccfree

Digitally signed by ccfree

Date: 2026.07.01 10:29:36 -04'00'

Date: 07/01/2026

Date Student Council Reviewed (ORHS Only): _____ Date BOE Approved: _____

Will participants engage in physical activities requiring a health or sports physical? ☒ Yes ☐ No

Physical Exam Required: ☒ Yes ☐ No