

Regular Board of Education Meeting

January 27, 2020 6:00 PM

Robert J. Smallridge School Administration Building

I. Call to Order

II. Pledge of Allegiance and Program

III. Approval of Agenda

IV. Special Reports/Presentations

A. Good News

B. Compensation and Organizational Review Study and
Recommendations

V. Public Forum

VI. Consent Agenda

A. Board Minutes: 1-13-20

VII. Items for Action

A. Extension of Superintendent's Contract

B. FY 2019-2020 Budget Transfer #4 - First Reading

C. Board Policy 3.50 Food Service Management - Second Reading

D. Board Policy 6.600 Student Records - Second Reading

E. Board Policy 6.411 Student Wellness - Second Reading

F. Board Policy 4.802 Student Equal Access (Limited Public Forum) -
Second Reading

G. Board Policy 4.100 Instructional Program - First Reading

H. Board Policy 4.100 Instructional Program - Second Reading

I. Board Policy 4.200 Curriculum Development - First Reading

J. Board Policy 4.200 Curriculum Development - Second Reading

K. Board Policy 4.201 Class Size Ratios - First Reading

L. Board Policy 4.201 Class Size Ratios - Second Reading

M. Board Policy 6.502 Foreign Exchange Students - First Reading

N. Board Policy 6.502 Foreign Exchange Students - Second Reading

VIII. Items for Information

A. Financial Reports

IX. Items for Discussion

X. Old Business

XI. New Business

XII. Communications

XIII. Adjournment



Oak Ridge Schools

OFFICE OF
Finance Director

Telephone (865) 425-9004

MEMORANDUM

To: Dr. Bruce Borchers, Superintendent of Schools
From: Pat Smith, Finance Director *PS*
Subject: **FY'20 Budget Transfer #4**
Date: January 21, 2020

The attached FY'20 Budget Transfer #4 includes the following budget transfer requests for Board of Education approval:

- Mid-Year analysis, adjustment, and re-alignment of some salary, benefit, and expenditure budget items (budget/actual/encumbrances) based on current YTD analysis.
- Place unencumbered budget funds (after above changes) into instructional expenditure account codes.
- All routine budget transfers and revisions from October 22, 2019 through January 21, 2020 (routine transfers, mostly grants) for Board Approval

FY 20 FYTD Budget Summary - Budget Transfer #4

Fund	FY20 Revised Approved Budget (After Approval of Budget Transfer #1, #2, & #3)	Budget Transfer #3	FY20 Revised	Budget Total
Fund 141 (General Fund)	\$ 59,158,580.67		\$ 59,158,580.67	
Fund 142 (Federal)	\$ 3,861,611.00		\$ 3,861,611.00	
Fund 143 (Food Service)	\$ 2,358,891.00		\$ 2,358,891.00	
Fund 145 (Other Education)	\$ 227,905.33		\$ 227,905.33	
Fund 146 (Extended Child Care)	\$ 473,067.00		\$ 473,067.00	
TOTAL All Funds	\$ 66,080,055.00	\$ -	\$ 66,080,055.00	

GENERAL FUND - Mid Year Salary & Benefit Realignment & Current Transfer Requests

Fund 141 EXPENDITURES	Account Number	Increase	Decrease
Allocations for Instructional Needs			
Dashboard/Data Analysis Software	141-71100-471	\$ 50,000.00	
New Devices & Other Elementary Technology Needs	141-71100-722-000-261	\$ 400,803.00	
TOTAL New Allocations for Instructional Needs	\$	450,803.00	

Payroll, Benefit, & Other Budgetary Changes: Based on current Budget to Actual vs Payroll Encumbrances on 12/30/19 and Departmental Release of Funds

Regular Education

Teachers	141-71100-116	\$ 35,000.00	
Other Salaries / Wages	141-71100-189-00035	\$ 6,300.00	
Social Security	141-71100-201		\$ (11,000.00)
State Retirement	141-71100-204		\$ (75,000.00)
Medical Insurance	141-71100-207	\$ 2,800.00	
Employer Medicare	141-71100-212	\$ 1,000.00	

Alternative Education

Teachers	141-71150-116		\$ (4,000.00)
Educational Assistants (To account for TA Substitute pay)	141-71150-163		\$ (2,500.00)
Social Security	141-71150-201		\$ (800.00)
State Retirement	141-71150-204		\$ (5,500.00)
Medical Insurance	141-71150-207		\$ (15,000.00)
Dental Insurance	141-71150-208		\$ (200.00)

Employer Medicare	141-71150-212	\$	(175.00)
SRT State Retirement	141-71150-217	\$	(1,300.00)
Special Education			
Teachers	141-71200-116	\$	26,000.00
Educational Assistants (To account for TA Substitute pay)	141-71200-163	\$	(10,000.00)
Social Security	141-71200-201	\$	(4,000.00)
State Retirement	141-71200-204	\$	(29,000.00)
Medical Insurance	141-71200-207	\$	(8,000.00)
Dental Insurance	141-71200-208	\$	(250.00)
Employer Medicare	141-71200-212	\$	(750.00)
Vision Insurance	141-71200-299	\$	(100.00)
Vocational Education			
State Retirement	141-71300-204	\$	(7,500.00)
Medical Insurance	141-71300-207	\$	(1,000.00)
SRT State Retirement	141-71300-217	\$	(2,500.00)
Health Services			
Medical Personnel	141-72120-131	\$	(6,000.00)
Social Security	141-72120-201	\$	(800.00)
State Retirement	141-72120-204	\$	(5,000.00)
Medical Insurance	141-72120-207	\$	(18,000.00)
Employer Medicare	141-72120-212	\$	(150.00)
SRT State Retirement	141-72120-217	\$	(1,000.00)
Other Student Support			
Additional Overtime for Auditorium Technician	141-72130-189	\$	3,000.00
Social Security	141-72130-201	\$	(1,000.00)
State Retirement	141-72130-204	\$	100.00
Medical Insurance	141-72130-207	\$	(3,500.00)
Dental Insurance	141-72130-208	\$	(350.00)
Employer Medicare	141-72130-212	\$	(300.00)
SRT State Retirement	141-72130-217	\$	(2,000.00)

Vision Insurance	141-72130-299		\$	(100.00)
OREF "A Call to Men" Grant Remaining FY19 Equity	141-72130-524-00045-100	\$	5,514.00	
OREF LN Grant Remaining FY19 Equity	141-72130-599-00030-100	\$	5,000.00	
OREF RMS Grant Remaining FY19 Equity	141-72130-599-00040-100	\$	92.00	
OREF Grant Remaining FY19 Equity	141-72130-599-00000-100	\$	346.00	
Instructional Support				
Supervisor/Director	141-72210-105		\$	(600.00)
Curriculum & Technology Integration Facilitators	141-72210-138		\$	(4,400.00)
Other Salaries & Wages	141-72210-189		\$	(8,500.00)
Social Security	141-72210-201		\$	(1,000.00)
State Retirement	141-72210-204	\$	500.00	
Medical Insurance	141-72210-207		\$	(23,000.00)
Dental Insurance	141-72210-208		\$	(300.00)
Employer Medicare	141-72210-212		\$	(200.00)
SRT State Retirement	141-72210-217		\$	(500.00)
Vision Insurance	141-72210-299		\$	(80.00)
Special Education Support				
Social Security	141-72220-201		\$	(200.00)
State Retirement	141-72220-204		\$	(350.00)
SRT State Retirement	141-72220-217		\$	(200.00)
Vision Insurance	141-72220-299	\$	1.00	
Technology Career Support				
Secretary	141-72230-161	\$	1.00	
State Retirement	141-72230-204		\$	(175.00)
SRT State Retirement	141-72230-217	\$	400.00	
Vision Insurance	141-72230-299	\$	1.00	
Technology Services				
Technology Personnel	141-72250-121		\$	(8,725.00)
Secretaries	141-72250-161		\$	(3,150.00)
Social Security	141-72250-201		\$	(1,500.00)

State Retirement	141-72250-204		\$ (16,800.00)
Medical Insurance	141-72250-207		\$ (22,500.00)
Dental Insurance	141-72250-208		\$ (100.00)
Employer Medicare	141-72250-212		\$ (350.00)
SRT State Retirement	141-72250-217		\$ (5,000.00)
Communications			
Social Security	141-72290-201		\$ (75.00)
State Retirement	141-72290-204		\$ (175.00)
Employer Medicare	141-72290-217	\$ 375.00	
Vision Insurance	141-72290-299	\$ 1.00	
Board of Education			
Social Security	141-72310-201	\$ 310.00	
Medical Insurance	141-72310-207	\$ 500.00	
Dental Insurance	141-72310-208	\$ 40.00	
Unemployment Compensation/COBRA	141-72310-210		\$ (5,000.00)
Employer Medicare	141-72310-212	\$ 75.00	
Termination Benefits (Multiple Mid-year Retirements)	141-72310-214	\$ 10,000.00	
Vision Insurance	141-72310-299	\$ 15.00	
Audit Services	141-72310-305	\$ 15,000.00	
Worker's Compensation Insurance	141-72310-513		\$ (8,000.00)
Office of Superintendent			
Medical Insurance	141-72320-207	\$ 1.00	
Dental Insurance	141-72320-208	\$ 1.00	
Office of Principal			
Principals	141-72410-104		\$ (850.00)
Assistant Principals	141-72410-139		\$ (12,850.00)
Secretary	141-72410-161	\$ 14,000.00	
Clerical Personnel	141-72410-162		\$ (29,000.00)
Social Security	141-72410-201		\$ (5,500.00)
State Retirement	141-72410-204		\$ (6,300.00)

Medical Insurance	141-72410-207		\$ (9,000.00)
Dental Insurance	141-72410-208		\$ (300.00)
Employer Medicare	141-72410-212		\$ (1,100.00)
SRT State Retirement	141-72410-217		\$ (750.00)
Vision Insurance	141-72410-299		\$ (600.00)
Fiscal Services			
Supervisor/Director	141-72510-105		\$ (100.00)
Purchasing Personnel	141-72510-122	\$ 275.00	
Clerical Personnel	141-72510-162		\$ (916.00)
Social Security	141-72510-201		\$ (300.00)
State Retirement	141-72510-204		\$ (3,400.00)
Life Insurance	141-72510-206	\$ 15.00	
Medical Insurance	141-72510-207		\$ (5,500.00)
Dental Insurance	141-72510-208		\$ (350.00)
Employer Medicare	141-72510-212		\$ (75.00)
SRT State Retirement	141-72510-217		\$ (1,350.00)
Software	141-72510-471		\$ (4,000.00)
Human Resources			
Secretaries	141-72520-161		\$ (34,000.00)
Other Salaries & Wages	141-72520-189	\$ 5,000.00	
Social Security	141-72520-201		\$ (2,000.00)
State Retirement	141-72520-204		\$ (12,000.00)
Medical Insurance	141-72520-207		\$ (22,500.00)
Dental Insurance	141-72520-208		\$ (300.00)
Employer Medicare	141-72520-212		\$ (500.00)
SRT State Retirement	141-72520-217		\$ (1,500.00)
Vision Insurance	141-72520-299		\$ (95.00)
Operation of Plant			
Supervisor	141-72610-105		\$ (150.00)
Custodial Personnel	141-72610-166		\$ (70,000.00)
Other Salaries & Wages (Overtime)	141-72610-189	\$ 15,000.00	

Social Security	141-72610-201		\$ (7,000.00)
State Retirement	141-72610-204		\$ (19,000.00)
Medical Insurance	141-72610-207	\$ 1,000.00	
Dental Insurance	141-72610-208		\$ (100.00)
Employer Medicare	141-72610-212		\$ (1,600.00)
SRT State Retirement	141-72610-217		\$ (2,200.00)
Vision Insurance	141-72610-299	\$ 100.00	

Maintenance of Plant

Supervisor	141-72620-105		\$ (50.00)
Maintenance Personnel (Additional Overtime Pay)	141-72620-167		\$ (2,800.00)
Social Security	141-72620-201		\$ (1,250.00)
Medical Insurance	141-72620-207	\$ 8,500.00	
Dental Insurance	141-72620-208		\$ (150.00)
Employer Medicare	141-72620-212		\$ (250.00)
SRT State Retirement	141-72620-217		\$ (1,200.00)
Vision Insurance	141-72620-299		\$ (50.00)

Preschool Program

Teachers	141-73401-116		\$ (35,000.00)
Educational Assistants	141-73401-163	\$ 26,000.00	
Social Security	141-73401-201	\$ 1,000.00	
State Retirement	141-73401-204		\$ (14,000.00)
Life Insurance	141-73401-206	\$ 75.00	
Medical Insurance	141-73401-207	\$ 3,500.00	
Dental Insurance	141-73401-208		\$ (1,700.00)
Employer Medicare	141-73401-212	\$ 350.00	
SRT State Retirement	141-73401-217	\$ 1,200.00	
Vision Insurance	141-73401-299	\$ 100.00	

TOTAL		\$ 639,291.00	\$ (639,291.00)
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Fund 141 Budget Transfers

Fund 141 REVENUES	Account Number	Decrease	Increase
Establish Middle School STEM Grant Budget (from Contingency)	141 R 46980 000 000 00000 000	\$ 20,000.00	
	141 R 46590 000 000 00000 091		\$ 20,000.00
Fund 141 EXPENDITURES	Account Number	Increase	Decrease
Adjust Coordinated School Health Grant Budget	141 E 72120 105 055 00000 000	\$ 49,667.00	\$ -
	141 E 71100 116 000 00000 000	\$ 4,222.00	\$ -
	141 E 72120 499 055 00000 000	\$ 1,801.00	\$ -
	141 E 72120 189 055 00000 000	\$ -	\$ 49,667.00
	141 E 72120 499 000 00000 313	\$ -	\$ 3,000.00
	141 E 72120 355 055 00000 000	\$ -	\$ 1,801.00
	141 E 72120 524 000 00000 313	\$ -	\$ 1,222.00
Transfer In-Service Training Funds to Staff Travel for Linden	141 E 72210 524 000 00030 000	\$ 3,000.00	
	141 E 72210 196 000 00030 000		\$ 3,000.00
Establish Middle School STEM Grant Budget (From Contingency)	141 E 72130 524 000 00025 091	\$ 3,000.00	
	141 E 72130 524 000 00040 091	\$ 3,000.00	
	141 E 71300 429 000 00025 091	\$ 7,000.00	
	141 E 71300 429 000 00040 091	\$ 7,000.00	
	141 E 71900 000 000 00000 000		\$ 20,000.00
TOTAL		\$ 98,690.00	\$ 98,690.00

Fund 142 Budget Transfers

Fund 142 REVENUES	Account Code	Decrease	Increase
Establish IDEA Discretionary Supplemental Grant Budget	142 R 47590 000 000 00000 000	\$ 9,577.55	\$ -
	142 R 47143 000 892 00000 000	\$ -	\$ 9,577.55
Increase IDEA Preschool Budget	142 R 47590 000 000 0000 000	\$ 170.00	\$ -
	142 R 47145 000 911 00000 000	\$ -	\$ 170.00
Establish Title II Grant Increase	142 R 47590 000 000 00000 000	\$ 18,682.63	\$ -
	142 R 47189 000 202 00000 000	\$ -	\$ 18,682.63
Reduction of Head Start Safety Grant	142 R 47990 000 034 00000 000	\$ 395.00	\$ -
	142 R 47590 000 000 00000 000	\$ -	\$ 395.00
Increase CRESO Budget	142 R 47590 000 000 00000 000	\$ 43,176.86	\$ -
	142 R 47990 000 058 00000 000	\$ -	\$ 43,176.86
Consolidated Budget Reductions	142 R 47590 000 411 00000 000	\$ 1,652.00	\$ -
	142 R 47590 000 000 00000 000	\$ -	\$ 1,652.00
	142 R 47143 000 901 00000 000	\$ 7,607.00	\$ -
	142 R 47590 000 000 00000 000	\$ -	\$ 7,607.00

FUND 142 EXPENDITURES		Increase	Decrease
Establish IDEA Discretionary Supplemental Grant Budget	142 E 72220 499 892 3577.550000	\$ 3,577.55	\$ -
	142 E 72220 524 892 00000 000	\$ 6,000.00	\$ -
	142 E 71900 000 000 00000 000	\$ -	\$ 9,577.55
Increase IDEA Preschool Budget	142 E 71200 725 911 00000 000	\$ 170.00	\$ -
	142 E 71900 000 000 00000 000	\$ -	\$ 170.00
Establish Title II Grant Increase	142 E 72210 196 202 00000 000	\$ 6,686.43	\$ -
	142 E 72210 399 202 00000 000	\$ 10,000.00	\$ -
	142 E 72210 524 202 00000 000	\$ 2,010.83	\$ -
	142 E 99100 504 202 00000 000	\$ -	\$ 14.63
	142 E 71900 000 000 00000 000	\$ -	\$ 18,682.63
Reduction of Head Start Safety Grant	142 E 71900 000 000 00000 000	\$ 395.00	\$ -
	142 E 73300 499 034 00043 000	\$ 1.00	\$ -
	142 E 99100 504 034 00043 000	\$ -	\$ 396.00
Increase CRESO Budget	142 E 73300 399 058 00000 000	\$ 39,808.31	\$ -
	142 E 73300 189 058 00000 000	\$ 2,500.00	\$ -
	142 E 73300 201 058 00000 000	\$ 124.00	\$ -
	142 E 73300 204 058 00000 000	\$ 215.55	\$ -
	142 E 73300 212 058 00000 000	\$ 29.00	\$ -
	142 E 73300 524 058 00000 000	\$ 500.00	\$ -
	142 E 71900 000 000 00000 000	\$ -	\$ 43,176.86
Adjust Title III Budget	142 E 72210 499 303 00000 000	\$ 1,250.00	\$ -
	142 E 72130 499 303 00008 000	\$ -	\$ 1,250.00

	142 E 72130 322 411 00000 000	\$	-	\$	5,000.00
	142 E 72210 189 411 00000 000	\$	-	\$	7,000.00
	142 E 72210 196 411 00000 000	\$	12,000.00	\$	-
	142 E 72210 201 411 00000 000	\$	425.00	\$	-
	142 E 72210 204 411 00000 000	\$	650.00	\$	-
	142 E 72210 212 411 00000 000	\$	100.00	\$	-
	142 E 72210 399 411 00000 000	\$	3,500.00	\$	-
	142 E 72210 499 411 00000 000	\$	-	\$	3,675.61
	142 E 72210 524 411 00000 000	\$	-	\$	12,151.39
	142 E 72210 599 411 00000 000	\$	1,500.00	\$	-
	142 E 72250 196 411 00000 000	\$	8,000.00	\$	-
	142 E 71900 000 000 00000 000	\$	1,652.00	\$	-
	142 E 99100 504 901 00000 000	\$	-	\$	7,607.00
	142 E 71900 000 000 00000 000	\$	7,607.00	\$	-
Consolidated Budget Reductions					

TOTAL		\$	189,962.71	\$	189,962.71
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Click here to choose a school board.			
Monitoring: Review: Annually, in October	Descriptor Term: Food Service Management	Descriptor Code: 3.500	Issued Date: 01/23/17
		Rescinds:	Issued: <u>01/23/17</u> <u>01/06/14</u> 05/22/02

1 The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules
2 and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service
3 of foods and will meet all state and federal and local requirements necessary for participation.¹

4 The system's food service supervisor will oversee the program. All products and services necessary for
5 the operation of the school nutrition department shall be procured using a procurement plan which
6 must comply with federal and state purchasing procedures.

7 School food service receipts will be used to pay regular food service operating costs. When food
8 service facilities are used by agencies, an adequate fee will be charged and the manager will ensure
9 that no USDA foods or supplies provided for the regular program are used.

10 Breakfast, lunch, or snack brought from the home of the student is allowed if the food is for the
11 student's own consumption. The introduction of any food by a student or parent that will be shared
12 with other students is not allowed in the cafeteria.

13 School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit
14 and Vegetable Program, School Breakfast Program, Seamless Summer Option, and Afterschool Snack
15 Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as
16 defined by federal regulations.²

17 As required for participation in the School Nutrition Programs, the board agrees to the following:

- 18 1. Meals must be made available to all students in attendance; ~~and-~~
19 2. Free and reduced-price meals/snacks must be made available to students who are determined
20 eligible for these benefits.

21 Procedures for implementing guidelines established by the State Department of Education, School
22 Nutrition Program are on file in the district food service procedures manual.

23

24 *Free or Reduced Priced Meals*

25

26 The criteria and procedures for determining a student's need and steps in securing for
27 students no-cost or reduced-cost lunches as established at the state/federal level will be
28 outlined and made known by the Director of Pupil Services.

1
2 Students who participate in no-cost or reduced-cost meals will not be distinguished in any way
3 from students who pay the regular price. Their names will not be made known to any person
4 except such staff member(s) as needed to make the special arrangements for them. (7CFR Part 245,
5 01/01/2013)

6 7 *Students Requesting Modified Meals*

8 The School Nutrition Program shall make reasonable modifications to accommodate children with
9 disabilities or specialized diet restrictions. These modifications will be made on a case-by-case basis
10 when supported by a written statement from a licensed healthcare professional who is authorized to
11 write prescriptions under state law.

12 The Superintendent or designee shall develop procedures for notifying parents/guardians of the process
13 for requesting meal modifications, and arrange for an impartial hearing process to resolve grievances
14 related to requests for modifications based on a disability.

15 16 *Offer vs. Serve*

17
18 All Breakfast Meal Components must be offered. Students may refuse one (1) of the four (4)
19 components to qualify as a reimbursable meal. One of the components selected must be a fruit or
20 vegetable.

21
22 All Lunch Meal Components must be offered. Students may refuse two (2) of the five (5)
23 components, however, the student must select a fruit or vegetable component to qualify
24 as a reimbursable meal. (7CFR Part 210 and 220, 01/01/2013)

25 26 *Serving Competitive Foods During Meal Service Periods*

27
28 The sale of competitive foods must comply with all local procedures, but at a minimum must be as
29 stringent as the current state and federal regulations concerning competitive foods.³

30
31 During the meal service periods the competitive food sales in the cafeteria will be
32 restricted to individual components of the reimbursable meal and items approved by the
33 Secretary of Agriculture in grades Pre-Kindergarten through Eight (PreK-8). These items may be sold
34 as separate items during the meal service period at a la carte pricing.

35
36 For grades Nine through Twelve (9-12), no competitive foods of minimal nutritional value
37 will be sold in the cafeteria during meal service periods. During the lunch service periods,
38 the competitive food sales in the cafeteria will be restricted to individual components
39 of the reimbursable meals and competitive foods approved by the Secretary of Agriculture.

40
41 The selling of items by anyone other than the school foodservice department is
42 prohibited. This would include, but not limited to vending machines, school stores, and other
43 fundraising activities. Furthermore, no outside commercial sources are to be permitted in

1 school buildings and/or school premises for the purpose of selling/delivering food items
2 or beverages to students until after the last posted lunch period.

3
4 Vending machines in the schools will be controlled so that they do not offer competition to
5 the school breakfast and lunch programs to encourage poor eating habits (7 CFR Parts 210 and 220).

6 7 *Sanitation*

8
9 The Food Service Department shall be responsible for implementing regulations from the
10 Department of Health and seeing that school cafeterias meet acceptable standards of
11 cleanliness at all times. (TDH Chapter 1200-23-1)

12 13 *Charging Meals*

14
15 ~~Elementary: In the event a student does not have adequate funds on account or in hand at the~~
16 ~~point of sale, they will be allowed to continue to charge their meals. The Principal at each~~
17 ~~school will take on the responsibility of contacting the parents/guardians to insure that all~~
18 ~~student accounts do not continue to be in the negative.~~

19
20 ~~Middle School: In the event a student does not have adequate funds on account or in hand at~~
21 ~~the point of sale, they will be allowed to charge one meal. Any subsequent charges, the student~~
22 ~~will receive an alternative meal after the charge policy has been exceeded. The alternative~~
23 ~~meal will consist of a Cheese Sandwich on Wheat Bread, a fruit serving and Milk. The meal~~
24 ~~offered will meet the requirements of the USDA guidelines for a reimbursable meal.~~
25 ~~The Principal at each school will take on the responsibility of contacting the parents/guardians~~
26 ~~to insure that all students accounts do not continue to be in the negative.~~

27
28 ~~High School: Charges are not permitted.~~

29
30 ~~Adults: the USDA does not allow adults to charge meals~~

31
32 In the event a student does not have adequate funds to purchase a meal, he/she will be allowed to
33 charge the meal. The unpaid meal charge becomes a debt, and repayment will be expected, at the
34 reduced or regular price, according to the student's Free/Reduced Lunch Status. The school district
35 may engage in payment collection activities for meal charges that are unpaid.⁴

36
37 The Superintendent of Schools/designee shall ensure that this policy is provided in writing to all
38 households at the start of each school year and to households that transfer to the school during the
39 school year.

40 41 *Collection of Unpaid Meal Charges*

42
43 Charged meals must be collected or reimbursed to the school nutrition fund by the school

1 general fund as the state regulation describes: "There must be a reconciliation of the charges. What is
2 owed must be paid from funds other than those of the School Nutrition Program. Any losses arising
3 from uncollectible accounts and other claim and related costs are unallowable for the School Nutrition
4 Program and the school activity funds (TCA 49-1-302)."

5 The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to
6 the end of the school year. Uncollected charges from the previous fiscal year shall be considered
7 delinquent debt. The Superintendent or designee shall establish reasonable methods and a timeframe
8 for collection of delinquent debt. Any use of third parties to collect delinquent debt must be approved
9 by the board. Upon recommendation of the Superintendent or designee, the board may classify the
10 total delinquent debt, annually as bad debt, which shall be considered uncollectable and categorized as
11 an operating loss.⁴

Legal References

1. TCA 49-6-2302, 2303; TRR/MS 0520-01-06-.04
2. 7 CFR § 210.10-.13
3. 7 CFR § 210.11
4. 2 CFR 200.426

Cross References

[Investment Earnings 2.402](#)
Deposit of Funds 2.500
Financial Reports and Records 2.701

Oak Ridge Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Records	Descriptor Code: 6.600	Issued Date: 09/28/15
		Rescinds:	Issued:

1 A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health
2 record, attendance record, and scholarship record; shall be kept current; and shall accompany the
3 student through his/her school career.¹

4 The name used on the record of the student entering the school system must be the same as that shown
5 on the birth certificate, unless evidence is presented that such name has been legally changed. If the
6 parent does not have, or cannot obtain a birth certificate, then the name used on the records of such
7 student shall be as shown on documents which are acceptable as proof of date of birth.

8 The name used on the records of a student entering the system from another school must be the same
9 as that shown on records from the school previously attended unless evidence is presented that such
10 name has been legally changed as prescribed by law.

11 When a student transfers to another school within the system or to a school outside of the system,
12 copies of the student's records, including the student's disciplinary records, shall be sent to the transfer
13 school.⁷²

14 ~~When a student transfers to a school outside the system, copies of the student's records, including the~~
15 ~~student's disciplinary records, shall be sent to the transfer school.⁷~~

16 All records shall be remitted in accordance with the Family Education Rights and Privacy Act
17 (FERPA).³

18 ACCESS TO STUDENT RECORDS

19 Student records shall be confidential. Authorized school officials shall have access to and permit
20 access to student education records for legitimate educational purposes.²⁴ A "legitimate educational
21 interest" is the official's need to know information in order to:

- 22 1. Perform required administrative tasks;
- 23 2. Perform a supervisory or instructional task directly related to the student's education;
- 24 3. Perform a service or benefit for the student or the student's family such as health care,
25 counseling, student job placement, or student financial aid.

26 Authorized school officials may release information from or permit access to a student's education
27 record without the parent(s)/guardian(s) or eligible student's *s*²*s* prior written consent in the following
28 instances:

- 1 1. To comply with a judicial order or lawfully issued subpoena. The school system will make a
2 reasonable effort to notify the student's parent(s)/guardian(s) or the eligible student before
3 making a disclosure;⁵
- 4 ~~1.2.~~ If the disclosure is an item of directory information;
- 5 ~~2.3.~~ To comply with the requirements of child abuse reports to the extent known by the school
6 officials including the name, address, and age of the child; the name and address of the person
7 responsible for the care of the child, and the facts requiring the report;³⁷
- 8 ~~3.4.~~ When certain federal and state officials need information in order to audit or enforce legal con-
9 ditions related to federally-supported education programs in the school system;⁸
- 10 ~~4.5.~~ When the school system has entered into a contract or written agreement for an organization to
11 conduct scientific research on the system's behalf to develop tests or improve instruction,
12 provided that the studies are conducted in a manner which will not permit the personal
13 identification of students and their parents by individuals other than representatives of the
14 organization and the information will be destroyed when no longer needed for the purpose for
15 which the study was conducted;⁹
- 16 ~~5.6.~~ To appropriate officials if the parent(s) claim the student as a dependent as defined by the
17 Internal Revenue Code;¹⁰
- 18 ~~6.7.~~ To accrediting organizations to carry out their accrediting functions;¹¹
- 19 ~~7.8.~~ When a student seeks or intends to enroll in another school district or a post-secondary school.
20 Parent(s) of students or eligible students have a right to obtain copies of records transferred
21 under this provision;⁴¹²
- 22 ~~8.9.~~ To financial institutions or government agencies that provide or may provide financial aid to a
23 student in order to establish eligibility, to determine the amount of financial aid, to establish
24 conditions for the receipt of financial aid, and to enforce financial aid agreements.¹³
- 25 ~~9.10.~~ To make the needed disclosure in a health or safety emergency when warranted by the
26 serious- ness of the threat to the student or other persons, when the information is necessary
27 and needed to meet the emergency, when time is an important and limiting factor, and when the
28 persons to whom the information is to be disclosed are qualified and in a position to deal with
29 the emergency.¹⁴
- 30 ~~10.11.~~ To the Attorney General or his designee for official purposes related to the investigation
31 or prosecution of an act of domestic or international terrorism. An educational agency that, in
32 good faith, produces education records in accordance with an order issued under this Act shall
33 not be liable to any person for that production.⁵¹⁵
- 34 ~~11.12.~~ To any agency caseworker or other representative of a state or local child welfare
35 agency or tribal organization authorized to access the student's educational records when such
36 agencies or organizations are legally responsible for the care and protection of the student.⁶¹⁶

1 Authorized school officials may release information from a student's education record if the student's
 2 parent(s) or the eligible student gives written consent for the disclosure. The written consent must
 3 include:¹⁷

- 4 1. A specification of the records to be released;
- 5 2. The reasons for the disclosure;
- 6 3. The person, organization, or class of persons or organizations to whom the disclosure is to be
 7 made;
- 8 4. The signature of the parent(s) or eligible student;
- 9 5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

10 5. The student's parent(s) or the eligible student* may obtain a copy of any records disclosed
 11 under this provision.

12 The school system will maintain an accurate record of all requests to disclose information from or to
 13 permit access to a student's education records. The system will maintain an accurate record of infor-
 14 mation it discloses and access it permits. The system will maintain this record as long as it maintains
 15 the student's education record.¹⁸

16 The record will include at least:¹⁸

- 17 1. The name of the person or agency that makes the request;
- 18 2. The interest the person or agency has in the information;
- 19 3. The date the person or agency makes the request; and
- 20 4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is
 21 made.

22 * *The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary*
 23 *school, at which time all of the above rights become the student's right.*

Legal References

1. ~~USCA 20 1232g; TCA 10-7-503; TCA 10-7-504~~
2. ~~TCA 10-7-504(a)(4); 20 USC 1232g~~
3. ~~TCA 37-1-403~~
4. ~~TRR/MS 0520-1-3-.03(11)(e)~~
5. ~~USA Patriot Act of 2001 § 507~~
6. ~~Uninterrupted Scholars Act of 2013~~
7. 1. TCA 49-6-3001(e)(1)

Legal References

1. 20 USCA § 1232g; TRR/MS 0520-01-03-.03(11)
2. TCA 49-6-3001(c)(1)
3. TCA 49-1-701, et seq.

Cross References

- ~~School Board Records 1.407~~
~~Promotion and Retention 4.603~~
~~Attendance 6.200~~
~~Child Custody/Parental Access 6.209~~
~~Disciplinary Hearing Authority 6.317~~
~~AIDS 6.404~~

Cross References

- School District Records 1.407
Promotion and Retention 4.603
Testing Programs 4.700

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- | | |
|--|---|
| <u>4. TCA 10-7-504(a)(4); 20 USCA § 1232g</u> | <u>Attendance 6.200</u> |
| <u>5. 20 USCA § 1232g(b)(2)(B)</u> | <u>Withdrawals 6.207</u> |
| <u>6. 20 USCA § 1232g(b)(2); TCA 10-7-504(a)(4)(A)</u> | <u>Child Custody/Parental Access 6.209</u> |
| <u>7. TCA 37-1-403</u> | <u>Bus Safety and Conduct 6.308</u> |
| <u>8. 20 USCA § 1232g(b)(3)</u> | <u>Corporal Punishment 6.314</u> |
| <u>9. 20 USCA § 1232g(b)(1)(F)</u> | <u>Disciplinary Hearing Authority 6.317</u> |
| <u>10. 20 USCA § 1232g(b)(1)(H)</u> | <u>Admission of Suspended/Expelled Students 6.318</u> |
| <u>11. 20 USCA § 1232g(b)(1)(G)</u> | <u>AIDS 6.404</u> |
| <u>12. TRR/MS 0520-01-03-.03(9)</u> | |
| <u>13. 20 USCA § 1232g(b)(1)(D)</u> | |
| <u>14. 20 USCA § 1232g(b)(1)(I)</u> | |
| <u>15. 20 USCA § 1232g(j); USA Patriot Act of 2001 § 507</u> | |
| <u>16. 20 USCA § 1232g</u> | |
| <u>17. 34 CFR § 99.30</u> | |
| <u>18. 34 CFR § 99.32(a)</u> | |

Oak Ridge Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Wellness	Descriptor Code: 6.411	Issued Date: 08/28/17 08/28/17
		Rescinds:	Issued: 08/22/16

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

5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

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

11 **SCHOOL HEALTH ADVISORY COUNCIL^{2,3}**

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

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

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

28 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents
29 and administrators.² The Team shall hold Healthy School Team meetings during the school year to
30 assess needs and oversee planning and implementation of school health efforts. The
31 Superintendent/designee will ensure compliance with the school Wellness Policy, to include an

1 assessment of the implementation of the Wellness Policy and the progress made in attaining the policy
2 goals. The assessment will be made available to the public.

3 **COMMITMENT TO NUTRITION**

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

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

13 **DISTRICT GOALS**

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

22 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION**

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

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

31 Schools shall continue to offer after school sports and activities. Physical activity shall not be
32 employed as a form of discipline or punishment.

33 **COMMITMENT TO CURRICULUM³**

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

35

1 **SCHOOL HEALTH INDEX³**

2 All schools within the district shall annually administer a baseline assessment on each of the ~~three~~
3 recommended School Health Index modules. Results shall be submitted to the School Health Advisory
4 Council and reported to the State Department of Education.

5 **RECORD KEEPING COMPLIANCE**

6 The district's Coordinated School Health Coordinator shall ensure that records demonstrating
7 compliance with community involvement requirements are maintained. The Coordinated School
8 Health Coordinator shall additionally document that the school wellness policy and triennial
9 assessments are made available to the public.⁸

1.

Legal References

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

Cross References

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Student Equal Access (Limited Public Forum)	Descriptor Code: 4.802	Issued Date: 11/24/14
		Rescinds:	Issued:

~~Before the beginning or after the end of a school day, students in grades 9 through 12 may initiate non-curriculum related meetings regardless of the religious or political nature of the meetings.^{1,2,3}~~

~~No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.~~

~~No student may be compelled to attend or participate in a meeting under this policy.~~

~~A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date.~~

~~The principal shall approve the meeting if he/she determines that:~~

- ~~1. The meeting is voluntary and student initiated;~~
- ~~2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;~~
- ~~3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings;~~
- ~~4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and~~
- ~~5. Non-school persons will not direct, control or regularly attend.~~

STUDENT MEETINGS

~~Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.¹~~

~~No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.~~

1 No student may be compelled to attend or participate in a meeting under this policy.

2 A student or a group of students who wish to conduct a meeting under this policy shall file an
3 application with the principal at least three (3) days prior to the proposed date.

4 The principal shall approve the meeting if he/she determines that:¹

- 5 1. The meeting is voluntary and student-initiated;
- 6 2. There is no sponsorship of the meeting or its content by the school or its employees, or the
7 Board;
- 8 3. The meeting shall not materially and substantially interfere with the orderly conduct of the
9 school’s educational activities or conflict with other previously scheduled meetings;
- 10 4. Employees of the district are to be present in a non-participatory monitoring capacity; however,
11 no employee shall be required to attend in this capacity if the content of the meeting is contrary
12 to the beliefs of the employee; and
- 13 5. Non-school persons shall not direct, control, or regularly attend.

14 A student shall be permitted to voluntarily:²

- 15 1. Pray in school, vocally or silently, alone, or with other students to the same extent and under
16 the same circumstances as a student is permitted to vocally or silently reflect, meditate, or
17 speak on non-religious matters alone or with other students in such school;
- 18
- 19 2. Express religious viewpoints in school to the same extent and under the same circumstances as
20 a student is permitted to express viewpoints on non-religious topics or subjects in such school;
- 21 3. Speak to and attempt to share religious viewpoints with other students in school to the same
22 extent and under the same circumstances as a student is permitted to speak to and attempt to
23 share non-religious viewpoints with other students; and
- 24
- 25 4. Possess or distribute religious literature in school, subject to reasonable time, place, and manner
26 restrictions, to the same extent and under the same circumstances as a student is permitted to
27 possess or distribute literature on non-religious topics or subjects in such school.

28 **SCHOOL SPONSORED EVENTS³**

29 If the Board or a school principal authorizes an event at which a student is to speak, a limited public
30 forum shall be established for such student speaker. The appropriate administrators shall ensure that:

- 31 1. The forum is provided in a manner that does not discriminate against a student’s voluntary
32 expression of a religious viewpoint, if any, on an otherwise permissible subject;
- 33
- 34 2. There is an appropriate method of selecting student speakers which is based on neutral criteria;
35 and
- 36

1 3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent, or
2 promotes illegal drug use.

3 To the extent possible and practical and prior to events in which students will speak, notice shall be
4 provided orally and/or in writing that the student’s speech does not reflect the endorsement,
5 sponsorship, position, or expression of the Board or the school district and its employees.

6 Notice of this policy shall be provided in student handbooks and staff handbooks.

7
8
9

Legal References

1. 20 USCA § 4071; Bd. Of Educ. v. Mergens ex rel. Mergens, 496 U.S. 226 (1990); TCA 49-6-1805
2. TCA 49-6-2904(b)
3. TCA 49-6-1803

Cross References

- Recognition of Religious Beliefs 4.803
- Prayer and Period of Silence 4.805

10

Legal References

- ~~1. 20 U.S.C.A § 4071~~
- ~~2. Westside Community Schools v. Mergens, 496 U.S. 226 (1990)~~
- ~~3-4. TCA 49-6-2904~~

Cross References

- ~~Recognition of Religious Beliefs 4.803~~
- ~~Prayer and Period of Silence 4.805~~

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Goals	Descriptor Code: 4.100	Issued Date: 11/24/14
		Rescinds:	Issued:

1 General

2 The Board shall not discriminate on the basis of race, color, religion, sex, national origin, or disability
3 in its instructional program or activities.¹

4 The Board approves the following instructional goals for students to:

- 5 • Acquire the knowledge and attitude necessary to achieve and maintain good physical and
6 mental health;
- 7 • Develop the skills necessary to function as a self-directed person;
- 8 • Develop the capacity to cope with change through an understanding of the arts, humanities and
9 scientific processes;
- 10 • Know the principles involved in making moral and ethical choices;
- 11 • Develop the basic skills of reading, writing, computation, spelling, speaking and problem
12 solving;
- 13 • Develop a positive attitude toward the lifelong endeavor of learning;
- 14 • Learn to identify personal talents and interests, make appropriate career choices, and develop
15 career skills;
- 16 • Acquire knowledge and to develop skills in the management of personal and public resources
17 necessary for meeting obligations to self, family and society;
- 18 • Learn to act in a responsible manner;
- 19 • Learn of the rights and responsibilities of citizens of the community, state, nation and world;
20 and
- 21 • Learn to understand, respect and interact with people of different cultures, generations and
22 races.

23

24

Legal References

1. 42 USCA § 200e *et seq.*

Cross References

- School District Goals 1.700
Student Goals 6.100

~~Cross References~~

- ~~School District Goals 1.700~~

Oak Ridge Board of Education

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23

24

Legal References

1. 42 USCA § 200e *et seq.*

Cross References

- School District Goals 1.700
Student Goals 6.100

~~Cross References~~

- ~~School District Goals 1.700~~

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Curriculum Development	Descriptor Code: 4.200	Issued Date: 11/24/14
		Rescinds:	Issued:

~~Under the leadership and direction of the Assistant Superintendent, the curriculum of Oak Ridge Schools will be based on the curriculum frameworks adopted by the State Board of Education. Teachers in each school shall participate in the system wide development of the curriculum in their appropriate subject areas.~~

General

Under the leadership and direction of the Executive Director of Teaching and Learning, a unified curriculum shall be developed for the school system in each subject area for grades K-12 and presented to the Board for adoption.¹

The curriculum shall include those subjects and topics required by state and federal laws and regulations.² It shall foster respect and appreciation of the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Teachers in each school shall participate in the system-wide development of the curriculum in their appropriate subject areas. Assignments for curriculum development in the elementary grades will be made by the principal. The curriculum will be revised and updated regularly through in-service programs and curriculum planning sessions with changes subject to approval by the Board.

At least one copy of the complete curriculum shall be placed in each school. Teachers shall be given a personal copy of the portion which pertains to their area of teaching. New teachers shall be given an appropriate copy and briefed on its content in relation to the total curriculum.

Experimentation with newer concepts of curriculum design, scheduling, and instructional techniques is encouraged but must have prior approval of the principal. An experimental program requires the approval of the Superintendent, the Board, the Commissioner of Education, and the State Board of Education.¹

IMPLEMENTATION

The primary responsibility for ensuring the effective operation of the curricular programs and activities shall be delegated to the Superintendent of Schools and the Superintendent's designees.

The school principals shall be responsible for administering the established instructional programs of their respective schools ~~and for the development and supervision of a coordinated plan for the improvement of instruction in their schools.~~

Legal References

1. TCA 49-1-302(a)(1)-(3), (8); TRR/MS 0520-01-03-.05(1)(a); TRR/MS 0520-01-03-.05(2)
2. TCA 49-6-1001, et seq.; TCA 49-6-1201, et seq.; TCA 49-6-1301-1302

Cross References

- Evaluations of Instructional Programs 4.702
- In-Service & Staff Development Opportunities 5.113
- Staff Rights & Responsibilities 5.600
- Staff Time Schedules 5.602

1
2

Legal References

- ~~1. TCA 49-1-302(a);(1);(2);(3);(8)~~
- ~~2-3. TRR/MS 0520-1-3-.05(1)(a); TRR/MS 0520-01-03-.05(2)~~

Cross References

- ~~In-Service & Staff Development Opportunities 5.113~~

Oak Ridge Board of Education

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Teachers in each school shall participate in the system-wide development of the curriculum in their appropriate subject areas. Assignments for curriculum development in the elementary grades will be made by the principal. The curriculum will be revised and updated regularly through in-service programs and curriculum planning sessions with changes subject to approval by the Board.

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Cross References

- Evaluations of Instructional Programs 4.702
- In-Service & Staff Development Opportunities 5.113
- Staff Rights & Responsibilities 5.600
- Staff Time Schedules 5.602

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Legal References

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- ~~2-3. TRR/MS 0520-1-3-.05(1)(a); TRR/MS 0520-01-03-.05(2)~~

Cross References

- ~~In-Service & Staff Development Opportunities 5.113~~

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <u>Basic Program Class Size Ratios</u>	Descriptor Code: 4.201	Issued Date: 11/24/14
		Rescinds:	Issued:

~~Oak Ridge Schools shall not discriminate on the basis of sex, race, ethnicity, national origin, religion, creed, age, sexual orientation, disability, or marital status in its educational programs or activities.~~

~~Educational materials that are utilized shall reflect the cultural and racial diversity which is present in the United States. Instructional practices shall foster respect and appreciation of cultural diversity and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.¹~~

~~The course of study shall include those subjects and topics required by state and federal laws and regulations.²~~

~~The Board reserves the right to add additional courses as needed.~~

General¹

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

WAIVERS

The Superintendent/designee may seek a waiver from the Commissioner of Education to extend the career and technical education (CTE) classes in grades nine through twelve (9-12) as long as these class sizes do not exceed the maximum.

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

Legal References

1. TCA 49-1-104; TRR/MS 0520-01-03-.03(3)

Cross References

Graduation Requirements 4.605
Religious Content of Courses 4.804
Student Goals 6.100
Student Concerns, Complaints, and Grievances 6.305

Legal References

- ~~1. 42 U.S.C. 12101; 34 CFR § 106.34~~
- ~~2. TCA 49-6-1001 through 49-6-1205; TCA 49-6-1301~~

Cross References

- ~~Student Goals 6.100~~
~~Complaints and Grievances 6.305~~

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <u>Basic Program Class Size Ratios</u>	Descriptor Code: 4.201	Issued Date: 11/24/14
		Rescinds:	Issued:

~~Oak Ridge Schools shall not discriminate on the basis of sex, race, ethnicity, national origin, religion, creed, age, sexual orientation, disability, or marital status in its educational programs or activities.~~

~~Educational materials that are utilized shall reflect the cultural and racial diversity which is present in the United States. Instructional practices shall foster respect and appreciation of cultural diversity and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.¹~~

~~The course of study shall include those subjects and topics required by state and federal laws and regulations.²~~

~~The Board reserves the right to add additional courses as needed.~~

General¹

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

WAIVERS

The Superintendent/designee may seek a waiver from the Commissioner of Education to extend the career and technical education (CTE) classes in grades nine through twelve (9-12) as long as these class sizes do not exceed the maximum.

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Cross References

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~~Complaints and Grievances 6.305~~

Oak Ridge Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Foreign Exchange Students	Descriptor Code: 6.502	Issued Date: 09/28/15
		Rescinds: III-14	Issued:

1 A foreign exchange student may be accepted into the Oak Ridge Schools (grades 10-12) without tuition
2 provided he/she is participating through an agency directly recognized by the Council on Standards for
3 International Educational Travel (CSIET).

4 Under certain circumstances, the superintendent may grant approval to an individual foreign student who
5 is visiting and living temporarily with a local family in Oak Ridge, to attend the Oak Ridge Schools
6 without tuition. These requests will be considered on a case by case basis and will be reviewed very
7 carefully to be sure that such students are not part of an informal, unapproved, or privately arranged
8 foreign student exchange program.

9 Before approval of any foreign exchange student to attend the Oak Ridge Schools, the exchange program
10 representative must make application to the superintendent of schools/or designee identifying the Oak
11 Ridge host family and providing other pertinent information by ~~May~~April 1st of the preceding school
12 year. The school system may accept the student after determining the following:

- 13 ~~A~~1. the student is able to participate in the general curriculum;
- 14 ~~B~~2. appropriate curriculum offerings can be provided for the student; and
- 15 ~~C~~3. an overcrowded situation will not be further aggravated.

16 Prior to enrolling a foreign exchange student, the principal or designee shall require, in addition to a
17 valid student visa, the following documentation:

- 18 ~~A~~1. health/immigration records as required by the United States and/or the State of Tennessee;
- 19 ~~B~~2. acting custodian (including phone number, name and address of person responsible for the student);
- 20 ~~C~~3. school records, including a transcript of academics (in English);
- 21 ~~D~~4. evidence of English competency; and
- 22 ~~E~~5. evidence of adequate health insurance coverage.

23 Admission requirements and all other considerations and expectations shall be the same for foreign
24 students as for United States students. Students will be accepted only in grades 10-12. As a general rule,
25 no more than five foreign students and no more than two of the same nationality shall be placed at Oak
26 Ridge High School. Any exceptions to this provision must be approved by the superintendent.

1 Students must have had acceptable academic achievement in their native countries and must have been
2 screened for maturity and ability to get the maximum benefit from an exchange program. Exchange
3 students must have an adequate command of the English language and be able to function without special
4 assistance in regular classes. (Foreign exchange students will not be enrolled in ESOL/ELL classes.)
5 Foreign exchange students will attend the Oak Ridge Schools on a visitor basis. A foreign exchange
6 student must decide in advance if he/she wishes to take a class for credit. If such permission is granted,
7 the student will be required to meet all course requirements and the same standards as other students
8 who are taking the class. Foreign exchange students shall not be granted a diploma from Oak Ridge High
9 School.

10 Oak Ridge High School shall name a faculty member to serve as a liaison between the school and
11 exchange program agency and as an adviser to exchange students.

12 The sponsoring individual/organization shall provide evidence to the school that the student will receive
13 adequate financial support for the duration of his stay. Students shall not be eligible for free or reduced-
14 price lunches, nor shall schools hold fund-raising events to pay expenses incurred by exchange students.

15 Students admitted under this policy shall be subject to the official Behavior and Discipline Code of the
16 Oak Ridge Schools.

17 If, in the opinion of the superintendent of schools, a foreign student exchange program fails to comply
18 with the provisions of this policy or does not maintain good communication and cooperation with the
19 designated staff at the receiving school, it will not be allowed to place students in the Oak Ridge Schools
20 in the future.

Oak Ridge Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Foreign Exchange Students	Descriptor Code: 6.502	Issued Date: 09/28/15
		Rescinds: III-14	Issued:

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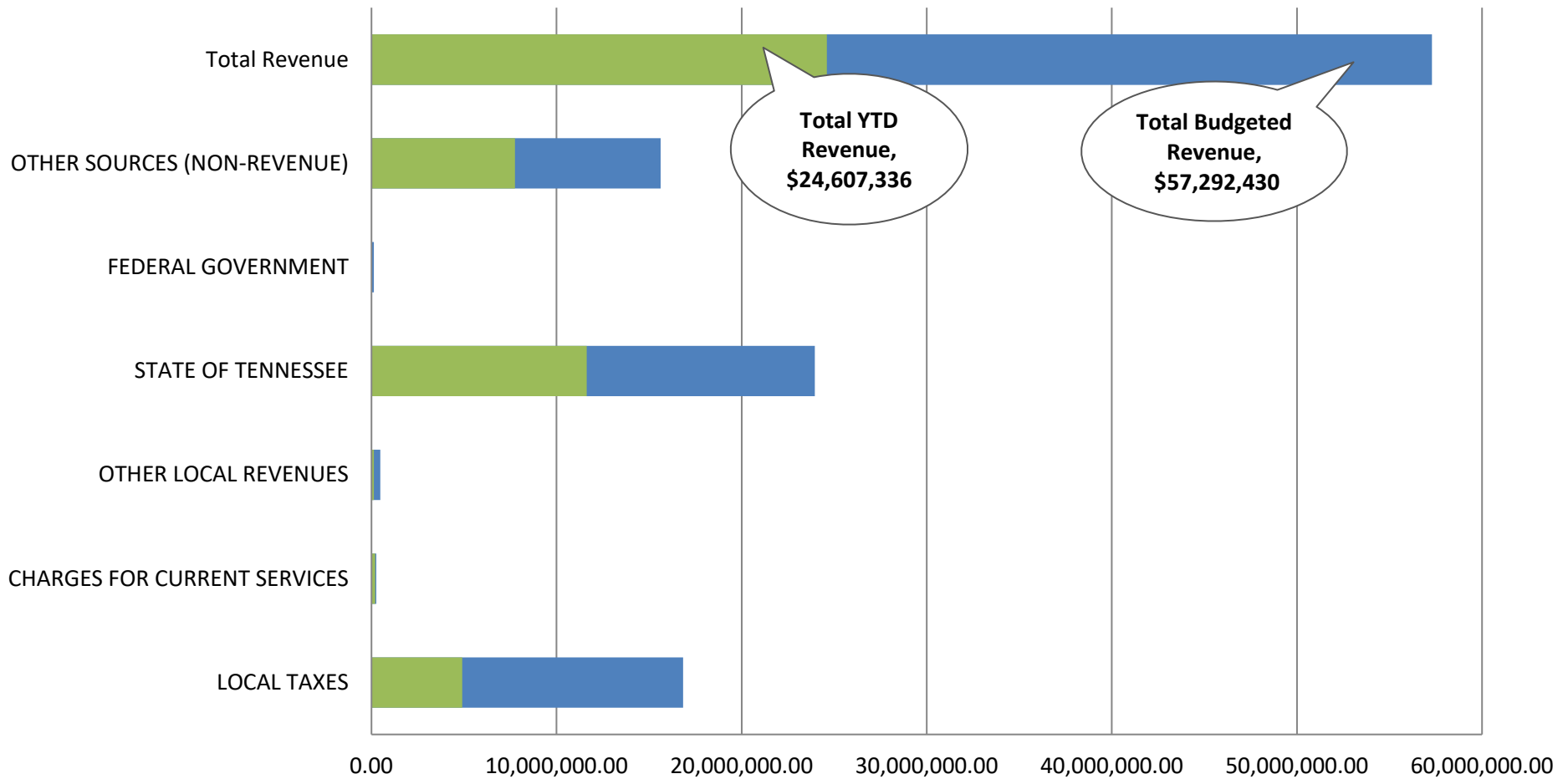
Acct	Acct	2019-20 FYTD Budget	December 2019-20 Monthly Activity	2019-20 Year-To-Date	2019-20 Percent of Budget	2019-20 Variance from Bud	Encumbered Amount	Unencumbered Budget Remaining
40110	Current Property Tax	11,048,443.00	837,025.39	2,120,221.66	19.19%	8,928,221.34		8,928,221.34
40210	Local Option Sales Tax	5,787,581.00	593,305.02	2,784,461.55	48.11%	3,003,119.45		3,003,119.45
40275	Mixed Drink Tax	250.00	30.45	125.68	50.27%	124.32		124.32
40280	Mineral Severance Tax	250.00				250.00		250.00
43511	Tuition - Regular Day Students	240,000.00	34,137.64	192,241.82	80.10%	47,758.18		47,758.18
43513	Tuition - Summer School	12,000.00		780.00	6.50%	11,220.00		11,220.00
43533	Transportation Fees	10,000.00	100.00	1,995.00	19.95%	8,005.00		8,005.00
44110	Interest Earned	150,000.00	8,894.01	65,658.28	43.77%	84,341.72		84,341.72
44120	Lease/Rentals	18,000.00		9,882.75	54.90%	8,117.25		8,117.25
44170	Miscellaneous Refunds	2,500.00		4,208.79	168.35%	-1,708.79		-1,708.79
44530	Sale of Equipment	35,000.00	7,938.00	30,650.40	87.57%	4,349.60		4,349.60
44560	Damages Recovered from Individ		119.20	229.60		-229.60		-229.60
44570	Contributions & Gifts	200,000.00		14,450.00	7.23%	185,550.00		185,550.00
44990	Other Local Revenues	75,000.00	854.60	10,444.00	13.93%	64,556.00		64,556.00
46511	Basic Education Program	22,809,000.00	2,274,800.00	11,374,000.00	49.87%	11,435,000.00		11,435,000.00
46515	Early Childhood Education	460,771.37	38,974.78	151,995.17	32.99%	308,776.20		308,776.20
46590	Other State Education Funds	75,000.00	7,998.30	28,675.15	38.23%	46,324.85		46,324.85
46610	Career Ladder Program	150,000.00		70,334.76	46.89%	79,665.24		79,665.24
46980	Other State Grants	454,671.30				454,671.30		454,671.30
46990	Other State Revenues	7,500.00				7,500.00		7,500.00
47143	Special Education Grants	80,000.00				80,000.00		80,000.00
47630	Public Law 874 - Maint/Operat.	55,000.00				55,000.00		55,000.00
49700	Insurance Recovery	2,500.00				2,500.00		2,500.00
49800	Transfers In	125,000.00				125,000.00		125,000.00
49810	City General Fund Transfer	15,493,963.00	1,291,163.58	7,746,981.48	50.00%	7,746,981.52		7,746,981.52
-----	Revenue	57,292,429.67	5,095,340.97	24,607,336.09	42.95%	32,685,093.58		32,685,093.58
		=====	=====	=====	=====	=====		=====
71100	Regular Instruction Prgm	26,974,345.00	2,276,110.01	11,608,350.29	43.03%	15,365,994.71	14,493,681.88	872,312.83
71150	Alternative Instruction Prgm	820,705.00	68,552.70	333,012.65	40.58%	487,692.35	441,726.22	45,966.13
71200	Special Education Prgm	4,459,917.00	376,508.63	1,805,218.68	40.48%	2,654,698.32	2,418,972.90	235,725.42
71300	Career/Technical Education Prg	1,295,523.00	109,338.33	541,167.59	41.77%	754,355.41	709,226.11	45,129.30
71900	Contingency	710,809.92				710,809.92		710,809.92
72120	Health Services	599,885.00	48,864.86	249,517.33	41.59%	350,367.67	296,616.96	53,750.71
72130	Other Student Support	1,681,844.37	129,092.83	850,216.73	50.55%	831,627.64	819,540.75	12,086.89
72210	Regular Inst. Support	2,781,456.63	204,934.04	1,229,089.24	44.19%	1,552,367.39	1,165,919.86	386,447.53
72220	Special Education Support	828,745.00	75,144.98	380,877.44	45.96%	447,867.56	417,597.99	30,269.57
72230	Career & Technical Prg Support	113,109.00	8,228.05	47,858.48	42.31%	65,250.52	48,006.46	17,244.06
72250	Technology Services	2,772,379.00	193,575.10	1,419,762.97	51.21%	1,352,616.03	888,666.21	463,949.82

Acct	Acct	2019-20 FYTD Budget	December 2019-20 Monthly Activity	2019-20 Year-To-Date	2019-20 Percent of Budget	2019-20 Variance from Bud	Encumbered Amount	Unencumbered Budget Remaining
72290	Communications	116,214.00	12,500.90	58,413.58	50.26%	57,800.42	50,375.63	7,424.79
72310	Board of Education	1,050,750.00	53,330.59	595,506.68	56.67%	455,243.32	6,647.37	448,595.95
72320	Director of Schools	356,796.00	26,949.32	171,625.52	48.10%	185,170.48	163,951.69	21,218.79
72410	Office of the Principal	3,567,705.00	302,614.28	1,670,104.07	46.81%	1,897,600.93	1,794,369.97	103,230.96
72510	Fiscal Services	806,626.00	61,409.79	391,383.32	48.52%	415,242.68	344,493.64	70,749.04
72520	Human Resources/ Personnel	429,455.00	23,180.10	194,598.45	45.31%	234,856.55	138,794.22	96,062.33
72610	Operation of Plant	4,635,502.00	345,417.04	2,060,577.34	44.45%	2,574,924.66	1,142,257.83	1,432,666.83
72620	Maintenance of Plant	1,642,702.00	116,653.44	837,678.23	50.99%	805,023.77	648,471.01	156,552.76
72710	Transportation	1,524,978.00	138,212.92	604,247.81	39.62%	920,730.19		920,730.19
73400	Early Childhood Education	460,771.37	38,982.48	190,977.65	41.45%	269,793.72	269,342.19	451.53
73401	Pre-K General Fund	653,943.00	54,960.99	278,855.63	42.64%	375,087.37	245,239.13	129,848.24
76100	Regular Capital Outlay	801,066.38	12,222.50	146,513.88	18.29%	654,552.50	230,488.74	424,063.76
99100	Transfers Out	73,353.00				73,353.00		73,353.00
-----	Expense	59,158,580.67	4,676,783.88	25,665,553.56	43.38%	33,493,027.11	26,734,386.76	6,758,640.35
-----	General Purpose School Fund	-1,866,151.00	418,557.09	-1,058,217.47	43.17%	-807,933.53	-26,734,386.76	25,926,453.23
Grand Revenue Totals		57,292,429.67	5,095,340.97	24,607,336.09	42.95%	32,685,093.58		32,685,093.58
Grand Expense Totals		59,158,580.67	4,676,783.88	25,665,553.56	43.38%	33,493,027.11	26,734,386.76	6,758,640.35
Grand Totals		1,866,151.00	418,557.09	1,058,217.47	56.71%	807,933.53	26,734,386.76	25,926,453.23
		Loss	Profit	Loss		Loss	Loss	Profit

Number of Accounts: 1276

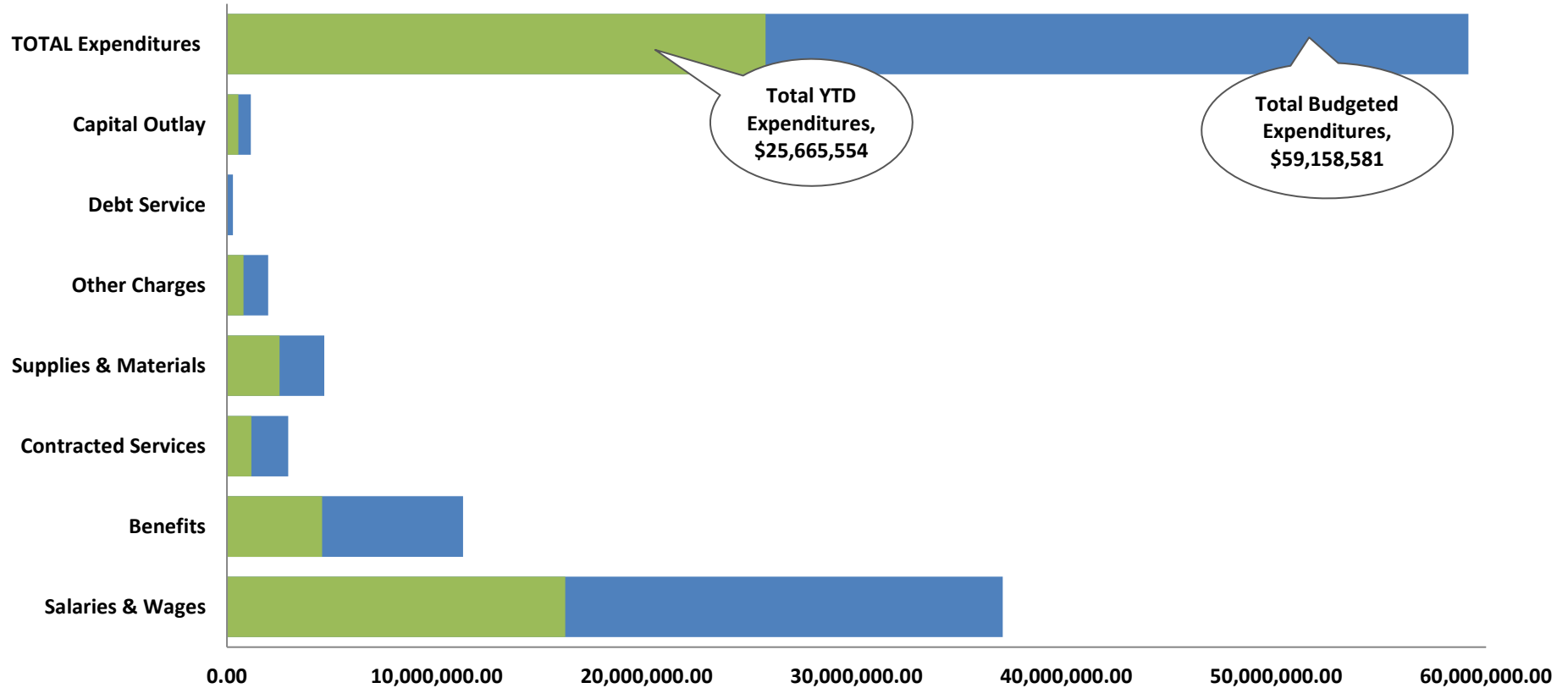
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General Fund Revenue Budget to Actual Summary - DECEMBER, 2019



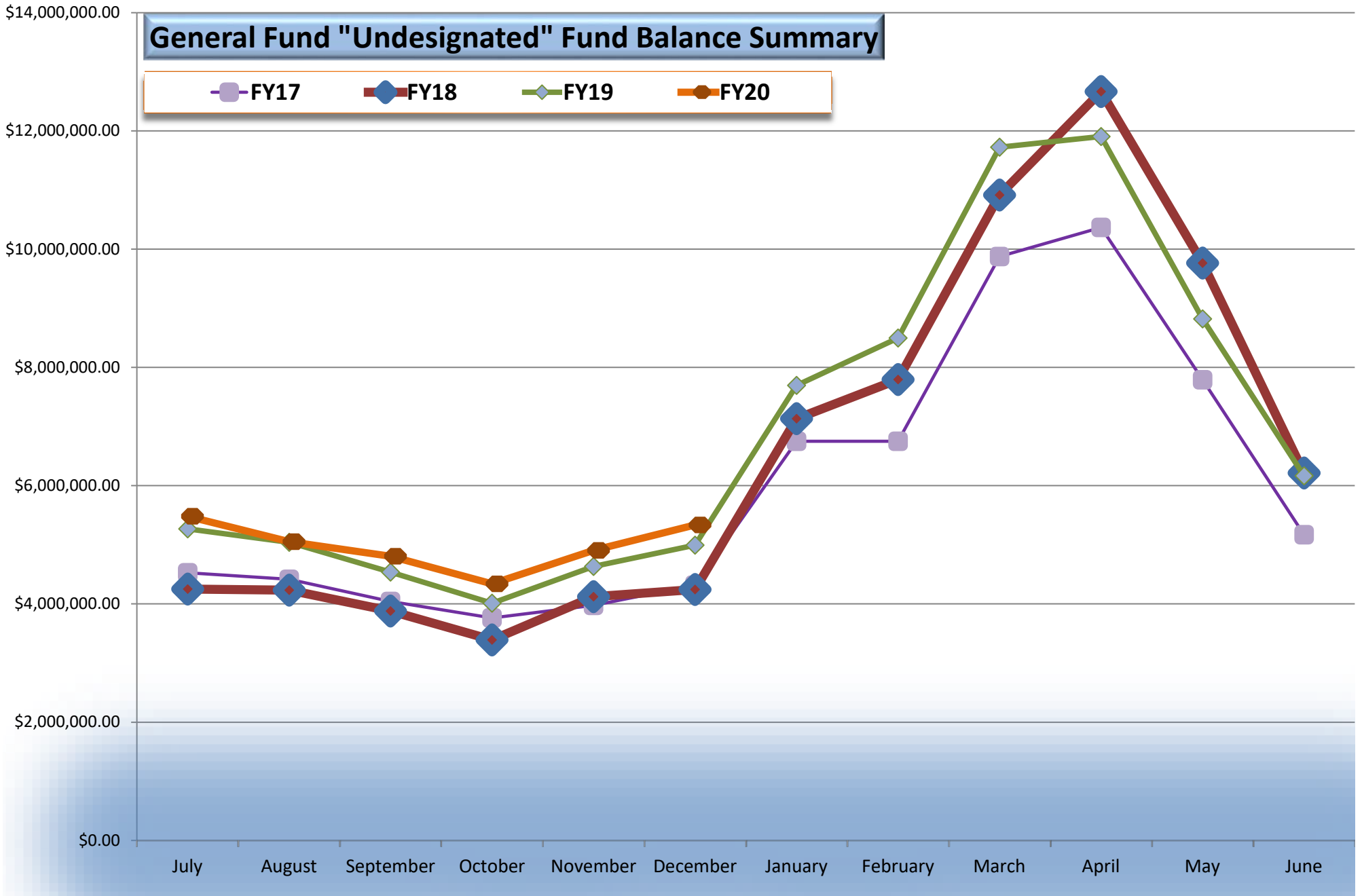
	LOCAL TAXES	CHARGES FOR CURRENT SERVICES	OTHER LOCAL REVENUES	STATE OF TENNESSEE	FEDERAL GOVERNMENT	OTHER SOURCES (NON-REVENUE)	Total Revenue
■ Percent of Budget	29.13%	74.43%	28.20%	48.52%	0	49.59%	42.95%
■ Year-To-Date	4,904,808.89	195,016.82	135,523.82	11,625,005.08	0	7,746,981.48	\$24,607,336
■ FYTD Budget	16,836,524.00	262,000.00	480,500.00	23,956,942.67	135,000.00	15,621,463.00	\$57,292,430

General Fund Expenditure Budget to Actual Summary by Object DECEMBER, 2019



	Salaries & Wages	Benefits	Contracted Services	Supplies & Materials	Other Charges	Debt Service	Capital Outlay	TOTAL Expenditures
FYTD %	43.62%	40.29%	40.02%	53.98%	40.40%	0	47.85%	43.38%
FYTD Activity	16,123,294.87	4,534,900.76	1,169,868.22	2,500,887.97	792,689.41	0	543,912.33	\$25,665,554
FYTD Revised Bdg	36,960,822.63	11,255,027.00	2,923,482.00	4,633,078.37	1,962,261.29	287,205.00	1,136,704.38	\$59,158,581

General Fund "Undesignated" Fund Balance Summary



Acct	Acct	2019-20 FYTD Budget	December 2019-20 Monthly Activity	2019-20 Year-To-Date	2019-20 Percent of Budget	2019-20 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
143	Central Cafeteria							
R	Revenue							
43521	Lunch Payments - Children	263,736.00	19,332.70	110,912.71	42.05%	152,823.29		152,823.29
43522	Lunch Payments - Adults	4,000.00	220.40	2,485.20	62.13%	1,514.80		1,514.80
43523	Income From Breakfast	35,951.00	2,102.70	13,620.05	37.89%	22,330.95		22,330.95
43525	A la Carte Sales	315,872.00	14,349.60	82,560.90	26.14%	233,311.10		233,311.10
43990	Other Charges for Food Service	10,000.00	35.95	18,102.70	181.03%	-8,102.70		-8,102.70
44110	Interest Earned	3,000.00	402.25	2,798.89	93.30%	201.11		201.11
46520	School Food Service	16,455.00				16,455.00		16,455.00
47111	USDA School Lunch Program	907,812.00		424,008.24	46.71%	483,803.76		483,803.76
47112	USDA Commodities	117,824.00				117,824.00		117,824.00
47113	Breakfast	342,887.00		200,476.51	58.47%	142,410.49		142,410.49
47114	USDA - Other	161,354.00	24,874.32	99,719.92	61.80%	61,634.08		61,634.08
-----	Revenue	2,178,891.00	61,317.92	954,685.12	43.82%	1,224,205.88		1,224,205.88
E	Expense							
73100	Food Service	2,358,891.00	319,405.27	890,036.55	37.73%	1,468,854.45	149,150.14	1,319,704.31
-----	Expense	2,358,891.00	319,405.27	890,036.55	37.73%	1,468,854.45	149,150.14	1,319,704.31
-----	Central Cafeteria	-180,000.00	-258,087.35	64,648.57	40.65%	-244,648.57	-149,150.14	-95,498.43
		=====	=====	=====	=====	=====	=====	=====
145	Other Education Funds							
R	Revenue							
44990	Other Local Revenues	32,929.00	2,250.00	12,609.60	38.29%	20,319.40		20,319.40
46590	Other State Education Funds	121,602.33	727.92	25,887.64	21.29%	95,714.69		95,714.69
49800	Transfers In	73,374.00				73,374.00		73,374.00
-----	Revenue	227,905.33	2,977.92	38,497.24	16.89%	189,408.09		189,408.09

Acct	Acct	2019-20 FYTD Budget	December 2019-20 Monthly Activity	2019-20 Year-To-Date	2019-20 Percent of Budget	2019-20 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
145	Other Education Funds							
E	Expense							
72130	Other Student Support	102,985.65	8,328.51	47,213.18	45.84%	55,772.47	52,138.85	3,633.62
72210	Regular Inst. Support	3,500.00				3,500.00		3,500.00
72620	Maintenance of Plant	88,490.68	10,517.80	10,517.80	11.89%	77,972.88	21,085.80	56,887.08
73300	Community Services	32,929.00	2,683.70	9,550.04	29.00%	23,378.96	274.66	23,104.30
-----	Expense	227,905.33	21,530.01	67,281.02	29.52%	160,624.31	73,499.31	87,125.00
-----	Other Education Funds		-18,552.09	-28,783.78	23.21%	28,783.78	-73,499.31	102,283.09
=====								
146	Extended School Program							
R	Revenue							
43581	Community Services Fees Child	473,067.00	29,571.70	231,884.22	49.02%	241,182.78		241,182.78
-----	Revenue	473,067.00	29,571.70	231,884.22	49.02%	241,182.78		241,182.78
E	Expense							
73300	Community Services	463,067.00	30,900.48	176,702.03	38.16%	286,364.97	146,306.85	140,058.12
99100	Transfers Out	10,000.00				10,000.00		10,000.00
-----	Expense	473,067.00	30,900.48	176,702.03	37.35%	296,364.97	146,306.85	150,058.12
-----	Extended School Program		-1,328.78	55,182.19	43.18%	-55,182.19	-146,306.85	91,124.66
=====								
Grand Revenue Totals		6,741,474.33	412,677.25	2,398,867.79	35.58%	4,342,606.54		4,342,606.54
Grand Expense Totals		6,921,474.33	648,345.52	2,589,881.47	37.42%	4,331,592.86	2,046,732.79	2,284,860.07
Grand Totals		180,000.00	235,668.27	191,013.68	106.12%	11,013.68	2,046,732.79	2,057,746.47
		Loss	Loss	Loss		Profit	Loss	Profit

**Combined Fund Balance and YTD Operating Statement Summary
December, 2019**

Description	General Fund 141	Federal Fund 142	Food Service Fund 143	Special Fund 145	ECC Fund 146
Beginning Fund Balance July 1, 2019	8,570,807.16	0.00	808,715.52	2,508.79	88,759.66
Plus YTD Revenue per books 12/31/19	24,607,336.09	1,173,801.21	954,685.12	38,497.24	231,884.22
Less YTD Expenditures per books 12/31/19	(25,665,553.56)	(1,455,861.87)	(890,036.55)	(67,281.02)	(176,702.03)
Revenues Over (Under) Expenditures as of 12/31/19	(1,058,217.47)	(282,060.66)	64,648.57	(28,783.78)	55,182.19
Ending Fund Balance per books as of 12/31/19	7,512,589.69	(282,060.66)	\$873,364.09	(26,274.99)	143,941.85

*Beginning Balance decreased due to State required adjusting entry of Grant funds

Fund Balance Restricted/Committed/Assigned Status

Encumbrances and Deferred Revenue			\$ 31,643.04		
Inventory			27,364.59		
Restricted for Career Ladder Program	-1,040.32				
Restricted for Operation of Non-Instructional Services			634,356.46		143,941.85
Committed for Other Purposes (Vehicles- ERR Fund)	483,570.52				
Assigned for Instruction- Coordinated School Health	8,867.55				
Assigned for other local grants					
Assigned for Instruction - Education Foundation Grant	345.23				
Assigned for Instruction - TN Early Literacy Network	5,070.52				
Assigned for Instruction (APSI-ORHS)	14,019.95				
Assigned for Support Services FRC Local Funds (56)				5,568.35	
Nonspendable-Prepaid Expenditures					
Assigned to Balance FY20 Budget	1,666,151.00		180,000.00		
Unassigned Fund Balance 12/31/19	\$ 5,335,605.24	-282,060.66		-31,843.34	
Total Fund Balance 12/31/19	7,512,589.69	(\$282,060.66)	\$ 873,364.09	(\$26,274.99)	\$ 143,941.85