

Regular Board of Education Meeting

August 4, 2025 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 06-09-25

B. FY26 Personnel Advisory Board

C. ORHS NJROTC Field Trip to Honolulu, HI

D. ORHS Cross Country Field Trip to Norris, TN

VII. Items for Action

A. Board Policy 1.407 School District Records - First and Second Reading

B. Board Policy 1.700 School District Goals - First and Second Reading

C. Board Policy 1.901 Charter School Applications - First and Second Reading

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

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

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

G. Board Policy 4.100 Instructional Program - First and Second Reading

H. Board Policy 4.212 Virtual Education Program - First and Second Reading

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

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

K. Board Policy 4.406 Use of the Internet - First and Second Reading

L. Board Policy 4.601 Reporting Student Progress - First and Second Reading

M. Board Policy 5.100 Personnel Goals - First and Second Reading

N. Board Policy 5.119 Employment of Retirees - First and Second Reading

O. Board Policy 5.305 Family and Medical Leave - First and Second Reading

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

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

R. Board Policy 6.304 Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation - First and Second Reading

S. Board Policy 6.312 Use of Wireless Communication Devices - First and Second Reading

T. Board Policy 6.411 Student Wellness - First and Second Reading

U. Board Policy 6.600 Student Records - First and Second Reading

V. FY26 IDEA Partnership Grant

W. FY25-26 ORS Transportation Certification Clearance

X. FY25-26 Blanket Purchase Order for Home Depot

Y. FY25-26 Preschool CACFP Food Grant Application

Z. FY25-26 Preschool Voluntary Pre-K Grant

AA. ORHS Football and Basketball Concessions Coordinator Stipend

VIII. Items for Information

A. Legislative Update

B. Financial Report - May 2025

IX. Items for Discussion

X. Old Business

XI. New Business

XII. Communications

XIII. Adjournment



**OAK RIDGE SCHOOLS
2025-2026 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

7/9/25

Appointment to ORS Personnel Advisory Board

I recommend the appointment of Ms. Ruby Miller to the Oak Ridge Schools Personnel Advisory Board. This appointment is in accordance with the City Charter VI, Section 11, and the Board of Education Policy 5.1031. The new term will expire in 2028.

4volds 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: JENNIFER TROY Cell#: 615-495-1835
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 _____

\$ 3,000Q Per Student TOTAL TRIP AMOUNT: \$. 120,000.00

Provisions for those students unable to pay: **CADETS HAVE THE OPTION TO FUNDRAISE TO OFF-SET THEIR \$3000 COST OR PAY OUT-OF-POCKET;**

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

NONE

Staff Member: **RYAN NICHOLLS**

Date: 10-11-24

Athletic Director: _____

Date: _____

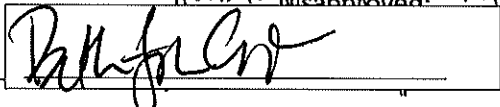
This Section for Athletic Trips Only

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

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

Athletic Director Signature: _____

Date: _____

Principal's Signature:  Pending completed information

Date: 6.17.25

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: **PEARL HARBOR, HAWAII**

Mode of Transportation: **AIR**

Purpose: **PEARL HARBOR MEMORIAL PARADE**

Date: **12-1-25** Time: **0800**

to Date: **12-9-25** Time: **2300**

Expected Number of Participants: **40**

Expected Number of Chaperones: **4**

Teacher/Sponsor of Trip: **RYAN NICHOLLS**

Principal Signature:

Date: **6-18-25**

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**
(Teacher)

by: **9-1-25**
(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

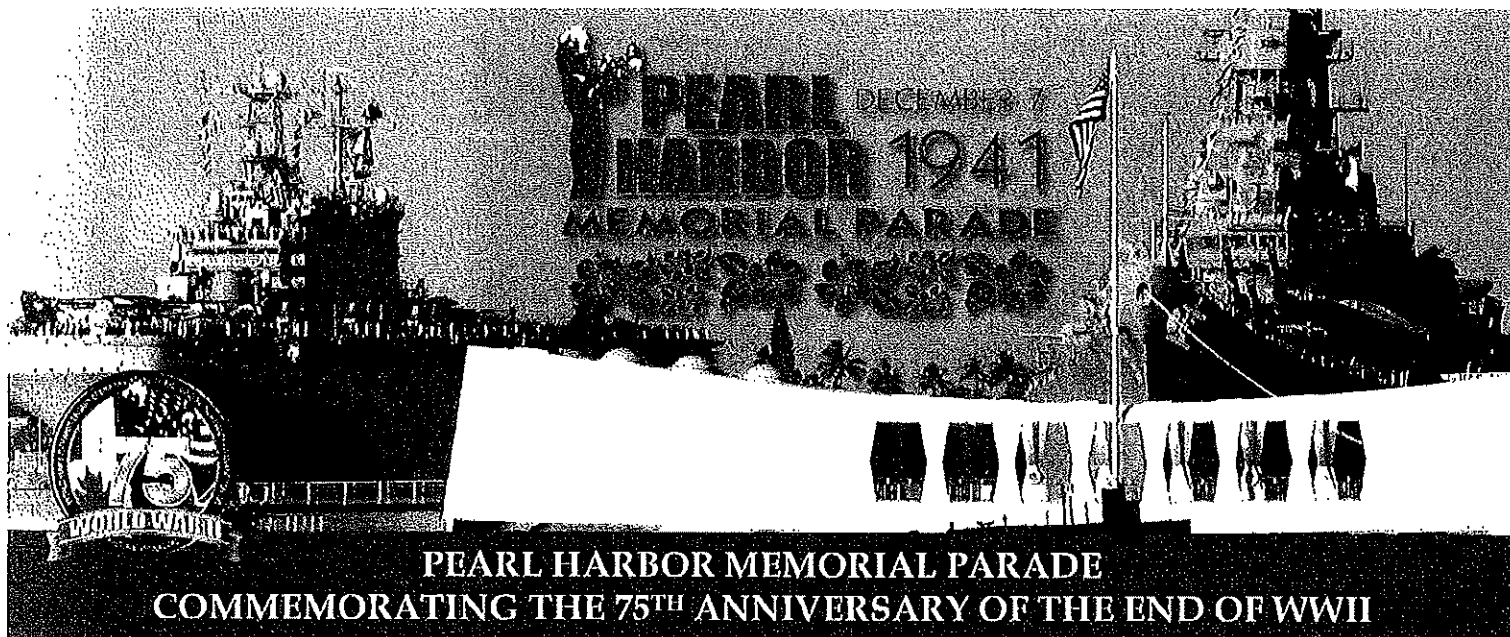
Please provide 2 Emergency Contact Phone Numbers

Name/Relationship

Number

Name/Relationship

Number



DECEMBER. 2, 2020 - ARRIVAL

- Depart US Mainland - Arrive in **Honolulu**
- Meet your Local tour escort at the airport baggage claim
- Transfer via private motorcoach to the hotel in Waikiki
- Check in Spend a relaxing evening on **Waikiki Beach** - Dinner on own



DECEMBER. 3 - CIRCLE ISLAND TOUR.

- Breakfast provided
- Depart on a circle Island tour where you will see **Diamond Head, Pali Lookout, Dole Plantation, North Shore Beaches and the World famous Banzi Pipeline, Waimea Bay and Sunset Beach**
- Island cooking demonstration with Chief Sellu
Return to Waikiki in the afternoon
Dinner and evening to enjoy Waikiki and the Waikiki Beach Walk

DECEMBER. 4 - PEARL HARBOR. VISIT

- Breakfast provided
- Depart to **Pearl Harbor**. Visit Museum, documentary, board Navy Launch to **USS Arizona Memorial**
After tour of Pearl Harbor, depart for Ford Island
Lunch on own
- Visit the **USS Missouri**
- Return to Hotel - Dinner on own then evening to explore the famous **International Market Place**



DECEMBER. 5 - FREE DAY TO ENJOY HAWAII

- Breakfast provided
- Day to enjoy optional activities at the discretion of your leaders
- Lunch and dinner on own

DECEMBER. 6 - REC

- Breakfast provided
- Morning at leisure in Waikiki
- Transfer to **Polynesian Cultural Center**
- Lunch on own
- Enjoy the seven Polynesian villages
- **Pageant of the Long Canoes**
- Buffet Dinner at Polynesian Cultural Center -
- Spectacular **HA: The Breath of Life** evening show



DECEMBER. 7 - PEARL HARBOR. PARADE

- Breakfast provided
- Morning in Waikiki for optional beach activities
- Lunch on own
- 4 pm Gather at **Fort DeRussy**
- **5 pm Opening Ceremony**
- **6 pm Pearl Harbor Memorial Parade** down Kalakaua Ave.
- Post Parade Picnic provided



DECEMBER. 8 - DEPART FOR. HOME

- Breakfast provided
- Morning to spend in Waikiki for optional activities
- Check out of your hotel
- Meet bus for transfer to the airport
- Depart for the Mainland
- Late night arrival (or possible arrival the following morning, December 9)

SAMPLE FROM
OUR 2021 TRIP

COMMEMORATIVE PARTNERS

HISTORY
PRESENTING SPONSOR



HISTORIC
PROGRAM



W
HAWAIIAN AIRLINES

OAK RIDGE SCHOOLS
CAMPUS LEAVE REQUEST – Overnight Trip

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

School: ORHS Date: 7/8/25

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: Weekend running trails and team bonding, also running a time trial

Departure Date: 9/5/25

Departure Time: ~~1:00 PM~~ 3:16 PM BE

Return Date: 9/7/25

Return Time: 12:00 PM

Mode of Transportation: PARENTS TRANSPORTING

First Student Transportation Contractor School System Van Air Travel

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

School System Van – Name of Driver: _____

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

Transportation Contractor: _____ Phone #: _____

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

Air Travel Flight #'s: _____

Hotel/Motel Name: CCC Cabins / Norris Dam State Park

Address: 125 Village Green Circle

City: Rocky Top State: TN Zip: 37769

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

Number of Nights: 2 Hotel Rating: _____

Name of School Sponsor/Date: Thomas E. Wright

Signature of School Sponsor: Ed Wright Cell #: 865 686-2899

Minimum requires teacher to student ratio:

PreK – 3 yr olds 1:4

K-2nd 1:6

3rd-4th 1:10

5th-8th 1:12

9th-12th 1:15

4 yr olds 1:6

of Students: 40 # of Adults: 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: Jay Adams Cell #: 865-361-2841

Other Chaperone(s):

1. Name: Beth Adams Cell #: 865-361-9323
2. Name: Tea Vodopivec Cell #: 865-604-4534
3. Name: Sarah Job Cell #: _____
4. Name: Cody Wright Cell #: 865-567-1001

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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 _____

\$ 00 Per Student

TOTAL TRIP AMOUNT: \$ 2500.00

Provisions for those students unable to pay: _____

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

Staff Member:

Ed Wyt

Date:

7/15/25

Athletic Director:

Joe Gaddis

Date:

7/15/25

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: 2025.07.09 10:16:53 -04'00'

Date: _____

Principal's Action:

Approved:

Disapproved:

Principal's Signature:

Patricia J. Gaddis

Date:

7.15.25

Superintendent or Designee's Action:

Approved:

Disapproved:

Superintendent or Designee's Signature: _____

Date: _____

Board Approval Date: _____

ORXC Camp Itinerary/Supply list/Guidelines

Friday 9/5

1 pm DEPART ORHS
3:30 pm DAM RUN
7:00 pm DINNER
AFTER DINNER TIE DYE SHIRTS

Saturday 9/6

6:00 am BAGELS/BANANAS/WARM UP
7:00 am LONG DAM RUN
10:00 am BIG BREAKFAST
12:00 pm GOAL SETTING
1:00 pm SERVICE PROJECT
3:00 pm HEALTH/NUTRITION TALK (HEIDI GREENHALGH/COACHES)
4:00 PM SPIKEBALL TOURNAMENT
5:00 pm DINNER
6:00 pm SAM ROBERTS "STUFF HAPPENS" TALK
7:00 pm SMORES/UNO TOURNAMENT

Sunday 9/7

6:00 am BAGELS/BANANAS/WARM UP
7:00 am ANOTHER DAM RUN
9:00 am PACK UP
10:00 am DEPART CAMP
10:30 am ARRIVE ORHS

Supply list

- Blanket/pillow
- Running clothes (at least 3 sets)
- 2 pairs of running shoes (in case of mud/rain) – 1 old pair
- Other shoes (Crocs, sandals, etc.)
- Garbage bag for dirty/wet clothes
- Shoe bag for dirty/wet shoes
- Toiletries (shampoo/soap/deodorant/toothbrush/toothpaste)
- Team shirt (we will tie dye it on Friday)
- Whatever other clothes you want to wear (2 days/2nights)
- Board/Card games (any specific games you want, bring with you)
- Chargers/cords/ear buds/headphones
- Bath Towel (not for swimming – we are not swimming)
- Personal prescription medication (if necessary)
- Bug Spray

- Work clothes and gloves for service project

Camp Guidelines

- **ABSOLUTELY NO GIRLS IN BOYS' CABINS OR BOYS IN GIRLS' CABINS!** You will be sent home if you are in violation of this rule! You will also be left out of the overnight trip to Huntsville!
- Clean up after yourself. Don't leave any garbage laying around. If you see something that needs to be thrown away, pick it up. Let's leave the campground better than when we arrive.
- This is a school trip! All school rules apply!
- Help each other/take care of each other/be kind to each other.
- Think before you do something that seems like it could be a bad idea OR ask a coach or adult before doing it if it is okay.
- We will be staying in and around the camp area. **DO NOT** go anywhere outside of the camp area without a coach's permission or a coach accompanying you.
- Keep track of your stuff. We are only staying 2 nights. Your stuff should not be thrown all over your cabin.

Oak Ridge Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date: 9/25/17 <u>08/04/25</u>
		Rescinds: 1.407	Issued: <u>09/25/17</u> 06/27/16 04/28/14 03/23/09

The superintendent of schools or designee shall maintain all school district records required by law, regulation and board policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may request in writing and receive copies of open public records subject to the payment of reasonable cost.^{1,2,3,4}

No records pertaining to individual students will be released for inspection by the public or any unauthorized persons. In addition, information, records, and plans related to security and safety will not be released for public inspection.⁵⁺¹

All requests to inspect or receive copies of records shall be submitted to the district's public records request coordinator.⁶⁺² The public records request coordinator shall forward requests for inspection or copies of records to the appropriate records custodian.⁶⁺²

Prior to producing any record, the records custodian shall ensure confidential information is redacted. Original documents remain intact and confidential information in copies produced for a requestor shall be redacted. The superintendent of schools or designee shall develop a procedure to redact confidential information.

REQUESTS FOR INSPECTION²

Citizens requesting to inspect public records shall submit their request and a government issued photo identification card with the citizen's address to the district's public records request coordinator during normal business hours. Requests may be made in person, in writing, or by telephone, ~~fax~~, mail, or email. The coordinator shall submit the information to the appropriate records custodian. The records custodian will contact the citizen and indicate when the records will be available to inspect.

If the records cannot be made available within seven (7) business days, the records custodian shall provide a records production letter indicating the time needed to complete the request.

If the request to inspect is denied, the records custodian shall provide the citizen with a records request denial letter indicating the basis for the denial.

REQUESTS FOR COPIES²

Citizens requesting copies of public records shall complete and submit the Records Request Form and a government issued photo identification card with the citizen's address to the district's public records request coordinator during normal business hours. The coordinator shall submit the Records Request Form to the appropriate records custodian.

The records custodian shall provide an estimate of the reasonable costs to produce the requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing the charges. The citizen shall pay the estimated reasonable costs by cash or check prior to the district producing the copies.

If the records cannot be made available within seven (7) business days, the records custodian shall provide a records production letter indicating the time needed to complete the request.

If the request for copies is denied, the records custodian shall provide the citizen with a records request denial letter detailing the basis for the denial.

FREQUENT AND MULTIPLE REQUESTS

When the total number of requests for copies made by a requestor within a calendar month exceeds four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the reasonable cost. Further, the names of persons inspecting records and the date of inspection shall be recorded.

DENYING REQUESTS FOR NONCOMPLIANCE⁷¹³

Requests to Inspect a Public Record

The district shall deny a request to inspect a public record from any citizen that has:

a. made two (2) or more requests to view a public record within a six-month period; and

b. for each request failed to view the record within fifteen (15) business days of receiving notification that the record was available.

Requests from this citizen shall be denied for up to six (6) months from the date of the second records request. The district's public records request coordinator may waive this denial if he/she determines that failure to view the record was for good cause.

Requests for Copies of Public Records

- 1 The district shall deny a request for copies of a public record from any citizen that has:
- 2 a. been provided with an estimate of the reasonable cost to produce the requested records;
- 3 b. agrees to pay such estimated reasonable cost prior to production of the records; and
- 4 c. fails to pay the actual cost after the records have been produced.
- 5 Additional requests from this citizen shall be denied until the original cost is paid.

7 RECORDS RETENTION

8 The superintendent of schools or designee shall retain and dispose of school district records in
9 accordance with the following guidelines:^{8,2,4}

- 10 1. The superintendent of schools or designee will determine if a particular record is of permanent
11 or temporary value in accordance with state law; ^{9,10} ~~regulations promulgated by County Public~~
12 ~~Records Commission and the Tennessee Institute for Public Services records manual~~; ^{5,6}
- 13 2. Temporary value records which have been kept beyond the required time may be recommended
14 to the Public Records Commission for destruction; ^{11,12,7,8}
- 15 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be
16 transferred to the State Library and Archives. The temporary value records rejected by the State
17 Library and Archives may be transferred to another institution or destroyed; ^{11,12,13,7,8,9}
- 18 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the
19 superintendent of schools or designee desires to destroy the original permanent record, these
20 records must be reproduced by microfilming or some other permanent reproduction method.
21 Permission to destroy any original permanent record after microfilming follows the same
22 procedure noted above for temporary records; ^{10,12,6,8} and
- 23 5. The superintendent of schools or designee shall establish procedures to safeguard against the
24 unlawful destruction, removal or loss of records. ^{14,10}

25 DISTRICT PUBLIC RECORDS REQUEST COORDINATOR:

26 Executive Director of Human Resources
27 Phone: 865-425-9008

Legal References

1. TCA 49-2-301(b)(1)(~~ZCC~~)
2. TCA 10-7-503; Public Acts of 20~~25~~¹⁷, Chapter No. ~~94~~²³³
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-~~504(p)~~⁴⁰¹
6. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tngov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf>; TCA 10-7-~~503(a)(1)(B),(C)~~⁴⁰⁶*
7. TCA 10-7-~~503(a)(7)(A)(vii)~~⁴⁰⁴
8. TCA 10-7-~~503(h)(6)~~⁴¹³
9. TCA 10-7-~~401~~⁴¹⁴
10. TCA ~~10-7-406~~; TCA 10-7-301(5), (13)~~39-16-504~~
11. TCA 10-7-~~404~~^{504(p)}
12. *TCA 10-7-413Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/openrecords/forms.asp>.*
13. ~~TCA 10-7-414~~Public Acts of 2017, Chapter No. 233
14. TCA ~~39-16-504~~^{10-7-503(g)(4)}
- 14-15. ~~TCA 10-7-503(g)(1)(D)~~

Cross References

Financial Reports and
Records 2.701
Personnel Records 5.114
Student Records 6.600

Oak Ridge Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School District Goals	Descriptor Code: 1.700	Issued Date: <u>08/04/25</u>
		Rescinds:	Issued: <u>03/29/21</u> <u>04/28/14</u>

The Board shall determine the educational goals of the school district. In discharging that responsibility, the Board has adopted the following goals:

INSTRUCTION

1. To promote a plan for the organized improvement of school curriculum, including the transition between elementary and secondary schools;
2. To offer a wide range of career and service opportunities;
3. To promote an integration of academic, physical, social and emotional growth experiences for each student; and
4. To promote the recognition of achievement in all endeavors (~~example~~, e.g. academic, athletic).

STUDENTS

1. To structure the instructional program to provide necessary alternatives to meet a variety of individual needs and aspirations;
2. To ensure that each student's interests, capacities and objectives are considered in his/her learning program;
3. To help students gain understanding of themselves, as well as skills and techniques in living and working with others and being responsible citizens.

PERSONNEL

1. To promote high quality performance by the staff, including both professional and support personnel;
2. To establish acceptable performance standards for all personnel;
3. ~~To set goals for educator diversity that take into consideration the diversity of the student population;~~[†]
4. To provide in-service training and professional growth experiences for teachers and administrators; and

5. To maintain an evaluation system for the improvement of the instructional system.

OPERATIONS

1. To make every effort to secure adequate funding for the educational program in support of the stated goals;

2. To maintain an adequate system of fiscal and business management;

3. To develop plans for the efficient use of school facilities; and

4. To ensure appropriate communication between the Superintendent and the Board.

The Board shall annually review these goals and revise them as necessary.

The Superintendent of Schools is responsible for developing procedures and strategies to implement the goals of the Board.

Legal References

~~1.~~ State Board of Education Policy 5.700; TCA
~~49-1-302(g)~~

Cross References

Role of the Board of Education 1.101
Board Member Development Opportunities 1.204
Fiscal Management Goals 2.100
Business Management Goals 3.100
Instructional Program 4.100
Evaluations of Instructional Programs 4.702
Personnel Goals 5.100
Student Goals 6.100

Oak Ridge Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: <u>08/04/25</u> 01/25/21
		Rescinds:	Issued: <u>01/25/21</u> <u>11/27/17</u> 01/04/16

1 SCOPE

2 This policy shall apply to sponsors and potential sponsors of newly created public charter schools. It
3 shall not apply to public charter schools converted from existing public schools. Proposals from
4 existing charter school operators or replicators and applicants proposing to contract with educational
5 service providers shall be in accordance with state law¹

6 DEFINITION

7 A charter school shall be a public, nonsectarian, non-religious, non-home based school which operates
8 within a public school district. It shall be subject to all state and federal laws and constitutional
9 provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national
10 origin, religion, ancestry or need for special education services.

11 The purposes of charter schools are to:

- 12 1) Improve learning for all students and close the achievement gap between high and low
13 students;
- 14 2) Provide options for parents to meet educational needs of students in high priority schools;
- 15 3) Encourage the use of different and innovative teaching methods, and provide greater decision-
16 making authority to schools and teachers in exchange for greater responsibility for student
17 performance;
- 18 4) Measure performance of pupils and faculty, and ensure that children have the opportunity to
19 reach proficiency on state academic assessments;
- 20 5) Create new professional opportunities for teachers; and
- 21 6) Afford parents substantial meaningful opportunities to participate in the education of their
22 children.
- 23
- 24
- 25
- 26
- 27

28 APPLICATION PROCESS²

1 A prospective charter school sponsor shall send the Superintendent or designee ~~director of schools~~
2 notice of its intent sixty (60) days prior to February 1 of the year preceding the year in which the
3 proposed charter school plans to begin operation as a public charter school.

4 A sponsor seeking board approval of an initial charter school application must complete the forms
5 provided by the Tennessee Department of Education. The application must provide all the information
6 required by law. The sponsor must demonstrate that the proposed charter school meets the purpose
7 prescribed by law for the formation of a charter school and the proposed charter school will be able to
8 implement a viable program of quality education for its students.³

9 Electronic Applications must be submitted to the Board and Department of Education on or before
10 4:30 p.m. on February 1 of the year preceding the year in which the proposed charter school plans to
11 begin operation as a public charter school. If the 1st of February falls on a Saturday, Sunday, or holiday
12 on which the school district offices are closed, applications will be accepted on the next business day
13 or before 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an
14 application fee of \$2,500.00.²

15 ~~If the 1st of February falls on a Saturday, Sunday, or holiday on which the school district offices are~~
16 ~~closed, applications will be accepted on the next business day on or before 4:30 p.m. Late applications~~
17 ~~will not be accepted, without exception. The sponsor shall pay an application fee of \$2,500.00.~~²

The Board shall determine whether an application is complete within ten (10) business days of
receiving the application and shall notify the sponsor within five (5) business days of the determination
if the application is determined to be incomplete.³

18 REVIEW TEAM¹

19 If necessary, the ~~board~~Board shall appoint a review team to assist in reviewing and evaluating charter
20 school applications. The team shall be composed of members of the administrative staff for the district,
21 community members, and a member of the board with relevant educational, organizational, financial,
22 and legal experience. At the board meeting in November each year, the Superintendent or designee
23 ~~Director of Schools~~ shall make a recommendation to the ~~b~~Board of which members of his
24 administrative staff should be appointed to the team. The Board~~board~~ shall name the members of the
25 team at its meeting in January of each year. The Board~~board~~ shall designate a Chaire~~chairman~~ of the
26 review team as the contact person for answering questions about the application process and receiving
27 applications.

28 The Board~~board~~ shall require a procedure for receiving, reviewing and ruling on applications for the
29 establishment of charter schools. The procedure must include a timeline for the application and review
30 process. A copy of the procedure, including the review criteria, shall be available to any interested
31 party upon request.

32 The review team shall:

- 33 1) Evaluate all charter school applications based on the review criteria adopted by the board;
34

- 2) Recommend one of the following options to the ~~Board~~^{board} for each application: approve, reject, or reject with stipulations for reconsideration⁴; and
- 3) Make recommendations for revocation, renewal or non-renewal of charter contracts.

APPROVAL, DENIAL OF APPLICATION⁴

The ~~Board~~^{board} shall rule by resolution on the approval or denial of a charter application within ninety (90) calendar days of receipt of the completed application or the application shall be deemed approved by law. The ~~Superintendent or designee~~^{director of schools} shall report the action taken by the ~~Board~~^{board} to the ~~d~~^eDepartment of ~~e~~^Education.

Approval

The sponsor of a public charter school that is approved by the ~~b~~^Board shall enter into a written agreement with the ~~b~~^Board, which shall be binding on the charter school's governing body. This agreement, known as the charter agreement, shall be in writing signed by the sponsor and the ~~b~~^Board.

The ~~b~~^Board will receive an annual authorizer fee of three percent (3%) of the annual per student state and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁵⁶

Charter schools approved by the ~~b~~^Board of ~~e~~^Education are expected to implement the application as submitted and approved. Material variations in operations from the approved application require amendment pursuant to statute and the charter school agreement.⁶⁷

The ~~b~~^Board should not be expected to provide services to charter schools that are not requested during the application process except for those services that are required under state or federal laws. Services agreed to be provided to the charter schools by the ~~b~~^Board shall be provided at ~~the~~^{the} ~~b~~^Board's actual cost. The ~~b~~^Board and charter school shall execute a service contract for any additional services.

New public charter school agreements are approved for a ten (10) year period.⁷⁸ The ~~b~~^Board may revoke or deny renewal of a public charter school agreement for any of the reasons enumerated in state law.⁸⁹

Denial

Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) days within which to submit an amended application to correct the deficiencies. The board shall have thirty (60) calendar days either to deny or to approve the amended application or the application shall be deemed approved by law.⁴⁵

Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Charter School Commission.⁹¹⁰

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; Public Acts of 2025, Chapter No. 275; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01-.01(1)(b),(c)
3. ~~TCA 49-13-110~~TRR/MS 0520-14-01-.01(1)(i)
4. ~~TCA 49-13-108~~; TRR/MSS 0520-14-01
5. TCA 49-13-~~108~~128; Public Acts of 2025, Chapter No. 275; TRR/MSS 0520-14-01
6. ~~TRR/MS 0520-14-01-06~~; TCA 49-13-~~128~~140
7. TCA 49-13-110(d)-(e); TRR/MSS 0520-14-01
8. TCA 49-13-~~110(c)~~122
9. TCA 49-13-~~122~~108(b)(5)
10. ~~TCA 49-13-108(b)(5)~~

Oak Ridge Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Issued Date: 08/04/25 08/05/24
		Rescinds: 2.403	Issued: 08/05/24 08/26/19 03/28/16 08/11/14 01/26/04

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

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

Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be disposed of without the necessity of bids. In order for such disposal without bids, the principal of the school with the surplus property, the Superintendent and the Board Chair, must agree in written form that the property is of no value or is of less value than five hundred dollars (\$500),⁴ provided that the sale is made after reasonable inquiry of prospective purchasers in order that the sale be made on terms most advantageous to the school system.

If reasonable attempts to dispose of surplus properties fail to produce monetary return to the system, the Board shall approve other methods of disposal.⁵

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

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

DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁶

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

(1) Items of equipment with a current per-unit fair market value of less than ~~\$10,000~~~~\$5,000~~ may be retained, sold or otherwise disposed of with no further obligation to the awarding agency, or

(2) Items of equipment with a current per unit fair market value in excess of ~~\$10,000~~~~\$5,000~~ may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007(b)
3. TCA 1-3-120; Public Acts of ~~2025~~~~2024~~, Chapter No. ~~105793~~
4. TCA 49-6-2007(d)
5. TCA 12-2-403(a)
6. 2 CFR § 200.313(e)

Cross References

Duties of Officers 1.201
Inventories 2.702
Textbooks and Instructional Materials 4.400

OAK RIDGE BOARD OF EDUCATION

Monitoring: Review: Annually, in September	Descriptor Term: Threat Assessment Team	Descriptor Code: 3.204	Issued Date: <u>08/04/25</u> 08/07/23
		Rescinds:	Issued: <u>08/07/23</u>

1 General¹

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

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

9 TEAM MEETINGS

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

11 RECORDKEEPING³

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

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

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

18 REPORTING ⁴

19 The Superintendent of Schools shall develop a process for providing parent(s)/guardian(s) information
20 on credible threats of violence or significantly disruptive behavior directed toward or occurring on the
21 grounds of the school their student attends. Such reports shall include incidents that are reported to a
22 state or local law enforcement agency. These reports must be made within forty-eight (48) hours of the
23 district's report to law enforcement.

24 At least once per quarter, the Superintendent of Schools shall provide the Board with a report listing
25 the total number of incidents reported to state and local law enforcement agency requiring notice to
26 parent(s)/guardian(s) for the respective quarter as well as total for the year to date.

Legal References

1. TCA 49-6-2701 ~~et seq.; Public Chapter 2023,~~
~~Chapter No. 367~~
2. TCA 49-6-2701(f)
3. TCA 49-6-2702
- 3-4. Public Act of 2025, Chapter No. 215

Cross References

School District Records 1.407
Safety 3.201
Security 3.205
Student Records 6.600

OAK RIDGE BOARD OF EDUCATION

Monitoring: Review: Annually, in September	Descriptor Term: Threat Assessment Team	Descriptor Code: 3.204	Issued Date: <u>08/04/25</u> 08/07/23
		Rescinds:	Issued: <u>08/07/23</u>

General¹

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Legal References

1. TCA 49-6-2701 ~~et seq.; Public Chapter 2023,~~
~~Chapter No. 367~~
2. TCA 49-6-2701(f)
3. TCA 49-6-2702
- 3-4. Public Act of 2025, Chapter No. 215

Cross References

School District Records 1.407
Safety 3.201
Security 3.205
Student Records 6.600

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Goals	Descriptor Code: 4.100	Issued Date: <u>08/04/25</u> 07/01/25
		Rescinds: 4.100	Issued: <u>07/01/25</u> 11/24/14

General

The Board shall not discriminate on the basis of race, color, religion, sex, national origin, or disability in its instructional program or activities.¹ **Discrimination shall include antisemitism, defined as a certain perception of Jews, which may be expressed as hatred toward Jews including, but not limited to, rhetorical and physical manifestations of antisemitism directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.²**

The Board approves the following instructional goals for students to:

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

Legal References

1. 42 USCA § 200e *et seq.*
2. **Public Acts of 2025, Chapter No. 293**

Cross References

School District Goals 1.700
Student Goals 6.100
Student Concerns 6.305

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Virtual Education Program	Descriptor Code: 4.212	Issued Date: <u>08/04/25</u> 07/01/25
		Rescinds: 4.212	Issued: <u>07/01/25</u> 08/01/22

General

The Oak Ridge Schools virtual education program is a course or series of courses offered by a school district to provide students a broader range of educational opportunities through the use of technology. Utilizing this program is temporary and shall not replace a student's regular instructional program.¹

Class size ratios for the virtual education program shall comply with the requirements as outlined in state law.²

Virtual education programs³ shall be made available to students for the following purposes:

1. Academic remediation, enrichment, or providing students access to a wider range of courses;
2. Continuity of educational service for students who are homebound;⁴
3. Continuity of educational service for students who are quarantining;⁵
4. Continuity of educational service for students enrolled in an alternative school;⁶ or
5. Continuity of educational service when the district utilizes remote instruction due to dangerous or extreme weather conditions, a serious outbreak of illness affecting or endangering students or staff, or during the administration of end of course examinations or other examinations as allowed per state law.⁷
6. Continuity of educational service when the district utilizes hybrid instruction due to dangerous or extreme weather conditions, or an emergency, as determined by the Superintendent, Director of Schools.⁸

ELIGIBILITY AND PARTICIPATION REQUIREMENTS

Students shall be eligible to utilize a virtual education program if participating in one of the above educational opportunities. The following factors shall also be taken into consideration when determining eligibility:

1. Attendance;
2. Grades; and

3. Technology survey.

ATTENDANCE

Student attendance in the virtual education program shall adhere to the general requirements of board policy 6.200 and any relevant administrative procedures.

Methods of confirming student attendance shall include two or more of the following:

1. Students participating in a phone call with a teacher, with parent/guardian support as appropriate for the age of the student;
2. Students participating in synchronous virtual instruction;
3. Students completing work in a learning management system; or
4. Students submitting work via hard-copy or virtual formats.

REMOVAL FROM VIRTUAL EDUCATION PROGRAM

A student may be removed from the virtual education program or denied future enrollment in a virtual education program based on disciplinary issues, attendance issues, or poor academic performance.

Before a student is removed based on poor academic performance, the following interventions shall occur:

1. Notification of parent/guardian; and
2. One-on-one assessment conducted by the principal/designee regarding any learning needs and academic performance.

Legal References

1. TRR/MS 0520-01-03-.05(2)
2. TCA 49-1-104(h); State Board of Education Policy 3.206
3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
5. TRR/MS 0520-01-13-.01(1)(d)(1)
6. TRR/MS 0520-01-02-.09; Public Acts of 2022, Chapter No. 960
7. Public Acts of 2022, Chapter No. 897
8. **Public Acts of 2025, Chapter No. 484**

Cross References

Emergency Closings 1.8011
Homebound Instruction 4.206
Credit Recovery 4.210
Alternative Education 6.319

Oak Ridge Board of Education

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

SCHEDULING CONFLICTS

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

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

SEVERE WEATHER⁴

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

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

PROHIBITION AGAINST HAZING

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

HOME SCHOOL STUDENT PARTICIPATION¹⁰

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

VIRTUAL SCHOOL STUDENT PARTICIPATION¹¹

Virtual school students shall be permitted to participate in accordance with TSSAA or TMSAA guidelines. If a school is not a member with these organizations, virtual 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. [TCA 49-6-310\(a\)](#)
3. [TRR/MS 0520-01-02-.08\(1\)](#)
4. [TCA 49-6-3601](#)
5. [TCA 29-20-403](#)
6. [20 USCA § 1232h\(c\)](#); [TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
7. [TCA 49-6-1002\(a\)](#)
8. [TCA 49-6-1002\(c\)](#)
9. [TCA 49-2-120](#)
10. [Public Acts of 2024, Chapter No. 658](#)
11. [Public Acts of 2025, Chapter No. 173](#)

Cross References

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

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: <u>08/04/25</u> 07/01/25
		Rescinds: 4.403	Issued: <u>07/01/25</u> 06/19/23 08/22/22 08/05/24

1 General

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

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

11 STANDARDS²

12 The library collection shall adhere to the following criteria:

- 13 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 14
- 15 2. Materials shall be appropriate for the age and maturity levels of the students who may access
- 16 them. The determining factor will be based on an assessment of any mature themes or content
- 17 (i.e., violence, sexual content, vulgar language, substance abuse);
- 18
- 19 3. Materials shall contain literary, historical, and/or artistic value and merit; and
- 20
- 21 4. The collection as a whole shall offer a variety of viewpoints.
- 22
- 23 5. Materials shall not be removed on the sole grounds that the item is religious.

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

1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess violence, or sadomasochistic abuse as defined in state law³;
2. Are patently offensive as defined in state law; or
3. Appeal to the prurient interest as defined in state law.

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

COMPLAINTS⁴

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

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

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

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

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

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

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

REMOVAL OF LIBRARY MATERIALS

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

Legal References

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

Cross References

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

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: 08/04/25 07/01/25
		Rescinds: 4.406	Issued: 07/01/25 08/01/22 11/24/14 06/25/12

The Board supports the right of staff and students to have reasonable access to various information formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

Employees

Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign a written agreement, developed by the Superintendent/designee that sets out the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

The Superintendent of Schools shall develop and implement procedures for appropriate Internet use which shall address the following:

1. Development of the Network and Internet Use Agreement.
2. General rules and ethics of Internet access.
3. Guidelines regarding appropriate instruction and oversight of student Internet use.
4. A uniform signature block for use by all district employees; and
5. Prohibited and illegal activities, including but not limited to the following:¹
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, defaming or attacking others
 - Damaging computers, computer systems or computer networks
 - Hacking or attempting unauthorized access to any computer
 - Violation of copyright laws
 - Trespassing in another's folders, work or files
 - Intentional misuse of resources
 - Using another's password or other identifier (impersonation)
 - Use of the network for commercial purposes; and
 - Buying or selling on the Internet

STUDENTS

The Superintendent of Schools/designee shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following:

1. General rules and ethics of Internet use.
2. Prohibited or illegal activities, including, but not limited to:¹
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, defaming or attacking others
 - Damaging computers, computer systems or computer networks
 - Hacking or attempting unauthorized access
 - Violation of copyright laws
 - Trespassing in another's folders, work or files
 - Intentional misuse of resources
 - Using another's password or other identifier (impersonation)
 - Use of the network for commercial purposes
 - Buying or selling on the Internet

INTERNET SAFETY MEASURES ²

Internet safety measures shall be implemented that effectively address the following:

1. Limiting the content accessible by students using the internet access provided by the district to content that is age-appropriate;
2. Protecting the safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications using internet access provided by the district;
3. Preventing unauthorized access, including "hacking" and other unlawful activities by students online;
4. Restricting students' access to materials harmful to them; and
5. Preventing students from using internet access provided by the district to access websites, web applications, or software that does not protect students against the disclosure, use, or dissemination of their personal information.

The Superintendent of Schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that filters, blocks, or otherwise prevents internet access (for both students and adults) to material that is obscene or pornographic;³
2. Prohibiting and preventing a user from sending, receiving, viewing, or downloading materials that are deemed to be harmful to minors;⁴
3. Maintaining and securing a usage log; and
4. Monitoring online activities of students.²

1

2 The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to
3 address and communicate, its Internet safety measures.²

4 A written parental consent shall be required prior to the student being granted access to electronic media
5 involving district technological resources. The required permission/agreement form, which shall specify
6 acceptable uses, rules of on-line behavior, access privileges and penalties for policy/ procedural
7 violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age)
8 and also by the student. This document shall be executed each year and shall be valid only in the school
9 year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In order
10 to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must
11 provide the Superintendent of Schools/designee with a written request.

12 Complaints alleging a violation of the internet safety measures shall be submitted to the
13 Superintendent/designee. All complaints shall be reviewed to determine how to appropriately respond.

14 **E-MAIL**

15 Users with network access shall not utilize district resources to establish electronic mail accounts through
16 third-party providers or any other nonstandard electronic mail system. All data including e-mail
17 communications stored or transmitted on school system computers shall be monitored.
18 Employees/students have no expectation of privacy with regard to such data. E-mail correspondence
19 may be a public record under the public records law and may be subject to public inspection.⁵

20 **INTERNET SAFETY INSTRUCTION⁶**

21 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing
22 computer resources. The Superintendent/designee shall provide adequate in-service instruction on
23 internet safety. Parents and students will be provided with material to raise awareness of the dangers
24 posed by the internet and ways in which the internet may be used safely.

25 **SOCIAL NETWORKING**

- 26 1. District staff who have a presence on social networking websites are prohibited from posting
27 data, documents, photographs or inappropriate information that is likely to create a material and
28 substantial disruption of classroom activity.
- 29 2. District staff are prohibited from accessing personal social networking sites on school computers
30 or during school hours except for legitimate instructional purposes.
- 31 3. The Board discourages district staff from socializing with students on social networking
32 websites. The same relationship, exchange, interaction, information, or behavior that would be
33 unacceptable in a non-technological medium is unacceptable when done through the use of
34 technology.

35 **VIOLATIONS**

- 1 Violations of this policy or a procedure promulgated under its authority shall be handled in accordance
- 2 with the existing disciplinary procedures of this District.

3 **VENDOR CONTRACTS³**

- 4 Prior to entering into any contract for the provision of digital or online materials created or marketed
- 5 for kindergarten through grade twelve (K-12), the district shall obtain an assurance that the vendor
- 6 shall adhere to state law. This determination includes ensuring that the vendor filters, blocks, or
- 7 otherwise prevents access to pornography or obscenity and verifying that the technology prevents a
- 8 user from sending, receiving, viewing, or downloading materials that are harmful to minors.

Legal References

1. TCA 39-14-602
2. 47 USCA § 254 (h)(5)(A) – (C), 254(l); 47 CFR § 54.520(c)(1)(i); 20 USCA § 7131
3. Public Acts of 2022, Chapter No. 1002
4. TCA 39-17-901; Public Acts of 2022, Chapter No. 1002
5. TCA 10-7-512
6. TCA 49-1-221
7. **Public Acts of 2025, Chapter No. 195**
8. **TCA 49-1-221(c)**

Cross References

Use of Email 1.805
School and System Websites 4.407
Controversial Materials 4.801
Student Publications 6.704

Oak Ridge Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Reporting Student Progress	Descriptor Code: 4.601	Issued Date: <u>08/04/25</u> 07/01/25
		Rescinds: 4.601	Issued: <u>07/01/25</u> <u>08/07/17</u> <u>11/24/14</u>

1 REPORTING

2 Parents/guardians shall be able to utilize the student management system or the learning management system in
3 order to view their child's academic progress during the school year. The viewing procedure shall be in writing
4 and shall be uniform for all reporting periods during each school year.¹

5 **Student progress reports shall indicate the students' conduct and include information on attendance, academic**
6 **progress, and other information necessary to communicate effectively with the parent(s)/guardian(s). For students**
7 **in grades kindergarten through eight (K-8), the student's score on the most recently administered universal reading**
8 **screeners shall also be included along with the results of a dyslexia screener, if applicable.**²

9 Principals and teachers are encouraged to confer with parents on the educational progress of their children.
10 Teachers shall consult with parents of students who are working at an unsatisfactory level or whose performance
11 shows a sudden deterioration. Parents shall be notified by the teacher as early in the school year as possible if the
12 retention of a student is being considered.

13 PARENT CONFERENCES

14 At least two (2) times during the school year, conferences shall be scheduled in which parents and teachers may
15 discuss any pertinent problems or other matters of concern regarding the development and education of each
16 student. These scheduled conferences shall not use any portion of the 180 days of classroom instruction.² The
17 Superintendent of Schools shall be responsible for scheduling and coordinating system-wide conferences.

18 Conferences shall be physically accessible to all students, parents and/or guardians.³

19 REPORTS OF WITHDRAWALS

20 The Superintendent of Schools/attendance director shall be responsible for complying with state laws and
21 regulations relating to the reporting of withdrawals of students, and the Superintendent of Schools is authorized
22 to develop procedures to ensure compliance.⁴

23

24

25

26

Legal References

- 1. TRR/MS 0520-01-03-.03(5); TCA 49-6-901
- 2. Public Acts of 2025, Chapter No. 330
- 3. TCA 49-6-7002
- 4. 28 CFR § 36.201

Cross References

- School Calendar 1.800
- Section 504 & ADA Grievance Procedures 1.802
- Grading System 4.600
- Promotion and Retention 4.603
- In-Service and Professional Learning Opportunities 5.113
- Staff Time Schedules 5.602
- Attendance 6.200
- Withdrawals 6.20

Oak Ridge Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personnel Goals	Descriptor Code: 5.100	Issued Date: <u>08/04/25</u>
		Rescinds:	Issued: <u>03/29/21</u> <u>01/26/15</u>

- 1 The Board's personnel goals are as follows:¹
- 2 1. To ensure that the Superintendent of Schools or designee recruits and employs the best qualified
- 3 individuals to staff the school district;
- 4 2. To provide compensation, benefits, and working environments sufficient to attract and retain
- 5 qualified employees;
- 6 3. ~~To set goals for educator diversity that take into consideration the diversity of the student~~
- 7 ~~population;~~⁺
- 8 4. To provide an in-service training program for all employees to improve their performance; and
- 9 5. To conduct an evaluation program that will contribute to the continuous improvement of staff
- 10 performance;

Legal References

1. ~~TCA 49-1-302(g); Public Acts of 2025,
Chapter No. 494 State Board of Education
Policy 5.700; TCA 49-1-302(g)~~

Cross References

School District Goals 1.700

Oak Ridge Board of Education

Monitoring:

Review: Annually, in
January

Descriptor Term:

Employment of Retirees

Descriptor Code:

5.119

Issued Date:

08/04/25

06/19/23

Rescinds:

5.119

Issued:

06/19/23

08/01/22

~~General~~

~~The Superintendent of Schools/designee may hire a retired individual if certain conditions are met as provided for in state law.~~

~~EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS~~

~~Teachers who retire under the Tennessee Consolidated Retirement System (TCRS) may be employed for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for additional days.⁴~~

~~GENERAL EMPLOYMENT CONTRACTS~~

~~The Superintendent of Schools/designee may employ retired teachers. Retirement benefits will not be lost or suspended under certain conditions which include, but are not limited to, the following:²~~

~~1. The retired teacher shall hold a valid license and shall not be entitled to tenure status;~~

~~2. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or receive medical insurance coverage; and~~

~~3. The salary paid to the retired teacher shall not be less than the rate of compensation set by the Board for teachers with no experience filling similar positions or more than eighty-five percent (85%) of the rate of compensation set by the Board for teachers with comparable training and years of experience filling similar positions.~~

~~ADDITIONAL EMPLOYMENT OPTION FOR RETIREES³~~

~~Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the following conditions:~~

~~1. The retired member has been retired for at least sixty (60) calendar days;~~

~~2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the retirement allowance;~~

~~3. The retired member is not drawing disability retirement benefits; and~~

~~4. The retired member can't accrue additional retirement benefits.~~

~~The Superintendent of Schools/designee shall notify TCRS of the member's reemployment and certify in writing that the retired member has the required experience and training for the position and that no other qualified persons are available to fill the position.~~

~~Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law. The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five percent (5%) of the retired member's pay rate.~~

Legal References

- ~~1. TCA 8-36-805; Public Acts of 2023, Chapter No. 425~~
- ~~2. TCA 8-36-821; Public Acts of 2023, Chapter No. 425~~
- ~~3. TCA 8-36-822; Public Acts of 2023, Chapter No. 425~~

Cross References

~~Application and Employment 5.106~~
~~Substitute Teachers 5.704~~

General¹

The Director of Schools may hire a retired individual if certain conditions are met as provided for in state law. Prior to commencement of reemployment, the Director of Schools shall provide the required employment information to the Tennessee Consolidated Retirement System (TCRS). In order to be eligible for employment after retirement, a TCRS member must comply with the following:

1. The retired member must have a bona fide separation of service which includes a separation of at least sixty (60) calendar days and no previous agreement to return to work after retirement; and
2. The retired member may not accrue additional retirement benefits as a result of the member's reemployment and may not draw disability retirement benefits.

EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS²

Retired members under TCRS may be employed for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired members may substitute teach for additional days.

To continue receiving TCRS benefits, the following conditions must be met in addition to the general standards above:

1. During a twelve-month period, the retiree must not work more than one hundred twenty (120) days; and

2. The retired member's compensation must not exceed 60% of the annual full-time salary received in the year immediately prior to the member's last paid day of covered employment. This amount shall be adjusted by five percent (5%) for each year after that date.

The retired member may work beyond one hundred twenty (120) days as a substitute teacher if the payment does not exceed the rate of compensation for substitute teachers filling similar vacant positions.

HARD TO FILL POSITIONS³

The Director of Schools may contract with retired members for hard to fill positions if the following conditions are met in addition to the general standards above:

1. During the reemployment, the retirement benefit payable to the retiree must be reduced to seventy percent (70%) of the retirement allowance the member would have otherwise been entitled to receive; and

2. The retired member's reemployment must not exceed one (1) year, but the retired member may be reemployed for additional one-year periods per state law.

The Director of Schools shall certify to TCRS that the employee is being rehired in a hard-to-fill position. In order to qualify, one or more of the following conditions must be established:

1. It is difficult to recruit and retain qualified employees for the position;

2. The position requires specialized certification, credentials, or education;

3. The demand for the position exceeds the supply;

4. The position is in high demand in the marketplace;

5. The position is filled by key personnel;

6. The position requires specific skills and experience; or

7. The position has other unique recruitment or retention issues identified and documented by the Director of Schools.

Once the retired member is hired, the district shall pay TCRS the greater of: (1) a payment equal to the amount the employer would have contributed to the retirement system during the period of

- 1 reemployment; or (2) an amount equal to five percent (5%) of the retired member's earnable
- 2 compensation.

Legal References

1. TCA 8-36-805; TCA 8-36-809; Public Acts of 2025, Chapter No. 159
2. TCA 8-36-805; Public Acts of 2025, Chapter No. 159
3. TCA 8-36-809; Public Acts of 2025, Chapter No. 159

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

Oak Ridge Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: <u>08/04/25</u> 06/19/23
		Rescinds: V-27 / IV-51	Issued: <u>06/19/23</u> 08/27/18 01/23/17 01/25/16 01/26/15

ELIGIBILITY

Anyone who has been employed for at least twelve (12) months by the school system and anyone who has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility¹) during the previous twelve (12) month period shall be eligible to use FMLA leave.²

GENERAL PRINCIPLES

An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed calendar year for the following reasons:

- the birth of a child;
- the placement of a child with the employee for adoption or foster care;
- a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her job position;
- the care of a spouse, child, parent, or next of kin of the employee who has a serious health condition; and
- any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces.

Granting of leave under this policy shall be subject to, and in accordance with, the provisions of applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run concurrently with and be counted toward the employee's total period of FMLA leave.

MATERNITY/PATERNITY LEAVE

- Relationship between FMLA leave and Tennessee Maternity Act leave-* FMLA leave shall run concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth and nursing of a newborn child.³
- Teachers' Leave* In accordance with state law, any teacher who goes on maternity leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher

1 accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted.
2 Upon verification by a written statement from an adoption agency or other entity handling an
3 adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both
4 parents are teachers employed by the district, however, only one (1) parent is entitled to use such leave.⁴
5

- 6 3. Spouses who are both eligible employees of the school district are limited to a combined total of twelve
7 (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for birth and
8 care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who
9 has a serious health condition. Under certain circumstances, spouses who share leave for the birth or
10 adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA
11 reasons.⁵
12

13 4. Paid Parental Leave – Under state law, an additional six (6) work weeks of paid leave is available to
14 eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An eligible
15 employee taking leave under this provision shall not be required to utilize any other type of accrued leave
16 during this period. Eligible employees include teachers, principals, licensed supervisors, or other
17 individuals required by law to hold a valid license of qualification for employment and who meet the
18 following requirements: who have been employed with a school district full time for at least twelve (12)
19 consecutive months.

20 a. Possess a valid license or an emergency credential issued by the Department of Education per
21 TCA 49-5-106, required for the position the employee holds;

22 b. Have been employed with the Oak Ridge School District for at least twelve (12) consecutive
23 months in a position for which the employee is required by law to hold the license or emergency
24 credential referenced above at the time of the qualifying event; and

25 4. Have held a valid license or an emergency credential issued by the Department of Education per
26 TCA 49-5-106 for the entire twelve consecutive months of full time employment.
27

- 28 5. Employees shall provide notice to the school district thirty (30) days prior to the intended use of the leave.
29 If the employee learns about the need for leave less than thirty (30) days in advance, the employee shall
30 give notice as soon as reasonably possible in order to be eligible for the paid leave. This paid leave shall
31 be either: (1) taken consecutively, except in extenuating circumstances, as determined by the
32 Superintendent; or (2) taken nonconsecutively, but in increments of no less than one (1) week. The paid
33 leave shall be used within twelve(12) months of the qualifying event and shall run concurrently with
34 FMLA leave. ~~⁶This paid leave does not need to be taken consecutively; however, the paid leave shall be~~
35 ~~used within twelve (12) months of the qualifying event. The leave shall run concurrently with FMLA~~
36 ~~leave.~~⁶
37

38 LEAVE FOR A SERIOUS HEALTH CONDITION⁷

39 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she is unable
40 to work because of a serious health condition or to care for an immediate family member with a serious health
41 condition. Granting of such leave shall be subject to the provisions of applicable federal and state laws. Employees
42 shall contact Human Resources to determine if the reason for leave qualifies as Family and Medical Leave. If the
43 leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave is not foreseeable, the employee
44 shall notify Human Resources as soon as practicable—generally, either the same or next business day.

45 LEAVE FOR MILITARY FAMILY MEMBERS

1. *Qualifying Exigency Leave*⁸ - Eligible employees are entitled to up to twelve (12) workweeks of leave because of any “qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to active duty, or has been notified of an impending call to active duty status, in the Armed Forces.

Qualifying exigencies may include:

- a. Issues arising from the service member’s short notice deployment;
- b. Military events and related activities (e.g. official ceremonies, support programs);
- c. Making or updating financial and legal arrangements,
- d. Attending counseling;
- e. Taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
- f. Attending post-deployment activities.

2. *Military Caregiver Leave*⁹ - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a “single twelve (12) month period.” A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy.

The “single twelve (12) month period” for military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

INTERMITTENT LEAVE¹⁰

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, or because of the employee's own serious health condition, or for the care for a newborn, a newly adopted child, or a newly placed foster care child. When a licensed employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, the school may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment or to transfer temporarily to an available alternative position offered by the school system for which the employee is qualified, and that has equivalent pay and benefits and better accommodates recurring periods of leave.

RESTRICTIONS

1. Notice Requirements

- a. *Employee Notice*¹¹- For foreseeable leave, the employee shall provide the Superintendent of schools with at least thirty (30) days written notice before the beginning of the anticipated leave.
- b. *District Notice*- Once it has been established that the leave requested qualifies for FMLA, the Superintendent of schools/ designee shall notify the employee within three (3) business days

(absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA leave.¹² The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.¹³

2. Certification Requirement¹⁴

- a. The Superintendent may require that a request for leave be supported by certification issued by a health care provider with the following information:
 - i. the date on which the serious health condition commenced;
 - ii. the probable duration of the condition;
 - iii. the appropriate medical facts within the knowledge of the health care provider regarding the condition; and
 - iv. a statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed.
- b. If there is any reason to doubt the validity of the certification provided, the Superintendent may require, at the expense of the school system, an opinion of a second health care provider.

3. Period Near the End of an Academic Term (Professional Employees)¹⁵

- a. If leave is taken more than five (5) weeks prior to the end of the term, the Superintendent of schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.
- b. If the leave is taken five (5) weeks prior to the end of the term, the Superintendent of schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

REQUIREMENTS OF THE DISTRICT¹⁶

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay, or other terms of employment.
2. The employee shall be kept under any group health plan for the duration of the leave. The responsibility for premium payments rests with the employee. An employee's failure to pay insurance premiums will result in a loss of coverage.
3. The district may recover the premium paid under the following conditions:
 - a. the employee fails to return from leave after the period of leave has expired.
 - b. the employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4)
5. 29 CFR § 825.120(a)(3)
6. Public Acts of 2023, Chapter No. 399
7. 29 CFR § 825.113
8. 29 CFR § 825.126
9. 29 CFR § 825.124; 29 CFR § 825.127
10. 29 CFR § 825.202
11. 29 CFR § 825.302-825.304
12. 29 CFR § 825.207
13. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
14. 29 CFR § 825.305-825.313
15. 29 CFR § 825.602
16. 29 USCA § 2614

Cross References

Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: <u>08/04/25</u> 08/01/22
		Rescinds:	Issued: <u>08/05/24</u> <u>08/01/22</u> 11/22/21 09/25/17 01/26/15

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

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

APPLICATION/QUALIFICATIONS

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

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

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

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

COMPENSATION

If employed directly by the Board of Education, the compensation of substitute teachers shall be determined annually by the Board.

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

CERTIFICATION

1 When substituting for a regular teacher who has been absent for ~~thirty (30)~~ ~~twenty (20)~~ consecutive days,
2 a substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught
3 or shall be a retired teacher that held the appropriate endorsement.⁶ When substituting for a teacher
4 without sick leave, the substitute shall be certified and paid according to the state salary schedule.¹

5 **EMERGENCY NEEDS**

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

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

13 **TRAINING AND ORIENTATION**

14 The Superintendent of Schools shall be responsible for ensuring that there are appropriate training and
15 development programs for substitute teachers that includes the annual school safety training required by
16 state law.⁷

17 **RESPONSIBILITIES**

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

20 **RE-EMPLOYMENT/TERMINATION**

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

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

Legal References

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

Cross References

Background Investigations 5.118
Employment of Retirees 5.119

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <u>Interrogations and Searches</u> <u>Questioning</u> <u>Students and Searches</u>	Descriptor Code: 6.303 Rescinds: III-42	Issued Date: <u>08/04/25</u> <u>01/25/21</u> Issued: <u>01/25/21</u> <u>09/28/15</u>
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INTERROGATIONS 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 ~~(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. 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 who has completed the state required training.³ The following conditions shall apply to principal initiated searches:

1. All the following standards of reasonableness must be met:
 - a. A particular student has violated school policy;
 - b. The search will yield evidence of the violation of school policy or will lead to finding dangerous weapons, drugs, or drug paraphernalia;
 - c. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education;
 - d. The search is not conducted for the sole purpose of discovering evidence to used in criminal prosecution; and
 - e. The search shall be reasonably related to the objectives of the search and not excessively intrusive considering the age and sex of the student as well as the nature of the alleged infraction.⁴
2. A school administrator shall be on-site at any principal-initiated search;
3. A school administrator shall oversee the search and may end the search at any time; and
4. If a student is under the age of eighteen (18), the principal must notify the student's parent or guardian within a reasonable time of the search.⁵

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

In order to ensure a safe and secure learning environment, the Superintendent ~~or of schools~~/designee shall develop procedures regarding the searching of students, lockers, vehicles, and containers which are consistent with state law and regulations. The Superintendent/designee shall develop additional procedures to ensure compliance with all of the provisions of the School Security Act of 1981.⁶⁺²

Legal References

1. TCA 49-6-4203(b)
2. TCA 49-6-4204(a) 4201 et seq.; Tenn. Op. Att'y Gen. No. 14-21 (February 24, 2014); TCA 49-6-4205(a)
3. Public Acts of 2025, Chapter No. 244
4. TCA 49-6-4205(b)
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

Oak Ridge Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Student Discrimination, Harassment, Bullying, Cyberbullying and Intimidation	Descriptor Code: 6.304	Issued Date: <u>08/04/25</u> <u>09/21/20</u>
		Rescinds:	Issued: <u>09/21/20</u> <u>09/26/16</u> <u>09/28/15</u>

The Oak Ridge Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination (including the definition of antisemitism found in Board Policy 4.100), harassment, intimidation, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.¹ It is the policy of the Oak Ridge Schools to maintain a learning environment that is free from harassment and bullying for any reason including a student's race, color, sex, national origin, disability, sexual orientation or gender identity.

This policy shall be disseminated annually to all school staff, students, and parents.² This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

The principal/designee is responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.³

The Superintendent or designee shall develop forms and procedures to ensure compliance with the requirements of this policy and state law.

DEFINITIONS⁴

Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.⁵

“Hazing” does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall promptly report such information to the principal/designee.⁶

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the Superintendent of schools/designee with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.⁷

The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.⁸

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

1. It places the student in reasonable fear or harm for the student's person or property;
2. It has a substantially detrimental effect on the student's physical or mental health;
3. It has the effect of substantially interfering with the student's academic performance; or
4. It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.⁷ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Superintendent of schools/designee with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.⁷ Within the parameters of the federal Family Educational Rights and Privacy Act⁹, a written report on the investigation will be delivered to all involved parties and to the Superintendent of Schools/designee.

RESPONSE AND PREVENTION¹⁰

The principal/designee shall consider the nature and circumstances of the incident, the age of the individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. The employee may appeal this decision by contacting the Federal Rights Coordinator or the Executive Director of Human Resources.

A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. The student may appeal this decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, elementary school, or high school shall report the findings and any disciplinary actions taken to the Superintendent of schools/designee and the chair of the board of education.¹¹

By July 1st of each year, the Superintendent ~~of schools/~~designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be submitted to the state department of education by August 1st.¹²

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the principal/designee after consideration of the nature, severity, and circumstances of the act.¹³

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.¹⁴

Legal References

- 1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686; Public Acts of 2025, Chapter No. 293
- 2. TCA 49-6-4503(b)(11)
- 3. TCA 49-6-4503(b)(12)
- 4. TCA 49-5-4503(b)(2), (13)
- 5. TCA 49-2-120
- 6. TCA 49-6-4503(b)(5)
- 7. TCA 49-6-4503(b)(6)
- 8. TCA 49-6-4503(b)(14)
- 9. 20 USCA § 1232g
- 10. TCA 49-6-4503(b)(4), (7)-(8)
- 11. TCA 49-6-4503(d)(3)
- 12. TCA 49-6-4503(c)(2)(B)
- 13. TCA 49-6-4503(b)(9)
- 14. TCA 49-6-4503(b)(10)

Cross References

- ~~Appeals to and Appearances Before the Board 1.404~~
- Section 504 and ADA Grievance Procedures 1.802
- Staff-Student Relations 5.610
- Student Goals 6.100
- Title IX & Sexual Harassment 6.3041
- ~~Student Complaints and Grievances 6.305~~
- Code of Conduct 6.300
- Student Concerns 6.305
- Reporting Child Abuse 6.409
- Emergency Contact Information 6.410
- ~~Child Abuse and Neglect 6.409~~
- Student Suicide Prevention 6.415

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Use of Personal Communication Devices and Electronic Devices <u>Use of Wireless Communication Devices</u>	Descriptor Code: 6.312	Issued Date: <u>08/24/25</u>
		Rescinds: 6.312	Issued: <u>09/28/15</u> 08/07/06

Students may possess ~~wireless~~~~personal~~ communication devices ~~and personal electronic devices~~ so long as such devices are turned off and stored during instructional time. ~~in backpacks, purses or personal carry-alls.~~ Such devices include any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, such as wearable technology, cell phones, laptops, tablets, and gaming devices. ~~but are not limited to, wearable technology such as eye glasses, rings, Kindles, Nooks, e-books or watches that have the capability to record, live stream, or interact with wireless technology, cell phones, laptops, tablets and mp3 players.~~ ~~However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.~~

A student may, however, be permitted to utilize a wireless communication device under the following circumstances:

1. In case of emergency;
2. When authorized by a teacher;
3. To manage the student's health, as documented in the student's individual healthcare plan;
4. When the possession or use is required by the student's individual education program, 504 plan, or individual learning plan; or
5. When the device is being used by a student with a disability for the operation of assistive technology to increase, maintain, or improve the student's functional capabilities.¹

PENALTIES

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parent(s) ~~or~~ guardian(s). A student in violation of this policy is subject to ~~dis-ci-pli-nary~~ disciplinary action.

EMERGENCY COMMUNICATION PLAN

In the event of an emergency or possible emergency occurring at school, parent(s)/guardian(s) shall be alerted by the Parent Square App.¹

Legal References

1. Public Acts of 2025, Chapter No. 103

Cross References

Code of Conduct 6.300

Oak Ridge Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Wellness	Descriptor Code: 6.411	Issued Date: 08/04/25 -06/09/25
		Rescinds:	Issued: 06/09/25 05/22/23 01/27/20 08/28/17 08/22/16

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

COMMITMENT TO COORDINATED SCHOOL HEALTH

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

SCHOOL HEALTH ADVISORY COUNCIL^{2,3}

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

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

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

1 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents
2 and administrators.² The Team shall hold Healthy School Team meetings during the school year to
3 assess needs and oversee planning and implementation of school health efforts. The
4 Superintendent/designee will ensure compliance with the school Wellness Policy, to include an
5 assessment of the implementation of the Wellness Policy and the progress made in attaining the policy
6 goals. The assessment will be made available to the public.

7 COMMITMENT TO NUTRITION

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

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

19 DISTRICT GOALS

20 The District will promote healthy nutrition through various activities, including nutrition related
21 newsletters, informational links on the district website, healthy eating posters and bulletin boards in
22 dining areas, and informational booths at various community functions. Nutrition Education will be
23 offered as part of a standards based program designed to provide students with the knowledge and
24 skills needed to promote and protect their health as outlined in the State Board of Education
25 Health Education and Lifetime Wellness Standards. Nutrition ~~e~~Education will discourage teachers
26 from using high fat, sugar, and sodium foods as rewards and encourage students to start each day with
27 a healthy breakfast. If a district engages in food or beverage marketing, all marketing shall comply
28 with the Smart Snacks in School nutrition standards.⁷

29 COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

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

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

38 Unstructured physical activity periods shall be offered in addition to the school district's physical
39 education program. Elementary school students shall receive a minimum of forty (40) minutes of

physical activity each full school day. Middle and high school students shall receive a minimum of ninety (90) minutes of physical activity each full school week.

Physical activity will be conducted outside if weather permits. The following activities shall not be considered physical activity: walking to and from class, time spent on an electronic device, and time spent in a physical education class.

Schools shall continue to offer after school sports and activities. Physical activity shall not be employed as a form of discipline or punishment. In addition, withholding physical activity as a form of discipline or punishment is prohibited.:-

COMMITMENT TO MENTAL HEALTH AND WELL-BEING

The district is committed to promoting the positive mental health and emotional well-being of all students.

COMMITMENT TO CURRICULUM³

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

SCHOOL HEALTH INDEX³

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

RECORD KEEPING COMPLIANCE

The district's Coordinated School Health Coordinator shall ensure that records demonstrating compliance with community involvement requirements are maintained. The Coordinated School Health Coordinator shall additionally document that the school wellness policy and triennial assessments are made available to the public.⁹⁸

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.A § 1758b; TRR/MS 0520-01-06-.04
5. TRR/MS 0520-01-06
6. 7 C.F.R. § 210 and 220
- ~~7.~~ [7 C.F.R.210.31\(c\)\(3\)\(iii\)](#)
- ~~7-8.~~ [TCA 49-6-1021; Public Acts of 2025, Chapter No. 306](#)
- ~~8-9.~~ [7 C.F.R. § 210.31\(f\)](#)

Cross References

Student Suicide Prevention 6.415

Oak Ridge Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Records	Descriptor Code: 6.600	Issued Date: <u>08/04/25</u> 01/27/20
		Rescinds:	Issued: <u>01/27/20</u> <u>09/28/15</u>

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

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

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

When a student transfers to another school within the system or to a school outside of the system, copies of the student's records, including the student's disciplinary records, shall be sent to the transfer school within five (5) business days of the date on which the student's records request was received by the school.^{2,2}

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

ACCESS TO STUDENT RECORDS

Student records shall be confidential. Authorized school officials shall have access to and permit access to student education records for legitimate educational purposes.⁴ A "legitimate educational interest" is the official's need to know information in order to:

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

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

- 4 1. To comply with a judicial order or lawfully issued subpoena. The school system will make a
5 reasonable effort to notify the student's parent(s)/guardian(s) or the eligible student before
6 making a disclosure;⁵
- 7 2. If the disclosure is an item of directory information⁶;
- 8 3. To comply with the requirements of child abuse reports to the extent known by the school
9 officials including the name, address, and age of the child; the name and address of the person
10 responsible for the care of the child, and the facts requiring the report;⁷
- 11 4. When certain federal and state officials need information in order to audit or enforce legal con-
12 ditions related to federally-supported education programs in the school system;⁸
- 13 5. When the school system has entered into a contract or written agreement for an organization to
14 conduct scientific research on the system's behalf to develop tests or improve instruction,
15 provided that the studies are conducted in a manner which will not permit the personal
16 identification of students and their parents by individuals other than representatives of the
17 organization and the information will be destroyed when no longer needed for the purpose for
18 which the study was conducted;⁹
- 19 6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the
20 Internal Revenue Code;¹⁰
- 21 7. To accrediting organizations to carry out their accrediting functions;¹¹
- 22 8. To officials of another school, school system, or postsecondary institution ~~When a student~~
23 ~~seeks or intends to enroll in another school district or a post-secondary school. Parent(s) of~~
24 ~~students or eligible students~~ shall be notified of the transfer and shall ~~have thea~~ right to obtain
25 copies of records transferred as well as an opportunity to challenge the content of the record;
26 under this provision;¹²
- 27 9. To financial institutions or government agencies that provide or may provide financial aid to a
28 student in order to establish eligibility, to determine the amount of financial aid, to establish
29 conditions for the receipt of financial aid, and to enforce financial aid agreements.¹³
- 30 10. To the appropriate officials in connection with a health or safety emergency if knowledge of
31 the information is necessary to protect the health or safety of the student or others;~~make the~~
32 ~~needed disclosure in a health or safety emergency when warranted by the serious- ness of the~~
33 ~~threat to the student or other persons, when the information is necessary and needed to meet the~~
34 ~~emergency, when time is an important and limiting factor, and when the persons to whom the~~
35 ~~information is to be disclosed are qualified and in a position to deal with the emergency.~~¹⁴
- 36 11. To the Attorney General or ~~his~~ designee for official purposes related to the investigation or
37 prosecution of an act of domestic or international terrorism. An educational agency that, in

good faith, produces education records in accordance with an order issued under this Act shall not be liable to any person for that production.¹⁵

12. To any agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student.¹⁶

13. To the Secretary of Agriculture or designee for purposes of conducting program monitoring, evaluations, and performance measurements, provided that the data collected will be protected in a manner which will not permit the disclosure of personal identification of students and their parent(s)/guardian(s) by individuals other than to representatives of the organization, and that the information will be destroyed when no longer needed for the purpose for which it was conducted;¹⁷ and

~~12.~~14. To state and local authorities to whom information is specifically allowed to be reported or disclosed by state law that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.¹⁸

Consent to Disclose Records¹⁹

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

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

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

RECORDKEEPING

The school system will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The system will maintain an accurate record of information it discloses and access it permits. The system will maintain this record as long as it maintains the student's education record.²⁰⁺⁸

The record will include at least:²⁰⁺⁸

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

* The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's right.²¹

Legal References

1. 20 USCA § 1232g; ~~TRR/MS 0520-01-03-.03(11)~~
2. TCA 49-6-3001(c)(1); Public Acts of 2025, Chapter No. 156
3. TCA 49-1-701; 20 USCA § 1232g, et seq.
4. TCA 10-7-504(a)(4); 20 USCA § 1232g
5. 20 USCA § 1232g(b)(2)(B); 20 USCA § 1232G(B)(1)(j)
6. 20 USCA § 1232g(b)(2); TCA 10-7-504(a)(4)(A)
7. TCA 37-1-403
8. 20 USCA § 1232g(b)(3); (5); 20 USCA § 1232g(b)(1)(C)
9. 20 USCA § 1232g(b)(1)(F)
10. 20 USCA § 1232g(b)(1)(H)
11. 20 USCA § 1232g(b)(1)(G)
12. 20 USCA § 1232g(b)(1)(B)~~TRR/MS 0520-01-03-.03(9)~~
13. 20 USCA § 1232g(b)(1)(D)
14. 20 USCA § 1232g(b)(1)(I)
15. 20 USCA § 1232g(j); ~~USA Patriot Act of 2001 § 507~~
16. 20 USCA § 1232g(b)(1)(L)
17. 20 USCA § 1232g(b)(1)(K)~~34 CFR § 99.30~~
18. 20 USCA § 1232g(b)(1)(E)~~34 CFR § 99.32(a)~~
19. 34 CFR § 99.30; 20 USCA § 1232g(b)(2)(A)
20. 34 CFR § 99.32(a)
21. 34 CFR §§ 99.3, 99.5; TCA 49-1-704

Cross References

School District Records 1.407
Promotion and Retention 4.603
Testing Programs 4.700
Attendance 6.200
Withdrawals 6.207
Child Custody/Parental Access 6.209
Bus Safety and Conduct 6.308
Corporal Punishment 6.314
Disciplinary Hearing Authority 6.317
Admission of Suspended/Expelled Students 6.318
AIDS 6.404
Reporting Child Abuse 6.409
Media Access to Students 6.604



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(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

July 7, 2025

Memorandum for FY 26 IDEA Partnership Grant Submission

- I recommend approval of the FY 26 IDEA Partnership Grant Submission.
- If funded, this grant would allow Oak Ridge Schools to prioritize special education professional development for all school administrators. This would enhance our administrator's knowledge and skills around special education practices regarding discipline, least restrictive environment, transition, diploma pathways, etc.
- The PD that the school administrators would participate in would focus on federal and statespecial education law and restorative justice practices.
- If funded, this would be year 2 of the grant with the state having funded \$25,000 in FY 25 towards administrator PD.
- Grant overview is attached.

Sincerely,

John Stults



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Production
Session 11:00 (Unfiled)
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Budget Detail

Oak Ridge (012) Public District FY 2020 • IDEA Partnership for Systemic Change (1<12). Rev O • Implementation Grant Year 2

Return

11111-01 Co: H Guhl

Total Allocation: \$1,001

Existing Budget in Categories Not Eligible for Indirect Cost: \$0.001

Total Available for Budgeting in Categories Eligible for Indirect Cost and Indirect Cost: \$0.001

Indirect Cost Rate: 0.94%

Max Available Budget in Categories Eligible for Indirect Cost: \$0.001

Max Indirect Cost: \$0.001

111110119 • 1 out of 1 Budget Details 11111 selected filters

Show 11111 of 11111

Amount Number	Line Item Number	Description	Amount
72220-Support Services	All	All	No Options Selected

Download Budget Data

<< First < Previous 11111 Next > Last > Items 1-1 out of 1 Items/Page:

111110119
Account 72220 - Support Services/Special Education
Number: Program
Line 110111 624 • In-Service/Staff Development
Number:
Optional
Program
Code:
Location Oak Ridge (012)
Code:
Quantity: 1
Cost: \$1,001
Line Item Total: \$1,001

111110119
Professional development for school leaders included but not limited to CAKE, TMSE, Spring TMSE, Restorative Justice, etc.
Funds will be used to cover registration fees, per diem, hotels, mileage, etc.

Total for entered Budget Details: \$1,001
Total for all other Budget Details: \$0.001
Total for all Budget Details: \$1,001
Adjusted Allocation: \$1,001
Remaining: \$0.001

Return



Mrs. Jenifer Laurendine, Executive Director of School Leadership
OAK RIDGE SCHOOLS
304 New York Avenue
Oak Ridge, TN 37830
865-425-9002

Subject: FY25-26 ORS Transportation Certification Clearance

Date: July 28, 2025

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.



Oak Ridge
SCHOOLS

Transportation Certifications 7/28/25

Alaeni Anderson
Rae Beasley
Evan Beshures
Walter Erbaugh
Marla Ferguson
Edward Ferreira
Carol Fike
Holli Gibbs
Joy Gilmore
Dewanna Henderson
Robin Ivey
Matthew Kaminski
Jonathon Kash
Helen Kerr
John Kopczynski
Wayne Lewis
Kimberley Medina-Lakin
Jacqueline Moreno
Lisa Nelson
Debra Polisky
Robert Powell
Lewis Preston
Heather Saccardi
Trenia Sargent
Darlene Schenck
Jacob Sedgwick
Joshua Sellers
Clarence Threat
Isaac Walton
Michael Whitaker
Albert Parker



Oak Ridge

SCHOOLS

Maintenance and Operations

OFFICE OF MAINTENANCE AND OPERATIONS

DATE: July 24, 2025

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 2026. 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 Schools

PRESCHOOL

Rationale for Board Approval of Preschool CACFP Food Grant

2025-2026

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

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

Respectfully,

Mrs. Lisa M Downard

Principal

157 Carver Ave | Oak Ridge, TN 37830

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

www.ortn.edu

Every student prepared for college, career, and life success



Oak Ridge Schools

PRESCHOOL

**Child & Adult Care Food Program
Sponsor Application for 2025 - 2026**

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

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

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

Version: Original**Sponsor Type**

1. Does your organization operate the CACFP in any other state(s)? ☐ Yes ☒ No
Name(s) of State(s):
2. Projected Program Start Date: 10/01/2025 Projected Program End Date: 09/30/2026

Addresses**Physical Address**

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

Mailing Address

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

Contacts**Program Contact**

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

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

Executive Director/Owner

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

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

Claim Preparer

	Salutation	First Name	Last Name
22. Name:	Ms.	Stacey	Burleson
23. Date of Birth:	09/25/1974 (mm/dd/yyyy)		
24. Email Address:	srburleson@ortn.edu		
25. Facility Phone:	(865) 425-9101	Ext:	Fax: (865) 425-9120
26. Cell/Alt Phone:			
27. Title:	Bookkeeper		

Authorized Individual

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

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

Ethnicity Data

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

34. Geographic Area (enter percentages)

Hispanic or Latino:	6.60 %
Non-Hispanic or Latino:	93.40 %

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

35. Program Participants (enter number of enrolled participants)

Hispanic or Latino:	37	25.17 %
Non-Hispanic or Latino:	110	74.83 %

Racial Data

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

36. Geographic Area (enter percentages)

American Indian or Alaskan Native:	0.60 %
Asian:	2.70 %
Black or African American:	13.30 %
Native Hawaiian or Pacific Islander:	0.20 %
White:	83.20 %

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

37. Program Participants (enter number of enrolled participants)

American Indian or Alaskan Native:	0	0.00 %
Asian:	3	2.04 %

Black or African American:	49	33.33 %
Native Hawaiian or Pacific Islander:	0	0.00 %
White:	95	64.63 %

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

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

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

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

General Questions

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

Certification

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

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

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

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

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

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

If yes, answer question #3.

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

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

If no, submit a detailed explanation.

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

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

If yes, submit a detailed explanation.

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

I certify under penalty of perjury that the information on these application forms is true and

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

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

Created By: lmdownard@ortn.edu on: 6/6/2025 7:54:37 AM Modified By: lmdownard@ortn.edu on: 6/6/2025 10:44:35 AM



Oak Ridge Schools

PRESCHOOL

Rationale for Board of Education approval of VPK Grant:

I respectfully request Board of Education approval of the proposal for the State's Voluntary Pre-K Grant for 2025-2026. This grant provides funding for 5 Pre-K classrooms to provide services for 100 4-year-old students.

Due to changes at the state level, districts were required to submit responses to 5 questions in e-plan in January 2025. At that time, there was no amount to be budgeted available in e-plan. The Board of Ed approved the preliminary grant proposal.

The amount now entered into e-plan for the VPK grant this year is \$457,330.68. A budget and required supporting documents will be entered into e-plan for the state's approval.

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

Thank you,

Lisa Downard

Principal

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

ORHS Football & Basketball Concessions Coordinator Stipend Increase

Proposal: Raise Concession Manager pay to \$150 per football game and \$125 per basketball game.

Rationale: The payment for these positions is funded through the ORHS Student Council Concessions Account. Concessions accounting pays out to clubs for students who work the games as fundraisers and also to the managers individually for each game worked. The increase in prices for concession food and drink over the past five years has resulted in surplus revenue each year that will support the raise in pay for the managers. No change in district funding will be necessary. Current pay for these positions stands at \$120 for football games and \$90 for basketball games. Pay scales across the district have been recently increased, and we would like to support proportional increases in the pay for managers to reflect the importance of their contributions to the community.

Respectfully submitted by:

Ashley Wagner
ORHS Social Studies Teacher
ORHS Student Council Advisor

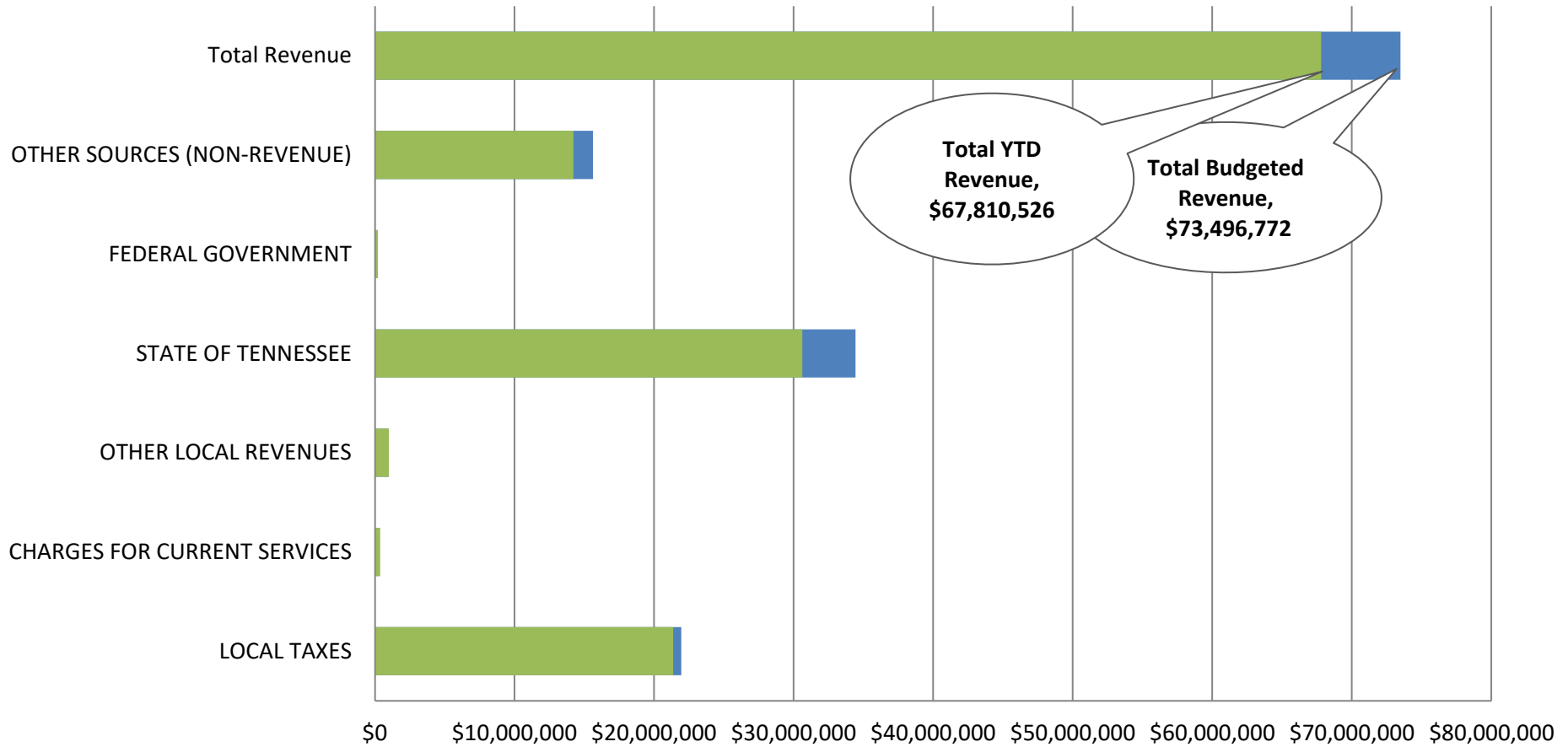
		2024-25	May 2024-25	2024-25	2024-25	2024-25	Encumbered	Unencumbered
Acct	Acct	FYTD Budget	Monthly Activity	Year-To-Date	Percent of Budget	Variance from Bud	Amount	Budget Remaining
40110	Current Property Tax	13,189,000.00	211,736.82	12,930,470.58	98.04%	258,529.42		258,529.42
40210	Local Option Sales Tax	8,765,000.00	793,961.27	8,438,333.42	96.27%	326,666.58		326,666.58
40275	Mixed Drink Tax	350.00	94.51	593.92	169.69%	-243.92		-243.92
43511	Tuition - Regular Day Students	300,000.00	16,443.12	370,944.17	123.65%	-70,944.17		-70,944.17
43533	Transportation Fees	3,000.00	1,475.00	5,025.99	167.53%	-2,025.99		-2,025.99
44110	Interest Earned	676,500.00	94,778.07	888,364.03	131.32%	-211,864.03		-211,864.03
44120	Lease/Rentals	12,000.00		21,073.00	175.61%	-9,073.00		-9,073.00
44170	Miscellaneous Refunds	5,500.00		12,973.86	235.89%	-7,473.86		-7,473.86
44530	Sale of Equipment	25,000.00		10,263.18	41.05%	14,736.82		14,736.82
44570	Contributions & Gifts	221,789.73	4,136.00	51,159.71	23.07%	170,630.02	-56.77	170,686.79
44990	Other Local Revenues	40,000.00	128.02	15,207.01	38.02%	24,792.99		24,792.99
46510	TN Investment in Student Achv	32,700,000.00		29,790,457.37	91.10%	2,909,542.63		2,909,542.63
46513	TISA On-Behalf Payments	85,000.00				85,000.00		85,000.00
46515	Early Childhood Education	554,980.71	53,609.57	405,213.43	73.01%	149,767.28		149,767.28
46590	Other State Education Funds	603,788.68				603,788.68		603,788.68
46596	Paid Parental Leave	100,000.00	29,418.92	85,139.51	85.14%	14,860.49		14,860.49
46610	Career Ladder Program	76,000.00		76,109.13	100.14%	-109.13		-109.13
46790	Other Vocational	225,622.41	17,446.50	153,170.40	67.89%	72,452.01		72,452.01
46980	Other State Grants	96,526.71		96,526.71	100.00%			
46990	Other State Revenues			22,319.25		-22,319.25		-22,319.25
47230	Disaster Relief	91,000.00	91,316.97	91,316.97	100.35%	-316.97		-316.97
47590	Other Federal Through State		-91,316.97					
47630	Public Law 874 - Maint/Operat.	20,000.00	29,809.00	63,197.00	315.99%	-43,197.00		-43,197.00
47640	ROTC Reimbursement	78,310.00	-6,208.48	59,665.74	76.19%	18,644.26		18,644.26
49700	Insurance Recovery	8,441.00		5,941.00	70.38%	2,500.00		2,500.00
49800	Transfers In	125,000.00		14,261.53	11.41%	110,738.47		110,738.47
49810	City General Fund Transfer	15,493,963.00	1,291,163.58	14,202,799.38	91.67%	1,291,163.62		1,291,163.62
----- Revenue		73,496,772.24	2,537,991.90	67,810,526.29	92.26%	5,686,245.95	-56.77	5,686,302.72
		=====	=====	=====	=====	=====	=====	=====
71100	Regular Instruction Prgm	32,142,736.62	2,648,706.65	26,421,642.66	82.20%	5,721,093.96	2,466,567.27	3,254,526.69
71150	Alternative Instruction Prgm	941,785.00	78,415.72	787,408.53	83.61%	154,376.47	86,666.83	67,709.64
71200	Special Education Prgm	5,970,581.00	490,005.79	4,830,135.40	80.90%	1,140,445.60	476,170.09	664,275.51
71300	Career/Technical Education Prg	2,400,802.41	211,420.01	1,974,330.83	82.24%	426,471.58	174,668.51	251,803.07
71900	Contingency	139,460.02				139,460.02		139,460.02
72120	Health Services	834,875.00	71,224.15	710,653.48	85.12%	124,221.52	70,715.64	53,505.88
72130	Other Student Support	2,111,786.27	160,416.69	1,802,884.56	85.37%	308,901.71	141,078.12	167,823.59
72210	Regular Inst. Support	4,847,379.00	323,739.20	4,191,986.38	86.48%	655,392.62	266,158.70	389,233.92
72220	Special Education Support	975,906.00	70,437.10	707,611.98	72.51%	268,294.02	108,183.42	160,110.60

Acct	Acct	2024-25 FYTD Budget	May 2024-25 Monthly Activity	2024-25 Year-To-Date	2024-25 Percent of Budget	2024-25 Variance from Bud	Encumbered Amount	Unencumbered Budget Remaining
72230	Career & Technical Prg Support	280,587.77	37,988.52	257,066.03	91.62%	23,521.74	22,718.76	802.98
72250	Technology Services	3,011,904.90	285,104.76	2,697,841.83	89.57%	314,063.07	239,965.84	74,097.23
72260	Adult Programs	41,162.00	3,886.13	37,034.78	89.97%	4,127.22	3,922.05	205.17
72290	Communications	290,333.75	38,871.53	247,944.77	85.40%	42,388.98	42,155.07	233.91
72310	Board of Education	1,487,053.00	5,027.91	1,218,768.78	81.96%	268,284.22	1,496.42	266,787.80
72320	Director of Schools	415,463.00	32,025.47	369,378.96	88.91%	46,084.04	32,000.10	14,083.94
72410	Office of the Principal	4,735,667.71	404,582.04	4,231,631.42	89.36%	504,036.29	384,782.22	119,254.07
72510	Fiscal Services	1,062,370.00	84,102.08	944,866.12	88.94%	117,503.88	89,707.96	27,795.92
72520	Human Resources/ Personnel	518,545.00	38,087.22	462,656.74	89.22%	55,888.26	40,443.41	15,444.85
72610	Operation of Plant	5,098,831.28	367,408.17	4,201,636.22	82.40%	897,195.06	330,661.70	566,533.36
72620	Maintenance of Plant	2,242,131.66	138,656.66	1,882,006.27	83.94%	360,125.39	268,380.16	91,745.23
72710	Transportation	2,193,380.85	226,636.63	1,757,593.75	80.13%	435,787.10		435,787.10
73400	Early Childhood Education	453,803.12	41,019.96	387,296.21	85.34%	66,506.91	41,364.45	25,142.46
73401	Pre-K General Fund	942,400.00	85,675.86	839,469.48	89.08%	102,930.52	66,993.21	35,937.31
76100	Regular Capital Outlay	3,666,049.47	1,070,357.49	3,098,367.01	84.52%	567,682.46	641,635.76	-73,953.30
82130	Education Principal on Debt	6,877.00		6,877.00	100.00%			
82230	Education Interest on Debt	123.00		123.00	100.00%			
99100	Transfers Out	126,015.17				126,015.17		126,015.17
-----	Expense	76,938,010.00	6,913,795.74	64,067,212.19	83.27%	12,870,797.81	5,996,435.69	6,874,362.12
		=====	=====	=====	=====	=====	=====	=====
-----	General Purpose School Fund	-3,441,237.76	-4,375,803.84	3,743,314.10	87.66%	-7,184,551.86	-5,996,492.46	-1,188,059.40
Grand Revenue Totals		73,496,772.24	2,537,991.90	67,810,526.29	92.26%	5,686,245.95	-56.77	5,686,302.72
Grand Expense Totals		76,938,010.00	6,913,795.74	64,067,212.19	83.27%	12,870,797.81	5,996,435.69	6,874,362.12
Grand Totals		3,441,237.76	4,375,803.84	3,743,314.10	-108.78%	7,184,551.86	5,996,492.46	1,188,059.40
		Loss	Loss	Profit		Loss	Loss	Loss

Number of Accounts: 1445

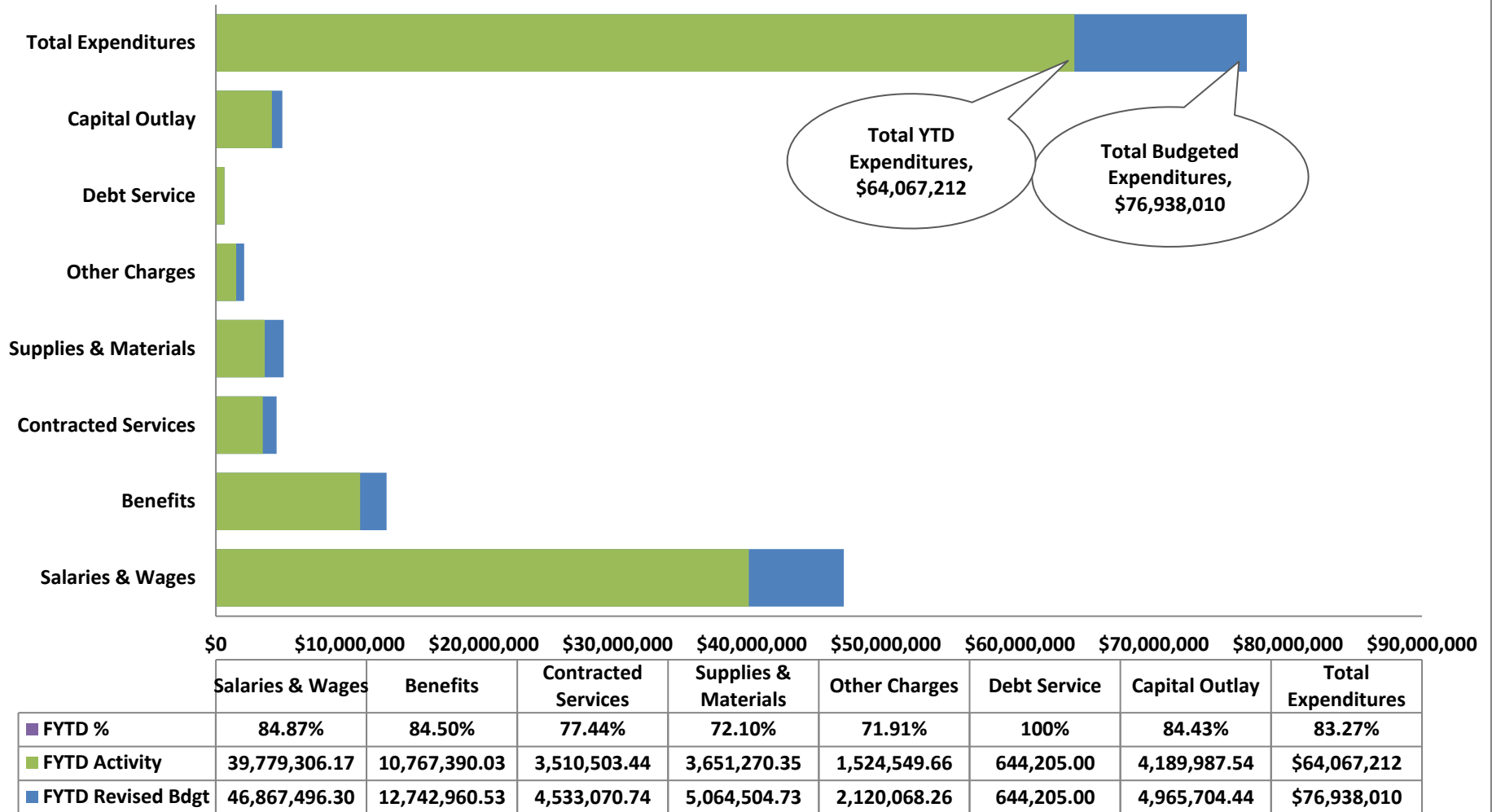
***** End of report *****

General Fund Revenue Budget to Actual Summary - May, 2025

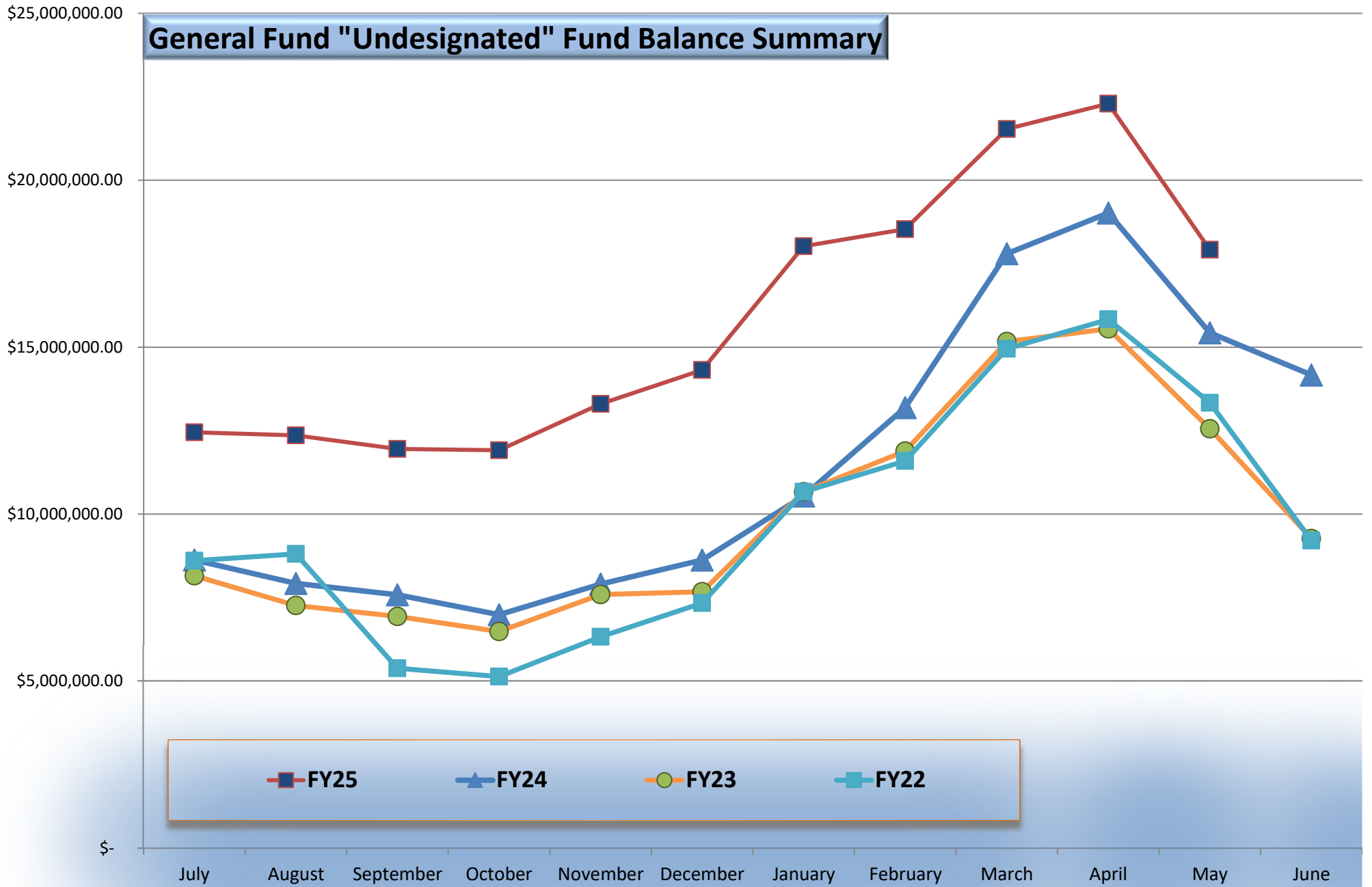


	LOCAL TAXES	CHARGES FOR CURRENT SERVICES	OTHER LOCAL REVENUES	STATE OF TENNESSEE	FEDERAL GOVERNMENT	OTHER SOURCES (NON-REVENUE)	Total Revenue
■ Percent of Budget	97.34%	124.08%	101.86%	88.93%	113.14%	91.01%	92.26%
■ Year-To-Date	21,369,397.92	375,970.16	999,040.79	30,628,935.80	214,179.71	14,223,001.91	\$67,810,526
■ FYTD Budget	21,954,350.00	303,000.00	980,789.73	34,441,918.51	189,310.00	15,627,404.00	\$73,496,772

General Fund Expenditure Budget to Actual Summary by Object May, 2025



General Fund "Undesignated" Fund Balance Summary



Acct	Acct	2024-25 FYTD Budget	May 2024-25 Monthly Activity	2024-25 Year-To-Date	2024-25 Percent of Budget	2024-25 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
142	School Federal Projects							
R	Revenue							
47131	Vocational Program Improvement	132,897.49	6,873.26	117,504.97	88.42%	15,392.52		15,392.52
47141	Title I	938,786.61	75,528.04	672,845.35	71.67%	265,941.26		265,941.26
47143	Special Education Grants	1,463,873.71	111,217.27	953,504.20	65.14%	510,369.51		510,369.51
47145	Special Ed Pre-School Grants	63,221.67	3,469.33	28,345.72	44.84%	34,875.95		34,875.95
47146	English Lang Acq Grants	40,323.37	1,262.65	24,839.88	61.60%	15,483.49		15,483.49
47147	Title IV Part B, 21st Century	118,750.00	10,575.37	84,356.38	71.04%	34,393.62		34,393.62
47189	Title II	278,899.63	23,980.34	132,460.19	47.49%	146,439.44		146,439.44
47307	COVID-19 Grant B	3,250.00		2,750.00	84.62%	500.00		500.00
47309	COVID-19 Grant D	87,800.00	18,200.00	67,784.59	77.20%	20,015.41		20,015.41
47401	ESSER 3.0	168,353.98		168,353.98	100.00%			
47404	ARP Homeless Grant	36,243.11		5,559.50	15.34%	30,683.61		30,683.61
47590	Other Federal Through State	344,635.39	20,752.19	236,571.16	68.64%	108,064.23		108,064.23
47990	Other Direct Fedral Revenue	1,180,769.80	105,186.63	853,956.90	72.32%	326,812.90		326,812.90
-----	Revenue	4,857,804.76	377,045.08	3,348,832.82	68.94%	1,508,971.94		1,508,971.94
E	Expense							
71100	Regular Instruction Prgm	720,072.13	57,318.87	618,985.34	85.96%	101,086.79	58,514.47	42,572.32
71200	Special Education Prgm	1,143,912.85	91,044.14	844,796.66	73.85%	299,116.19	122,470.48	176,645.71
71300	Career/Technical Education Prg	107,838.12	7,354.27	105,630.20	97.95%	2,207.92	2,186.34	21.58
71210	Health Services	16,497.11		4,360.74	26.43%	12,136.37		12,136.37
72130	Other Student Support	328,847.86	13,880.61	278,063.26	84.56%	50,784.60	20,841.84	29,942.76
72210	Regular Inst. Support	659,266.13	23,179.26	446,908.43	67.79%	212,357.70	27,807.55	184,550.15
72220	Special Education Support	374,444.08	33,946.87	323,824.90	86.48%	50,619.18	31,215.80	19,403.38
72230	Career & Technical Prg Support	1,618.70	230.15	1,618.70	100.00%		13.60	-13.60
72250	Technology Services	27,139.99		24,472.04	90.17%	2,667.95		2,667.95
72710	Transportation	11,466.00	-4,073.17	5,339.34	46.57%	6,126.66		6,126.66
73100	Food Service	2,000.00				2,000.00	2,000.00	
73300	Community Services	1,285,062.00	131,078.76	1,076,349.17	83.76%	208,712.83	119,389.34	89,323.49
99100	Transfers Out	179,639.79		4,261.53	2.37%	175,378.26		175,378.26
-----	Expense	4,857,804.76	353,959.76	3,734,610.31	76.88%	1,123,194.45	384,439.42	738,755.03
-----	School Federal Projects		23,085.32	-385,777.49	72.91%	385,777.49	-384,439.42	770,216.91

Acct	Acct	2024-25	May 2024-25	2024-25	2024-25	2024-25	Encumbered	Unencumbered
		<u>FYTD Budget</u>	<u>Monthly Activity</u>	<u>Year-To-Date</u>	<u>Percent of Budget</u>	<u>Variance from Bud</u>	<u>Amount</u>	<u>Balance Remaining</u>
	Grand Revenue Totals	8,059,205.76	866,054.70	6,459,295.96	80.15%	1,599,909.80		1,599,909.80
	Grand Expense Totals	8,849,121.21	748,846.87	6,619,789.14	74.81%	2,229,332.07	463,112.20	1,766,219.87
	Grand Totals	789,915.45	117,207.83	160,493.18	20.32%	629,422.27	463,112.20	166,310.07
		Loss	Profit	Loss		Loss	Loss	Loss

Number of Accounts: 387

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

Combined Fund Balance and YTD Operating Statement Summary

May, 2025

	General	Federal	Food Service	Special	ECC
Description	Fund 141	Fund 142	Fund 143	Fund 145	Fund 146
Beginning Fund Balance July 1, 2024	20,036,067.15	0.00	1,695,609.24	27,731.99	323,595.26
Plus YTD Revenue per books 5/31/25	67,810,526.29	3,348,832.82	2,567,883.31	28,689.98	513,889.85
Less YTD Expenditures per books 5/31/25	(64,067,212.19)	(3,734,610.31)	(2,312,570.00)	(132,160.24)	(440,448.59)
Revenues Over (Under) Expenditures as of 5/31/25	3,743,314.10	(385,777.49)	255,313.31	(103,470.26)	73,441.26
Ending Fund Balance per books as of 5/31/25	23,779,381.25	(385,777.49)	1,950,922.55	(75,738.27)	397,036.52

Fund Balance Restricted/Committed/Assigned Status

Encumbrances and Deferred Revenue	\$	-		\$	30,472.31		
Inventory							
Restricted for Career Ladder Program		277.57					
Restricted for Operation of Non-Instructional Services (CCI)		16,200.00		1,170,450.24			397,036.52
Committed for Other Purposes (Vehicles- ERR Fund)		0.00					
Committed for Other Purposes (Device Replacement)		3,000,000.00					
Assigned for Instruction- Coordinated School Health		3,035.59					
Assigned for other local grants							
Assigned for Instruction - Education Foundation Grant		10,629.84					
Assigned for Instruction (APSI-ORHS)		7,207.22					
Assigned for Support Services FRC Local Funds (56)					-75,738.27		
Nonspendable-Prepaid Expenditures							
Assigned to Balance FY25 Budget		2,824,323.00	0.00	750,000.00			
Unassigned Fund Balance 5/31/25	\$	17,917,708.03	-385,777.49	0.00	0.00		
Total Fund Balance 5/31/25		23,779,381.25	\$ (385,777.49)	\$ 1,950,922.55	(\$75,738.27)	\$	397,036.52