

**OAK RIDGE SCHOOLS  
OAK RIDGE BOARD OF EDUCATION  
REGULAR MEETING  
SCHOOL ADMINISTRATION BUILDING BOARD ROOM  
TUESDAY  
MAY 28, 2013  
5:30 p.m.**

**AGENDA**

**COMMITTEE OF THE WHOLE**

- I. Call to Order – Pledge of Allegiance
- II. Special Report
  - A. Recognition of Retiring Staff
  - B. Presentation of OREA Scholarship
  - C. Good News
- III. Public Forum
- IV. Adjournment

**REGULAR MEETING**

- I. Call to Order
- II. Approval of Agenda

**III. *CONSENT AGENDA***

- A. Approval of Board of Education Minutes: 4-22-13
- B. Approval of Maternity Leave Request
- C. Approval of Maternity Leave Request
- D. Approval of Maternity Leave Request
- E. Approval of Maternity Leave Request
- F. Approval of Recommendation Relative to State Licensure of a Teacher
- G. Approval of FY '13 Budget Amendment #052813 –  
Transfer of Funds – First Reading
- H. Approval of FY '13 Budget Amendment #052813A –  
Transfer of Funds – First Reading
- I. Approval of FY '13 Budget Amendment #052813B – First  
Reading
- J. Approval of FY '13 Budget Amendment #052813C – First  
Reading

#### **IV. ITEMS FOR ACTION**

##### ***Board of Education***

- A. Approval of Recommendation to Declare Oak Ridge Schools as a “High Performing School District”

##### ***Business and Support Services***

- A. Approval of Purchase of District Security Camera System
- B. Approval of the Annual Renewal of the Transportation Services Contract

##### ***Curriculum and Instruction***

- A. Approval of Jefferson Middle School Field Trip to Williamsburg, VA

##### ***Pupil Services***

- A. Approval of the Oak Ridge Schools Discipline Code Handbook
- B. Approval of the Updated Oak Ridge Schools Policy 1.802 – Section 504 and ADA Grievance Procedures

##### ***Human Resources***

- A. Approval of Recommendation for Position Reclassification
- B. Approval of Recommendation for the School Volunteer Policy – Second Reading

#### **V. Items for Information**

- A. Enrollment Report
- B. Financial Report

Old Business  
New Business  
Communications  
Adjournment

## **CONSENT AGENDA**

### **Approval of Maternity Leave Request**

I recommend approval of this request for leave.

Please find a request for maternity leave for Jodi Helms, a Music Teacher at Robertsville Middle School for the birth of her child beginning Monday, August 5, 2013 through Friday, December 20, 2013. Ms. Helms intends to use unpaid leave and her unpaid FMLA benefits. Physician's documentation has been received.

March 18, 2013

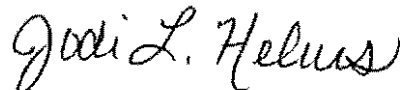
Dr. Smallridge  
Oak Ridge Schools  
School Administration Building

Dear Dr. Smallridge,

Please accept this letter as my official request for maternity leave. My due date is June 6, 2013. I would like to request that my leave begin on Monday, August 5, 2013. I am requesting to use my unpaid FMLA benefits and unpaid leave during the entire Fall semester of 2013. I will return to work on January 6, 2014.

Doctor documentation of my due date and recommended leave has been provided and is attached.

Sincerely,

A handwritten signature in cursive script that reads "Jodi L. Helms".

Jodi Helms  
Robertsville Middle School  
[jhelms@ortn.edu](mailto:jhelms@ortn.edu)

cc: Mrs. Laurie Campbell, RMS Principal

## **CONSENT AGENDA**

### **Approval of Maternity Leave Request**

I recommend approval of this request for leave.

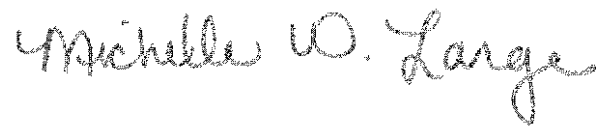
Please find a request for maternity leave for Michelle W. Large, a First Grade Teacher at Woodland Elementary School for the birth of her child beginning Friday, August 30, 2013 through Friday, October 14, 2013. Ms. Large intends to use her sick leave and unpaid leave. Physician's documentation has been received.

May 10, 2013

Dear Dr. Smallridge:

My Name is Michelle Large and I teach first grade at Woodland Elementary School. I am requesting a leave of absence for the birth of my child. My due date is Friday, August 30, 2013. I will be taking six weeks off and will return to work on Monday, October 21, 2013. The last week of my maternity leave will be Oak Ridge City Schools' Fall Break. Therefore, I will only be missing 6 weeks of instructional time with my class. I will be using 4 weeks of sick leave and two weeks of unpaid leave. I have enclosed my Physician's documentation. I have discussed my maternity plan with my principal, Nancy West. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Michelle W. Large".

Michelle W. Large  
mwlarge@ortn.edu

## **CONSENT AGENDA**

### **Approval of Maternity Leave Request**

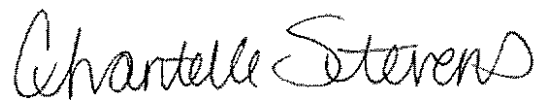
I recommend approval of this request for leave.

Please find a request for maternity leave for Chantelle Stevens, a Math Teacher at Oak Ridge High School for the birth of her child beginning Wednesday, October 9, 2013 and returning to work on Wednesday, January 29, 2014. Ms. Stevens intends to use her sick leave and unpaid FMLA benefits. Physician's documentation has been received.

Dr. Smallridge,

I plan to take a maternity leave next year following the birth of my child in early October. Tentatively, I plan to start this leave on or around October 9<sup>th</sup>, use sick and FMLA leave and then return to work on or around January 29<sup>th</sup>. Attached is a letter from my Ob/Gyn confirming my pregnancy.

Thank you for your attention to this matter,

A handwritten signature in black ink that reads "Chantelle Stevens". The script is cursive and fluid, with the first name and last name clearly legible.

Chantelle Stevens



## **CONSENT AGENDA**

### **Approval of Maternity Leave Request**

I recommend approval of this request for leave.

Please find a request for maternity leave for Whitney Schmidt, an English Teacher at Oak Ridge High School for the birth of her child beginning Tuesday, September 3, 2013 and returning to work on Friday, October 11, 2013. Ms. Schmidt intends to use her unpaid FMLA benefits. Physician's documentation has been received.

Thursday, April 25, 2013

Dear Dr. Smallridge:

I am requesting a maternity leave of absence for the birth of my baby beginning September 3, 2013. I will return to work on Friday, October 11, 2013. During this leave, I will use my unpaid FMLA benefits. I have attached my physician's documentation.

Respectfully,

A handwritten signature in cursive script that reads "Whitney Schmidt". The signature is written in black ink and is positioned above the printed name and title.

Whitney Schmidt  
English Teacher, Oak Ridge High School

## **CONSENT AGENDA**

### **Approval of Recommendation Relative to State Licensure of a Teacher**

I recommend that the following teachers be recommended for the Professional License to the State Department of Education.

<b>Teacher/Administrator</b>	<b>School</b>	<b>Area of Responsibility</b>
Charmaine Kennett	Glenwood	Kindergarten
Liane Aldridge	Willow Brook	2 <sup>nd</sup> Grade
Jessica Bresnan	Willow Brook	4 <sup>th</sup> Grade
Sherry Clevenger	Willow Brook	ESL
Chloe Hughes	Willow Brook	2 <sup>nd</sup> Grade
Mary Chin	Woodland	Art
Jeffrey Knippen	Woodland	4 <sup>th</sup> Grade
Katelynn Olvey	Woodland	1 <sup>st</sup> Grade
J. James Mitchell	Jefferson	Business Education
Kathryn Durden	Robertsville	5 <sup>th</sup> Grade
Thomas Sauer	ORHS	Social Studies
James Collett	Alternative	Elementary Education

The Comprehensive Education Reform Act (CERA) requires local school systems to recommend annually to the State Dept. of Education those teachers who qualify for a State Teacher License. The teachers listed above were evaluated during the 2012-13 school year and based upon applicable local and state standards; qualify for advancement to Professional License. **This recommendation does not directly relate to re-employment for next year and/or tenure status.**

## **CONSENT AGENDA**

### **Approval of FY '13 Budget Amendment #052813 – Transfer of Funds – First Reading**

I recommend the approval of the transfer of funds to cover purchase of equipment in the Carl Perkins grant.

Per the grant administrator, monies were set aside in the travel line item to cover the per diem for two teachers' trips to Saint Louis. The amount allotted for the per diem was not completely spent, so the grant administrator is requesting that the remainder be transferred to the equipment line item.

No new monies are being requested. Therefore, I am requesting that \$230.40 be moved from account number 142-72130-355-802 to account number 142-71300-730-802. All purchases will follow the proper Oak Ridge Schools protocol.

This will not change the overall appropriation approved by the City and requires no action of City Council.

Boff Ed

### Budget Transfer Request

Please fill out all fields completely

		Date	Fund	Account	Object	Project	Location	Program	Total \$
*	EXAMPLE FROM	7/15/2011	141	71100	429	300	00071	306	-\$25.00
*	EXAMPLE TO	7/15/2011	141	71100	435	306	00000	000	\$25.00
1	FROM Account #	5/2/2013	142	72130	355	802			-\$230.40
	TO Account #	5/2/2013	142	71300	730	802			\$230.40
2	FROM Account #								
	TO Account #								
3	FROM Account #								
	TO Account #								

\* When the TO and FROM Fund or Account is different, transfer requires BOE approval.

i.e. FROM: 141, TO: 142 or FROM: 71100 TO: 71200

Total \$ Fund Change	\$0.00
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#### Reason For Request (Attach Separate Sheet or State or Federal Approval if Necessary)

The per diem allotted to Gordon Williams and Matthew Perkins for their trip to St. Louis was not completely spent. There will be no additional travel paid out of this grant and we are asking that the money be transferred to the equipment line item.

#### APPROVALS: Must Occur Before the Accounting Entry Takes Place

<i>Jaqueline Ward</i> 5-2-13	<i>Karen Haglund</i> 5-10-13
Department/Program Manager	Director of Business & Support Services
<i>Robert J. Smith</i> 5/3/13	<i>Leah Hail</i> 5/9/13
Superintendent	Budget & Finance

## **CONSENT AGENDA**

### **Approval of FY '13 Budget Amendment #052813A – Transfer of Funds – First Reading**

I recommend the approval of the transfer of funds to cover purchase of equipment in the Carl Perkins grant.

Per the grant administrator, \$9,000 was budgeted for STEM professional development under the assumption that the money was going to be available in Washington, DC. However, the Lemelson Center decided to focus on a different area. As a result, the grant administrator would like to use the remaining money to purchase additional, much-needed equipment for the STEM Program.

No new monies are being requested. Therefore, I am requesting that \$7,500 be moved from account number 142-72130-355-802 to account number 142-71300-730-802. All purchases will follow the proper Oak Ridge Schools protocol.

This will not change the overall appropriation approved by the City and requires no action of City Council.

Requires BOE approval K6

# **Budget Transfer Request**

Please fill out all fields completely

		Date	Fund	Account	Object	Project	Location	Program	Total \$
*	EXAMPLE FROM	7/15/2011	141	71100	429	300	00071	306	-\$25.00
*	EXAMPLE TO	7/15/2011	141	71100	435	306	00000	000	\$25.00
1	FROM Account #	4/17/2013	142	72130	355	802			-\$7,500.00
	TO Account #	4/17/13	142	71300	730	802			\$7,500.00
2	FROM Account #								
	TO Account #								
3	FROM Account #								
	TO Account #								

\* When the TO and FROM Fund or Account is different, transfer requires BOE approval.

i.e. FROM: 141, TO: 142 or FROM: 71100 TO: 71200

Total \$ Fund Change \$0.00

## **Reason For Request (Attach Separate Sheet or State or Federal Approval if Necessary)**

We budgeted \$9,000 for STEM professional development we thought was going to be available in Washington, DC, but the Lemelson Center focused on a different area. We can use this money the purchase additional, much-needed equipment for this STEM project.

## **APPROVALS: Must Occur Before the Accounting Entry Takes Place**

<u>Gary G. Vard</u> 4-17-13	<u>Taren Gayle</u>
Department/Program Manager	Director of Business & Support Services
<u>Robert J. Mullins</u> 4/17/13	<u>[Signature]</u> 4/25/13
Superintendent	Budget & Finance

## **CONSENT AGENDA**

### **Approval of FY '13 Budget Amendment #052813B – First Reading**

I recommend the approval of the Budget Amendment as presented.

This amendment will not change the overall appropriation approved by the City and requires no action of City Council.

Please see the attached documentation for details.



<b>Fund 141 Budget Amendments (Transfers)</b>
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Date	Description	Account	Increase	Decrease
1/31/2013	Transfer from Grant Contingency to setup two Oak Ridge Education Foundation Grants	141-46980		\$ 10,000.00
1/31/2013	Transfer from Grant Contingency to setup two Oak Ridge Education Foundation Grants	141-71900-599		\$ 10,000.00
1/31/2013	OREF RMS Ninjineers Lego Team Grant	141-44570	\$ 5,000.00	
1/31/2013	OREF RMS Ninjineers Lego Team Grant	141-72130-499	\$ 5,000.00	
1/31/2013	OREF ORHS First Robotics Team Grant	141-44570	\$ 5,000.00	
1/31/2013	OREF ORHS First Robotics Team Grant	141-72130-499	\$ 5,000.00	
<b>Oak Ridge Education Foundation Grants</b>			<b>\$ 20,000.00</b>	<b>\$ 20,000.00</b>

4/8/2013	Transfer from Grant contingency to setup OREF Grant Budgets	141-46980		\$ 71,328.83
4/8/2013	Transfer from Grant contingency to setup OREF Grant Budgets	141-44570	\$ 71,328.83	
4/8/2013	Transfer from Grant contingency to setup OREF Grant Budgets	141-71900-599		\$ 71,328.83
4/8/2013	Transfer from Grant contingency to setup OREF Grant Budgets (Startup costs for FIRST Lego League at JMS)	141-72130-599-000-00025-100	\$ 1,259.00	
4/8/2013	Transfer from Grant contingency to setup OREF Grant Budgets (GPS units for geography classes)	141-72130-599-000-00025-100	\$ 1,991.88	
4/8/2013	Transfer from Grant contingency to setup OREF Grant Budgets (ipads & peripherals for JMS (25 total)	141-72130-599-000-00025-100	\$ 16,224.70	
4/8/2013	Transfer from Grant contingency to setup OREF Grant Budgets (Book study materials)	141-72130-599-000-00035-100	\$ 715.00	
4/8/2013	Transfer from Grant contingency to setup OREF Grant Budgets (AP Chem Lab supplies)	141-72130-599-000-00035-100	\$ 2,222.80	
4/8/2013	Transfer from Grant contingency to setup OREF Grant Budgets (Digital cameras for microscopes)	141-72130-599-000-00035	\$ 2,647.00	

## BUDGET AMENDMENT #2

	Transfer from Grant contingency to setup OREF Grant Budgets			
4/8/2013	(Symphonic Chimes)	141-72130-599-000-00035-100	\$	3,575.00
	Transfer from Grant contingency to setup OREF Grant Budgets			
4/8/2013	(Thermodynamics lab supplies)	141-72130-599-000-00035-100	\$	4,486.65
	Transfer from Grant contingency to setup OREF Grant Budgets (welding			
4/8/2013	DVDs)	141-72130-599-000-00035-100	\$	5,161.00
	Transfer from Grant contingency to setup OREF Grant Budgets *Special Ed			
4/8/2013	ActiviTables)	141-72130-599-000-00035-100	\$	8,522.00
	Transfer from Grant contingency to setup OREF Grant Budgets (Math			
4/8/2013	manipulatives)	141-72130-599-000-00043-100	\$	813.88
	Transfer from Grant contingency to setup OREF Grant Budgets (Math			
4/8/2013	manipulatives)	141-72130-599-000-00043-100	\$	1,006.92
	Transfer from Grant contingency to setup OREF Grant Budgets			
	(SpeechBuddy bifeedback tools for			
4/8/2013	speech therapy)	141-72130-599-000-00040-100	\$	2,995.00
	Transfer from Grant contingency to setup OREF Grant Budgets (Special Ed			
4/8/2013	ActiviTables)	141-72130-599-000-00040-100	\$	8,522.00
	Transfer from Grant contingency to setup OREF Grant Budgets (e-Readers			
4/8/2013	& e-Books (all schools)	141-72130-599-000-00040-100	\$	9,386.00
	Transfer from Grant contingency to setup OREF Grant Budgets (ipads for			
4/8/2013	classroom)	141-72130-599-000-00050-100	\$	1,800.00
<b>Oak Ridge Education Foundation</b>				
<b>Grants</b>			<b>\$ 142,657.66</b>	<b>\$ 142,657.66</b>

## FUND 142 Budget Amendments (Transfers)

Date	Description	Account	Increase	Decrease
1/17/2013	FTTT Budget Reduction	142-47311-000-581		\$ 2,976.53
1/17/2013	Transfer Amount to Grant Contingency	142-47590	\$ 2,976.53	
1/17/2013	Transfer Amount to Grant Contingency	142-72510	\$ 2,976.53	
1/17/2013	142-72210-355-581	142-72210-355-581		\$ 2,976.53
<b>First to the Top Grant Budget Reduction</b>			<b>\$ 5,953.06</b>	<b>\$ 5,953.06</b>

2/28/13	Title IIA Budget Reduction	142-72210-524-202		\$ 4,575.00
2/28/2013	Transfer reduction to contingency	142-72510	\$ 4,575.00	
2/28/2013	Title IIA Budget Reduction	142-47189-202		\$ 4,575.00
2/28/2013	Transfer reduction to contingency	142-47590	\$ 4,575.00	
<b>Title IIA Budget Reduction</b>			<b>\$ 9,150.00</b>	<b>\$ 9,150.00</b>

2/28/2013	Title III Budget Increase	142-47590-000-303	\$ 0.16	
2/28/2013	Title III Budget Increase (transfer from grant contingency)	142-47590		\$ 0.16
2/28/2013	Title III Budget Increase	142-72130-499-303	\$ 0.16	
2/28/2013	Title III Budget Increase (transfer from grant contingency)	142-72510		\$ 0.16
<b>Title III Grant Increase</b>			<b>\$ 0.32</b>	<b>\$ 0.32</b>

3/12/2013	IDEA Budget Amendment #2	142-71200-163-901	\$ 7,069.00	
3/12/2013	IDEA Budget Amendment #2	142-71200-206-901	\$ 176.40	
3/12/2013	IDEA Budget Amendment #2	142-71200-207-901		\$ 12,000.00
3/12/2013	IDEA Budget Amendment #2	142-71200-208-901	\$ 376.62	
3/12/2013	IDEA Budget Amendment #2	142-71200-212-901		\$ 850.00
3/12/2013	IDEA Budget Amendment #2	142-71200-399-901	\$ 18,476.90	
3/12/2013	IDEA Budget Amendment #2	142-72220-189-901		\$ 8,438.71
3/12/2013	IDEA Budget Amendment #2	142-72220-201-901		\$ 523.20
3/12/2013	IDEA Budget Amendment #2	142-72220-204-901		\$ 859.06
3/12/2013	IDEA Budget Amendment #2	142-72220-207-901		\$ 2,942.63
3/12/2013	IDEA Budget Amendment #2	142-72220-208-901		\$ 343.80
3/12/2013	IDEA Budget Amendment #2	142-72220-212-901		\$ 140.72
3/12/2013	IDEA Budget Amendment #2	142-72220-299-901		\$ 0.80
<b>IDEA Budget Amendment #2</b>			<b>\$ 26,098.92</b>	<b>\$ 26,098.92</b>

4/15/2013	21st CCLC Grant Increase (State supplemental increase)	142-47590		\$ 7,500.00
4/15/2013	21st CCLC Grant Increase (State supplemental increase)	142-47147-000-431	\$ 7,500.00	
4/15/2013	21st CCLC Grant Increase (State supplemental increase)	142-72510		\$ 7,500.00

4/15/2013	21st CCLC Grant Increase (State supplemental increase)	142-73300-189-431	\$ 630.00	
4/15/2013	21st CCLC Grant Increase (State supplemental increase)	142-73300-201-431	\$ 31.10	
4/15/2013	21st CCLC Grant Increase (State supplemental increase)	142-73300-204-431	\$ 40.25	
4/15/2013	21st CCLC Grant Increase (State supplemental increase)	142-73300-212-431	\$ 7.40	
4/15/2013	21st CCLC Grant Increase (State supplemental increase)	142-73300-354-431	\$ 843.00	
4/15/2013	21st CCLC Grant Increase (State supplemental increase)	142-73300-429-431	\$ 5,697.00	
4/15/2013	21st CCLC Grant Increase (State supplemental increase)	142-99100-504-431	\$ 251.25	
	<b>21st CCLC Grant Increase (State supplemental increase)</b>		<b>\$ 15,000.00</b>	<b>\$ 15,000.00</b>

5/1/2013	Carl Perkins Reserve Grant Budget transfer (allow for purchase of additional equipment for STEM project)	142-71300-730-802	\$ 7,500.00	
5/1/2013	Carl Perkins Reserve Grant Budget transfer (allow for purchase of additional equipment for STEM project)	142-72130-355-802	\$ 7,500.00	
	<b>Carl Perkins Reserve Grant Budget transfer</b>		<b>\$ 7,500.00</b>	<b>\$ 7,500.00</b>

**FUND 145 Budget Amendments (Transfers)**

Date	Description	Account	Increase	Decrease
1/17/2013	Safe Schools Grant	145-71100-722-047		\$ 6,000.00
1/17/2013	Safe Schools Grant	145-72210 524 047	\$ 5,934.00	
1/17/2013	Safe Schools Grant	145-73300-399-047	\$ 66.00	
	Safe Schools Grant		\$ 6,000.00	\$ 6,000.00

## **CONSENT AGENDA**

### **Approval of FY '13 Budget Amendment #052813C – Transfer of Funds – First Reading**

I recommend the approval of the transfer of funds to cover the high school's portion of the purchase of security cameras for the district's CCTV upgrade project.

The district has decided to move forward with a proposed upgrade for the district's Closed Circuit Television (CCTV) system. Partial funding has come from the Safe Schools Grant as well as funds from Maintenance & Operations. Confirmed funding is also coming from Jefferson Middle School, Glenwood Elementary, and Oak Ridge High School. This transfer represents Oak Ridge High School's portion of the funding.

No new monies are being requested. Therefore, I am requesting that the following transfers be made:

\$2,333.87 from 141-71100-711-000-00035-000 to 141-72610-720-000-00000-000

\$1,932.85 from 141-72410-499-000-00035-000 to 141-72610-720-000-00000-000

\$733.28 from 141-72410-701-000-00000-000 to 141-72610-720-000-00000-000

All purchases will follow the proper Oak Ridge Schools protocol.

This will not change the overall appropriation approved by the City and requires no action of City Council.



### Budget Transfer Request

Please fill out all fields completely

		Date	Fund	Account	Object	Project	Location	Program	Total \$
*	EXAMPLE FROM	7/15/2011	141	71100	429	300	00071	306	-\$25.00
*	EXAMPLE TO	7/15/2011	141	71100	435	306	00000	000	\$25.00
1	FROM Account #	5/23/2013	141	71100	711	0	35	0	-\$2,333.87
	TO Account #	5/23/2013	141	72610	720	0	0	0	\$2,333.87
2	FROM Account #	5/23/2013	141	72410	499	0	35	0	-\$1,932.85
	TO Account #	5/23/2013	141	72610	720	0	0	0	\$1,932.85
3	FROM Account #	5/23/2013	141	72410	701	0	35	0	-\$733.28
	TO Account #	5/23/2013	141	72610	720	0	0	0	\$733.28


\* When the TO and FROM Fund or Account is different, transfer requires BOE approval.  
i.e. FROM: 141, TO: 142 or FROM: 71100 TO: 71200

Total \$ Fund Change	\$0.00
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**Reason For Request (Attach Separate Sheet or State or Federal Approval if Necessary)**

CCTV UPGRADE PROJECT - SECURITY

**APPROVALS: Must Occur Before the Accounting Entry Takes Place**

 Department/Program Manager  Superintendent	 Director of Business & Support Services  Budget & Finance
5-27-13 Date	5-28-13 Date
5/28/13 Date	5/28/13 Date

## Total Cost of CCTV Upgrade Project

System Integrations Package						\$ 55,211.04
Servers Needed to Run the New System						\$ 20,680.00
<b>Total</b>						<b>\$ 75,891.04</b>
<b>Available Funding</b>						
Safe Schools Grant Funds						\$ 6,232.94
Contingency fund 76100-707						\$ 8,658.10
Funding from M&O Budget Savings						\$ 45,000.00
<b>Total</b>						<b>\$ 59,891.04</b>
<b>Total funds needed to fully fund project</b>						<b>\$ 75,891.04</b>
						<b>\$ 59,891.04</b>
<b>Total</b>						<b>\$ 16,000.00</b>
<b>Requested funding from individual schools</b>						
HS						\$ 5,000.00
JMS						\$ 2,500.00
RMS						\$ 2,500.00
GL						\$ 1,500.00
WL						\$ 1,500.00
WB						\$ 2,000.00
LN						\$ 1,500.00
<b>Total</b>						<b>\$ 16,000.00</b>





## OFFICE OF MAINTENANCE AND OPERATIONS

**DATE:** March 28, 2013

**TO:** All Principals

**FROM:** Allen Thacker, Supervisor of Maintenance and Operations

**SUBJECT:** Security Camera System

Greetings All,

A few weeks ago, I presented in Administrative Council a proposed upgrade for the district CCTV system. Mr. Derrick Ledford with Systems Integrations demonstrated the system that Maintenance and Operations and the IT departments have been considering for the project. After much consideration and review, we have chosen to move forward with the system presented and we are now in the funding phase. Safe Schools Grant funds have been appropriated to this project as well as funds from Maintenance and Operations, but this only gets us part of the way to fully funding the system. I am requesting that we go together and request a commitment of funds from your school's PTA/PTO to provide an equal contribution to complete the needed funding. The amount requested will be less than the cost of equipment that will be received and installed at each school and the benefit will far out way the cost. I have attached two spread sheets that indicate the equipment that will be received at each school, estimated cost of the equipment, and the requested funding amount from each school or school organization. If fully funded, the equipment will be purchased this fiscal year with installation to be complete before the start of the next school year. This project is contingent upon the realization of anticipated savings from the Maintenance and Operations budget line items for utilities. Actual appropriation of funds will occur near the end of the fiscal year.

Thank You,  
Allen Thacker,

Supervisor of Maintenance and Operations

***ITEM FOR ACTION***

**Approval of Recommendation to Declare Oak Ridge Schools as a "High Performing School District"**

I recommend approval to declare Oak Ridge Schools as a "High Performing School District."

Attached is a summary of a bill passed by the Tennessee Legislature recently which authorizes a "high performing school district" to utilize an alternative teacher evaluation system, add educational days to the district's school calendar, and apply to the Commissioner of Education for a waiver of any state board rule, regulation or statute that inhibits or hinders the district's ability to meet its goals or comply with its mission statements.

In order to become a "high performing school district," a local education agency (LEA) must meet a majority of the criteria listed on page 1 of the attachment according to the state report card. The Oak Ridge Schools do meet a majority of the criteria contained in the bill, and is, therefore, eligible to declare itself as a "high performing school district." This designation would take effect on July 1 following Board of Education action.

# BILL SUMMARY

## **SB 0592 BY \*JOHNSON, GARDENHIRE, OVERBEY. (HB 0210 BY \*SARGENT, SWANN, CASADA, WHITE M.)**

Local Education Agencies - As enacted, enacts the "High Performing School Districts Flexibility Act." - Amends TCA Title 49.

### **Fiscal Summary**

NOT SIGNIFICANT

### **Bill Summary**

This bill, as described below, authorizes a "high performing school district" to utilize an alternative teacher evaluation system and add educational days without first obtaining approval to do so and authorizes such a district to waive certain state board rules, regulations and statutes.

Under this bill, a "high performing school district" is any LEA in this state that satisfies a majority of the following criteria, if applicable to that LEA, according to the state report card:

- (1) Reaches a graduation rate of 90 percent or higher;
- (2) Exhibits an average student ACT score of 21 or higher;
- (3) Exhibits a TCAP three-year average composite normal curve equivalent (NCE) score of 55 or higher;
- (4) Exhibits a TVAAS three-year average composite NCE gain of 1.75 or higher; or
- (5) Meets or exceeds achievement and gap closure annual measurable objectives and receives an "exemplary" or similar status from the

department.

Any LEA meeting a majority of the applicable criteria may, by action of its local board of education, declare itself to be a high performing school district. Such designation would be in effect beginning July 1 following the local board of education action. The designation would last for three years, at which time the LEA must meet a majority of the criteria described above in order to be eligible to declare itself a high performing school district. Should any of the above criteria cease being reported on the state report card, the department must designate a replacement measure for purposes of this bill, and an LEA scoring in the top 15 percent of all LEAs in the state under the replacement measure would meet that criterion.

This bill authorizes a high performing school district, without first seeking or obtaining approval from any other state or local governmental agency or unit, to:

- (1) Utilize a teacher evaluation system that varies from the evaluation system established by the department of education as though a flexibility waiver had been applied for and granted to the district, as long as the alternative teacher evaluation system used complies with all rules of the state board; and
- (2) Add educational days to that district's school calendar, so long as the minimum number of school days required by law is met.

Additionally, a high performing school district may apply to the commissioner of education for a waiver of any state board rule, regulation or statute that inhibits or hinders the district's ability to meet its goals or comply with its mission statement. The waiver may be granted at the commissioner's discretion, except that the commissioner may not grant waivers that are otherwise prohibited by law or waive regulatory or statutory requirements related to:

- (1) Federal and state civil rights;
- (2) Federal, state, and local health and safety;

- (3) Federal and state public records;
- (4) Immunizations;
- (5) Possession of weapons on school grounds;
- (6) Background checks and fingerprinting of personnel;
- (7) Federal and state special education services;
- (8) Student due process;
- (9) Parental rights;
- (10) Federal and state student assessment and accountability;
- (11) Open meetings; and
- (12) At least the same equivalent time of instruction as required in regular public schools.

ON APRIL 8, 2013, THE SENATE ADOPTED AMENDMENTS #1 AND #2, AND PASSED SENATE BILL 592, AS AMENDED.

AMENDMENT #1 adds the following to the activities that a high performing school district may conduct without first seeking or obtaining approval from any other state or local governmental agency or unit:

- (1) Appropriate additional funds as needed from the fund balance of self-sustaining or self-sufficient funds, including, but not limited to, the central cafeteria fund and the extended school program fund; and
- (2) Reappropriate funds between major categories of its budget to provide for an expenditure that constitutes an immediate educational need. The reappropriation may only occur by action of the local board and, if the reappropriating LEA receives funding from its local legislative body, the reappropriation must be approved by the county mayor or city mayor, whichever applies. Further, if the LEA receives funding from its local legislative body, the local legislative body will establish a maximum amount for such reappropriations; provided, that the maximum amount may not be less than 75,000. Whenever reappropriation occurs under this bill, the local board must provide notice of the board's action to the local legislative body within seven days of the action.

AMENDMENT #2 removes authorization for high performing LEAs to reappropriate funds between major budgetary categories to provide for an expenditure that constitutes an immediate educational need without first seeking or obtaining approval from any other state or local governmental agency or unit.

***ITEM FOR ACTION***

**Approval of Purchase of District Security Camera System.**

I recommend approval to purchase a district security camera system from Systems Integrations LLC of Lebanon, TN in the amount of \$55,180.70.

Please see the attached supporting documentation for details regarding this project. This purchase will be an upgrade to the current security systems.



**OFFICE OF MAINTENANCE AND OPERATIONS**

**DATE: May 17, 2013**

**TO: Karen Gagliano, director of Business and Support Services**

**FROM: Allen Thacker, Supervisor of Maintenance and Operations**

**SUBJECT: Recommendation for Purchase of District Security Camera System**

Karen,

I am recommending that the Oak Ridge Schools Board of Education approve the purchase of the Avigilon CCTV Security System as an upgrade to the current district security platform. This system will be purchased from System Integrations LLC of Lebanon, TN for \$55,180.70. The purchase will utilize the Roane County Schools bid contract (#B2011-31141) for security and low voltage services. In addition, I am recommending the purchase of rack mounted drives and servers to run the new district CCTV security platform from xByte Technologies in the amount of \$19,000.00. These purchases will provide the new video security platform for the district and move our CCTV system from an analog to a digital format.

Funding for these purchases will come from multiple sources including Safe Schools Grant Funds, savings from district utilities, savings on Capital Outlay projects, the remaining funds from the contingency line item, and donations from PTAs/PTOs.

Thank You,  
Allen Thacker,

Supervisor of Maintenance and Operations



# xByte Technologies

911 Commerce Blvd North  
Sarasota, FL 34243  
Direct: 941-358-9770  
Fax: 941-358-9779  
sales@xByte.com  
http://www.xByte.com

## xByte Proposal

SQ-7278766

5/10/2013



Customer	Contact	Ship To
Oak Ridge Schools Susan Pressley 304 New York Ave. OAK RIDGE TN 37830 UNITED STATES Tel: (865) 425-9015 Fax: (865) 425-9060	Oak Ridge Schools Alexander Heitman 304 New York Ave. OAK RIDGE TN 37830 UNITED STATES Tel: (865) 425-9003 Fax: (865) 425-9060	ORS - Technology Dept Susan Pressley 127 Providence Rd. Suite 100 OAK RIDGE TN 37830 UNITED STATES Tel: (865) 425-9015

Account	Terms	Due Date	Ship VIA	
112497	NET 30	6/9/2013	FedEx Gronnd	
Quotation	PO #	Reference	Account Rep	Printed
SQ-7278766			Daniel Schaefer	5/13/2013 10:29:48AM

Line	Item	Description	Qty	Price	Amount
1	>2950III	Dell PowerEdge 2950 III Quad Core (PE2950 III)	10	\$1,900.00	\$19,000.00
2		Dell PowerEdge 2950 III 1x6 2U Rack Serv	10		
3		Intel 2.66/12M/1333 Xeon Quad Core E5430	20		
4		Heat Sink for PE 2950	20		
5		Hynix 4GB PC5300 DDR2 ECC FB 2R	80		
6		Dell Perc5i PCI-E SAS RAID Card	10		
7		No RAID Configured	10		
8		Dell 146GB 15K 3.5" SAS Drive 3Gbs	20		
9		Dell 2TB 7.2K 3.5" SATA Drive 3Gbs	40		
10		Dell Power Supply	10		
11		Dell PE 2950 Power Supply	10		
12		DRAC V Card	10		
13		Dell CDRW/DVD IDE Drive	10		
14		Dell Universal Rapid/Versa Rails	10		
15		Broadcom NetXtreme II 5708 Dual Port Gigabit Ethernet	20		
16		3 x PCI-E	10		
17		Standard Power Cord(s)	10		
18		Dell PE 2950 Front Bezel	10		
19		No Windows Operating System	10		
20		Intel Pro 1000VT 1GB PCI-E QP NIC	10		
21		Custom Configuration and Full Testing, Full BIOS/Firmware Updates	10		
22		1 Year Limited Warranty	10		
23		(L6) KC411	10		
24		(L6) MC360	10		
25		(L6) Dell PERC 5i Battery	10		

Price quotes are good for 14 calendar days and subject to availability.

For warranty information please visit the website below:

<http://www.xbyte.com/Warranty.aspx>

Page 1

Sub Total \$19,000.00

# xByte Technologies

911 Commerce Blvd North  
Sarasota, FL 34243  
Direct: 941-358-9770  
Fax: 941-358-9779  
sales@xByte.com  
<http://www.xByte.com>

## xByte Proposal

SQ-7278766

5/10/2013

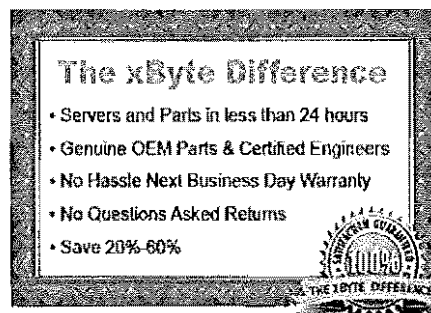


Customer		Contact	Ship To		
Oak Ridge Schools Susan Pressley 304 New York Ave. OAK RIDGE TN 37830 UNITED STATES Tel: (865) 425-9015 Fax: (865) 425-9060		Oak Ridge Schools Alexander Heitman 304 New York Ave. OAK RIDGE TN 37830 UNITED STATES Tel: (865) 425-9003 Fax: (865) 425-9060	ORS - Technology Dept Susan Pressley 127 Providence Rd. Suite 100 OAK RIDGE TN 37830 UNITED STATES Tel: (865) 425-9015		
Account	Terms		Due Date	Ship VIA	
112497	NET 30		6/9/2013	FedEx Ground	
Quotation	PO #		Reference	Account Rep	Printed
SQ-7278766				Daniel Schaefer	5/13/2013 10:29:48AM
Line	Item	Description	Qty	Price	Amount
26		(L6) JC881 Dell PERC 5/6 Raid Battery Cable	10		
27		Free Shipping	1		
28					

Price quotes are good for 14 calendar days and subject to availability.

For warranty information please visit the website below:

<http://www.xbyte.com/Warranty.aspx>



Taxable	\$0.00
Total Tax	\$0.00
Exempt	\$19,000.00
Total	\$19,000.00

Any and all manufacturer warranties correspond to what shows on that manufacturer's website in reference to a particular system and are subject to all that manufacturer's terms, conditions and exclusions. Transferability of said warranties are not guaranteed by xByte Technologies, and those manufacturers may cancel or disallow transfers at their discretion.

## IP CCTV Security Solution

System: CCTV Systems upgrade  
 Customer: Oak Ridge City Schools  
 Address: Oak Ridge TN  
 Contact: Doug Cofer, Allen Thacker

Project: Oak Ridge Preschool  
 Contract #: RCS Contract #- B2011-31141



Contract Discount: 16% Avigilon  
 Client Rep: Derrick Ledford  
 May PO payable to: System Integrations, Inc.  
 233 Legend Drive, Suite 100  
 Lebanon, TN 37087  
 615-449-2944

Qty.	Vendor	Vendor Part #	Description	MSRP	Cost	Extension
<b>IP Camera Systems</b>						
1	Avigilon	2.0MP-H3-DC1	2.0 Megapixel (1080p) Day/Night In-Ceiling Dome, 3-9mm f/1.2 lens	\$765	\$627.30	\$627.30
<b>Analog Video Encoders</b>						
4	Avigilon	ENC-4P-H264	4 Port Analog Video Encoder H264 compression, with 4 audio ports	\$ 345	\$282.90	\$1,131.60
2	Avigilon	ENC-BRK1U	Mounting bracket for 3 Avigilon Analog Video Encoders in 1U of standard rack space	\$ 55	\$45.10	\$90.20
<b>Head End/Monitoring &amp; Recording Equipment</b>						
1	Avigilon	1C-HD-NVMS-ENT	Enterprise HD NVMS for up to 1 camera channels and 1 viewing client	\$335.00	\$274.70	\$274.70
1	Avigilon	4C-HD-NVMS-ENT	Enterprise HD NVMS for up to 4 camera channels and 1 viewing client	\$1,155.00	\$947.10	\$947.10

Total Camera Count

1

Avigilon MSRP Price \$3,745.00  
Avigilon Contract Savings -\$674.10  
 Avigilon Contract Price \$3,070.90  
 Professional Services \$0.00  
 Total Contract Cost \$3,070.90

## IP CCTV Security Solution

System: CCTV Systems upgrade  
 Customer: Oak Ridge City Schools  
 Address: Oak Ridge TN  
 Contact: Doug Cofer, Allen Thacker

Project: Glenwood Elementary  
 Contract #: RCS Contract #- B2011-31141



Contract Discount: 18% Avigilon  
 Client Rep: Derrick Ledford  
 May PO payable to: System Integrations, Inc.  
233 Legend Drive, Suite 100  
Lebanon, TN 37087  
615-449-2944

Qty.	Vendor	Vendor Part #	Description	MSRP	Cost	Extension
<b>IP Camera Systems</b>						
4	Avigilon	2.0MP-H3-DP1	2.0 Megapixel (1080p) Day/Night Pendant Dome, 3-9mm f/1.2 lens	\$865	\$709.30	\$2,837.20
4	Avigilon	MNT-PEND-WALL	Compact wall bracket for use with H3PTZ-DP and H3-DP Pendant Dome Cameras	\$90.00	\$73.80	\$295.20
3	Avigilon	ENC-4P-H264	4-Port Analog Video Encoder H264 compression, with 4 audio ports	\$ 345	\$282.90	\$848.70
1	Avigilon	ENC-BRK1U	Mounting bracket for 3 Avigilon Analog Video Encoders in 1U of standard rack space	\$ 55	\$45.10	\$45.10
<b>Head End/Monitoring &amp; Recording Equipment</b>						
3	Avigilon	1C-HD-NVMS-ENT	Enterprise HD NVMS for up to 1 camera channels and 1 viewing client	\$335.00	\$274.70	\$824.10
1	Avigilon	4C-HD-NVMS-ENT	Enterprise HD NVMS for up to 4 camera channels and 1 viewing client	\$1,155.00	\$947.10	\$947.10

Total Camera Count

4

Avigilon MSRP Price \$7,070.00  
Avigilon Contract Savings -\$1,272.60  
 Avigilon Contract Price \$5,797.40  
Professional Services \$0.00  
 Total Contract Cost \$5,797.40

## IP CCTV Security Solution

System: CCTV Systems upgrade  
 Customer: Oak Ridge City Schools  
 Address: Oak Ridge TN  
 Contact: Doug Cofer, Allen Thacker

Project: Linden Elementary  
 Contract #: RCS Contract #- B2011-31141



Contract Discount: 18% Avigilon  
 Client Rep: Derrick Ledford  
 May PO payable to: System Integrations, Inc.  
 233 Legend Drive, Suite 100  
 Lebanon, TN 37087  
 615-449-2944

Qty.	Vendor	Vendor Part #	Description	MSRP	Cost	Extension
<b>IP Camera Systems</b>						
4	Avigilon	2.0MP-H3-DP1	2.0 Megapixel (1080p) Day/Night Pendant Dome, 3-9mm f/1.2 lens	\$865	\$709.30	\$2,837.20
1	Avigilon	2.0MP-H3-DC1	2.0 Megapixel (1080p) Day/Night In-Ceiling Dome, 3-9mm f/1.2 lens	\$765	\$627.30	\$627.30
4	Avigilon	MNT-PEND-WALL	Compact wall bracket for use with H3PTZ-DP and H3-DP Pendant Dome Cameras	\$90.00	\$73.80	\$295.20
2	Avigilon	ENC-4P-H264	4-Port Analog Video Encoder H264 compression, with 4 audio ports	\$ 345	\$282.90	\$565.80
1	Avigilon	ENC-BRK1U	Mounting bracket for 3 Avigilon Analog Video Encoders in 1U of standard rack space	\$ 55	\$45.10	\$45.10
<b>Head End/Monitoring &amp; Recording Equipment</b>						
3	Avigilon	1C-HD-NVMS-ENT	Enterprise HD NVMS for up to 1 camera channels and 1 viewing client	\$335.00	\$274.70	\$824.10
1	Avigilon	4C-HD-NVMS-ENT	Enterprise HD NVMS for up to 4 camera channels and 1 viewing client	\$1,155.00	\$947.10	\$947.10

Total Camera Count  
 5

Avigilon MSRP Price \$7,490.00  
 Avigilon Contract Savings -\$1,348.20  
 Avigilon Contract Price \$6,141.80  
 Professional Services \$0.00  
 Total Contract Cost \$6,141.80

## IP CCTV Security Solution

System: CCTV Systems upgrade  
 Customer: Oak Ridge City Schools  
 Address: Oak Ridge TN  
 Contact: Doug Cofer, Allen Thacker

Project: Willow Brook Elementary  
 Contract #: RCS Contract #- B2011-31141



Contract Discount: 18% Avigilon  
 Client Rep: Derrick Ledford  
 May PO payable to: System Integrations, Inc.  
 233 Legend Drive, Suite 100  
 Lebanon, TN 37087  
 615-449-2944

Qty.	Vendor	Vendor Part #	Description	MSRP	Cost	Extension
<b>IP Camera Systems</b>						
4	Avigilon	2.0MP-H3-DP1	2.0 Megapixel (1080p) Day/Night Pendant Dome, 3-9mm f/1.2 lens	\$865	\$709.30	\$2,837.20
	Avigilon	2.0MP-H3-DC1	2.0 Megapixel (1080p) Day/Night In-Ceiling Dome, 3-9mm f/1.2 lens	\$765	\$627.30	\$0.00
4	Avigilon	MNT-PEND-WALL	Compact wall bracket for use with H3PTZ-DP and H3-DP Pendant Dome Cameras	\$90.00	\$73.60	\$295.20
2	Avigilon	ENC-4P-H264	4-Port Analog Video Encoder H264 compression, with 4 audio ports	\$ 345	\$262.90	\$565.80
1	Avigilon	ENC-BRK1U	Mounting bracket for 3 Avigilon Analog Video Encoders in 1U of standard rack space	\$ 55	\$45.10	\$45.10
<b>Head End/Monitoring &amp; Recording Equipment</b>						
2	Avigilon	1C-HD-NVMS-ENT	Enterprise HD NVMS for up to 1 camera channels and 1 viewing client	\$335.00	\$274.70	\$549.40
1	Avigilon	4C-HD-NVMS-ENT	Enterprise HD NVMS for up to 4 camera channels and 1 viewing client	\$1,155.00	\$947.10	\$947.10

**Total Camera Count**

**4**

Avigilon MSRP Price \$6,390.00  
Avigilon Contract Savings -\$1,160.20  
 Avigilon Contract Price \$5,239.80  
Professional Services \$0.00  
**Total Contract Cost** **\$5,239.80**

# IP CCTV Security Solution

System: CCTV Systems upgrade  
 Customer: Oak Ridge City Schools  
 Address: Oak Ridge TN  
 Contact: Doug Cofer, Allen Thacker

Project: Woodland Elementary  
 Contract #: RCS Contract #- B2011-31141



Contract Discount: 16% Avigilon  
 Client Rep: Derrick Ledford  
 May PO payable to: System Integrations, Inc.  
 233 Legend Drive, Suite 100  
 Lebanon, TN 37087  
 615-449-2944

Qty.	Vendor	Vendor Part #	Description	MSRP	Cost	Extension
<b>IP Camera Systems</b>						
<b>2.0MP H3 DP/DC</b>						
4	Avigilon	2.0MP-H3-DP1	2.0 Megapixel (1080p) Day/Night Pendant Dome, 3-9mm f/1.2 lens	\$865	\$709.30	\$2,837.20
1	Avigilon	2.0MP-H3-DC1	2.0 Megapixel (1080p) Day/Night In-Ceiling Dome, 3-9mm f/1.2 lens	\$765	\$627.30	\$627.30
<b>H3PTZ DP/DC 3.0MP H3 DP/DC</b>						
4	Avigilon	MNT-PEND-WALL	Compact wall bracket for use with H3PTZ-DP and H3-DP Pendant Dome Cameras	\$90.00	\$73.60	\$295.20
<b>4-Port Analog Video Encoder H264</b>						
2	Avigilon	ENC-4P-H264	4-Port Analog Video Encoder H264 compression, with 4 audio ports	\$ 345	\$282.90	\$565.80
1	Avigilon	ENC-BRK1U	Mounting bracket for 3 Avigilon Analog Video Encoders in 1U of standard rack space	\$ 55	\$45.10	\$45.10
<b>Head End/Monitoring &amp; Recording Equipment</b>						
3	Avigilon	1C-HD-NVMS-ENT	Enterprise HD NVMS for up to 1 camera channels and 1 viewing client	\$335.00	\$274.70	\$824.10
1	Avigilon	4C-HD-NVMS-ENT	Enterprise HD NVMS for up to 4 camera channels and 1 viewing client	\$1,155.00	\$947.10	\$947.10

Total Camera Count

5

Avigilon MSRP Price \$7,490.00  
 Avigilon Contract Savings -\$1,340.20  
 Avigilon Contract Price \$6,141.80  
 Professional Services \$0.00  
 Total Contract Cost \$6,141.80

## IP CCTV Security Solution

System: CCTV Systems upgrade  
 Customer: Oak Ridge City Schools  
 Address: Oak Ridge TN  
 Contact: Doug Cofer, Allen Thacker

Project: Jefferson Middle  
 Contract #: RCS Contract #- B2011-31141



Contract Discount: 18% Avigilon  
 Client Rep: Derrick Ledford  
 May PO payable to: System Integrations, Inc.  
 233 Legend Drive, Suite 100  
 Lebanon, TN 37087  
 615-449-2944

Qty.	Vendor	Vendor Part #	Description	MSRP	Cost	Extension
<b>IP Camera Systems</b>						
<b>2.0MP Megapixel</b>						
2	Avigilon	2.0MP-H3-D1	2.0 Megapixel (1080p) Day/Night Indoor Dome, 3-9mm f/1.2 lens	\$715	\$586.30	\$1,172.60
4	Avigilon	2.0MP-H3-DP1	2.0 Megapixel (1080p) Day/Night Pendant Dome, 3-9mm f/1.2 lens	\$865	\$709.30	\$2,837.20
1	Avigilon	2.0MP-H3-DC1	2.0 Megapixel (1080p) Day/Night In-Ceiling Dome, 3-9mm f/1.2 lens	\$765	\$627.30	\$627.30
<b>3.0MP H.264 IP Megapixel AVISIO DOME</b>						
4	Avigilon	MNT-PEND-WALL	Compact wall bracket for use with H3PTZ-DP and H3-DP Pendant Dome Cameras	\$90.00	\$73.80	\$295.20
<b>4-PORT ANALOG ENCODER</b>						
3	Avigilon	ENC-4P-H264	4-Port Analog Video Encoder H264 compression, with 4 audio ports	\$345	\$282.90	\$848.70
1	Avigilon	ENC-BRK1U	Mounting bracket for 3 Avigilon Analog Video Encoders in 1U of standard rack space	\$55	\$45.10	\$45.10
<b>Head End/Monitoring &amp; Recording Equipment</b>						
	Avigilon	1C-HD-NVMS-ENT	Enterprise HD NVMS for up to 1 camera channels and 1 viewing client	\$335.00	\$274.70	\$0.00
3	Avigilon	4C-HD-NVMS-ENT	Enterprise HD NVMS for up to 4 camera channels and 1 viewing client	\$1,155.00	\$947.10	\$2,841.30

Total Camera Count

7

Avigilon MSRP Price \$10,570.00  
 Avigilon Contract Savings -\$1,902.60  
 Avigilon Contract Price \$8,667.40  
 Professional Services \$0.00  
 Total Contract Cost **\$8,667.40**



## IP CCTV Security Solution

System: CCTV Systems upgrade  
 Customer: Oak Ridge City Schools  
 Address: Oak Ridge TN  
 Contact: Doug Cofer, Allen Thacker

Project: Oak Ridge High  
 Contract #: RCS Contract #- B2011-31141



Contract Discount: 18% Avigilon  
 Client Rep: Derrick Ledford  
 May PO payable to: System Integrations, Inc.  
 233 Legend Drive, Suite 100  
 Lebanon, TN 37087  
 615-449-2944

Qty.	Vendor	Vendor Part #	Description	MSRP	Cost	Extension
<b>IP Camera Systems</b>						
<b>Analog Video Encoders</b>						
12	Avigilon	ENC-4P-H264	4-Port Analog Video Encoder H264 compression, with 4 audio ports	\$ 345	\$282.90	\$3,394.80
4	Avigilon	ENC-BRK1U	Mounting bracket for 3 Avigilon Analog Video Encoders in 1U of standard rack space	\$ 55	\$45.10	\$180.40
<b>Head End/Monitoring &amp; Recording Equipment</b>						
<b>Avigilon Enterprise</b>						
	Avigilon	1C-HD-NVMS-ENT	Enterprise HD NVMS for up to 1 camera channels and 1 viewing client	\$335.00	\$274.70	\$0.00
3	Avigilon	4C-HD-NVMS-ENT	Enterprise HD NVMS for up to 4 camera channels and 1 viewing client	\$1,155.00	\$947.10	\$2,841.30

**Total Camera Count**

0

Avigilon MSRP Price \$7,825.00  
Avigilon Contract Savings -\$1,408.50  
 Avigilon Contract Price \$6,416.50  
 Professional Services \$0.00  
 Total Contract Cost \$6,416.50

# **Oak Ridge Schools CCTV Proposal**

	Campus	Total	# of Interior	# of exterior	# of Encoders
1	Oak Ridge Preschool	\$ 3,070.90	1		4
2	Glenwood Elementary	\$ 5,797.40		4	3
3	Linden Elementary	\$ 6,141.80	1	4	2
4	Willow Brook Elementary	\$ 5,239.80		4	2
5	Woodland Elementary	\$ 6,141.80	1	4	2
6	Jefferson Middle	\$ 8,667.40	3	4	3
7	Robertsville Middle	\$ 8,667.40	3	4	3
8	Oak Ridge High	\$ 6,416.50			12
9	Alternative School	\$ 1,558.00			2
10	Server Configuration	\$ 3,479.70			
<b>Total</b>		<b>\$ 55,180.70</b>	<b>9</b>	<b>24</b>	<b>33</b>

## ***ITEM FOR ACTION***

### **Approval of the Annual Renewal of the Transportation Services Contract**

I recommend the annual renewal of the Transportation Services Contract with First Student, Inc., for Fiscal Year 2013-2014.

During the spring of 2008, an RFP was issued requesting bids from school transportation service companies for the management of Oak Ridge Schools' Transportation Program for a five-year period, which covered fiscal years, 2009-2013. The contract was awarded to First Student, Inc.

Based upon the previous year's performance of First Student, Inc., and the proposed financial terms for fiscal year 2012-2013, renewal was recommended. FY'13 was the fifth year of the contract. The negotiated increase reflected 0% over FY'12.

At that time, First Student, Inc., proposed a two-year extension to the contract including FY'14 and FY'15, with proposed increases of 2.5% and 3% respectively. The original contract named a floor of 3% and a ceiling of 5% for annual increases. Administration recommends approval of the first year of the two-year extension including the proposed increase of 2.5%.

For FY'14, two buses will have reached their legally acceptable useful life and must be replaced. The contract with First Student, Inc., includes an operational increase to the daily rate to cover the cost of two new buses at approximately \$16,119 per bus annually. This allows the district the use of First Student, Inc.'s buses without the upfront capital expense which would be in excess of \$250,000. In the event Oak Ridge Schools chooses to terminate the agreement, the district could purchase the buses (less the amount already paid toward them) or just end the contract without obligation. Bus lease expenses will be funded from the District's Equipment Rental & Replacement Fund.



April 4, 2012

To: Dr. Tom Bailey  
Karen Gagliano

From: Chris Pedde

Re: Transportation Proposal

As a follow up to our recent meeting, First Student would like to offer the following assuming a two year extension to the existing agreement.

School Year 12/13 -- 0% increase  
School Year 13/14 -- 2.5% increase  
School Year 14/15 -- 3.0% increase

First student would also agree to furnish 3 buses for this coming school year. The rates for these three routes would be increased by \$9200.00 annually or \$52.00 per bus day (assuming 180 school days).

With the extension we can add the language below should the district decide to do so:

*In the event the contract is terminated and the District makes a decision to operate the school bus service on its own, Contractor agrees to sell its then-current fleet of school buses serving under this agreement at Yellow Book prices or the unamortized portion, whichever is greater. Before taking possession of the vehicles, the District shall cause funds to be transferred to the Contractor. The Contractor will provide titles for the vehicles within 10 business days after receiving funds.*

We appreciate your business.

Thanks

**ITEM FOR ACTION**

**Approval of Jefferson Middle School Field Trip to Williamsburg, VA**

I recommend that the Jefferson Middle School field trip to Williamsburg, VA be approved by the Board.

The attached documentation details the Jefferson Middle School American History field trip to Williamsburg, VA. Included are the itinerary, informal bid information for transportation, hotel, and banquet arrangements, and a single-source bid for Colonial Williamsburg programs. The parent/student letter, itinerary, and sign-up packet were sent home shortly after spring break. Pending Board approval, the final permission slip packet and field trip paperwork (including final price information) will be sent home with 8<sup>th</sup> grade students in late August, 2013. This year's trip dates are October 11-14, 2013, at the beginning of Fall Break.

# CAMPUS LEAVE REQUEST

Oak Ridge Schools

School: JEFFERSON MIDDLE SCHOOL Date: 5/14/13

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: 8th GRADE AMERICAN HISTORY

Educational Activity: WILLIAMSBURG FIELD TRIP

Destination: Williamsburg, Jamestown, Yorktown, Charlottesville, VA

Purpose of Trip: Hands-on history instruction: Colonial & Revolutionary America

Departure Date: 10/11/13 Departure Time: 1:00 PM

Return Date: 10/14/13 Return Time: 9:30 PM

Mode of Transportation: COACH BUS

# of Students: 80 # of Adults: 10 Chaperone/Student Ratio: 1:8

Professional Staff Chaperone(s): Steve Reddick, Scott Linn, Bruce Lay, Phil Cox, Karah Tull, Dorothy DeVon, Dave Hundermark, Kathy Strunk, Jason Nussbaum, Lori Gupton

Other Chaperone(s): \_\_\_\_\_

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 \_\_\_\_\_

\$ ~\$500.00 Per Student TOTAL TRIP AMOUNT: \$ ~\$500.00 \$40,000

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

Staff Member: Stephen M Reddick Date: 5/14/13

Principal's Action: Approved: ☒ Disapproved: ☐

Principal's Signature: Bruce Lay Date: 5/14/13

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

Superintendent or Designee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## WILLIAMSBURG FIELD TRIP 2013 ITINERARY

### Friday, October 11

1:00	P.M.	Leave Jefferson Middle School
7:00		Fast food dinner, Lexington, VA
10:00		Check in, Holiday Inn, Williamsburg
11:00		Lights out

### Saturday, October 12

6:00	A.M.	Wake up
6:45		Breakfast, Holiday Inn
9:00		Tour Jamestown Settlement
11:30		Lunch, Jamestown Settlement Cafe
12:45	P.M.	Tour Jamestown Island
2:00		Tour Yorktown Victory Center
5:00		Golden Corral, Williamsburg
7:00		"Papa Said, Mama Said"/Colonial Dancing, Colonial Williamsburg
8:30		Colonial Dancing/"Papa Said, Mama Said", Colonial Williamsburg
9:45		Return to Holiday Inn
11:00		Lights out

### Sunday, October 13

6:00	A.M.	Wake up
6:45		Breakfast, Holiday Inn
9:00		Tour Colonial Williamsburg
11:45		Lunch, Kings' Arms Tavern, Colonial Williamsburg
1:00	P.M.	Tour Colonial Williamsburg
3:15		Shopping, Merchants' Square, Williamsburg
4:45		Return to hotel, dress for dinner
6:00		Dinner and program, Captain George's, Williamsburg
8:30		"Ghosts Among Us" Tour, Colonial Williamsburg
9:45		Return to Holiday Inn/pack for departure
11:00		Lights out

### Monday, October 14

6:00	A.M.	Wake up
6:30		Breakfast, Holiday Inn
7:00-7:30		Final checkout, Holiday Inn
7:30		Leave Williamsburg
9:30		Tour University of Virginia, Charlottesville
11:00		Tour Monticello, Charlottesville
1:00	P.M.	Lunch, Michie Tavern, Charlottesville
2:00		Depart Charlottesville
6:30		Fast food dinner, Abingdon, VA
9:30		Estimated arrival, Jefferson Middle School, Oak Ridge



# COMPETITIVE QUOTE SHEET

# COMPETITIVE QUOTE SHEET

JEFFERSON MIDDLE SCHOOL

### THREE QUOTES

11

112

3

[illegible]



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## HMP PROPERTIES

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January 31, 2013

Mr. Steve Reddick  
Jefferson Middle School  
200 Fairbanks Road  
Oakridge, TN 37830  
Phone: (865) 425-9301  
E-mail: [SReddick@ortn.edu](mailto:SReddick@ortn.edu)

### GROUP NAME: JEFFERSON MIDDLE SCHOOL

Dear Mr. Reddick:

Thank you for once again selecting the **Holiday Inn & Suites Gateway** for your group while visiting the area! Our staff will strive to make their stay a happy and memorable occasion. We would like to make the following arrangements for your group.

Arrival	Departure	# Rooms	Room Type	Price
<i>Friday October 11, 2013</i>	<i>Monday, October 14, 2013</i>	<i>15</i>	<i>Standard Queen /Queen</i>	<i>\$98.95</i>
<i>Friday, October 11, 2013</i>	<i>Monday, October 14, 2013</i>	<i>10</i>	<i>One-bedroom Suites Queen /Queen</i>	<i>\$121.95</i>

Listed below are our policies and procedures that will be helpful in answering any questions you may have:

**Taxes:** Please note that rates are subject to a 10% sales tax plus \$2.00 per night occupancy tax.

**Room Occupancy:** Maximum room occupancy is **four people per room** for standard rooms with two queen beds and **6 people per room** for one bedroom suites with two queen beds and a sofa bed.

**Rooming List:** A rooming list, indicating guest names, must be received by **September 11, 30 days prior to arrival**. Please do not change the room count on the rooming list. We cannot guarantee your number of rooms or billing accuracy unless you notify the Sales Department directly.

**Contract:** We must receive a signed contract via fax or scanned to email by **February 4, 2013**. No rooms will be blocked until the contract is received.

**Deposit:** A non-refundable deposit of \$1,000.00 is **due April 8, 2013**. We will accept Corporate checks, Cashiers checks and Travelers checks. Payment by Credit Card is accepted when accompanied by our hotel approved credit card authorization.

**Baggage Handling:** \$4.00 per person for arrival and departure. Please initial below if you would like to have baggage handling for your group. \_\_\_\_\_ Client's initials.

*Addendum: Please cut off HBO to all student rooms prior to our arrival.*

515 BYPASS ROAD, WILLIAMSBURG, VA 23185  
Hotel Phone: 757-229-9990 Fax: 757-257-5907  
Sales Phone: 757-941-2164 email: [tnelson@hmphotels.com](mailto:tnelson@hmphotels.com)  
Website: [www.hmphotels.com](http://www.hmphotels.com)

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## HMP PROPERTIES

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**Cots:** Cots are available for \$20.00 per night, plus tax. Please let the Sales Department know 30 days in advance if your group will require cots. A maximum of 3 cots are allotted for your group.

**Final Payment:** Final payment is due **September 11, 2013, 30 days prior to arrival**. We will accept Corporate checks, Cashiers checks and Travelers checks. Payment by Credit Card is accepted when accompanied by our hotel approved credit card authorization.

**Cutoff:** Your cutoff date will be **September 11, 2013, 30 days prior to arrival**. All rooms remaining in your block after this date will be released to general sale. No additional cancellations or reservations, based on availability, will be accepted after this date. Please assure that all room counts are confirmed by this date to avoid any charges for rooms not picked up. If more than 10% of the room count is dropped, a rate increase will occur.

**Function Space:**

Day / Date	Function	Time	People	Room	Set-up	Rental
Saturday, October 11, 2013	Breakfast	TBD	TBD	Banquet Room	Rounds	Waived**
Sunday, October 12, 2013	Breakfast	TBD	TBD	Banquet Room	Rounds	Waived**
Monday, October 13, 2013	Breakfast	TBD	TBD	Banquet Room	Rounds	Waived**

**\*\*We have agreed to waive the room rental fee for your group with a food and beverage minimum of\*\*  
\$550.00 per day.**

You have selected the Student breakfast at \$9.95 per person inclusive. A detailed Banquet Event Order will be created for each function outlining the specific needs of the banquet room. We will require the food guarantee due 2 weeks prior to the event, along with payment in full for the banquets. Any additional people would be paid for on the day of the function.

**Student Breakfast \$9.95 inclusive**

Assorted Cereals and Milk  
Scrambled Eggs  
Bacon OR Sausage  
Breakfast Potatoes  
Whole Fruit  
Juice and Coffee

**Banquet Food and Beverage Attrition:** Hotel is relying on, and Group agrees to provide, a minimum of \$550.00 in banquet food and beverage revenue per day, inclusive of banquet, tax and gratuity. The hotel will extend a 10% allowance in expected food and beverage revenue. Should the group fall below this amount, the group will be responsible for the remaining food and beverage revenue (i.e., the amount necessary to achieve 90% of the total expected food and beverage revenue). Such amount shall be subject to all applicable taxes, which shall be paid by Group. The Hotel and Group agree that the payment described above is a reasonable estimate of the Hotel's damage resulting from the reduced use of the food and beverage facilities, and does not constitute a penalty.

**Incidental Charges:** Unless otherwise indicated, it is assumed that individual guests will be responsible for all incidental charges.

515 BYPASS ROAD, WILLIAMSBURG, VA 23185  
Hotel Phone: 757-229-9990 Fax: 757-257-5907  
Sales Phone: 757-941-2164 email: [tnelson@hmp-hotels.com](mailto:tnelson@hmp-hotels.com)  
Website: [www.hmp-hotels.com](http://www.hmp-hotels.com)

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## HMP PROPERTIES

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**Security:** We require that all youth groups employ a security company to monitor their group during the nighttime hours (minimum 10:30pm -- 6:30am). We will arrange this service through a local company who is appropriately certified at the rate of \$20.00 per hour per guard / per floor for each evening. \_\_\_\_\_ **Please initial that you are aware the group will need 2 security guards per night.**

**Smoking:** Any Smoking in a non smoking room will result in a \$250.00 per room deep cleaning fee.

**Pets:** Please be aware that we do not allow pets on premises and will charge a \$250.00 pet fee if pets or any evidence of pets is found upon check out.

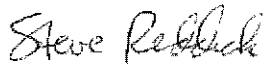
**Refund:** To receive a refund of your deposit, cancellation must be made no later than **July 11, 2013**. All final payments are non-refundable.

Any group rooms causing loud noise or disturbances to other guests, resulting in complaints or early departures will be charged for all discounts, adjustments, and/or vacated rooms the hotel may incur due to the above mentioned situations. Charges for any damages discovered after departure or during the stay will be the responsibility of the contracting agents for the group, unless otherwise agree, in accordance with Virginia state laws governing hotels, especially section 35.1-27 and 28 of the code of Virginia (1950), as amended, effective October 1, 1981.

All though all requests are given priority, we cannot guarantee all requests (same floor, adjoining rooms, etc.) Holiday Inn & Suites Gateway is a 100% smoke free facility. There will be a \$250.00 rate increase on any room of any guest who chooses to smoke in one of our guest rooms

Once again, thank you for choosing the **Holiday Inn & Suites Gateway**. We look forward to accommodating your group and making your stay an enjoyable one!

This signed agreement will bind the **Holiday Inn & Suites Gateway** and Mr. Steve Reddick as a representative of Jefferson Middle School to the preceding terms.

  
Mr. Steve Reddick  
Jefferson Middle School

2/20/13

\_\_\_\_\_  
Tena Nelson  
Holiday Inn Gateway

Purchases \$25000R MORE to have competitive quotes \$25000 or more to have BOE approval

COMPETITIVE QUOTE SHEET

JEFFERSON MIDDLE SCHOOL

THREE QUOTES

#1			#2			#3		
VENDOR			Gentry Trailways			Knowville Tours		
ADDRESS			2519 Mitchell St. Knoxville, TN 37917			4916 Clinton Hwy Knoxville, TN		
CONTACT			37918			37912		
PHONE			865-523-2796			865-688-6232		
ITEM	QTY	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
		Oct 2013	*			7799.00		
		field trip						
		8th grade						
		* 4/4/13 Budget #01						
		chassis dependent #01						
		chassis dependent #01						
		in 1st 2013						
		\$10000 per 4/4/13						
DATE: 5/14/13			REQ. NO:					
QUOTE TAKEN BY: Stephen R. Lytle								
QUOTE APPROVED BY: B. Long								
TOTAL \$			9350-					
Terms								
Delivery Date								
FOB Point								

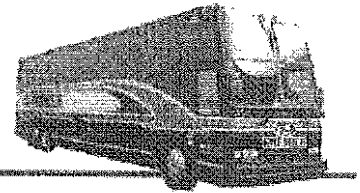
No longer provide coach charter buses

Not approved as carrier by DRS. Has not responded with a quote despite email phone conversation with Mr. Lusk.





**PREMIER**  
TRANSPORTATION, L.L.C.



## CHARTER QUOTE/CONFIRMATION

JEFFERSON MIDDLE SCHOOL-OAK RIDGE  
200 FAIRBANKS ROAD  
OAK RIDGE, TN 37830

Date Printed: Wednesday, February 13, 2013  
Phone: 865-425-9301 Fax: 865-425-9339  
Your Contact: Michelle Brinyark

ATTN: STEVE REDDICK

RE: WILLIAMSBURG TRIP

Charter # Q7363

		Time	Date	# Vehieles	Description	Total Capacity
Pickup	OAK RIDGE, TN OAK RIDGE, TN	1:00pm	10/11/2013	2	COACH 56	112
Dropoff	WILLIAMSBURG, VA WILLIAMSBURG, VA		10/11/2013			112
Pickup	WILLIAMSBURG, VA WILLIAMSBURG, VA		10/14/2013			112
Dropoff	OAK RIDGE, TN OAK RIDGE, TN	9:30pm	10/14/2013			112

Deposit of \$ 1,000.00 is due: Aug 16, 2013  
Remainder of \$ 8,350.00 is due: Sep 27, 2013  
Total Cost: \$ 9,350.00

**Chartering Parties Responsible for the following:**

- Drivers Lodging - 1 room per driver/per night
- All Parking Fees & Tolls
- Final Itinerary and pick up location due 14 days prior to departure
- Additional clean up fees if coach cannot be easily restored to original condition

Please check the information above for your charter and note any changes that need to be made. When planning your itinerary, please keep in mind that DOT Regulations state that a driver cannot drive more than 10 hours in a 15 hour period. After 15 hours of on duty time, the driver must have 9 consecutive hours off. (On duty starts when a driver begins the pre-trip inspection and continues for 15 hours straight.) When traveling with 2 drivers, the 15 hour rule is still in effect, which means both drivers can be on duty for 15 hours in a 24 hour period. If you have any questions, please consult Premier Transportation about time schedules when planning your trip.

TO CONFIRM THIS CHARTER, PLEASE SIGN AND FAX BACK TO 865-689-5552

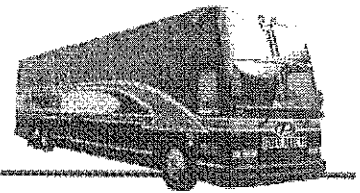
THANK YOU FOR CHOOSING PREMIER TRANSPORTATION, LLC

  
INITIALS

1500 Breda Drive, Knoxville, TN 37918 (865) 694-0304 (865) 687-8371 Fax (865) 689-5552



**PREMIER**  
TRANSPORTATION, L.L.C.



## TERMS AND CONDITIONS

**Driver availability:** When planning your itinerary, please keep in mind that a driver cannot drive more than 10 hours in a 15 hour period. After 15 hours of on duty time, the driver must have 9 consecutive hours off. (On duty starts when the driver begins the pre-trip inspection and continues for 15 straight hours) When traveling with more than 1 driver, the 15 hour rule is still in effect, which means all drivers can be on duty for 15 hours in a 24 hour period. If you have any questions, please consult Premier Transportation about time schedules.

**Reservations:** All charter quotes must be signed and returned immediately in order to hold a vehicle and the receipt of the on time deposit will confirm the charter. Reservations made less than 30 days prior to depart date must be paid at the time of the reservation.

**Coach rules of the road:** We do not allow smoking or any tobacco products to be used while on coach. Loose candies such as skittles, M&M's, gummy bears, etc are not permitted. Drinks with screw top caps only are allowed on the coach. Food and drinks are allowed providing trash and spills are taken care of as soon as they happen. Driver has the authority to prohibit food and drinks if a problem exists. Limited use of onboard restroom is requested for sanitation, comfort, and safety. No solid waste is to be put in toilet.

**Safety:** All decisions pertaining to the motor coach will be made by the driver based on legal requirements and company policy. At no time will a student or minor be allowed on the motor coach without supervision of a school official, chaperone, or responsible adult with the chartering party. When overnight drive is necessary, we encourage our drivers to make frequent rest stops. Passenger safety is our first priority. See: [safetyteam.com/general/driver fatigue.html](http://safetyteam.com/general/driver%20fatigue.html) for more details.

**Electronics:** Audio/Video equipment which includes DVD players, monitors, in motion satellite TV, and wireless internet services are complimentary. No refunds will be given for malfunctions or disruption during the course of your charter. Each chartering party should designate one individual to monitor/change DVD and satellite TV equipment for driver safety reasons.

**Damage to motor coach:** Our motor coaches are carefully inspected prior to departure from our garage. Prior to passengers loading the coach we ask that an agent of the chartering party perform an inspection of the interior of the vehicle. Remember, any damages to seats, windows, window shades, or other parts of the interior of the vehicle caused by the chartering party will be the responsibility of the chartering party for repairs.

**Fuel surcharge:** The quoted price is based on fuel prices on the date of this contract and may be subject to a fuel surcharge on actual costs of fuel based on the date of departure. Fuel prices are locked in 30 days prior to departure.

*If you agree to the provisions in this contract, please sign and enclose payment as noted above. Keep one copy for your files, and return one copy to Premier Transportation. Your cost is based on the services detailed above and is subject to change in accordance with your actual itinerary. Items not included in the price above are coach entrance fees to attractions, parking and tolls, personal items to be used on the coach such as CD's and DVD's, and drivers gratuity. Premier Transportation reserves its rights to lease equipment from other companies in order to fulfill this agreement. Premier Transportation shall not be liable for items left on the coach or loss of time due to mechanical failure, road conditions, or inclement weather. We cannot guarantee the assignment of a requested driver(s) or coach(es). A signed contract and deposit will confirm your reservation and acknowledge your acceptance of this agreement.*

*Cancellations must be received 30 days prior to departure to insure full refund of deposit. Charter is subject to cancellation if payments are not received by the due dates. The chartering party will be responsible for all attorney fees incurred if and when needed. Late fees of 18% per annum will be assessed to all late payments.*

Michelle Brinyark  
PREMIER TRANSPORTATION, LLC

2/13/2013  
DATE

*Stephen R. Reddick* 4/3/13  
CUSTOMER SIGNATURE DATE

PLEASE VISIT OUR WEBSITE AT: [WWW.PREMIERTRANSPORTATION.NET](http://WWW.PREMIERTRANSPORTATION.NET)



COMPETITIVE QUOTE SHEET

### THREE QUOTES

JEFFERSON MIDDLE SCHOOL

21

VENDOR ADDRESS			CONTACT PHONE			ITEM	QTY	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL						
<div><div></div><div>Colonial Williamsburg</div><div>PO Box 637 Williamsburg VA 23186-0637</div></div>																						







***ITEM FOR ACTION***

**Approval of the Oak Ridge Schools Discipline Code Handbook**

I recommend the Board approve the Oak Ridge Schools Discipline Code Handbook for 2013 - 2014.

Attached is a copy of the Oak Ridge Schools Discipline Code Handbook. Revisions are noted in red. Administrative Council, First Student Transportation and our new superintendent, Dr. Borchers offered input for changes.

Changes are noted on the pages listed below:  
Pages, 7, 13, 17, 28, 29, 32 and 33.

# OAK RIDGE SCHOOLS DISCIPLINE CODE



A HANDBOOK FOR PARENTS,  
STUDENTS AND STAFF

Oak Ridge, Tennessee  
August 2013

To Students, Parents and Oak Ridge Schools Staff:

One of the responsibilities that I hold most seriously is the obligation to provide a safe and secure environment for all students who participate in our school programs. There can be little learning without discipline. A safe and orderly school environment is critical in providing a conducive environment where students can maximize their academic and personal development. We can expect our students to take full advantage of their educational opportunities only when they are able to attend school without fear. Our students must understand their rights and responsibilities in relationship to achieving the maximum from every educational experience. They must acknowledge that there are clear expectations for appropriate behavior and that violations of school rules will lead to prescribed consequences. Student discipline should be firm, fair, and consistent, and should be focused on changing inappropriate behavior.

It is the purpose of the Oak Ridge Schools Discipline Code booklet to provide the framework for governing student policies related to disciplinary expectations, procedures and responsibilities approved by the Board of Education. This publication provides to students, parents, school personnel, and the public a concise and comprehensive description of the minimum standards of behavior for all students enrolled in the public schools of Oak Ridge. It defines appropriate student conduct and presents a menu of alternatives to be employed by school administrators and staff to address individuals who exhibit inappropriate behavior. Emphasis is placed upon the right of all students to accept the challenge of maximizing their educational program through responsible behavior and academic achievement.

To establish a standard of student conduct, each school principal is required by state law to recommend a student's expulsion when the student:

- Is in possession of a firearm
- Assaults a staff member
- Distributes, possesses or consumes illegal substances during a school activity.

Parental involvement and support have a great effect on student conduct. Together we can provide strong discipline and rigorous academic programming in our schools. I ask that you as a parent assist us in this process by discussing the Oak Ridge Discipline Code.

Please keep this code booklet for reference throughout the school year. Should you have any questions concerning any information included in this document, please do not hesitate to talk with your school principal or the Director of Pupil Services at 425-9009.

Sincerely,

*Bruce Borchers*

Dr. Bruce Borchers  
Superintendent

## **FORM FOR VERIFYING RECEIPT OF DISCIPLINE CODE** **HANDBOOK**

Dear Parent:

In order that we may know you have received the Oak Ridge Schools Discipline Handbook, please sign this form and return it to your child's teacher.

Thank you.

I have received the Oak Ridge School Discipline Handbook and have reviewed it with my child,

\_\_\_\_\_  
**(Student's first and last name)**

Grade \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name (Please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I understand and will abide by the Oak Ridge Internet Acceptable Use Policy for the duration of my enrollment in the Oak Ridge Schools for the **2013 - 2014** school year. I understand that any violation of the policy may constitute suspension and/or criminal offense. My access privileges may be revoked; school disciplinary action may be taken and/or appropriate legal action.

User Signature: \_\_\_\_\_ Date \_\_\_\_\_

User Name: (Please print) \_\_\_\_\_

School: \_\_\_\_\_

### **FOR THE PARENTS OR GUARDIANS OF STUDENT USER**

As the parents or guardians of this student, I have read the Oak Ridge Internet Acceptable Use Policy and agree to its terms. I understand that this is designed for educational purposes. I hereby give permission to allow internet access for my child while enrolled in the Oak Ridge Schools and certify that the information contained on this form is correct.

Parent/Guardian's Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please keep this handbook and return this form only to your child's teacher by Friday, September **13, 2013**.**

**Willow Brook and Preschool students should return this page by Friday, August **9, 2013**.**

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## INTRODUCTION

Every student in the State of Tennessee is guaranteed the right to a free, public education. With this right, the student must accept the responsibility to know, understand, and follow the rules, policies, and laws of the State, the local community, and the school system. The Discipline Code is that set of rules, policies, and laws by which order is maintained for the benefit of all. Rules and regulations are needed to provide a safe and orderly atmosphere in the school so teachers can teach and students can learn. The most important factors in discipline are communication and cooperation among all participants: students, teachers, parents, school administrators, and the community.

According to Tennessee law, school systems are required to establish a code of acceptable behavior and discipline that is uniformly and fairly applied to all students. The code shall contain the type of behavior expected from each student, consequences of failure to obey such standards, and the importance of standards in maintaining an atmosphere where orderly learning is possible and encouraged. This booklet constitutes the official Code of Acceptable Behavior and Discipline for the Oak Ridge Schools as required by Tennessee law. This Code was revised and adopted by the Board in June, 2010. (Tennessee Code Annotated (TCA) 49-6-4017 and Section III of Board of Education Policies)

The purpose of this publication is to discuss what is meant by discipline, to define the various responsibilities necessary to achieve discipline and to acquaint the reader with the various rules, regulations, policies and laws that govern the behavior of students.

We hope you will use this handbook along with the more detailed information contained in other handbooks and publications prepared by the individual schools. We also ask for your continued support and cooperation in maintaining a school environment, which supports the teaching/learning process.

### **Common Notations for Legal References**

As you read this handbook some legal references are used. Below is a list of common legal abbreviations used in this document, as well as many of the building level handbooks. We are providing these references simply for your information.

**TCA** - Tennessee Code Annotated - A compilation of Tennessee laws

**ORCC** - Oak Ridge City Code - The regulations and ordinances governing the city

**BEP** - Board of Education Policies - Board approved guidelines for operation of the schools

**USC** - United States Code (USC) - Compilation of Federal laws



## SECTION I

### AUTHORITY TO DISCIPLINE/PROCESS TO DISCIPLINE

#### Range of Authority

Behavior problems are dealt with using procedures and consequences that vary based on the age of the student, severity of the offense, and the frequency of the offenses. **Disciplinary procedures are not limited to those occurring on school campuses, but include all school-related activities and even nonschool-related activities if the student's behavior is directly linked to school events.** The Tennessee State Law recognizes the right of school personnel to act in the place of the parent in situations where school personnel are responsible for the students.

#### Rights of the student

The principal or principal's designee at the building level administers disciplinary actions. Students referred for a disciplinary violation are entitled to explain their side of the story and to place their conduct in what they consider to be the proper context. This is done in an informal administrative conference prior to administering any disciplinary action (except in an emergency situation).

Tennessee Code Annotated (TCA 49-6-3401) gives a school principal or his designee the authority to suspend a student for various rule violations. When out of school suspension is used the principal/designee will generally meet with the parent to develop a plan of improvement upon re-entry of the student. A written plan of improvement will always be developed if the suspension exceeds five school days. Students and parents may from time to time disagree with the action taken by the principal. The procedure to be followed when such a disagreement occurs is outlined in the "Rights to Reviews and Appeals" section of this handbook.

#### Oak Ridge Board of Education Expectations

The Oak Ridge Schools Board of Education has established this handbook as policy and expects that parents and school staff will work in close cooperation to ensure student success, both academically and behaviorally. In order to achieve this goal, it is anticipated that staff and parents will communicate routinely, and definitely, whenever there is a concern regarding student progress. By establishing and maintaining close contact, parents and teachers can prevent or minimize discipline problems as well as maximize student growth.

#### Minor Behavior Problems

In the event that minor problems involving students in a particular class cannot be managed by close contact between the teacher and the parent, the student's school counselor may be consulted. If this step does not bring satisfactory results, the principal or assistant principal should be contacted and a conference held with all parties involved.

## **Frequent or Serious Misbehavior**

Student misbehavior, which occurs frequently or is of a serious or disruptive nature to the classroom or school, may result in suspension, expulsion, or assignment to an “alternate class.” The principal, DHA, or Board of Education may require participation in specific behavior modification/treatment programs (at parent expense) as a condition of continued attendance or in lieu of suspension or as a condition of re-entry after a suspension.

## **SECTION II**

### **LEVELS OF MISBEHAVIOR AND DISCIPLINARY OPTIONS**

This section identifies levels of misbehavior, the disciplinary procedure typically used to address a specific category of misbehavior, and the discipline options available to a teacher and/or principal for the various types of misbehavior. The following levels, procedures, and options are designed to protect all members of the educational community in the exercise of their rights and duties.

#### **MISBEHAVIORS: Level I**

Level I rule violations are minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

#### ***Examples (not an exclusive listing):***

Classroom disturbances; Classroom tardiness; Cheating and lying; Use of inappropriate language (non-directed, first offense, inadvertent); Non-defiant failure to do assignments or carry out directions; Teasing of a peer; possession of unauthorized personal communication devices and dress code violations.

#### ***Disciplinary Procedures Generally Followed:***

- Immediate intervention by the staff member.
- Determine what offense was committed and its severity.
- Determine that the student understands the nature of the offense and has an opportunity to explain his/her behavior.
- Employ appropriate disciplinary options.
- Record of the offense and disciplinary action maintained by staff member.
- Confiscation of unauthorized electronic device.
- Refer to school counselor

***Disciplinary Options:***

Verbal reprimand; Special assignment; Restricting activities; Assigning work details; Counseling; Withdrawal of privileges; Issuance of demerits which might affect citizenship or department grades; Strict supervised study; Detention; and/or In-school suspension.

**MISBEHAVIORS: Level II**

Misbehavior where frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors, which do not represent a direct threat to the health and safety of others, but where educational consequences are serious enough to require corrective action on the part of administrative personnel.

***Examples (not an exclusive listing):***

Continuation of unmodified Level I behaviors; Tardy to school; School or class truancy; Use of tobacco; Using forged notes or excuses; Disruptive classroom behavior; Teasing with intent to embarrass; stealing, possession of unauthorized personal communication devices, gambling, fighting, skipping class, and inappropriate access of Internet sites, e-mail services or secured files

***Disciplinary Procedures:***

- Immediate intervention by staff members.
- Student is referred to principal for appropriate disciplinary action.
- Principal/designee meets with student and teacher.
- Principal/designee hears report/referral made by teacher, permits student the opportunity of explaining his/her behavior, denying it or explaining any mitigating circumstances.
- Principal/designee takes appropriate disciplinary action and notifies teacher of action.
- Record of offense and disciplinary action maintained by principal.
- Parent notified of situation and the action taken.

***Disciplinary Options Available to staff:***

Modified probation; Behavior Modification; Social probation; Peer counseling; Referral to outside agency; In-school suspension; Transfer from class; Detention; Suspension from school-sponsored activities or from riding school bus; Restricting school-related honors/privileges student is otherwise due; Tobacco Court, Truancy Review Board, Truancy Court; and/or Out-of-school suspension not to exceed ten (10) days.

**MISBEHAVIORS: Level III**

Acts directly against persons or property but where consequences *do not seriously endanger* the health or safety of others in the school.

***Examples (not an exclusive listing):***

Continuation of unmodified Level I and II behaviors; Fighting (simple); Vandalism (minor); Stealing; Cheating; Computer misuse; Threats to others; General harassment of a peer; and Directed profanity at a staff member (automatic five (5) day suspension first offense)

***Disciplinary Procedures:***

- Immediate intervention by staff members.
- Law enforcement may be contacted if deemed appropriate.
- Student is referred to principal for appropriate disciplinary action.
- Principal/Designee meets with student and staff member.
- Principal/Designee hears report/referral and permits student the opportunity of explaining conduct.  
Principal/Designee takes appropriate disciplinary action:
- If student's program is to be changed, adequate notice shall be given to the student and his/her parents of the charges against him, his/her right to appear at a hearing and to be represented by a person of his/her choosing
- A change in school placement may be appealed.
- Record of offense and disciplinary action maintained by principal.
- Parent notified of situation and the action taken.

***Disciplinary Options:***

In-school suspension; Detention; Restitution for lost, damaged or stolen property; Out-of-school suspension not to exceed ten (10) days; Mandatory tutorial sessions outside the regular school day; Social adjustment/skill building classes; Transfer from class; and/or Long-term out-of-school suspension for more than 10 days; Participation at parent expense in a specific behavior modification program.

**MISBEHAVIORS: Level IV**

Acts which result in violence to another's person or property, or which *pose a threat* to the safety of others in the school, or substantially disrupt the learning environment. These acts are so serious that they usually require administrative actions, which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or long term removal from the school.

***Examples (not an exclusive listing):***

Unmodified Level III behaviors; Felony charges of criminal activity within the community which, because of the nature of the charge, has a high probability of disrupting the learning environment; Extortion; Bomb Threat; Possession/use/transfer of dangerous

weapons; possession/use/or transfer of weapons or look-alike weapons on or around a school campus or a school activity; participation in any activity within the community that provokes campus unrest; Assault; Battery; Vandalism; Theft/possession/sale of stolen property; Arson; Possession of unauthorized substances (drugs and other controlled substances); Use/transfer of unauthorized substances; Sexual harassment/Ethnic harassment/Tormenting of a peer/Hazing; Serious breach of conduct; Trespassing; Making false accusations about a staff member

### **Disciplinary Procedures:**

- Immediate action by staff prudent to a given situation (School Resource Officer [SRO] may be involved at this point).
- Principal confers with appropriate staff members and with the student.
- Principal hears staff report/referral and permits student opportunity of explaining conduct. Parents are notified.
- Law enforcement officials are contacted (unless SRO is already involved).
- Incident is reported and recommendations made to the Superintendent of Schools.
- Complete and accurate reports are submitted to the Superintendent of Schools.
- Student is given hearing before Discipline Hearing Authority.

### ***Disciplinary Options:***

Out-of-school suspension; Expulsion; Alternative school; Other Discipline Hearing Authority or Board action which results in appropriate placement; Required to attend a related skill building program and/or Suspension for a period of not less than one (1) calendar year subject to modification by the Superintendent of Schools on a case-by-case basis.

## **SECTION III**

### **EXPLANATION OF STAFF ROLES AS RELATED TO DISCIPLINE**

This section of the handbook attempts to clarify the roles of school staff related to the disciplining process. Key staff in the discipline process is identified at both the building and system-wide levels.

#### ***Teacher***

Plans and provides classroom activities and programs to develop each student's potential. Creates a positive learning atmosphere conducive to learning for all students. Manages the classroom environment so that the learning by all students is not disrupted by student misbehavior. Works closely with parents to prevent or minimize disruptive behavior. Employs positive consequences to reinforce appropriate behavior. Refers students for administrative discipline as appropriate.

### ***Counselor***

Provides individual or group counseling, consults with parents about student's learning and social development and assists school personnel in planning programs to meet student needs. Assists students, parents, and staff in the development of behavior improvement plans.

### ***School Resource Officer (SRO)***

A SRO is a police officer assigned by Oak Ridge City Police Department to the Oak Ridge City Schools. These uniformed officers visit schools and interact with students in order to develop positive relationships, teach drug resistance and other similar pro-social programs. They help to establish a safe school tone by their visibility and presence. They are available to assist staff with emergency situations or investigate criminal activity. **Should the SRO have to assist school officials with inappropriate student behavior, please be aware that the police may follow up with criminal charges.** SRO's are considered school staff and have access to all directory information related to students.

### ***Assistant Principal/Administrative Assistant***

Handles student discipline problems and mediates teacher-student conflict. She/He assists the principal in administering the school program including the discipline policy.

### ***Principal***

Assumes responsibility for total school program, students, and staff. This position has a duty to develop and maintain a safe and orderly school environment.

### ***Pupil Services: Director, Supervisors/Coordinators***

Assumes system-wide responsibility for such areas as attendance, ~~special education, testing,~~ guidance, ~~speech and hearing,~~ and student discipline, ~~psychological testing,~~ student health services, and alternative school placement. The Pupil Services Director is also the Title VI, IX, X **and 504** Compliance Officer for student concerns.

### ***Discipline Hearing Authority (DHA)***

The Discipline Hearing Authority is a Board of Education designee. This means that the Oak Ridge Board of Education has established the Discipline Hearing Authority to **hear and rule on appeals related to student suspensions that exceed ten (10) days.**

The DHA is made up of Oak Ridge School staff members who are not involved in the situation that resulted in the student being suspended from school. Members of the

DHA for any specific student's hearing would not be under the authority of the principal that suspended the student and are therefore able to be impartial in their judgment of the student's behavior.

A DHA hearing is not open to public audiences like a Board of Education hearing would be. This gives the student and family more confidentiality and privacy in presenting their appeal. A parent or student may appeal (in writing and within five working days or receipt of a written DHA decision) the decision of the DHA to the Superintendent. However, upon review of the written record of the DHA hearing, the Superintendent may decide to simply affirm the DHA decision; or may lessen the discipline administered; or may decide to hear the case in an open Board of Education meeting. In cases where the state law or Board of Education Policy requires "zero tolerance" for substantiated rule violations, the Superintendent of Schools has final authority over consequences to be administered on a case by case basis.

***Special Education Services: Director***

Assumes system-wide responsibility for special education, speech and hearing, and psychological testing.

***Superintendent of Schools***

Is responsible for the total educational program which includes the development of the discipline code. Has authority to modify zero tolerance consequences on a case by case basis.

***Board of Education***

When acting at officially called meetings, the Board collectively determines school policy and provides overall direction for school programs. The Board may act on appeal of disciplinary actions taken by the Oak Ridge Schools Discipline Hearing Authority. However, consequences administered for zero tolerance offenses may only be modified by the Superintendent of Schools.

**SECTION IV  
RESPONSIBILITIES OF MEMBERS OF A SCHOOL COMMUNITY**

Each individual within the school community has rights and responsibilities related to enjoying the benefits of the learning environment. The expectations for each group are identified in this section.

***Students are expected to:***

- Attend school, be on time and not skip class.
- Take advantage of the opportunity to learn.

- Assume responsibility for personal growth and self-discipline.
- Take care of both personal and school property.
- Respect the rights and property of others.
- Work cooperatively with school personnel and other students.
- Know and follow school rules.
- Respect school staff and the reasonable exercises of authority by school staff.
- Maintain appropriate classroom conduct.
- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.

***Teachers, Counselors, and Support Staff are expected to:***

- Work collaboratively with each other, parents, and students to improve student behavior and to maintain a positive learning environment.
- Be knowledgeable of instructional techniques which enhance and improve student behavior.
- Teach and model desired behaviors. Provide appropriate consequences and reinforce appropriate behavior.
- Confront any student misbehavior whenever observed in all school settings.
- Use interpersonal skills, which permits the de-escalation of student-staff conflict.
- Contact and involve parents in dealing with disciplinary and/or academic matters.
- Provide a flexible curriculum to meet individual needs.
- Maintain a safe and orderly school environment.
- Inform the community, students, and school staff of policies relating to pupil conduct.

***Administrators are expected to:***

- Protect the due process rights of teachers, students, and parents.
- Support other school personnel in the fulfillment of their disciplinary responsibilities.
- Contact and involve parents in dealing with disciplinary matters.
- Maintain a safe and orderly school environment.
- Inform the community, students, and school staff of policies relating to pupil conduct.

***Parents are expected to:***

- Ensure that the child attends school and is on time.
- Communicate with school personnel about their child and make themselves readily and easily accessible when the school needs to make contact.
- Realize the extent of responsibility for the behavior of their child.
- Prepare their child to assume responsibility for his/her own behavior.
- Foster positive attitudes in their child toward self, others, school, and community.



- Know and follow school regulations.

### ***Rules and Expectations for Cross-Boundary/Tuition Students:***

For a tuition or cross-boundary student to remain in their school of choice, the student must maintain **satisfactory achievement, good attendance, and acceptable behavior**. Each principal has the right to revoke the privilege after notice to the parent for help in addressing any problems. Specific guidelines have been established for revocation of cross boundary or tuition status.

## **SECTION V DEFINITIONS AND CLARIFICATIONS OF DISCIPLINE RELATED TERMS**

This section attempts to define terms commonly used by school staff. It is also believed that this section will further explain potential consequences or actions that may occur for specific types of rule violations. These terms are arranged in alphabetical order.

### **Abusive Language**

Use of vulgar, profane, or threatening language on any school property including buses or at any school event is prohibited. See School Conduct for consequences.

### **Appeal**

A grievance procedure for administrative decisions.

### **Attendance and Enrollment**

Under the Tennessee Compulsory School Attendance Law, all children between the ages of six and seventeen, both inclusive, are legally required to attend school (TCA 49-6-3001). Students less than 6 years of age who have been enrolled in school for 6 weeks or more are subject to the same attendance regulations as other students of compulsory school age (TCA 49-6-3007). Students entering first grade are required to have completed a State-approved kindergarten program (TCA 49-6-201). Students not in school on any day for at least half the time for which they are enrolled will be considered absent for state reporting. This includes students not in school half the abbreviated day.

Per 49-6-3007, after a child has five (5) unexcused absences without adequate excuse, their parent(s)/guardian(s) will receive a notice stating that the child's attendance at school is required. Upon the next unexcused absence, a referral may be made to the Anderson County Juvenile Court and a Truancy petition may be issued. If after notice to the juvenile court is given, either the child or parent(s)/guardian(s) do not immediately conform to school attendance guidelines, additional referrals shall be made to either law enforcement, the Tennessee Department of Children's Services, and/or the juvenile court where appropriate.

The legal consequences issued by the Court for unlawful absences can range from zero to the child being placed in the custody of the Tennessee Department of Children's Services with the parents paying child support to the State. Parents can also be fined up to \$50.00 per day, given community service or be ordered to serve time in the county jail. If found guilty of educational neglect, the parents can be charged with a Class C misdemeanor per TCA-49-6-3009 (amended).

Students are expected to:

- Be present and on time for all assigned classes (skipping classes will count as unexcused absences).
- Present documentation of parental permission before checking out of school. Class absences as a result of early checkout are considered the same as any other absence and are subject to all attendance policy rules.
- Provide a written excuse for each absence from his/her parent or custodial parent giving the date and reason for the absence(s).
- Make up assigned work missed during excused absences.

**Excused Absences:** Students must be in school unless the absence has been excused for one of the reasons listed below. It is the responsibility of each student's parent/guardian to explain the student's absence to the school in a manner satisfactory to the principal. Absences may be classified as either excused or unexcused as determined by the principal or his/her designee. Absences will only be excused for the following reasons:

1. Personal illness
  - a. Only seven days, whether consecutive or not can be excused by a parent note;
  - b. After a child has had (7) days, not necessarily consecutive, of illness related absences excused by a parent note, **any future illness related absence must have a doctor's note stating that the absence is medically necessary.**
  - c. All parent and doctor notes must be turned into the school within three school days of the child returning to school.
2. Death in the family
3. Religious observations
4. Extreme weather conditions
5. Court appearance or legal mandates
6. Verifiable family emergency
7. School sponsored events
8. Principal has discretion to excuse absences based on the following:
  - a. The absence must be prearranged
  - b. The absence must not have an adverse affect on the child's academic standing
  - c. The child must have a good attendance history
  - d. The child must have a good behavior record
  - e. The Director of Schools must agree

Any absence that does not fit any of the criteria listed above will be considered unexcused. The criteria listed above will also apply to tardies and early dismissals.

A student is considered legally truant following **five** (5) cumulative unexcused absences (**TCA 49-6-3007**).

The Board of Education may excuse children from compulsory attendance in accordance with guidelines developed by the State Board of Education (TCA 49-6-3005). Students may be subject to withdrawal from Oak Ridge Schools after ten consecutive unexcused absences or fifteen unexcused absences during a semester (TCA 49-6-3017[c]). In cases of IEP students, the IEP team will convene to discuss appropriate options available.

## **Bullying**

It is the policy of the Oak Ridge Schools to maintain a learning environment that is free from harassment and bullying due to a student's race, color, sex, sexual orientation, national origin or disability. The Oak Ridge Schools prohibits all forms of bullying, including cyber bullying and harassment.

It is a violation of state and district policy for any student, teacher, administrator or other school personnel of this district to bully or tolerate bullying as defined by this policy (TCA 49-6-1014, 49-6-1016). **Bullying** is defined as any act that substantially interferes with a student's educational benefits, opportunities or performance, takes place on school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop, and that has the effect of (1) physically harming a student or damaging a student's property; (2) knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or (3) creating a hostile educational environment. Behavior of this nature may result in the following but is not limited to, disciplinary actions per school board policy:

**Two days in school suspension and parent conference held**

**Two days out of school suspension and parent conference held**

**Five days out of school suspension**

**Ten days out of school suspension and referral to Disciplinary Hearing Authority**

Any continued bullying behavior will be subject to expulsion

The school system will act to promptly investigate all complaints, formal or informal, verbal or written for alleged incidents of bullying. Bullying/Harassment forms are available in the school office. The form should be completed by the student and given to the school administrator or building designee. The school will follow up by conducting an investigation and submitting a copy of the final disposition to the Director of Pupil Services.

**Cyberbullying** is the use of cell phones, instant messaging, e-mail, chat rooms, social networking sites or other type of digital technology to harass, threaten, discriminate or intimidate others. If a student receives a text, email, blog, comment, social network post or message via other Web 2.0 tool that makes them feel uncomfortable or is not respectable, they must follow the steps mentioned above to report the incident to the school administrator or building designee and must not respond to comment.

## **Bus Conduct**

Students are expected to follow the rules and regulations established by the Oak Ridge Schools' Transportation Policies. All students will be responsible to:

- Board the bus in a calm and reasonably quiet manner.
- Act with courtesy toward the driver and fellow students.
- Go immediately to a seat, sit down, and remain there until time to disembark.
- Cooperate with the bus driver in providing any information needed to enforce the rules of safety.
- Depart from the bus in a quiet, calm, and cautious manner and cross the street in front of the bus while traffic is stopped.
- Observe safety rules and respect the rights of others while waiting for the bus.
- Act with courtesy and respect toward private and public property.
- Cooperate fully with parents, teachers, and principals in obeying the rules established for the safety of all students.
- Maintain personal possessions at all times.
- Refrain from holding a seat for another person.
- Remain behind the driver's seat until the bus has come to a complete stop.
- Refrain from opening and closing windows without permission from the driver or other adult supervisor.
- Refrain from placing any body part or personal belonging outside the window
- Refrain from loud talking, screaming, and other boisterous behavior, which could distract the driver.
- Observe all related school rules.

Parents of kindergarten students must be visible at the student's bus stop.

The school bus is considered an extension of the school. Consequences for bus misbehavior will be the same as those employed for school rule violations within the school setting.

## **Computers, Computer Networks, and the Internet**

**(Revised Acceptable Use Policy explained in detail on page 31-34)**

Students are responsible for good behavior on school computers and personal computers brought to school for use at school, and computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The school computer network is provided for students to conduct research and to communicate with others. Independent access to the Internet is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor signed agreements.

Network storage areas may be considered analogous to school lockers. Network administrators, school site administrators, and teachers may review files and communications to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that files or communication stored on district servers are private.

During school, teachers of younger students will guide them toward appropriate materials. Outside school, families bear the responsibility for such guidance.

The following actions are not permitted (inclusive of, but not limited to):

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, computer systems, or computer networks
5. Violating copyright laws, existing school policy or public law
6. Using the passwords of others
7. Trespassing in the folders, work, or files of others
8. Intentionally wasting limited resources
9. Employing the school resources for inappropriate purposes

Violations of acceptable use may result in loss of access. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved.

### **Debt to School**

Any student who incurs a school debt may be denied a grade card, diploma, and certificate of progress or transcript until restitution is made (TCA 49-1-302-15).

However, a child with a disability shall not be denied a copy of his/her educational record, including but not limited to grade cards, diplomas, transcripts, IEPs, progress reports, etc. notwithstanding the student's outstanding school debts.

### **Discrimination**

In compliance with equal opportunity legislation, the Oak Ridge Schools does not discriminate nor deny any student's participation in any program or activity on the basis of gender, race, color, religion, ethnicity, national origin, or disability. Students or parents believing specific acts of discrimination are occurring should contact the school principal for the grievance procedures. This is a formal procedure and a record of all grievances must be maintained by the Department of Pupil Services for all students or

Human Resources for all employees. Students, parents, and staff are expected to report occurrences of perceived discrimination or harassment to a school counselor or building administrator. **Complaints of disability discrimination may be made verbally or in writing.**

### **Disorderly Conduct/Disturbance of the Peace**

It is illegal for anyone to:

- Engage in violent/threatening behavior or refuse to obey an order to discipline.
- Create a hazardous or physically offensive condition by any act that serves no purpose.
- Make unreasonable noise, which prevents others from carrying out lawful activities.
- Incite or urge three or more persons to create/engage in a riot (TCA-39-17-304, 305).

### **Dress Code**

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear suitable clothing. Students are asked to wear simple, comfortable clothing that is clean and neat. Shoes should be worn at all times. Generally speaking, students are not to wear clothing, which compromises safety or modesty; nor clothing which is disruptive to the educational process. Students are prohibited from wearing:

1. Clothing or accessories which by reasonable judgment is considered unsafe, dangerous or a health hazard (examples include, but are not limited to: wallet chains; spiked collars, necklaces or rings with spikes or sharp edges; oversized belt buckles; picks and combs
2. Clothing or accessories which contain or suggest offensive or obscene symbols, signs, slogans or words degrading any gender, cultural, religious or ethnic values.
3. Clothing or accessories which contain or suggest language or symbols oriented toward violence, vandalism, sex, drugs, alcohol or tobacco.
4. Clothing that resembles sleepwear such as lounging pants, or other lounging items. This also includes house shoes.
5. Apparel
  - a. skirts and dresses that are inappropriate for bending, sitting, standing and reaching.
  - b. attire that is disruptive to the instructional process which may be inclusive of, but not limited to: bare midriffs; halter tops; short shorts; tight, see through, or revealing clothing; or clothing which allows

underwear to be exposed, (examples include, but are not limited to: sagging pants, tank tops, spaghetti strap tops, muscle shirts, etc.

c. A belt is mandatory if pants or shorts will not stay at the waist without one.

d. Mid-thigh is the appropriate length for shorts, skirts, and dresses.

6. Hats, head coverings, and sunglasses are not to be worn inside the school building.

7. Any articles which can be related to gang activity such as: items with gang names; gang initials; or individual gang member monikers; gang related jewelry; gang related tattoos; or self-inflicted scars. (TCA 49-6-4215)

8. Any manner of grooming, which by its color, arrangement, trademark, or any other attribute that is gang related. This may include such items as shoe laces, belt buckles, hats or tattoos.

9. All students must wear shoes. It is strongly suggested that students wear shoes which either enclose the foot or are secured with heel straps. Flip flops are not allowed in grades PreK-4.

10. Coats and jackets must be removed upon arrival at school, be placed in lockers and left there until the student leaves the building. (At campuses that have multiple buildings that require outside travel between classes, the principal may exercise discretion.)

The school building administrator may make exceptions to dress requirements to accommodate the special needs of classes (examples include but are not limited to: science labs, welding, cooking labs) and/or certain sports/activities.

Consequences for violations of the dress code guidelines will follow the district disciplinary code.

All students enrolled in the Oak Ridge Alternative Program are expected to comply with the general dress code policy of the Oak Ridge School Board. This policy is published on pages 15-16 of this handbook. In an effort to maintain a safe and academically-focused learning environment, a few additions and clarifications are listed below.

1. All coats, jackets, and hooded sweatshirts must be removed and securely stored immediately upon entering the building and remain secured until the student is dismissed. It is recommended that students enrolled in the Alternative Program bring a long-sleeved shirt or non-hooded sweatshirt to keep in their locker in the event they become cold during the school day (see item 10 of ORS dress code)
2. Shirts must have sleeves.

3. Cargo-style pants, shorts, skirts, etc. are prohibited.
4. Undergarments must not be visible from under shirts or pants.
5. ~~All clothing items must be in good condition and free from tears or holes (even if said tears and holes are produced by the clothing manufacturer).~~
6. All clothing must fit the student appropriately.
  - Pants (including shorts) must stay at the waist. A belt must be worn if pants (including shorts) do not stay at the waist naturally.
  - All shirts must be long enough to overlap the waistband of the pants the student is wearing.
7. Students must wear shoes that either enclose the foot or are secured with heel straps.

Students who fail to comply with the Dress Code Policy shall be advised of the policy and offered the use of a clean shirt or pants/shorts for the day. The School shall attempt to contact the student's parents. Students who repeatedly fail to dress in accordance with the Dress Code Policy may be subject to disciplinary actions as set forth in the Oak Ridge Schools Discipline Code. The Administration reserves the right to judge what is appropriate or not.

### **Driver's License**

Any student between the ages of 15 and 18 making application for a driver's permit or license must be enrolled in school, or meet other special requirements of the law. To obtain a driver's license or permit a student must have thirty (30) consecutive days of attendance without unexcused absences.

To maintain a driver's license, students must be enrolled in school and must pass at least 3 full unit subjects or their equivalency by the end of any subsequent grading period. Any student who fails to meet these requirements will be reported to his/her parents and the Department of Safety who will revoke the license until satisfactory academic progress is achieved. According to TCA 55-10-701, students between the ages of 13 and 18 found guilty (in juvenile or adult court) of using alcohol or controlled substances shall be denied a Tennessee driver's license.

When a student, under the age of 18, drops out of school, his/her name will also be forwarded to the Department of Safety resulting in the loss of the license. Withdrawal from school is defined as 10 consecutive days of unexcused absences, or 15 days of unexcused absences within a single semester, or notification of withdrawal. (Public Chapter No. 763 and TCA 49-6-3017)



## **Drugs**

It is against the law to use, possess, distribute (BEP, Sec. III-29) or sell:

- Illegal drugs (TCA 49-6-4202) and drug paraphernalia (TCA 39-17-425)
- Drugs that are similar in appearance to illegal drugs (TCA 39-17-423)
- Substances which are represented to be an illegal drug or substances used to elicit (TCA 39-17-423)

The use (to include use prior to coming on to school property or a school activity), possession, sale or supply of illegal or controlled\* drugs or alcohol on school property, within 1,000 feet of school property, or at any school activity is strictly prohibited (TCA 39-17-417, 39-17-432, 49-6-4202). To discourage illicit drugs in the school setting, Police K-9's (dogs) will periodically inspect school property and vehicles parked on and around school property.

Principals will report all violations to law enforcement officials. Any student using or possessing illegal or controlled drugs, alcohol, or illicit inhalants used in "huffing" will be subject to expulsion. Conditions for readmission will include participation in a drug education-counseling program at the parent's expense and other consequences as deemed appropriate.

Students who need to take medication while at school must comply with the Oak Ridge Schools' Medication Policy. Students who do not comply with the medication policy will be subject to disciplinary action. The details of the medication policy can be found in each school office.

## **Drug Paraphernalia**

It is unlawful to use, possess with the intent to use or to promote the sale of drug paraphernalia (T.C.A. 39-17-425). Such possession or use may be treated similarly to the possession or use of drugs at school.

## **Extortion**

It is against the law for anyone to threaten, harm, or restrict the freedom or action of another person in order to obtain property or services of that person (TCA-39-14-112). This behavior is subject to suspension on the first offense.

## **Felony Charge**

Any student charged with a felony for off-campus criminal behavior, whose presence in school poses a danger to persons or property or disrupts the educational process, is subject to suspension (TCA 49-6-3401).

## **Fighting (see Violence)**

## **Fireworks**

The possession, sale or use of any fireworks on school grounds is in violation of the law (TCA 68-104-112). The discharge of fireworks in or around the school setting may result in suspension.

## **Gambling**

It is against the law to knowingly engage in gambling (TCA 39-17-502) or games of chance for money and/or other articles of value.

## **Harassment**

No student shall commit any act that injures, degrades, threatens or disgraces others. Students perceiving harassment must report each occurrence to a teacher, a school counselor or administrator. Forms for reporting allegations of harassment are available in the school office, should be completed by the student, parent or guardian and given to the school administrator or designee. This is a formal procedure and a record of all grievances must be maintained by the Department of Pupil Services or Human Resources (whichever department is appropriate).

Students, parents, and staff are expected to report occurrences of perceived discrimination or harassment to a school counselor or building administrator. Harassment of another student will not be tolerated. Behavior of this nature may result in the following but is not limited to, the disciplinary actions per school board policy:

**Two days in school suspension and parent conference held**

**Two days out of school suspension and parent conference held**

**Five days out of school suspension**

**Ten days out of school suspension and referral to Disciplinary Hearing Authority**

Any continued harassment behavior will be subject to expulsion.

## **Hazing**

Hazing by any person or organization sanctioned by the Oak Ridge School System is prohibited by the board of education pursuant to T.C.A. 49-2-120.

**“Hazing”** means any intentional or reckless act in Tennessee, on or off Oak Ridge Schools property, by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student’s mental or physical health or safety. **“Hazing”** does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization (TCA 49-2-120).

## **Homework and Class Assignments**

Students are expected to complete class assignments and those who fail to do so may be expected to attend help sessions, if available. Students failing at grading periods, who are not routinely accessing help sessions, will be subject to mandatory assignment to tutoring sessions. Failure to attend mandatory tutoring sessions will be subject to discipline up to and including suspension.

## **Homebound**

Homebound services may be available for students who meet the criteria listed below:

1. Short term illness preventing attendance to school
2. Documentation from a licensed medical physician supporting the need for the homebound service.

## **Personal Communication Devices**

State law prohibits possession or use of an electronic pager by a student on school property or at school-sponsored activities, without the permission of the school principal or his designated representative (TCA 49-6-4214).

Students in possession of a personal communication device such as an electronic pager, cell phone or similar devices without principal permission will be subject to their personal communication devices being confiscated. Confiscated devices may be returned to the student's parent/ guardian and/or local police. Disruptions to the classroom such as an audible signal, vibration, display of a message or other summon delivered to the possessor that is caused by a pager, telephone, or other device will be treated as disruptive behavior to the classroom environment and subject to the following consequences:

- First offense – item confiscated and returned to parent
- Second offense – item confiscated, returned to parent and student will serve detention
- Third offense – item confiscated, returned to parent and student will serve in-school suspension
- Fourth offense – item confiscated, returned to parent and student will serve out of school suspension.

**Sexting** is the inappropriate display of the human anatomy via a cell phone or similar device. Sexting is illegal. This will result in suspension and will be reported to law enforcement officials.

## **Personally-Owned Devices**

To prevent distractions and interruptions in the learning environment, students should keep personally-owned devices (including but not limited to laptops, kindles, Nooks, e-book devices, tablets, smart phones and cell phones) turned off and put away during school hours – unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. The principal has discretion to approve use of personally

owned devices during non-instructional hours of the school day such as study hall, lunch etc.

Students are prohibited from using personally-owned devices to record (video, audio, photograph) others. Students are also prohibited from using personally-owned devices (video, audio, photograph) to copy tests or other confidential information.

### **Profanity (Directed at Staff Member)**

Students who use profane, vulgar, abusive language or display other forms of flagrant disrespect toward staff members will generally be disciplined as follows:

- 1st Offense - Up to 5 days out-of-school suspension.
- 2nd Offense - Up to 10 days out-of-school suspension.
- 3rd Offense - Long-term suspension (beyond 10 days).

Depending on the severity of the behavior, a principal may invoke any of the above consequences as well as other disciplinary measures on the first offense.

### **School Conduct**

Students are expected to exhibit appropriate behavior at all times. Appropriate behavior includes showing respect for staff members and other students, paying attention, contributing appropriately to discussions, using appropriate language, following teachers' directions, refraining from making unnecessary and disruptive comments, etc.

### **Search**

When individual circumstances dictate, a principal may order a search of a student, his/her possessions, book bags, containers, packages, locker or vehicle located on school property (TCA 49-6-4204). Students are responsible for items found stored in their assigned locker. **Students shall not share a school locker and should ensure the locker is secure/locked at all times.** Items found in a locker will be considered the property of the individual student assigned the locker. Items found in the student's possession or in his/her belongings will be considered the property of the individual student.

### **Smoking/Tobacco Citations**

Smoking or the possession or use of any tobacco product in school buildings, on school premises, or at school-related activities is prohibited. (BEP SEC. I-54 and TCA 39-17-1601) Students who are found in possession of tobacco will be issued a tobacco citation for a court hearing. (T.C.A. 39-17-1505).

## **Student Behavior at School Events/Activities**

School sponsored field trips, athletic events, or other activities are considered an integral part of the school program. All school rules and student behavior codes apply to student participants and student spectators at these events.

## **Suspension and Expulsion**

Students may be suspended short term (less than ten days), long term (ten days or more) or expelled (no less than one calendar year) from school for unacceptable behavior as outlined in this booklet. Unacceptable behavior is defined as behavior that is in violation of city or state laws and/or school rules.

Principals have the authority to suspend students from school attendance, including its sponsored activities, and/or from riding a school bus (T.C.A. 49-6-3401).

## **Theft (Robbery)**

It is unlawful for anyone to take property from another person by force, fear or without that person's consent (TCA 39-13-401, and TCA 39-14-103). Any student found guilty of theft may be suspended from school and in certain instances may be considered for either long-term suspension or expulsion. Any student who takes school property may also be denied a report card, diploma, certificate of progress, transcript, or schedule until restitution is made (TCA 49-1-302-15).

When students find lost or misplaced property they are required to promptly present such property to school authorities. Students found in possession of others' lost or misplaced property will be required to provide convincing evidence that such property was not stolen.

## **Threats of Violence**

Per TCA 49-6-3401, a threat is defined as: school threat (threat of harm or destruction); any threat (verbal, written or electronic) by a person to use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property or to harm students or staff; intentionally making a false report of potential harm from a bomb, dynamite, explosive or arson-causing device; gang-related or hate-related.

Threats will be investigated by school staff and may result in possible disciplinary actions.

## **Trespassing and Loitering**

It is illegal to be on any public school property during the day or night without lawful authority or after having been asked to leave the premises by school personnel (TCA 49-6-2008).

## **Truancy**

Students who are absent **five (5)** days without adequate excuse will be reported to the superintendent of schools or his/her designee who will, in turn, provide written notice to the parents/guardians of the student's absence. Skipping classes is also a form of truancy and will fall under the same consequences for unexcused absences.

The legal consequences issued by the Court for unlawful absences can range from zero to the child being placed in the custody of the Tennessee Department of Children's Services with the parents paying child support to the State. The parents can also be fined up to \$50.00 per day, given community service, or be ordered to serve time in the county jail or be charged with a Class C misdemeanor for educational neglect.

## **Vandalism and/or Destruction of Property**

In cases of willful or malicious damage to a person's or the school's property, the policy of the Oak Ridge Schools will be to seek full restitution from those persons responsible for such acts. Where necessary, the Superintendent of Schools or his designee, with the approval of the Chairman of the Board of Education, will institute civil court action to recover damages and may also refer the matter to law enforcement. In Tennessee, parents may be held liable for damages committed by their children until eighteen (18) years of age (BEP Sec. III-17 and 20).

## **Violence**

Violence or threatened violence against anyone attending or assigned to a public school is against the law (TCA 49-6-3401). Mutual combat between students will generally be disciplined as follows:

- 1st Offense - Up to 5 days out-of-school suspension.
- 2nd Offense - Up to 10 days out-of-school suspension and enrollment in anger management class at parent's expense.
- 3rd Offense - Recommendation for expulsion.

Students encouraging fighting will be subject to the same discipline as combatants.

Acts of battery, physical intimidation and/or aggression may be reported to law enforcement. Battery is sufficient reason for expulsion on a first offense. Fighting involving more than two students will be sufficient reason for expulsion on the first offense. Retaliation against students cooperating with school administration is subject

to expulsion on a first offense. Physical aggression (contact) towards a staff member will result in an expulsion on the first offense.

Given the events that have occurred throughout the United States involving students using firearms on their peers, the school staffs have been directed to investigate any student making “death threat” statements to determine the seriousness of the threat. The student may be suspended or excluded from school while the potential for “real harm” is evaluated. In some cases, student will need to undergo a mental health assessment at parent expense.

## **Weapons**

The possession of legally defined weapons or any instrument used as a weapon (including look-a-likes), whether on a person or in his/her locker or vehicle, is prohibited. It is a violation of state law for any person to possess or carry, whether openly or concealed, a weapon on school property. Weapons are defined as firearms, knives exceeding a specified blade length, explosives, blackjacks, knuckles, clubs, BB guns, pellet guns, a sharp pointed or edged instrument, or any other device capable of harming an individual. A weapon (or an item perceived as a weapon by school authorities) will be given to the police. All students using or possessing a weapon will be reported to the police. Any item deemed a weapon per consultation with the police will result in the appropriate disciplinary consequence (i.e. pepper gas, electrical weapons, possession or use of fireworks or incendiary devices).

A violation of this law is a felony with a maximum penalty of six (6) years' imprisonment and a fine not to exceed three thousand dollars (\$3,000). (TCA 39-17-1302 and, TCA 39-17-1309) Individuals violating this law are subject to prosecution. The policy of the Oak Ridge Schools is to suspend students for no less than 2 days for possession of a simple pocket knife.

### **Carrying weapons on school property**

Possession of a "weapon-knife" (butterfly, switchblade, hunting knife, large pocket knife, etc.) concealed or openly with the intent to go armed is a violation of 39-17-1309 (2) will be subject to expulsion. Violation of this subsection is a Class E felony. Use of any knife in relationship to a threat of harm or actual injury will result in expulsion. Students who bring or use a firearm in school buildings, on school grounds or at school-sponsored events will be expelled for a period of not less than one year (TCA 49-6-3401) (U.S.C. Code 18-921).

A principal or teacher who has reasonable suspicion to believe a student is in possession of a weapon at school in violation of TCA 39-17-1307, 39-17-1309, 49-6-4209 or of title 39, chapter 17, part 4 is required to report such suspicion to the appropriate authorities.

## **Zero Tolerance (T.C.A. 49-6-3401 and 49-6-4216)**

Some school rule violations always require expulsion under state law. These violations are referred to as “**zero tolerance**” violations and are:

- Possession of a firearm on school property/activity
- Possession/use/sale of drugs on school property/activity
- Battery on a staff member
- Making a threat to use a bomb, dynamite or any other deadly or destructive device, including chemical weapons, on school property or at a school sponsored event.

The Board of Education has extended the discipline option of expulsion for a first offense to include:

- Alcohol possession/use or distribution on school property or at a school activity
- Alcohol or drug use prior to accessing school property/activity (under the influence)
- Battery on peers; other than mutual combat
- Use of any device as a weapon to intentionally harm another or threaten harm
- Possession of any items defined as weapons in this handbook

## **SECTION VI**

### **RIGHT TO REVIEW ADMINISTRATIVE DECISIONS**

All administrative decisions made under this code are subject to review or appeal. The Tennessee State Law does not provide an appeals process for short-term suspension (less than 10 days); however, a parent may request an external review of the disciplinary action. A review can only be conducted after the parent has attempted to resolve the concern with the principal. The purpose of a review is to confirm that the principal's action is consistent with this Discipline Code and consistent with the discipline administered to other students committing similar offenses (the principal's disciplinary action will be implemented during a review). The Director of Pupil Services would conduct this review and report to the Superintendent of Schools.

Any inconsistencies noted in the review will be addressed by the principal and the Superintendent of Schools/Designee. If a student or parent disagrees with the finding of this level review, he/she may ask the Superintendent of Schools to review the situation with the Board of Education. However, a principal acting with consistency to the discipline code may not be overruled on judgment calls related to administering discipline of less than ten (10) days suspension.



General concerns, grievances, and concerns related to discipline **consequences of less than ten (10) days of suspension** (includes short term suspension, detention, exclusion, etc.) would generally be reviewed in the following sequence:

Principal Education - Pupil Services Director - Superintendent of Schools - Board of Education

## **RIGHT TO APPEAL ADMINISTRATIVE DECISIONS**

Expulsion or suspension beyond 10 days is a legal action of the Board of Education, or their appointed designee (e.g. Disciplinary Hearing Authority or the principal, vice-principal, or teacher-principal). A formal appeals hearing may be conducted for any student suspended in excess of 10 days or expelled by a principal. Students appealing a long-term suspension and expulsion are entitled to:

- Consideration of placement in the alternative program
- Legal counsel and right to have witness testimony
- Timely written notice detailing the incident and written notice of all hearings
- A presentation of case and a presentation of the evidence against him/her
- A written summary of the findings

**Appeals of discipline actions where the consequences exceed ten (10) school days will follow the following sequence:**

**Principal - DHA - Superintendent of Schools (Zero Tolerance Offenses) - Board of Education**

Additional safeguards are provided for students with disabilities. For additional information and procedures related to disciplining disabled students, please contact the Office of Pupil Services.

## **SECTION VII**

### **REQUIRED FEDERAL AND STATE NOTICES**

#### **Statement of non-discrimination (Title IX)**

The Oak Ridge Schools Board of Education prohibits discrimination against any student on the grounds of race, color, religion, national origin, sex, or disability. The Oak Ridge Schools seek to fully comply with the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act. Further, the Board of Education forbids sexual harassment. No member of the Board, employee of the

schools, agent of the schools, or student of the schools may harass any employee, person seeking employment or student on the basis of sex. Students, who believe they have been excluded from, or denied participation in, or refused the benefits of, or otherwise subjected to discrimination in school, should report all incidents to the principal immediately. Principals will report all student incidents to the Director of Pupil Services. Staff believing they have been subjected to discrimination should contact the Director of Human Resources without delay. **Complaints of disability discrimination may be made verbally or in writing.**

In accordance with Federal law and the U. S. Department of Agriculture policy, Oak Ridge Schools is prohibited from discriminating on basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY).

### **McKinney –Vento Act for Homelessness (Title X)**

The McKinney-Vento Act defines “homeless children and youths” as individuals who lack a fixed, regular and adequate nighttime residence. However, because the circumstances of homelessness vary with each family’s or unaccompanied youth’s situation, determining the extent to which the family or youth fits the definition will occur on a case-by-case basis. The Director of Pupil Services is the homeless educational liaison for the Oak Ridge Schools.

### **Title I**

Title I programs provide funds to school districts in order to assist schools with the highest levels of economically disadvantaged youngsters to improve student achievement for all participating children, improve staff development and improve parental and community involvement.

### **Title III – English Language Learners**

Title III programs focus on two main purposes: 1) improving the education of Limited English Proficient (LEP) children and youth by assisting them to learn English and meeting challenging state academic content and student academic achievement standards and 2) provide enhanced instructional opportunities for immigrant children and youth.

### **Title VI – Civil Rights Act of 1964**

No person in the Oak Ridge Schools shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any school program or school activity. The Director of Pupil

Services is the Title VI contact for any student concerns. The Director of Human Resources is the Title VI contact for any staff concerns.

## **Section 504**

Section 504 of the Rehabilitation Act of 1973 provides that: No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Complaints of disability discrimination may be made verbally or in writing.

The Section 504/ADA Coordinator for student concerns is:

Director of Pupil Services  
304 New York Avenue  
P. O. Box 6588  
Oak Ridge, TN 37831  
(865) 425-9009

The Section 504/ADA Coordinator for staff concerns is:

Director of Human Resources  
304 New York Avenue  
P. O. Box 6588  
Oak Ridge, TN 37831  
(865) 425-9008

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (20 USC 1232g)**

As authorized by the Family Education Rights and Privacy Act (FERPA), the Oak Ridge Schools reserves the right to disclose information without parental consent about students to school officials with legitimate educational interests, including School Resource Officers.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school system receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Parents may request a copy of records for a fee of 10 cents per page.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the Oak Ridge Schools to amend their record. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school system decides not to amend the record as requested by the parent or eligible student, the school system will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent or not to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent is disclosure to the school officials with legitimate educational interests.

A school official is a person employed by the school system as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school system has contracted to perform a special task (such as an attorney, auditor, Food Services, medical consultant, transportation or therapist); or a parent or student serving on an official committee, such as a ~~disciplinary or~~ grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Oak Ridge Schools will disclose education records without parental consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school system to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## **REQUIRED FEDERAL NOTICES UNDER NO CHILD LEFT BEHIND (NCLB)**

Parents may request, in accordance with public records policy, information about the professional qualifications of their child's classroom teacher by contacting the Human Resources office.

If a child is the victim of a violent crime at school, the child has the right to attend another grade-appropriate public school in the district if the applicable offense is identified and defined in T.C.A. 40-38-111(g).

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE OF DIRECTORY INFORMATION**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Oak Ridge Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Oak Ridge Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists; including the website and newspaper;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If parents want to opt out of the disclosure of Directory Information, release for student work and/or photographs on the Oak Ridge Schools websites, opt out forms are available in the school's main office or guidance department. Please notify the building level principal of your request for this form and return it to the school office. Oak Ridge Schools has designated the following information as directory information:
  - Student's name
  - Address
  - Telephone listing
  - Electronic mail address
  - Photograph
  - Date and place of birth
  - Major field of study
  - Dates of attendance
  - Grade level
  - Participation in officially recognized activities and sports
  - Weight and height of members of athletic teams
  - Degrees, honors, and awards received, including the most recent educational agency institution attended.

## TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division  
Division of Special Education, Tennessee Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
Nashville, Tennessee 37243-2851  
Phone: (615) 741-2851  
Fax: (615) 253-5567 or (615) 532-9412

East Tennessee Regional Resource Center  
2763 Island Home Boulevard  
Knoxville, Tennessee 37920  
Phone: (865) 594-5691  
Fax: (865) 594-8909

### Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are listed below:

**The ARC of Tennessee** is on the Internet at <http://www.thearchtn.org/>  
44 Vantage Way, Suite 550  
Nashville, TN 37228  
Phone: (615) 248-5878 Toll free: 1-800-835-7077 E-mail: [p.cooper@thearchtn.org](mailto:p.cooper@thearchtn.org)

**Support and Training for Exceptional Parents (STEP)** is on the Internet at <http://www.tnstep.org/>  
East Tennessee  
712 Professional Plaza (423) 639-2464  
Greeneville, TN 37745 [Karen.Harrison@tnstep.org](mailto:Karen.Harrison@tnstep.org)

**Tennessee Protection & Advocacy (TP&A)** is on the Internet at <http://www.tpainc.org/>  
416 21<sup>st</sup> Avenue, South  
Nashville, TN 37212  
1-800-287-9636 (Toll free) or (615) 298-1080  
(615) 298-2471 (TTY) Fax (615) 29802046

**Tennessee Voices for Children** is on the Internet at <http://www.tnvoices.org/main.htm>  
East Tennessee  
Knoxville Area Phone (865) 609-2490 Fax: (865) 609-2543

**These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services – Disability Pathfinder Database:**  
<http://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp>

On the web page, select your “county” and the “service” you desire from the drop-down lists and click “Submit.”

<p>The information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization or service represented on this page.</p>
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## **OAK RIDGE BOARD OF EDUCATION**

Ms. Jenny Richter  
Mr. Keys Fillauer  
Mrs. Angie Agle  
Mr. Dan DiGregorio  
Mr. Robert Eby

### **SCHOOL ADMINISTRATION**

<b>Dr. Bruce Borchers</b> Superintendent of Schools	425-9001
<b>Dr. Larrissa Henderson</b> Interim Assistant Superintendent of Schools	425-9002
Dr. Larrissa Henderson Director of Pupil Services	425-9009
Dr. Christine Lee Director of Human Resources	425-9008
Mrs. Karen Gagliano Director of Business and Support Services	425-9003
Mr. Doug Cofer Director of Technology & Information Systems	425-9015
Dr. Hal Jernigan Director of Special Education	425-9009
<b>Mrs. Tracey Beckendorf-Edou</b> Supervisor of Staff Development and Special Programs	425-9013

### **PRESCHOOL PROGRAM**

Melinda White, Principal	425-9101
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### **ELEMENTARY SCHOOLS**

#### **GLENWOOD**

Mrs. Pearl Goins, Principal Gwen Harrell, Admin. Assistant	425-9401
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#### **LINDEN**

Mr. Roger Ward, Principal Ms. Lisa Downard, Admin. Assistant	425-5701
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#### **WILLOW BROOK**

Mrs. Lisa Light, Principal <b>Mrs. Susan Armstrong, Admin. Assistant</b>	425-3201
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#### **WOODLAND**

Mrs. Nancy West, Principal <b>Mrs. Melissa Blalock, Admin. Assistant</b>	425-9501
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## **MIDDLE AND HIGH SCHOOLS**

### **JEFFERSON MIDDLE**

Mr. Bruce Lay, Principal  
Mr. Phillip Cox, Vice Principal

425-9301

### **ROBERTSVILLE MIDDLE**

Mr. James Hundertmark, Principal  
Mrs. Laurie Campbell, Vice Principal

425-9201

### **OAK RIDGE HIGH**

Dr. Jody Goins, Principal  
Mr. Scotty Herrell, Vice Principal  
Mrs. Amber Godbee, Vice Principal  
Mr. Christopher Scott, Vice Principal  
Mr. David Bryant, Vice Principal

425-9601

### **ALTERNATIVE PROGRAM GRADES 5 – 12**

Mrs. Sherrie Fairchild-Keys, Administrator

425-3151








## Acceptable Use Policy for Accounts on the Oak Ridge Schools' Education Network

The purpose of the Oak Ridge Schools' Education Network (ORSEN) is to support education, particularly in the areas of research and communications, by providing access to a multitude of electronic resources and the opportunity to collaborate with other individuals and groups. Computers and networks can provide access to local resources, as well as the ability for worldwide communications. Such open access is a **privilege** and requires that individual users act responsibly. Users must respect the rights of others, respect the integrity of the computer network, and observe all relevant laws and regulations.








**All users** are subject to existing laws (federal and state) and ORSEN policies, including not only those laws and regulations that are specific to computers and networks but also those that apply generally to personal conduct. Users are expected at all times to base their actions on rules of common courtesy and respect for others. Misuse of computing, networking, and information resources may result in the loss of computing privileges and/or other appropriate disciplinary actions up to and including suspension or expulsion. Additionally, misuse can be prosecuted under applicable statutes. A specific example – illegal reproduction of software protected by United States Copyright Law is subject to civil damages and criminal penalties.






All users are warned that no guarantee of privacy is made. Users should not transmit information which they would not want intercepted by others. They also should be very cautious in including personal information in communications that could be viewed by strangers.

Responsibilities of ORSEN users shall include the following:

-  Users accept the responsibility for all material sent from and/or stored in their account.
-  Users will not download copyrighted software, inappropriate text and graphic files, or files dangerous to the integrity of the network.
-  Users will regularly delete electronic messages and any unnecessary files to limit the storage space being utilized by their account.
-  Users have the responsibility to report inappropriate use of the network and violations by others to the Network Account Manager.
-  Users will limit the storage space utilized on network servers to the maximum amount established by the network administrators.

Examples of misuse include, but are not limited to, the activities in the following list:

-  Using a computer account, other than your own, that you are not authorized to use.
-  Obtaining a password for a computer account, other than your own.
-  Using ORSEN to gain unauthorized access to any computer system.
-  Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
-  Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
-  Attempting to circumvent data protection schemes or take advantage of security loopholes for inappropriate uses.
-  Violating terms of applicable software licensing agreements or copyright laws.

-  Deliberately wasting computing resources; such as, but not limited to: leaving unattended processes running; downloading, transferring and/or storing material that might be considered to be sexually explicit or vulgar.
-  Using electronic mail to harass others, including but not limited to, the use of vulgar or offensive language and terms.
-  Masking the identity of an account or machine.
-  Posting materials that violate existing laws or ORSEN's policy.
-  Sending chain letters over the network or "broadcasting" messages to lists or individuals which would cause congestion of the networks or otherwise interfere with the work of others.

### **Internet Safety**

- The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are obscene, pornographic or harmful to minors. The use of anonymous proxies to get around the content filter is strictly prohibited and will be considered a violation of this policy. The school will also monitor the online activities of students through direct observation and/or technological means.
- Social networking resources will be for **educational purposes only** and will be conducted with proper supervision. This shall include the teachers having documentation of the students' username and password on file and being able to monitor the account. No personal addresses, personal phone numbers or last names of students will be permitted to be given out on the Internet
- A student may not attempt to access any Internet resource without the prior consent of the teacher. The Internet is an extension of the classroom and teachers are responsible for and must be aware of where his/her student goes on the Internet. Parents and children should discuss these Internet Safety issues, which will also be addressed through the iSafe program at our schools.

### **Personal Safety**

- Recognize ways personal information provided on the Internet can be used to harm users
- Make responsible choices when accessing pages online
- Revise screen/usernames and/or passwords to apply safety standards as needed
- Refuse to communicate with strangers who exhibit grooming tactics
- Refuse to meet face-to-face with Internet strangers and/or consult parents
- Recognize and report suspicious behavior by an online stranger to a trusted adult
- Communicate safely online

### **Online Bullying (Cyber bullying)**

- Discuss why netiquette is an important part of being a good online citizen
- Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.
- Avoid language and/or graphic representations which may be offensive to other users.
- Don't use network or Internet access to make, distribute or redistribute jokes, stories or other material which is based on slurs or stereotypes relating to race, gender ethnicity, nationality, religion or sexual orientation.
- Practice netiquette when communicating with others on the Internet.
- Identify various safety risks when online, including cyber harassment and cyber predation.

- Develop resources to cope with online bullying.

### **Social Networking**

- Understand the concept of personal identifying information.
- Relate how revealing personal information can increase online security risks.
- Identify various security risks when online such as scams, spam and identity theft.
- Become familiar with the various types of online communities, including dangers and benefits associated with online social networking and tips for safe and secure online communication.

### **Creation of Web-Accessible Materials**

*The user, exercising his/her privilege to use the Internet as an educational resource, shall also accept the responsibility for all material created and/or sent under his/her account. Web authors will:*

- Not present copyrighted images, music or text on Web pages without specific written permission from the copyright owner.
- Properly credit non-copyrighted images, music and text to the author and retain materials that establish authorship and the lack of copyright.
- Waive all privacy rights to information that student publishes on the Internet.

### **Web Pages**

- All Web pages are subject to initial approval and on-going review and should reflect the mission and character of the District and school.
- All Web pages that reside on ORSEN Web servers shall reflect the character and mission of the District, school or school group creating or maintaining the Web page. Pages shall have a clear purpose and contain meaningful information.
- All Web pages that become a part of the Oak Ridge Schools Website must be created in the context of a course and under the supervision of an instructor.

### **Blogging/Podcasting**

- Blogs, podcasts or other web 2.0 tools are considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other web 2.0 tools.
- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines. Comments made on blogs should be monitored and – if they are inappropriate – deleted.
- Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and to treat blog spaces as classroom spaces.

### **Copyright Guidelines for Multimedia Projects**

*Educational multimedia projects which incorporate portions of copyrighted works under these guidelines may be used for **educational purposes** and for curriculum-based learning activities. Students:*

- Must seek individual permissions for all copyrighted works incorporated in their personal multimedia projects before reproduction and distribution.
- May incorporate portions of lawfully acquired copyrighted works when producing their own educational multimedia projects for a specific course, for one-time use (i.e. not

- accessible electronically via the web or broadcasted).
- May perform and display their own educational projects in the course for which they were created and may use them in portfolios as examples of their academic work or for job and college entry interviews.
  - Are advised to exercise caution in using digital material download from the Internet in producing their own projects because there is a mix of works protected by copyright and works in the public domain on the network. Access to works on the Internet does not automatically mean that these can be reproduced and reused without permission or royalty payment and, furthermore, some copyrighted works may have been posted to the Internet without initial authorization of the copyright holder.

### **Respectful Conduct**

Users should respect the rights of others using the computers and/or network.

- Use assigned workstations as required by instructors.
- Be considerate when using scarce resources (scanners, printers, paper and bandwidth)
- Always log off of computers before leaving the lab or classroom.
- Avoid deliberately disrupting system performance or interfering with the work or another user.
- Leave equipment and workspace in good condition for the next user/class
- Report equipment problems immediately to instructor or network administrator.
- Leave workstations and peripherals in their designated places.
- Keep work areas neat and clean and free from food, drink and gum.

## **Dress Code for Students enrolled in the Oak Ridge Schools Alternative Program**

Students enrolled in the Alternative School Program will follow the following dress code:

### **Shirts (Upper garments):**

Students may choose to wear a crew neck tee shirt or collared golf shirt.

- Shirts must be solid in any color.
- Shirts may be short-sleeved or long-sleeved. Sleeveless shirts are prohibited.
- Shirts must be free from patterns and designs.
- Undergarments must not be visible from under the shirt.
- Shirts must be long enough to overlap the waistband of the pants the student is wearing.
- Shirts must fit the student appropriately. Oversized shirts are not permitted.

### **Pants (lower garments):**

Students may choose to wear pants, capris, shorts, skirts, or skorts.

- Pants must be solid in color.
- Knit pants and leggings are prohibited. This includes pajama pants and sweat pants.
- Pants must be free from tears and holes.
- Pants must be hemmed and may be cuffed or uncuffed.
- Cargo-style pants, shorts, skirts, etc. are prohibited.
- The length of shorts, skirts, and skorts must conform to guidelines established in the Oak Ridge Schools Discipline Code.
- Pants, shorts, skirts, capris, and skorts must fit the student appropriately. Oversized pants are not permitted. Pants must rest no lower than the top of the hip bone.

### **Dresses:**

- Dresses must be hemmed.
- The length of dresses must conform to guidelines established in the Oak Ridge Schools Discipline Code.
- Collars are not required; sundresses or spaghetti-strap dresses are prohibited.

**Organization shirts/Dress-down Days** — Chorus, Band, Student Council, special clubs or groups with prior approval may wear different colors on specified days or events. On occasion the administration will allow a dress-down

day when students may wear clothing other than the prescribed uniform. This will be on special occasions only. The students and/or parents will be notified.

- **Casual Fridays:** Students may choose to follow the general Oak Ridge Schools dress code rather than the structured Oak Ridge Alternative Program dress code. This privilege is only available on Fridays. Students are expected to follow the Oak Ridge Alternative School dress code on Monday through Thursday every week.
  - **EXCEPTION!** For security purposes, cargo-style pants and shirts with hoods and/or pockets are not permitted on Casual Fridays.

#### **Additional dress code information-**

All clothing items shall be worn as designed/ manufactured and be in good condition. Please refer to the Oak Ridge Schools Discipline Code for dress code guidelines related to shoes, jewelry, jackets/ coats, and head coverings.

#### **Dress Code Issues**

In the event that a student's uniform shirt is not available on a particular day, please let us know with a note. One will be loaned, if available, or a student can purchase one. We want to work with you and your child.

**Note:** Students who fail to comply with the Dress Code Policy shall be advised of the policy and offered the use of a clean shirt or pants/shorts for the day. The School shall attempt to contact the student's parents. Students who repeatedly fail to dress in accordance with the Dress Code Policy may be subject to disciplinary actions as set forth in the Oak Ridge Schools Discipline Code. The Administration reserves the right to judge what is appropriate or not.

## **School Fees:**

**Per state law, each LEA is required to notify you of the following:**

(a) No fees or tuitions shall be required of any student as a condition of attending public schools or using its equipment while receiving educational training. All school fees must be authorized by the local board of education. Local board policy will determine activities during the school day and supplies that are required for participation in courses offered for credit or grade for which the board authorizes the requesting of fees.

(b) The following school fees may be requested from but not required of any student, regardless of financial status (including eligibility for free or reduced price lunch):

1. Fees for activities that occur during regular school hours (the required one hundred eighty (180) instructional days), including field trips, any portion of which fall within the school day; or for activities outside regular school hours if required for credit or grade;

2. Fees for activities and supplies required to participate in all courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit in accordance with local board policies; and

3. Refundable security deposits collected by a school for use of school property for courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit in accordance with local board policies.

(c) LEAs shall establish a process by which to waive the following school fees for students eligible for free or reduced price school lunches:

1. Fees or tuition applicable to courses taken for credit or grade during the summer by a student; except that non-resident students regularly enrolled in another school system may be required to pay fees or tuition for such summer courses; and

2. Fees required for graduation ceremonies.

LEAs are authorized to require payment of the following fees by all affected students:

1. Fines imposed on all students for late-returned library books; parking or other traffic fines imposed for abuse of parking privileges on school property; or reasonable charges for lost or destroyed textbooks, library books, workbooks or any other property of the school;

2. Debts incurred pursuant to Rule 0520-1-3-.03(14), Withholding of Student Grades for Debts Owed to the School;
3. Refundable security deposits collected by a school for use of school property for participation in extracurricular activities;
4. Costs for extracurricular activities occurring outside the regular school day including sports, optional trips, clubs or social events; and
5. Non-resident tuition charged of all students attending a school system other than the one serving their place of residence.



*ITEM FOR ACTION*

**Approval of the updated Oak Ridge Schools Policy 1-802 – Section 504 and ADA Grievance Procedures**

**I recommend the Board approve the updated Oak Ridge Schools Policy 1.802 – Section 504 and ADA Grievance Procedures.**

Per information received from the senior attorney for the U.S. Department of Education, Office for Civil Rights, the word verbal or verbally must be included in our approved policy for Section 504 and ADA Grievance. Attached is our Board policy with the inclusions noted in red type.

This policy is mandated by the State Department and is in compliance with the Office of Civil Rights (OCR) and the inclusions would keep us in compliance.

# Oak Ridge Schools

Monitoring:

Review: Annually,  
in September

Descriptor Term:

## Section 504 and ADA Grievance Procedures

Descriptor Case:

1.802

Issued Date:

Rescinds:

Issued: 2/25/13

The Board is committed to maintaining equitable employment/educational practices, services, programs and activities that are accessible and usable by qualified individuals with disabilities.

### DEFINITION

*Section 504 of the Rehabilitation Act of 1973* provides that : No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.'

*Title II of the Americans with Disabilities Act, 1990* provides that : No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.'

### COORDINATOR'

The Board shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts.

### NOTICE<sup>4</sup>

The Board shall make available the name, office address and telephone number of the ADA/Section 504 coordinator.

Methods of initial and continuing notification may include the posting of notices, publications in newspapers and student and employee handbooks and distribution of memoranda or other written communications.

### COMPLAINT PROCEDURE'

The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted in writing **or verbally** to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

**DUE PROCESS HEARING PROCEDURES**

Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent wishes to contest any action of the school system with regard to a child's identification, evaluation and placement under Section 504.<sup>6</sup> If a parent/guardian requests a Section 504 hearing, the parent/guardian has the right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a Section 504 hearing should involve identification, evaluation, or placement issues involving a child who has or is believed to have a disability.

*Written Request for Hearing*

A parent/guardian who wishes to challenge an action or omission with regard to the identification, evaluation or placement of a student who has or is believed to have a disability as defined by Section 504, shall make a written **or verbal** request for a due process hearing to the Section 504 coordinator. The written or **verbal** request must be made on a form provided through the Central Office.

*Impartial Hearing Officer*

The director of schools or his/her designee shall appoint an impartial hearing officer to preside over the hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a request for a due process hearing. The hearing officer will be hired as an independent contractor at no expense to the parent. The hearing officer that is appointed shall not be a current Employee of the school system and shall not be related to any member of the Board of Education. The hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and the hearing procedures under Section 504. The choice of an impartial hearing officer is final and may not be presented as an issue at the due process hearing since such an issue would not relate to the identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil Rights.

*Office for Civil Rights*

U.S. Department of Education

61 Forsyth St. S.W., Suite 19T10

Atlanta, GA 30303-8927

Telephone: 404-974-9406; TDD: 877-521-2172

Email: OCR.Atlanta@ed.gov

*Scheduling of Hearing*

The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her appointment and provide this information in writing to the parent/guardian and the Section 504 coordinator. The hearing shall take place at a mutually agreeable time and place.

*Continuances*

Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of the hearing date and set a new hearing date.

*Legal Representation at Hearing*

If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must inform the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7) calendar days prior to the hearing date, or the hearing can be continued upon the coordinator's request. The school system shall not have legal representation at the hearing unless the parent provides notice that he/she will have legal representation.

*Pre-Hearing Conference*

The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties' questions regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in person depending on the hearing officer's decision based on the convenience to both parties.

*Dismissals*

If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges and/or raises no factual claims or legal issues that come within his/her jurisdiction as a Section 504 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining the basis for such finding.

*Hearing*

The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably limit testimony and introduction of exhibits for reasons or relevance.

*Recording*

Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be video recorded. The school system shall provide a copy of the recording to the parent/guardian upon request. In order for an accurate recording to be made, the parties and witnesses shall introduce themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the hearing officer to a court of competent jurisdiction, the school system shall prepare a written transcript of the hearing to be offered to the court as an exhibit.

*Witnesses*

Witnesses will present their information in narrative form, without the traditional question and answer format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request that the hearing officer, at his/her discretion, asks a witness a certain question.

### *Format of Presentation*

Each side will have an equal amount of time to present their positions as determined by the hearing officer. The parent/guardian will present his/her case first by making an opening statement outlining the issues, calling witnesses, and making a closing argument. The school system will present its side next. At the end of the school system's presentation, the parent/guardian may offer a short response. Each side may present personally or through their representatives.

### *Submission of Exhibits*

As part of their presentations and at the discretion of the hearing officer, the parties may submit any reports, evaluations, correspondence notes, or any other documents that may support their positions. Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her review, as well as the number of witnesses and the length and/or scope of their presentations or statements.

### *Closing Arguments*

The hearing officer may allow or request written closing arguments summarizing and characterizing the information presented at the hearing.

### *Decision*

The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under advisement and issue a written opinion. Such decision shall address all of the issues raised by the parent/guardian as well as any corrective actions, if any, the school system must take. Any issue or claim raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision will be deemed to have been denied. The decision must be issued within forty-five (45) days after the date the Request for a Due Process Hearing is received by the district. The hearing officer may not award attorneys' fees as a part of the relief granted to a parent/guardian or the district.

### *Review Procedure/Appeal*

If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of the decision in a court of competent jurisdiction.

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#### **Legal Reference:**

1. 34 CFR § 104.4(a)
2. 42 USCA § 12112(a)
3. 28 CFR § 35.107
4. 28 CFR § 35.106; 34 CFR § 104.8
5. 28 CFR § 35.170; 172
6. 34 CFR § 104.36

## ITEM FOR ACTION

### **Approval of Recommendation for Position Reclassification**

I recommend that the 1.0 Preschool Family Services Coordinator be reclassified from support staff to a licensed position.

Federal budget reductions and sequestration necessitated the reduction of the Preschool Instructional Facilitator position for FY'14. The Family Services Coordinator, a support position, is currently being vacated due to resignation. In order to meet Head Start, Title I and voluntary PreK requirements, I am proposing that the Family Services position be reclassified as a licensed position entitled Family Education Specialist. Qualifications for the Family Education Specialist would include teacher licensure and Head Start and family services experience.

If approved, the reclassified position would be able to carry out instructional responsibilities as well as serving the needs of families thus fulfilling the essential duties of both former positions. The reconfigured position affords more flexibility to meet divergent expectations of a blended program with multiple governmental requirements. Funding is available in the federal budget to cover the costs of the proposed reclassification.

## ITEM FOR ACTION

### Approval of Recommendation for the School Volunteer Policy – Second Reading

#### I recommend approval of the revised School Volunteer Policy, Guideline and Agreement

Traditionally, Oak Ridge Schools volunteers have worked under the direction of each individual school. In an effort to maximize safety for all students and ensure consistent action across the district, staff members have developed the following School Volunteer Policy as well as Administrative Guidelines and Volunteer Agreement. The policy and guidelines are similar to those in place in other Tennessee districts and have been reviewed by Executive Committee, Administrative Council and the school attorney.

The administrative procedures spell out three different volunteer service levels and the requirements for each level. Level 3 volunteers (unmonitored volunteers) will be required to complete the same criminal background checks required for employees.

In response to Board questions at first reading, I posted some questions on the Superintendent's list serve and received several responses from other Tennessee districts. Both questions and responses are noted on the following pages in Attachment A. Responders did not always answer all questions. Costs for background check are borne by school organizations and/or volunteers in a majority of systems who responded.

Also, we surveyed each of our schools to determine the number of Tier 3 volunteers working at each location. The responses to this request are also included as Attachment B. The responses vary from no Tier 3 volunteers at three schools to a maximum of thirty-eight volunteers at one location. One school uses volunteers vetted by an outside location. The caveat noted by Williamson County Schools (Attachment A) regarding the use of local checks instead of the FBI national database provided us some cause for concern about using local checks. In light of these concerns, we still feel it would be best to require the same criminal background checks required for employees for Tier 3 volunteers. The safety of our children demands that the highest standards of vigilance be maintained.

I am recommending one change in the proposed administrative guideline (see red print) which is that costs of the criminal background checks for level 3 unmonitored volunteers be borne by the district. Although a number of districts do require volunteers to pay the cost of background checks, upon further reflection, I don't feel comfortable asking volunteers who are donating their time and expertise to bear these costs.

Recognizing the potential cost impact of this recommendation (approximately 100 unmonitored volunteers at a cost of \$42 per check would be \$4200), I asked our principals to respond to two questions: (1) would it be possible to restructure volunteer efforts to minimize the number of level three volunteers without adversely impacting their programs and (2) how much turnover of these volunteers occurs from one year to the next? Principals responded that in many cases volunteer efforts could be restructured to minimize the use of Tier 3 volunteers without adversely impacting program effectiveness.

They also noted that many volunteers donate their time for several years so district costs should decrease significantly after initial policy implementation. Given these factors, I believe we can adequately fund new volunteer costs in the line item which covers employee costs.



Dr. Smallridge submitted the following questions to the Superintendent's list serve:

- 1) Do you have formal background checks for your school volunteers:
- 2) Do you have different categories for volunteers e.g. those that might work in the classroom where the teacher is present vs. those that might work with or supervise children in isolation? Do you do formal background checks on some volunteer and not others?
- 3) If you do formal background checks, who pays the costs?

#### RESPONSES

School System	Volunteer Practices
Greene County	All volunteers over 20 hours must do background checks.
Etowah	No volunteer works in isolation at any time with students.
South Carroll County Special School District (SSD)	All volunteers might have contact with kids so they do background checks on everyone.
Milan SSD	Background check on all volunteers, often at their own expense but sometimes paid by other school organizations such as Boosters or with grant monies.
Haywood County	Complete formal background checks on any volunteer who has contact with students. The volunteer bears the cost of the background checks.
Macon County	Does background checks on all volunteers. Volunteers pay for all cost of checks.
Lexington City	Background checks on all volunteers whether they work with students or staff. Volunteers pay for background checks.
Tallahoma City	Tallahoma requires background checks on volunteers if they have direct unsupervised contact with students. The costs of the background check is covered by the volunteer.
Carter County	They run background checks on everyone who will be in contact with students whether or not the volunteer is supervised by a teacher. The volunteer pays for the cost of the background check.
Lincoln County	All volunteers "approved" by Director of Schools are fingerprinted.
Rutherford County	Volunteer coaches and those parents working on extra curricular activities are required to be fingerprinted. Cost of fingerprinting borne by school funds or Boosters.
Hamblen County	Volunteers pay the cost of the background check. Check only required for unsupervised volunteers.
McKenzie SSD	Background checks required for unsupervised volunteers.

Metro Nashville	<p>Have tiered volunteer system. Community Partner, Pencil Foundation, conducts background checks. Pencil rules follow:</p> <div data-bbox="527 240 1864 1130" style="border: 1px solid black; padding: 10px;"> <p><b>FIELD TRIPS/CHAPERONES</b>  For your convenience, the information below has been excerpted from MNPS policies SP 6.151 and IM 4.105. Please refer to these guidelines as you decide who needs a background check and which type of background check is required.</p> <p><u><b>NO BACKGROUND CHECK</b></u>  Volunteer Chaperones who attend an activity field trip are <u>not</u> required to submit to a background check, provided that a district employee is in attendance.</p> <p><u><b>PENCIL BACKGROUND CHECK</b></u></p> <ol style="list-style-type: none"> <li>1. Volunteer chaperones who are parents/guardians wishing to attend overnight or out of state field trips <u>must</u> submit to a PENCIL background check. Chaperones must receive a favorable result prior to departure.</li> <li>2. Community volunteers must complete the PENCIL background check process <u>upon request of the building principal</u>. In general, one-time guest speakers or volunteers not in direct contact with students (e.g. landscaping volunteers) do not require a background check, but PENCIL always defers to the discretion of the principal.</li> </ol> <p><u><b>Non-PENCIL Background Checks</b></u>  Volunteer chaperones who are <u>not</u> parents/guardians of students wishing to attend overnight or out of state field trips must submit to a criminal background check and fingerprinting. The fingerprinting and background check may be done at 2601 Bransford Avenue or through another agency that administers fingerprinting. The chaperone or the school will pay the fingerprinting cost. Chaperones must receive a favorable result prior to departure.</p> <p>IF your volunteer activity requires a background screen, please fill out this BACKGROUND INVESTIGATION FORM and fax back to PENCIL at 254-6748 or scan/email to <a href="mailto:info@pencilfd.org">info@pencilfd.org</a>. If you are going to be a PENCIL Reading Partner, Math Partner, Career Exploration Program volunteer or College-Career Mentor, a background check is required.</p> </div>
Tipton County	All volunteers are fingerprinted. Each school gets five free volunteers and after that the volunteer(s) bear the cost.

Williamson County	<p>(Note: This is the policy ORS used as a model). WCS has a 3 tier volunteer system, at <a href="http://www.wcs.edu/boardpolicy/sect4/4501p.pdf">http://www.wcs.edu/boardpolicy/sect4/4501p.pdf</a>. Tier 3 volunteers (volunteer work with the possibility of being alone with a student or students) pay for the FBI National Crime Information Center (NCIC) fingerprinting themselves, \$40, or provide a recent report from another state agency that requires fingerprinting confirming the fingerprint check revealing no criminal history. We are careful to ensure the check is a full-blown fingerprint check on the FBI national database, the same as our employees and contractors, not some local check. We have found myriad criminal issues from across the country, some involving abuse/molestation/solicitation of children, and many of these felons are surprised that we won't allow them to volunteer; there's always a story explaining away their behavior.</p> <p>After 3 years, WCS has 8,300 volunteers on their Tier 3 list. Tier 2 and 3 volunteers prepare a volunteer application and sign a FERPA confidentiality agreement, <a href="http://www.wcs.edu/volunteer/Volunteer%20Application%20_Conf.pdf">http://www.wcs.edu/volunteer/Volunteer%20Application%20_Conf.pdf</a>.</p> <p>During the first year of this, WCS got their PTO leadership group behind this effort. They created a portion of our website for them, <a href="http://www.wcs.edu/pto/homepage.htm">http://www.wcs.edu/pto/homepage.htm</a>, and PTO leadership now does the bulk of the work communicating this to families. They have all the forms, process for fingerprinting, faq's, etc. at <a href="http://www.wcs.edu/volunteer/volunteer_home.htm">http://www.wcs.edu/volunteer/volunteer_home.htm</a>, but WCS receives all the fingerprint reports and adds to the approved list. The PTOs also prepare Tier 3 volunteer badges with badging systems we purchased, working off our approved list.</p>
Knox County	Require background check for specific volunteer activities.
Clinton City	Volunteers never work unsupervised with children.
Maryville	No specific policy, volunteers are handled at school level.
Anderson County	Volunteers never work unsupervised with children.

## TIER 3 VOLUNTEERS REPORTED BY ORS PRINCIPALS

School	Numbers of Volunteers
Preschool	None
Glenwood	Eight reading volunteers. The volunteers are checked against the national and city sexual abuse registries. Glenwood uses School Check-In (SCI) for other school volunteers. SCI flags sex offenders and level 3 felons.
Linden	20 volunteers for Lego League. Always at least 2 parents working together with groups. Sometimes teachers are present, sometimes not.
Willow Brook	30 volunteers who work as one-on-one mentors with students.
Woodland	5 volunteers serve through the Kids Hope USA program and work one-on-one with a student, usually in a hallway or other open and visible area. All KIDS HOPE USA mentors are carefully screened using a process that includes an application, a criminal history check, a personal interview and pastor approval. Mentors also submit to screening requirements to the school. They are thoroughly trained by the program Director, using comprehensive materials provided by the KIDS HOPE USA National Office, and also attend an orientation session at the school.
JMS	None
RMS	6 Tutors, 21 Chaperones for Orchestra Dollywood, 11 Chaperones for overnight trip to King's Island (orchestra/chorus)
ORHS	Ten Math Tutors
Alt Program	None

## OAK RIDGE BOARD OF EDUCATION

Monitoring: Review: Annually, in "Insert Month"	Descriptor Term:  <b>School Volunteers</b>	Descriptor Code:	Issued Date:
		Rescinds:	Issued:

### Purpose

To encourage the participation of volunteers in Oak Ridge Schools and provide guidance to ensure the safety of students.

### Scope

This policy applies to all volunteers and prospective volunteers in Oak Ridge Schools.

### Policy Statement

The Board believes that the use of volunteers in Oak Ridge Schools enhances the educational process for students and promotes community involvement in education. A volunteer is a person who renders aid, performs a service, or assumes an obligation of his/her own free will and is not paid for services. Volunteers may be involved in many aspects of school and district operations, from working with students on a one-to-one basis to participating on district and school advisory councils, and may include, but is not limited to, mentors, tutors, overnight chaperones, athletic assistants or coaches, and individuals who assist teachers sponsoring student extra-curricular activities.

The Board encourages citizens to become involved in furthering the educational programs of the system. The principal or supervisor shall identify appropriate tasks for volunteers and shall be responsible for planning and conducting orientation programs and regular in-service training sessions. Volunteers whose volunteer activity requires them to work alone with children outside the presence and direct supervision of school personnel must complete a criminal background check which includes fingerprinting, Tennessee Department of Children's Services Background Search, Tennessee Department of Health Abuse Registry search and Tennessee Bureau of Investigations Sexual Offender Registry search. Individuals refusing to submit to any criminal background check required under this policy shall be ineligible to serve as volunteers.

Volunteers who violate this policy or its administrative rules and regulations may be removed from their volunteer services and/or prohibited from volunteering in the Oak Ridge Schools. Willful falsification or omission of required volunteer information will result in ineligibility to serve as a volunteer. Omission of relevant information on required volunteer applicant documents may result in ineligibility to serve as a volunteer. Oak Ridge Schools reserves the right to declare a volunteer ineligible at any time and for any reason allowed by law.

### Responsibility

Principals and administrators are responsible for coordination and supervision of volunteers.  
Principals and administrators are responsible for identifying appropriate tasks for volunteers.  
Volunteers are responsible for complying with the requirements of this policy and its administrative rules and regulations and for performing their designated school-related tasks.  
The HR office is responsible for facilitating criminal background checks on volunteers.

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Legal References:

1. Persons working with children (TCA-37-1-414)
2. Applicants for teaching and child care positions (TCA 49-5-413)

OAK RIDGE SCHOOLS  
Oak Ridge, Tennessee

Office of the Superintendent  
Administrative Bulletin No. \_\_\_\_\_

Month, Day, 2013

SCHOOL VOLUNTEERS

Oak Ridge Schools is committed to providing a safe school environment for all students and staff and to continue to maintain high-levels of volunteerism in the district. As part of this commitment, the district has differing requirements for all volunteers. Requirements for volunteers shall be based upon specific volunteer service levels.

Volunteers approved for volunteer service for the district must receive permission from principals or other administrative personnel prior to providing service to the district.

A. VOLUNTEER SERVICE LEVELS

Level 1 General Volunteers – have no direct or extended contact with students. Examples of general volunteers include, but are not limited to, speakers, program guests, daytime field trip chaperones who accompany school personnel on local field trips, judges of student competitions, occasional classroom visitors, or fundraising event participants.

Level 2 Monitored Volunteers – have direct and/or extended contact with students, during and after school hours, in the presence and under supervision of district personnel. Examples of monitored volunteers include, but are not limited to, room parents, class readers, front door reception workers and office volunteers.

Level 3 Unmonitored Volunteers – have direct and/or extended contact with students, both during and after school hours, without the presence and direct supervision of district personnel. Examples of unmonitored volunteers include, but are not limited to, overnight chaperones, athletic coaches, one-on-one tutors or mentors, group mentors, and individuals who assist teachers sponsoring student extra-curricular activities.

The Superintendent shall periodically review the specific standards for approving prospective volunteers.

B. APPLICATION AND CRIMINAL BACKGROUND CHECK REQUIREMENTS FOR VOLUNTEERS

Level 1 General Volunteers – Volunteers serving occasionally in a highly public setting with little or no direct contact with students and who are under constant supervision by Oak Ridge personnel will not be required to complete a volunteer application or a criminal background check.



Level 2 Monitored Volunteers – Regular volunteers with student contact under constant supervision of Oak Ridge personnel must complete a volunteer application and a confidentiality agreement acknowledging FERPA (student confidentiality) requirements prior to serving as a volunteer.

Level 3 Unmonitored Volunteers – Unmonitored volunteers will be required to (1) complete a volunteer application and confidentiality agreement which must be submitted to the school department prior to serving as a volunteer and (2) complete the same criminal background check required of employees and be cleared by Human Resources prior to serving as a volunteer. Prospective volunteers who refuse to submit to the required application and confidentiality and criminal background check shall not provide volunteer services.

**The costs for criminal background checks required for unmonitored Level 3 volunteers will be borne by the district.**

The ORS Human Resources department will maintain the records of volunteer criminal background checks just as they do for employees.

Social Security numbers will be safeguarded and will not be included on information that is shared with the schools or departments. However, the information obtained from these searches include public records from across the nation. Because of this, ORS cannot guarantee that the information is confidential. If an individual is concerned that a criminal background check will reveal something that they do not want disclosed, they should not volunteer for Level 3 work. ORS will not disclose results to any member of the public unless required by law to do so, but Tennessee law does require disclosure of most government records to members of the public upon written request.

#### Criminal background check results

Prospective volunteers who have pending charges or who have been convicted of child abuse/neglect against a child, of selling drugs to or of committing any criminal offense involving a minor will not be eligible to serve as a volunteer. Additionally, prospective volunteers who have pending charges or who have been convicted of committing any of the following offenses will not be eligible to serve as a volunteer: aggravated child abuse and neglect, aggravated rape, aggravated sexual battery, aggravated spousal rape, spousal rape and spousal sexual battery, incest, rape, rape of a child, sexual battery by an authority figure, sexual battery, and statutory rape.

Individual circumstances may be considered prior to preventing an individual from providing volunteer services based on committing offenses other than those listed above. Criminal background checks indicating criminal convictions shall be reviewed by the Superintendent of Schools to determine if a cause for concern exists for the safety of the students, employees, and/or property of the ORS. The applicant shall be provided an opportunity to view the report and, if applicable, dispute the accuracy of the information. Upon verification of the results, the Superintendent of Schools shall make a final decision. Oak Ridge Schools reserves the right to declare a volunteer ineligible at any time and for any reason allowed by law.



There will be no appeal procedure since there is no legal right to volunteer; the schools can always refuse volunteer work absent discrimination on the basis of race, color, religion, national origin, age, sex and disability. However, the prospective volunteer can certainly talk with the Superintendent if the prospective volunteer has any questions.

Volunteers who are arrested and/or convicted of any crime during the time in which they have been approved to provide volunteer services must immediately report the arrest and/or conviction to the Principal/Administrator. Failure to report promptly may result in being disqualified as a volunteer. Volunteers may be removed from volunteer activities or reassigned based on initial and updated criminal background checks.

#### C. DOCUMENTATION OF VOLUNTEER SERVICES

All volunteers, including general volunteers, must sign in and out at their school/department location, present appropriate identification when requested, and wear some form of identification when providing their volunteer service.

The school principal or administrator must maintain a daily roster of all individuals who enter and leave the school or departments to perform volunteer activity.

A school may, at its discretion, require volunteers to complete a general school volunteer application or roster that does not require a criminal background check (e.g., general application or roster for volunteers serving as chaperones on field trips). This general application or roster shall be maintained only at the school.

#### D. DISCLOSURE

In the event of legal action taken against a volunteer for actions associated with his/her activities as a volunteer, the Board may, in its sole discretion, furnish legal assistance or representation, or choose to indemnify the volunteer from liability. ORS has no duty whatsoever to defend or indemnify any volunteer for their actions, nor shall this policy create any expectation of defense or indemnification on the part of any volunteer. All volunteers are responsible for their own actions and are not agents of ORS.

#### E. REMOVAL OF VOLUNTEERS

Oak Ridge Schools reserves the right to declare a volunteer ineligible at any time and for any reason allowed by law.

**ITEM FOR INFORMATION**

Enrollment Report

Attached please find the Enrollment Report for the period ending May 2, 2013.

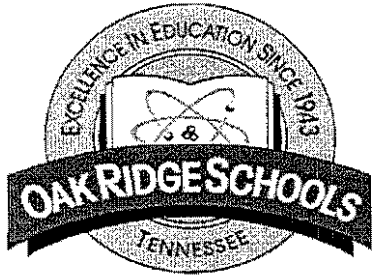
**Oak Ridge Schools**

**8th Attendance Period**

**May 2, 2013**

These numbers reflect the **2012-2013** Skyward Student Management System (Entity) active student enrollment count as of **May 2, 2013**.

The total includes **15** private school and home schooled students receiving Special Ed services.



# Oak Ridge Schools

Enrollment Entity Counts 8th ATT 2012-13

May 2, 2013

School	K	T	1	2	3	4	5	6	7	8	9	10	11	12	Total K-12 2012-13	Previous ATT 4-4-13	Diff
Glenwood	73		82	65	62	81									363	362	1
Linden	101		95	104	94	117									511	512	-1
Willow Brook	79	0	81	99	79	79									417	422	-5
Woodland	73		78	105	86	96									438	440	-2
JMS							161	161	154	183					659	659	0
RMS							186	160	174	173					693	690	3
ORHS											344	338	336	321	1339	1335	4
<b>Enrollment 2012-13</b>	<b>326</b>	<b>0</b>	<b>336</b>	<b>373</b>	<b>321</b>	<b>373</b>	<b>347</b>	<b>321</b>	<b>328</b>	<b>356</b>	<b>344</b>	<b>338</b>	<b>336</b>	<b>321</b>	<b>4420</b>	<b>4420</b>	<b>0</b>
Previous ATT 4-4-13	330	0	335	374	324	373	347	319	327	356	343	336	335	321	4420		
Difference	-4	0	1	-1	-3	0	0	2	1	0	1	2	1	0	0		

*No Transition students as of 2011-12*

**ITEM FOR INFORMATION**

Financial Reports

Attached, please find the Financial Reports for April 2013.

**FY'13 MONTHLY FINANCIAL REPORT**

Quarter 4

30-Apr-13

**General Purpose Fund - 141****83% of Budget Year**

Account Number	RESERVES	Budget	Year-To-Date	Percent of Budget	Variance from Budget
35990	Budget Undesignated Fund Balance	\$1,353,000			(\$1,353,000)
	<b>REVENUES</b>				
40110	Current Property Tax	\$8,938,145	\$8,593,211	96.1%	(\$344,934)
40210	Local Option Sales Tax	\$5,091,795	\$3,784,876	74.3%	(\$1,306,919)
40280	Mineral Severance Tax	\$39,000	\$2,038	5.2%	(\$36,962)
43511	Tuition - Regular Day Students	\$345,000	\$313,222	90.8%	(\$31,778)
43513	Tuition - Summer School	\$13,000			(\$13,000)
43517	Tuition- Other				
43533	Transportation Fees	\$10,000	\$9,887	98.9%	(\$113)
44110	Interest Earned	\$15,000	\$18,258	121.7%	\$3,258
44120	Lease/Rentals	\$15,000	\$12,729	84.9%	(\$2,271)
44170	Miscellaneous Refunds		\$2,546		\$2,546
49700	Insurance Recovery				
44530	Sale of Equipment	\$10,000	\$17,879	178.8%	\$7,879
44560	Damages Recovered				
44570	Contributions & Gifts	\$141,329	\$121,079	85.7%	(\$20,250)
44990	Other Local Revenues	\$27,500	\$6,594	24.0%	(\$20,906)
46511	Basic Education Program	\$18,822,000	\$16,978,200	90.2%	(\$1,843,800)
46515	Early Childhood Education	\$450,079	\$313,426	69.6%	(\$136,653)
46590	Other State Education Funds	\$255,139	\$150,503	59.0%	(\$104,636)
46610	Career Ladder Program	\$275,871	\$273,788	99.2%	(\$2,083)
46612	Extended Contracts	\$185,100	\$58,600	31.7%	(\$126,500)
46980	Other State Grants	\$63,150	\$3,465	5.5%	(\$59,685)
46990	Other State Revenues	\$5,000			(\$5,000)
47143	Education of the Handicapped Act-IDEA	\$55,000	\$43,924	79.9%	(\$11,076)
47145	Special Education Pre-School Grants				
47590	Other Federal Through State				
47630	Public Law 874-Maintenance and Operations	\$91,074	\$60,790	66.7%	(\$30,284)
49200	Proceeds From Notes				
49300	Proceeds From Capitalized Lease	\$479,145	\$479,112	100.0%	(\$33)
49800	Operating Transfers	\$80,000			(\$80,000)
49810	City General Fund Transfer	\$13,862,832	\$11,552,360	83.3%	(\$2,310,472)
<b>TOTAL RESERVES AND REVENUES</b>		<b>\$50,623,158</b>	<b>\$42,796,487</b>	<b>84.54%</b>	<b>(\$7,826,671)</b>

Account Number	EXPENDITURES	Budget	Actual	Percent of Budget	Variance from Budget
71100	Regular Instruction Program	\$24,487,729	\$17,615,202	71.9%	(\$6,872,526)
71150	Alternative Instruction Program	\$437,652	\$278,839	63.7%	(\$158,813)
71200	Special Education Program	\$4,277,189	\$3,203,827	74.9%	(\$1,073,362)
71300	Vocational Education Program	\$998,141	\$711,893	71.3%	(\$286,248)
71900	Other (Contingency)	\$83,204			(\$83,204)
72120	Health Services	\$384,925	\$291,054	75.6%	(\$93,871)
72130	Other Student Support	\$1,333,219	\$988,751	74.2%	(\$344,469)
72210	Regular Instruction Support	\$2,199,182	\$1,600,051	72.8%	(\$599,131)
72220	Special Education Support	\$681,308	\$529,946	77.8%	(\$151,362)
72230	Vocational Education Program	\$88,195	\$61,941	70.2%	(\$26,254)
72310	Board of Education	\$925,104	\$807,502	87.3%	(\$117,602)
72320	Office of the Superintendent	\$281,943	\$197,875	70.2%	(\$84,068)
72410	Office of the Principal	\$2,842,433	\$2,309,036	81.2%	(\$533,397)
72510	Fiscal Services	\$687,651	\$547,135	79.6%	(\$140,516)
72520	Human Resources/Personnel	\$264,584	\$204,039	77.1%	(\$60,545)
72610	Operation of Plant	\$4,682,698	\$3,396,801	72.5%	(\$1,285,897)
72620	Maintenance of Plant	\$1,339,991	\$1,062,029	79.3%	(\$277,962)
72710	Transportation	\$1,424,272	\$944,772	66.3%	(\$479,500)
72810	Central and Other	\$899,811	\$753,452	83.7%	(\$146,359)
73000	Operation of Non-Instructional				
73300	Community Services	\$179,724	\$133,724	74.4%	(\$46,000)
73400	Early Childhood Education	\$450,079	\$351,633	78.1%	(\$98,446)
76100	Regular Capital Outlay	\$1,163,625	\$628,537	54.0%	(\$535,088)
82130	Principal on Capitalized Leases	\$400,698	\$400,231	99.9%	(\$467)
82230	Interest on Capitalized Leases	\$26,000	\$25,368	97.6%	(\$632)
99100	Operating Transfers	\$83,801	\$24,239	28.9%	(\$59,562)
<b>TOTAL EXPENDITURES</b>		<b>\$50,623,158</b>	<b>\$37,067,878</b>	<b>73.22%</b>	<b>(\$13,555,280)</b>

<b>TOTAL ANNUAL EXPENDITURE CASH SURPLUS (DEFICIT)</b>	<b>\$5,728,609</b>
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FISCAL YEAR FY 2013

**FY'13 MONTHLY FINANCIAL REPORT****Federal Projects Fund - 142**

Quarter 4

**30-Apr-13****83% of Budget Year**

Account Number	RESERVES Reserves and Revenues	Budget	Year-To-Date	Percent of Budget	Variance from Budget
<b>REVENUES</b>					
46790 Other Vocational		\$6,000	\$2,856	47.6%	(\$3,144)
46980 Other State Grants					
47131 Vocational Program Improvement		\$65,147	\$37,264	57.2%	(\$27,883)
47139 Other Vocational		\$45,000	\$29,370	65.3%	(\$15,630)
47141 ESEA Title I		\$953,622	\$633,072	66.4%	(\$320,550)
47142 ESEA Title VI					
47143 Education of the Handicapped Act - IDEA		\$951,905	\$701,848	73.7%	(\$250,058)
47145 Special Ed Preschool Grants		\$28,623	\$19,173	67.0%	(\$9,450)
47146 English Lang Acq Grants		\$25,707	\$8,081	31.4%	(\$17,627)
47147 Title IV, Part B, 21st Century		\$89,950	\$52,382	58.2%	(\$37,568)
47189 Title II		\$205,544	\$79,523	38.7%	(\$126,021)
47311 First to the Top		\$204,500	\$113,121	55.3%	(\$91,379)
47590 Other Federal Through State		\$51			(\$51)
47990 Other Direct Federal Revenue - Head start		\$819,630	\$568,798	69.4%	(\$250,832)
49800 Operating Transfers					

<b>TOTAL RESERVES AND REVENUES</b>	<b>\$3,395,680</b>	<b>\$2,245,488</b>	<b>66.1%</b>	<b>(\$1,150,192)</b>
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Account Number	EXPENDITURES	Budget	Actual	Percent of Budget	Variance from Budget
71100 Regular Instruction Program		\$817,597	\$588,659	72.0%	(\$228,938)
71150 Alternative Instruction Program					
71200 Special Education Program		\$770,627	\$584,770	75.9%	(\$185,858)
71300 Vocational Education Support		\$79,790	\$59,025	74.0%	(\$20,765)
72120 Health Services					
72130 Other Student Support		\$188,454	\$80,685	42.8%	(\$107,770)
72210 Regular Instruction Support		\$374,581	\$200,018	53.4%	(\$174,563)
72220 Special Education Program		\$176,342	\$137,150	77.8%	(\$39,192)
72230 Vocational Education Support		\$6,075	\$3,931	64.7%	(\$2,144)
72510 Fiscal Services		\$51			
73300 Community Services		\$905,312	\$699,240	77.2%	(\$206,072)
73400 Early Childhood Education		\$2,050	\$2,050	100.0%	
76100 Regular Capital Outlay					
99100 Operating Transfers		\$74,800			(\$74,800)

<b>TOTAL EXPENDITURES</b>	<b>\$3,395,680</b>	<b>\$2,355,528</b>	<b>69.4%</b>	<b>(\$1,040,152)</b>
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<b>TOTAL EXPENDITURE CASH DEFICIT</b>	<b>(\$110,040)</b>
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FISCAL YEAR FY 20123

Quarter 4

## FY'13 MONTHLY FINANCIAL REPORT

30-Apr-13

## Food Service Fund - 143

83% of Budget Year

Account Number	RESERVES	Budget	Year-To-Date	Percent of Budget	Variance from Budget
	Reserves and Revenues	\$58,100			
	REVENUES				
43521	Lunch Payments for Children	\$380,542	\$287,779	75.6%	(\$92,763)
43522	Lunch Payments for Adults	\$23,135	\$12,210	52.8%	(\$10,925)
43523	Income from Breakfast	\$38,190	\$21,358	55.9%	(\$16,832)
43525	A la Carte Sales	\$145,733	\$86,739	59.5%	(\$58,994)
43990	Other Food Service Payments	\$28,474	\$10,340	36.3%	(\$18,134)
44110	Interest Earned	\$80	\$195	244.3%	\$115
44170	Miscellaneous Refunds				\$0
46520	School Food Service Local	\$18,837	\$16,096	85.4%	(\$2,741)
47111	USDA Lunch Payments	\$735,024	\$694,940	94.5%	(\$40,084)
47112	USDA Commodities	\$100,103	\$0	0.0%	(\$100,103)
47113	USDA Breakfast Payments	\$212,256	\$197,748	93.2%	(\$14,508)
47114	USDA Other	\$188,362	\$156,228	82.9%	(\$32,134)
49700	Insurance Recovery		\$15,784		\$15,784
TOTAL RESERVES AND REVENUES		\$1,928,836	\$1,499,417	77.7%	(\$429,419)

Account Number	EXPENDITURES	Budget	Actual	Percent of Budget	Variance from Budget
73100-165	Cafeteria Personnel	\$121,974	\$96,846	79.4%	(\$25,128)
73100-201	Social Security	\$7,562	\$5,505	72.8%	(\$2,057)
73100-204	State Retirement	\$10,436	\$7,291	69.9%	(\$3,145)
73100-206	Life Insurance	\$504	\$403	80.0%	(\$101)
73100-207	Medical Insurance	\$25,453	\$20,400	80.1%	(\$5,053)
73100-208	Dental Insurance	\$1,375	\$1,100	80.0%	(\$275)
73100-212	Employer Medicare	\$1,769	\$1,287	72.8%	(\$482)
73100-299	Other Benefits	\$312	\$250	80.1%	(\$62)
73100-307	Communication	\$3,500			(\$3,500)
73100-317	Data Processing Services	\$11,628	\$5,709	49.1%	(\$5,919)
73100-354	Transportation of Supplies and Materials	\$6,560	\$297	4.5%	(\$6,263)
73100-355	Travel	\$3,295	\$1,498	45.5%	(\$1,797)
73100-399	Contracted Services (Food Service Contract)	\$834,430	\$630,514	75.6%	(\$203,916)
73100-421	Food Preparation Materials	\$170,705	\$63,858	37.4%	(\$106,847)
73100-422	Food and Cooking Supplies	\$547,562	\$378,341	69.1%	(\$169,221)
73100-469	USDA Commodities	\$100,103		0.0%	(\$100,103)
73100-499	Other Supplies	\$22,568	\$13,910	61.6%	(\$8,658)
73100-509	Food Service District Refunds	\$1,000		0.0%	(\$1,000)
73100-590	Transfers	\$0			\$0
73100-710	Food Service Equipment	\$58,100		0.0%	(\$58,100)
TOTAL EXPENDITURES		\$1,928,836	\$1,227,210	63.6%	(\$701,626)

TOTAL EXPENDITURE CASH SURPLUS (DEFICIT) \$272,208

## 143 Food Service Fund Balance Summary

Ending Fund Balance 6/30/2012 \$69,371



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Quarter 4

30-Apr-13

83% of Budget Year

**Other Education Fund - 145**

Account Number	RESERVES	Budget	Year-To-Date	Percent of Budget	Variance from Budget
	Reserves and Revenues				
	REVENUES				
44570	Contributions & Gifts				
44990	Other Local Revenues	\$7,500	\$8,208	109.4%	\$708
46590	Other State Education Funds	\$51,012	\$29,943	58.7%	(\$21,069)
46980	Other State Grants				
49800	Operating Transfers	\$48,801			(\$48,801)
<b>TOTAL RESERVES AND REVENUES</b>		<b>\$107,313</b>	<b>\$38,151</b>	<b>35.6%</b>	<b>(\$69,162)</b>

Account Number	EXPENDITURES	Budget	Actual	Percent of Budget	Variance from Budget
71100	Regular Instruction Programs				
72210	Regular Instruction Programs	\$11,400	\$3,292	28.9%	-\$8,107.60
72130	Other Student Support				
72620	Maintenance of Plant				
73300	Community Services	\$94,921	\$78,245	82.4%	(\$16,676)
99100	Transfers Out	\$992			(\$992)
<b>TOTAL EXPENDITURES</b>		<b>\$107,313</b>	<b>\$81,537</b>	<b>76.0%</b>	<b>(\$25,775)</b>
<b>TOTAL EXPENDITURE CASH DEFICIT</b>			<b>(\$43,387)</b>		

**FRC Fund Balance Summary**

Ending FRC Fund Balance 6/30/12

\$2,860.05

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## ECC Fund -146

83% of Budget Year

Account Number	RESERVES Reserves and Revenues	Budget \$28,000	Year-To-Date	Percent of Budget	Variance from Budget (\$28,000)
<b>REVENUES</b>					
43581	Community Service Fees	\$452,338	\$313,281	69.3%	(\$139,057)
44990	Other Local Revenues				
<b>TOTAL RESERVES AND REVENUES</b>		<b>\$480,338</b>	<b>\$313,281</b>	<b>65.2%</b>	<b>(\$167,057)</b>

Account Number	EXPENDITURES	Budget	Actual	Percent of Budget	Variance from Budget
73300	Community Services	\$480,338	\$328,706	68.4%	(\$151,632)
99100	Operating Transfers				
<b>TOTAL EXPENDITURES</b>		<b>\$480,338</b>	<b>\$328,706</b>	<b>68.4%</b>	<b>(\$151,632)</b>
<b>TOTAL EXPENDITURE CASH SURPLUS</b>			<b>(\$15,425)</b>		

## 146 ECC Fund Balance Summary

Ending Fund Balance 6/30/2012 \$70,667.63

# Monthly Cash Flow Statement for April, 2013

**Beginning Cash Balance @ 4/1/13** (Ending Balance from previous month)

**\$12,520,647**

Petty Cash	250
General Checking	12,231,119
Credit Union	6
Investments (LGIP)	290
Advances to Other Funds	2,109,371
Due to Other Funds	-2,834,217

**General Purpose Fund (Fund 141) Sub-Total w/ Investments** 11,506,819

Fund 142 - Federal Projects Fund	-121,865
Fund 143 - Food Service Fund	234,836
Fund 145 - Other Education Fund	-35,699
Fund 146 - ECC Fund	52,712
Fund 262 - Equipment Rental & Replacement Fund	883,844

**All Other Funds Sub-Total** 1,013,828

**TOTAL ALL FUNDS Beginning Asset Balance**

**12,520,647**

## **Plus Revenues & Transfers In**

**General Fund 141 Including Current Investments Sub-Total** 6,161,707

Federal Projects Fund 142	265,856
Food Service 143	201,881
Other Education Fund 145	2,569
ECC Fund 146	33,418
Equipment Replacement Fund 262	0
Additional Debits/New Investments	

**All Other Funds Sub-Total** 503,723

**Total Revenue ALL FUNDS** 6,665,430

## **Less Expenditures & Transfers Out**

**General Fund 141 Sub-Total** 6,410,120

Federal Projects Fund 142	254,031
Food Service Fund 143	218,465
Other Education Fund 145	7,396
ECC Fund 146	30,888
Equipment Replacement Fund 262	0

**All Other Funds Sub-Total** 510,780

**Total Expenditures ALL FUNDS** 6,920,900

**Overall Cash Gain (Deficit) for Month**

**(255,469)**

**Ending Net Balance 4/30/13: All assets and investments**

**12,265,177**

<b><u>Total Revenue and Expenditure Analysis</u></b>		<b>Fiscal Year 2013</b>
<b>83% of Budget Year</b>		
<b>4/30/2013</b>		
<b>Description</b>		<b>Amount</b>
<b>Total Revenue \$ FY 2013</b>		<b><u>\$46,892,822.99</u></b>
<b>Total Expenditures \$ FY 2013</b>		<b><u>\$41,060,858.67</u></b>
<b>Percent of Total Budget Spent Out FY 2013</b>		<b><u>72.63%</u></b>
<b>Percent of Total Budget Revenues Received for FY 2013</b>		<b><u>82.94%</u></b>
<b>Budget Undesignated Fund Balance FY 2013</b>		<b><u>\$1,353,000.00</u></b>
<b>Total Budget FY 2013</b>		<b><u>\$56,535,324.49</u></b>
<b>Investments Analysis</b>		
<b><u>Credit Union</u></b>		<b><u>\$6.00</u></b>
<b><u>Money Market A (Liquidated to cover cash on hand)</u></b>		<b><u>\$0.00</u></b>
<b><u>Money Market B (Liquidated for Higher Rate in Checking Account)</u></b>		<b><u>\$0.00</u></b>
<b><u>Certificate of Deposit (Liquidated for Higher Rate in Checking Account)</u></b>		<b><u>\$0.00</u></b>
<b><u>*Local Government Investment Pool</u></b>		<b><u>\$290.00</u></b>
<b><u>Total Investments YTD</u></b>		<b><u>\$296.00</u></b>

