

Regular Board of Education Meeting

April 27, 2026 5:00 PM

Robert J. Smallridge School Administration Building

I. Call to Order

II. Pledge of Allegiance and Presentation of Colors

III. School Program by Oak Ridge Preschool

IV. Approval of Agenda

V. Special Reports/Presentations

A. Good News

B. Recognition of Charles Kilinski as ORS Volunteer of the Year

VI. Public Forum

VII. Consent Agenda

A. Board Minutes 03-30-26

B. ORHS NJROTC Field Trip to Whitesburg, TN

C. ORHS NJROTC Field Trip to Atlanta, GA

D. JMS Field Trip to Williamsburg, VA

VIII. Items for Action

A. FY27 CTE Perkins Basic Funding Application

B. FY27 Lottery for Education: Afterschool Programs (LEAPS)
Application Grant

C. FY27 Lifetime Wellness Textbook Adoption

D. FY26 Summer School Fees

E. Board Policy 1.404 Appeals to and Appearances Before the Board -
First and Second Reading

F. Board Policy 1.804 Drug-Free Workplace - First and Second
Reading

G. Board Policy 5.114 Personnel Files - First and Second Reading

H. Board Policy 5.200 Separation Practices for Tenured Teachers -
First and Second Reading

I. Board Policy 5.201 Separation Practices for Non-Tenured Licensed
Teachers - First and Second Reading

J. Board Policy 5.202 Separation Practices for Non-Licensed
Employees - First and Second Reading

K. Board Policy 5.400 Health Examinations/Communicable Diseases -
First and Second Reading

L. Board Policy 5.403 Drug & Alcohol Testing for Employees - First
and Second Reading

M. Board Policy 5.606 Political Activities - First and Second Reading

N. Board Policy 5.608 Tutoring for Pay - First and Second Reading

O. Board Policy 5.800 Superintendent - First and Second Reading

P. Purchase and Installation of Carpet and Tile

IX. Items for Information

A. FY27 Budget Concepts

B. Legislative Update

C. Financial Report - March 2026

D. Enrollment & Attendance

X. Items for Discussion

XI. Old Business

XII. New Business

XIII. Communications

XIV. Adjournment



Willow Brook

ORHS students from Brewed Awakening treated Willow Brook staff to a wonderful assortment of coffee to start the morning on April 8. A special thank-you to Ms. Cady from the high school for her help in organizing.

Willow Brook staff also took part in a fun and entertaining basketball game during the annual Super Hoops competition. Several families attended to enjoy the event, which featured great basketball action and a performance by the WBES cheerleaders. Thank you to the WBES PTO for organizing the event and to Robertsville Middle School for being wonderful hosts.

Jefferson

Skyla Hartye, an 8th grader, was selected as the Middle School winner in ORNL FCU's Community Art & Mural Program for the 2026 theme, "Cooperation for a Prosperous World." Her design will be featured in a large-scale installation at ORNL FCU headquarters in Oak Ridge, and she will receive a \$100 award, with \$500 also awarded to the Jefferson Middle School art program. Congratulations to Skyla and art educator Jim Dodson.

Congratulations to 8th grader Natalie Shanafield, a registered member of the ORHS Robotics Team this season, as the team prepares to compete at the Rocket City Regional Competition.

Robertsville

Congratulations to the Robertsville TSA Chapter for an outstanding performance at the state competition in Chattanooga, April 9–12! Students earned 1st and 2nd place medals in ten categories and secured 3rd place honors in three additional categories, an incredible achievement that reflects their hard work, innovation, and dedication.

Oak Ridge High School

At the HVS Invitational, the boys track and field team set meet, stadium, and school records in the 1600 SMR (Sprint Medley Relay) (200-200-400-800). The relay team included Newberry, Porter, Phillips, and Greenhalgh. Mason Greenhalgh also placed 1st in the 800-meter run, and the 4x400-meter relay team placed 1st. Maddie Frazier set a new school record in girls' javelin with a throw of 78-11.

Good News



April 27, 2026

Oak Ridge High School (con't)

Senior Amonte Bishop has signed to continue his academic and football career at Union Commonwealth University, where he will major in Exercise Science.

The ORHS WildBand Percussion and Guard programs had a successful showing at the ETPAA Championships, highlighted by a first-place, undefeated Indoor Drumline season.

The Automotive and Welding teams earned 3rd place overall at the Top Wrench Competition at Crown College—the highest finish in ORHS history. The team placed 1st in both the Static Engine Challenge and the Computer Control Car Challenge, and 3rd in the Pit Crew Challenge.

**Regular Board of Education Meeting
March 30, 2026 5:00 PM
Robert J. Smallridge School Administration Building
304 New York Avenue
Oak Ridge, TN 37830**

The meeting started at 5:00 PM.
Attendance Taken at 4:39 PM.

Mary Crank: Present
Ashley Craven: Present
Heather Hartman: Absent
Laura McLean: Present
Erin Webb: Present
Present: 4, Absent: 1.

I. Call to Order

II. Pledge of Allegiance and Presentation of Colors

III. School Program by Jefferson Middle School

Laura McLean

IV. Approval of Agenda

Motion Passed: Motion to approve the Agenda with a motion by Erin Webb and a second by Ashley Craven.

Mary Crank: Yea
Ashley Craven: Yea
Heather Hartman: Absent
Laura McLean: Yea
Erin Webb: Yea
Yea: 4, Nay: 0, Absent: 1

V. Special Reports/Presentations

- A. Good News
- B. OREA Salary Proposal
- C. Principal's Salary Proposal

Laura McLean
Lisa Weathers
Brian Tinker

VI. Public Forum

VII. Consent Agenda

Motion Passed: Motion to approve the Consent Agenda with a motion by Ashley Craven and a second by Erin Webb.

Mary Crank: Yea
Ashley Craven: Yea
Heather Hartman: Absent
Laura McLean: Yea
Erin Webb: Yea
Yea: 4, Nay: 0, Absent: 1

- A. Board Minutes 02-23-26
- B. ORHS Volleyball Field Trip to Murfreesboro, TN
- C. ORHS FCCLA Field Trip to Washington, D.C.
- D. ORHS Secret City Wildbots Field Trip to Houston, TX

Laura McLean
Jenifer Laurendine
Jenifer Laurendine
Jenifer Laurendine

VIII. Items for Action

A. FY26 Budget Transfer #2 - Second Reading

Jenifer Van Dyke

Motion Passed: Motion to approve FY26 Budget Transfer #2 - Second Reading with a motion by Mary Crank and a second by Erin Webb.

Mary Crank: Yea

Ashley Craven: Yea

Heather Hartman: Absent

Laura McLean: Yea

Erin Webb: Yea

Yea: 4, Nay: 0, Absent: 1

B. FY26 General Audit Contract

Jenifer Van Dyke

Motion Passed: Motion to approve FY26 General Audit Contract with a motion by Mary Crank and a second by Ashley Craven.

Mary Crank: Yea

Ashley Craven: Yea

Heather Hartman: Absent

Laura McLean: Yea

Erin Webb: Yea

Yea: 4, Nay: 0, Absent: 1

C. FY26 TN ALL Corps Tutoring Innovation Grant and Early Literacy Tutoring Grant

Kelly Williams

Motion Passed: Motion to approve FY26 TN ALL Corps Tutoring Innovation Grant and Early Literacy Tutoring Grant with a motion by Erin Webb and a second by Mary Crank.

Mary Crank: Yea

Ashley Craven: Yea

Heather Hartman: Absent

Laura McLean: Yea

Erin Webb: Yea

Yea: 4, Nay: 0, Absent: 1

D. FY26 Comprehensive Literacy State Development (CLSD) Grant

Kelly Williams

Motion Passed: Motion to approve FY26 Comprehensive Literacy State Development (CLSD) Grant with a motion by Ashley Craven and a second by Erin Webb.

Mary Crank: Yea

Ashley Craven: Yea

Heather Hartman: Absent

Laura McLean: Yea

Erin Webb: Yea

Yea: 4, Nay: 0, Absent: 1

E. Preschool State Micro Grant

Jenifer Laurendine

Motion Passed: Motion to approve Preschool State Micro Grant with a motion by Mary Crank and a second by Erin Webb.

Mary Crank: Yea

Ashley Craven: Yea

Heather Hartman: Absent

Laura McLean: Yea

Erin Webb: Yea

Yea: 4, Nay: 0, Absent: 1

F. FY27 Non-Resident Tuition Rates

Jenifer Van Dyke

Motion Passed: Motion to approve FY27 Non-Resident Tuition Rates with a motion by Erin Webb and a second by Ashley Craven.

Mary Crank: Yea

Ashley Craven: Yea

Heather Hartman: Absent

Laura McLean: Yea

Erin Webb: Yea

Yea: 4, Nay: 0, Absent: 1

G. FY27 ORHS Oak Log Contract

Jenifer Laurendine

Motion Passed: Motion to approve FY27 ORHS Oak Log Contract with a motion by Ashley Craven and a second by Mary Crank.

Mary Crank: Yea

Ashley Craven: Yea

Heather Hartman: Absent

Laura McLean: Yea

Erin Webb: Yea

Yea: 4, Nay: 0, Absent: 1

H. Board Policy 1.803 Tobacco-Free Schools - First and Second Reading

Bruce Borchers

Motion Passed: Motion to approve Board Policy 1.803 Tobacco-Free Schools - First and Second Reading with a motion by Erin Webb and a second by Mary Crank.

Mary Crank: Yea

Ashley Craven: Yea

Heather Hartman: Absent

Laura McLean: Yea

Erin Webb: Yea

Yea: 4, Nay: 0, Absent: 1

I. Board Policy 3.500 Food Service Management - First and Second Reading

John Stults

Motion Passed: Motion to approve Board Policy 3.500 Food Service Management - First and Second Reading with a motion by Ashley Craven and a second by Mary Crank.

Mary Crank: Yea

Ashley Craven: Yea

Heather Hartman: Absent

Laura McLean: Yea

Erin Webb: Yea

Yea: 4, Nay: 0, Absent: 1

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

John Stults

Motion Passed: Motion to approve Board Policy 6.411 Student Wellness - First and Second Reading with a motion by Erin Webb and a second by Ashley Craven.

Mary Crank: Yea

Ashley Craven: Yea

Heather Hartman: Absent

Laura McLean: Yea

Erin Webb: Yea

Yea: 4, Nay: 0, Absent: 1

K. Future Workforce Resolution

Bruce Borchers

Motion Passed: Motion to approve Future Workforce Resolution with a motion by Ashley Craven and a second by Erin Webb.

Mary Crank: Yea

Ashley Craven: Yea

Heather Hartman: Absent

Laura McLean: Yea

Erin Webb: Yea

Yea: 4, Nay: 0, Absent: 1

L. Purchase of Replacement Maintenance Vehicle

Jenifer Laurendine

Motion Passed: Motion to approve Purchase of Replacement Maintenance Vehicle with a motion by Erin Webb and a second by Mary Crank.

Mary Crank: Yea

Ashley Craven: Yea

Heather Hartman: Absent

Laura McLean: Yea

Erin Webb: Yea

Yea: 4, Nay: 0, Absent: 1

M. Purchase of Nutanix Software

Kelly Williams

Motion Passed: Motion to approve Purchase of Nutanix Software with a motion by Erin Webb and a second by Ashley Craven.

Mary Crank: Yea

Ashley Craven: Yea

Heather Hartman: Absent

Laura McLean: Yea

Erin Webb: Yea

Yea: 4, Nay: 0, Absent: 1

N. Elevator Modernization and Hydraulic Jack Replacement at JMS

Jenifer Laurendine

Motion Passed: Motion to approve Elevator Modernization and Hydraulic Jack Replacement at JMS with a motion by Mary Crank and a second by Ashley Craven.

Mary Crank: Yea

Ashley Craven: Yea

Heather Hartman: Absent

Laura McLean: Yea

Erin Webb: Yea

Yea: 4, Nay: 0, Absent: 1

O. ORHS New Club Velocity XL

Jenifer Laurendine

Motion Passed: Motion to approve ORHS New Club Velocity XL with a motion by Erin Webb and a second by Mary Crank.

Mary Crank: Yea

Ashley Craven: Yea

Heather Hartman: Absent

Laura McLean: Yea

Erin Webb: Yea

Yea: 4, Nay: 0, Absent: 1

P. ORHS New Club National Technical Honors Society

Jenifer Laurendine

Motion Passed: Motion to approve ORHS New Club National Technical Honors Society with a motion by Ashley Craven and a second by Erin Webb.

Mary Crank: Yea

Ashley Craven: Yea

Heather Hartman: Absent

Laura McLean: Yea

Erin Webb: Yea

Yea: 4, Nay: 0, Absent: 1

Q. RMS New Club Taylor Swift Club

Jenifer Laurendine

Motion Passed: Motion to approve RMS New Club Taylor Swift Club with a motion by Ashley Craven and a second by Erin Webb.

Mary Crank: Yea

Ashley Craven: Yea

Heather Hartman: Absent

Laura McLean: Yea

Erin Webb: Yea

Yea: 4, Nay: 0, Absent: 1

R. Selection of Charles Kilinski from Willow Brook Elementary as Oak Ridge Schools Volunteer of the Year

Jenifer Laurendine

Motion Passed: Motion to approve Charles Kilinski from Willow Brook Elementary as Selection of Oak Ridge Schools Volunteer of the Year with a motion by Ashley Craven and a second by Erin Webb.

Mary Crank: Yea

Ashley Craven: Yea

Heather Hartman: Absent

Laura McLean: Yea

Erin Webb: Yea

Yea: 4, Nay: 0, Absent: 1

IX. Items for Information

- A. Legislative Update
- B. Financial Report - February 2026
- C. Enrollment & Attendance

Erin Webb
Jenifer Van Dyke
Jenifer Laurendine

X. Items for Discussion

XI. Old Business

XII. New Business

XIII. Communications

XIV. Adjournment

At 6:08 PM.

Chairperson

Superintendent

OAK RIDGE SCHOOLS
CAMPUS LEAVE REQUEST – Overnight Trip

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

School: ORHS Date: 5-19-23

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

Class/Group Requesting Permission: NJROTC

Educational Activity: LEARN SEAMANSHIP AND SAILING SKILLS

Destination: BOY SCOUT CAMP DAVY CROCKETT

Purpose of Trip: AREA 8 SAIL ACADEMY

Departure Date: 5-26-26 Departure Time: 0800

Return Date: 5-29-26 Return Time: 1500

Mode of Transportation: POV

First Student Transportation Contractor School System Van Air Travel

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

School System Van – Name of Driver: _____

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

Transportation Contractor: _____ Phone #: _____

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

Air Travel Flight #'s: _____

Hotel/Motel Name: BSA AT CDC

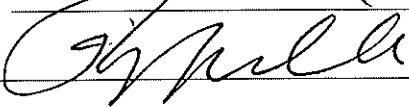
Address: 142 SCOUT CAMP ROAD

City: WHITESBURG State: TN Zip: 37891

Phone: 423-914-2990 Contact Person: GARY STIDHAM

Number of Nights: 3 Hotel Rating: NA

Name of School Sponsor/Date: RYAN NICHOLLS/5-19-23

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

Minimum requires teacher to student ratio:
PreK – 3 yr olds 1:4 K-2nd 1:6 3rd-4th 1:10 5th-8th 1:12 9th-12th 1:15
4 yr olds 1:6

of Students: 2

of Adults: 1

Chaperone/Student Ratio: 1:2

Professional Staff Chaperone(s)

- 1. Name: RYAN NICHOLLS Cell #: 865-712-1924
- 2. Name: _____ Cell #: _____
- 3. Name: _____ Cell #: _____
- 4. Name: _____ Cell #: _____

Other Chaperone(s):

- 1. Name: _____ Cell #: _____
- 2. Name: _____ Cell #: _____
- 3. Name: _____ Cell #: _____
- 4. Name: _____ Cell #: _____

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

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

Financial Arrangements: (please indicate method)

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

Substitute Required Acct to be charged for Substitute _____
 \$ 75.00 Per Student TOTAL TRIP AMOUNT: \$ 150.00

Provisions for those students unable to pay: _____
BECAUSE THIS IS NOT A MANDATORY TRIP AND NO GRADE WILL BE ASSIGNED, CADETS WHO WISH TO ATTEND, MUST PAY OUT OF POCKET.

Other information, comments, and special arrangements: (foreseeable hazards must be identified)
 NONE

Staff Member: RYAN NICHOLLS

Date: 4-27-26

Athletic Director: _____

Date: _____

This Section for Athletic Trips Only

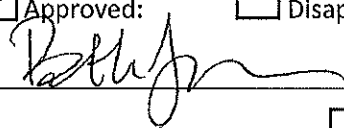
At the high school level up to three events and/or tournaments per season can involve an overnight trip. However, no more than one day of school may be missed for these trips. (Under certain conditions, the Superintendent of Schools or designee may approve additional events.? These trips must be paid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

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

Athletic Director Signature: _____

Date: _____

Principal's Action: Approved: Disapproved:

Principal's Signature: 

Date: 4-8-26

Superintendent or Designee's Action: Approved: Disapproved:

Superintendent or Designee's Signature: _____ Date: _____

Board Approval Date (if required): _____



Oak Ridge Schools – Campus Leave/Field Trip Permission Form

Name of Group: NJROTC

Destination: CAMP DAVY CROCKETT

Mode of Transportation: POV Purpose: SAIL ACADEMY

Date: 5 / 26 / 26 Time: 0800 to Date: 5 / 29 / 26 Time: 1500

Expected Number of Participants: 2 Expected Number of Chaperones: 1

Teacher/Sponsor of Trip: RYAN NICHOLLS

Principal Signature: *[Signature]* Date: 4-7-26

Fee Requested (if any)*

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

PARENT: Please separate this form and return to: CHIEF NICHOLLS by: 5-7-26
 (Teacher) (Date)

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

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

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

 Parent/Guardian (printed)

 Parent/Guardian (signature)

 Date

Please provide 2 Emergency Contact Phone Numbers

 Name/Relationship

 Number

 Name/Relationship

 Number

NAVY JUNIOR RESERVE OFFICER TRAINING CORPS
CHEROKEE HIGH SCHOOL

2927 HWY 66S
Rogersville, TN 37857

(423) 272-6507 Ext(5069) / FAX (423) 272-3556



"LEARN TO LEAD. CHOOSE TO SUCCEED."

Gary R. Stidham, M. Ed,
Chief Petty Officer, USN (Ret.)
Naval Science Instructor

Michael D. Taft,
Master Sergeant, USMC (Ret.)
Naval Science Instructor

Subj: **CHEROKEE NJROTC AREA EIGHT SAIL ACADEMY**

Ref: (a) NSTC M-5761.1A - NJROTC Regulations for Citizenship Development

Encl: (1) Sea Bag Check list
(2) Area 8 Sailing Academy Registration Form
(3) Arrival, Check-in and Departure Procedures

1. Discussion

- A. On behalf of NJROTC Area 8, Cherokee High School NJROTC is sponsoring a Sailing Academy for Tennessee/North Carolina units based on the guidance of reference (a). This is intended to be a "fun type" event to allow cadets a chance to sail.
- B. The attached enclosures (1) thru (4) support the forthcoming Sail Academy to be held at Camp Davy Crockett, Whitesburg, TN.
- C. The training periods are:

Session : (26-29 May 2026) 0900 **Tuesday 26 May** Check-in, Graduate at 0830
Friday 29 May

2. Pre-Qualifications, Costs and Payment

- A. Attendance at the sail academy is limited to **32 cadets**. The basic requirements are:
- B. **Costs:** \$75.00 per Cadet \$75.00 per Instructor Checks should be made to "Cherokee High School NJROTC."
- C. **All attending cadets must be able to pass a BSA swim test** (jump into water feet first, swim 50 yards using any stroke, followed by an unassisted survival prone float for 5 minutes). This swim test will be administered at the beginning of the academy (Monday or Wednesday). Students who do not pass the test will not be allowed to participate in any on-water portions of the training.

- D. Cadet cadre positions will be staffed by last year's graduates as approved by Cherokee H.S. NJROTC. Pre-registration requests will be accepted via e-mail gary.stidham@hck12.net (attach enclosure 3).
- E. Confirmed billets will be allocated to each unit no later than **11 May 2026** via e-mail, based on interest and availability.
- F. An SNSI or NSI from each participating school is required to attend the event on an approved schedule by the OIC. (This is usually 1 day coverage)
- G. Enclosure (2) **Area 8 Sail Academy Registration Form** shall be provided to Cherokee H.S. NJROTC no later than **11 May 2026**.

3. Required Physical

- A. School athletic physicals shall not be older than one year as of **30 May 2026**, thus pre-registered cadets with older physicals should consider getting new physicals prior to being notified that they have received a confirmed Academy billet.

4. Submit required forms to:

Cherokee High School NJROTC
2927 HWY 66 S
Rogersville, TN 37857

E-mail: Chief Stidham gary.stidham@hck12.net **Cell:** 423-914-2990

MSgt Taft: michael.taft@hck12.net **Cell:** 757-775-9564

Office Phone: 423-921-8440 **Ext:** 5069 **Fax:** 423-272-3556

For any further information please contact Chief Stidham or MSgt Taft at the e-mail address or phone numbers listed above.

//s//
Gary R. Stidham
CPO, USN (Ret.)

Area 8 Sail Academy Information Sheet

Costs: \$75.00 per Cadet. Checks should be made to "**Cherokee High School NJROTC.**"

What – Cherokee High School NJROTC, the BSA Camp Davy Crockett, and the Area 8 Area Manager can now offer cadets in Tennessee/North Carolina/South Carolina a chance previously reserved for those cadets on the coasts – a chance to become sailor in just three days! Cadets will sail on Cherokee Lake, Whitesburg, TN under the instruction of experienced sailors from the BSA and Camp Davy Crockett. The focus will be on fun and success. Cadets will sail primarily on small and mid-sized (2-4 crewmember) sailboats. Every day will be packed from start to finish with swimming, and hands-on instruction with on-water time in the sailboats. Also, cadets will have the opportunity to participate in a STEM completion and canoe orienteering event.

Lodging - Cadets and instructors will be berthed in 8-person Cabins (bunks without mattresses, and no AC) at Camp Davy Crockett BSA camp. Meals will be served in the camp's dining hall. All meals will be prepared by a BSA approved cook. A normal day at the Academy will begin with reveille, followed by Colors and Formation, breakfast, and clean up. At the lake cadets will learn everything they need to know to become confident small boat sailors, including safety on the water, weather, seamanship, rules of the road, and the physics of sailing, knot tying, rigging, and sailing on all points of sail. Every night there will be time for a game of cards, informal sports and/or stories around the campfire. Several other activities will be going on at the camp that the cadets can participate in during the Academy to be determined by the BSA instructors.

When

Session : (26-29 May 2026) 0900 Tuesday 26 May Check-in Graduate 0830 Friday
29 May 2026

Where – Lake Cherokee, Whitesburg, Tennessee.

General. Participation in the Area 8 Sail Academy is open to both male and female cadets. Participating cadets should understand that they will remain in a controlled atmosphere during their stay, although some limited free time may be available. The purpose of the Academy is to develop the character, confidence and sailing skills of attendees through an intensive 3-day period of sailing instruction. Cadets must understand that this is an NJROTC Academy – although most of your time will be spent in a relaxed atmosphere of shorts and sandals, you will be participating in training that involves the physical and mental disciplinary demands of accelerated hands-on learning.

Selection: It is recommended that SNSI/NSIs give preference to those cadets who demonstrate initiative to learn to sail. Selection criteria are:

- Be a volunteer
- Be highly motivated
- Have no record of disciplinary problems in the unit or school
- Demonstrate aptitude that will ensure success in a training environment
- Complete a school athletic physical examination within the past 12 months
- Completed the NJROTC Health Risk Questionnaire
- Be in good health and physical condition
- Have personal (family) medical insurance that covers injury at the academy
- Cadets must pass the BSA Swimmer test on the first morning of the Academy.

Health Insurance and Physical Fitness: Cadets should be carefully screened to ensure that none have a medical or physical problem which would prevent them from participating. Instructors need to provide a copy of the school athletic physical examination and NJROTC Health Risk Questionnaire forms.

Grooming: Cadets will have NJROTC regulation haircuts and will not wear make-up. NO jewelry except a waterproof watch (recommended helping keep us on schedule). Females will not be required to put their hair up, but those with long hair will probably want it tied back while swimming and sailing. Proper grooming standards are mandatory for Area 8 Sail Academy participation.

Clothing and Equipment: **NO UNIFORMS ARE REQUIRED!!!** Enclosure (1) lists items each cadet must bring. One-piece swimsuits are REQUIRED for female cadets.

Supervision: Chief Gary Stidham, NSI at CHS NJROTC will act as OIC. Other supervision will be provided by the SNSI/NSI from Area Eight schools, BSA experienced sailing instructors, and chaperones. A female chaperone will be required to sleep in the area of the female camping area. Every cadet in attendance must be "answerable" to the SNSI/NSI on duty at the camp.

Area 8 Sail Academy Required, Optional and Prohibited Items

Required:

- 3 - PT shirts (Navy yellow retro-reflective if possible) **2 - will be Provided by Academy**
- 3 - PT Shorts (Navy blue retro-reflective if possible)
- 1- Navy / Sail Academy Hoodie - **1- will be Provided by Academy**
- NJROTC Ball Cap (For Colors and Formation)
- 1 Swim Suite - 1 piece required for females
- Sunblock (SPF 15 or higher)
- Necessary medication (in a labeled Ziploc bag, with dosing schedule written out and included in bag)
- Sunglasses
- Sleeping bag or blanket or Sheets (2) for single bed (if not using sleeping bag)
- Pillow with pillow case
- Sports bras for females
- Tennis shoes for walking
- Close-toed water sandals or booties (**that WILL be getting wet and muddy**) **Shoes are required at all times in the lake!!**
- Socks,
- Soap
- Toothbrush/Toothpaste
- Deodorant
- Razor /Shaving cream
- Towels (3 recommended)
- Bug Repellant
- Other toiletries as appropriate
- Watch/Alarm
- Water bottle (with name on it)**Eye Glasses retaining devise for those whom need glasses on the lake**

Optional:

- Cell phone
- Flashlight
- Camera (single-use types are best)
- Playing cards
- Sports equipment (balls, hacky sack, Frisbee, etc.)
- Folding Camping chair
- Waterproof ditty bag for small items taken out on boats.

Not Allowed:

- Flip flops except for use in shower
- Knives or any weapon
- Jewelry
- Tobacco
- Vaping or vaping materials
- Drugs other than prescribed
- Alcoholic beverages
- Clothing promoting alcohol, drugs, gang affiliation, or sexually suggestive.
- Items that you can't afford to lose

- ❖ **REMINDER: Putting your name on clothing and possessions in indelible ink always helps with recovery.**

ENCLOSURE (1)

Area 8 Sail Academy Registration Form

Unit/ School: _____

Address: _____

Phone: _____ E-mail: _____

Instructor Name: _____

Complete this form and mail/e-mail to:

Cherokee High School
NJROTC
2927 HWY 66 S
Rogersville, TN 37857

	<u>NAME</u>	<u>Circle as Appropriate</u>				
		Gender	T-shirt Size	Staff/Cadre?		
		M / F	S M L XL 2XL	Y / N		
Instructor(s) attending:*	_____	M / F	S M L XL 2XL	Y / N		
(and chaperones)	_____	M / F	S M L XL 2XL	Y / N		
Cadet(s) attending:	_____	M / F	S M L XL 2XL	Y / N		
	_____	M / F	S M L XL 2XL	Y / N		
	_____	M / F	S M L XL 2XL	Y / N		
	_____	M / F	S M L XL 2XL	Y / N		
	_____	M / F	S M L XL 2XL	Y / N		

Cadets attending: _____ x \$75 = _____

Instructors / staff attending: _____ x \$75 = _____

Cadet cadre attending: _____ x \$75 = _____

Extra instructors / chaperones attending: _____ x \$75 = _____
 (one female chaperone will be no cost)

Total (pay to "Cherokee H.S. NJROTC"): _____

Expected arrival date, time: If no instructor attending from this unit, write **Name and**

Unit of "answerable NSI" here: _____

ENCLOSURE (2)

Arrival, Check-in and Departure Procedures

Check-in for early arrivals begins at **0900 on Tuesday** at Camp Davy Crockett. Please communicate your arrival plan on the registration form and inform the OIC of any changes.

Camp Davy Crockett and Cherokee Lake are located in Whitesburg, TN
The address of Camp Davy Crockett:

RT 2
Whitesburg, TN
Phone: (423) 235-4918

Sequoyah Boy Scouts Council:

129 Boone Ridge Drive, Johnson City, TN 37615
Mailing Address: P O Box 3010, Johnson City, TN 37602
You may contact us by phone, fax, or email:
Phone: [423] 952-6961
Fax: [423] 952-6960
Email: info@sequoyahcouncil.org

Driving directions (and a preview look at the camp!) is available at:
<https://sequoyahcouncil.org/about-us/contact/>

The Sail Academy will conclude on **Friday, 29 May 2026** with the hope of having units on the road by about 0900. All gear will be packed, and cabins will be cleaned prior to going to formation and breakfast on Friday morning. Graduation and completion of the Academy will be held at 0830 or soon after breakfast.

ENCLOSURE (3)

OAK RIDGE SCHOOLS
CAMPUS LEAVE REQUEST – Overnight Trip

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

School: OAK RIDGE HIGH SCHOOL Date: 8 APR 2026

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

Class/Group Requesting Permission: ORHS NJROTC DRONE TEAM

Educational Activity: JROTC NATIONAL DRONE TEAM CHAMPIONSHIPS

Destination: GEORGIA TECH CAMPUS RECREATION CENTER ATLANTA, GA

Purpose of Trip: PARTICIPATING IN JROTC NATIONAL DRONE TEAM CHAMPIONSHIPS

Departure Date: 5/1/26 Departure Time: 0600

Return Date: 5/2/26 Return Time: 2000

Mode of Transportation: CAR

First Student Transportation Contractor School System Van Air Travel

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

School System Van – Name of Driver: _____

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

Transportation Contractor: _____ Phone #: _____
(Only approved transportation companies may be used. Refer to ORS website for list of approved companies)

Air Travel Flight #'s: _____

Hotel/Motel Name: RENAISSANCE ATLANTA MIDTOWN HOTEL


Address: 866 PEACHTREE ST NW

City: ATLANTA State: GA Zip: 30308

Phone: 678 412-2400 Contact Person: FRONT DESK

Number of Nights: 1 Hotel Rating: 4

Name of School Sponsor/Date: DANIEL TROY 4/8/26

Signature of School Sponsor:  Cell #: 615 495-1835

Minimum requires teacher to student ratio:

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

of Students: 4 # of Adults: 2 Chaperone/Student Ratio: 1:2

Professional Staff Chaperone(s)

- 1. Name: DANIEL TROY Cell #: 615 495-1835
- 2. Name: _____ Cell #: _____
- 3. Name: _____ Cell #: _____
- 4. Name: _____ Cell #: _____

Other Chaperone(s):

- 1. Name: TINA MALEVICH Cell #: 678 913-7839
- 2. Name: _____ Cell #: _____
- 3. Name: _____ Cell #: _____
- 4. Name: _____ Cell #: _____

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

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

Financial Arrangements: (please indicate method)

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

Substitute Required Acct to be charged for Substitute N/A

\$ 250 Per Student TOTAL TRIP AMOUNT: \$ 1000.00

Provisions for those students unable to pay: Room and board to be reimbursed by NJROTC Headquarters

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

Staff Member: DANIEL TROY

Date: 4/8/2026

Athletic Director: _____

Date: _____

This Section for Athletic Trips Only

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

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

Athletic Director Signature: _____

Date: _____

Principal's Action:

Approved:

Disapproved:

Principal's Signature:

4-8-26

Date: _____

Superintendent or Designee's Action: Approved:

Disapproved:

Superintendent or Designee's Signature: _____ Date: _____

Board Approval Date: _____



Oak Ridge Schools – Campus Leave/Field Trip Permission Form

Name of Group: NJROTC

Destination: Georgia Tech Campus Recreation Center

Mode of Transportation: Vehicle Driven by staff member Purpose: National Drone Team Championships

Date: 5 / 01 / 26 Time: 0600 to Date: 5 / 02 / 26 Time: 2100

Expected Number of Participants: 15 Expected Number of Chaperones: 1

Teacher/Sponsor of Trip: DANIEL TROY

Principal Signature: *[Signature]* Date: 4-8-26

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

PARENT: Please separate this form and return to: CHIEF TROY *[Signature]* by: 4/25/26
 (Teacher) (Date)

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

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

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

 Parent/Guardian (printed)

 Parent/Guardian (signature) Date _____

Please provide 2 Emergency Contact Phone Numbers

 Name/Relationship Number _____

 Name/Relationship Number _____

Navy Junior Reserve Officer Training Corps Presents:



NJROTC Blue and Gold Aerial Classic



Hosted by NJROTC Area Nine



**Location: Georgia TECH Campus Recreation
Center
750 Ferst Dr.
Atlanta, GA 30332**

(REC Registration Link)

<https://adc-kb.recf.org/hc/en-us/articles/20033450433559-Register-for-an-Aerial-Drone-Competition>

(REC Competition Link)

<https://www.robotevents.com/robot-competitions/adc/RE-ADC-25-9739.html#general-info>

Background: Presently NJROTC units are hosting drone competitions within their local areas. Participating NJROTC units who win at local events advance to their local Area Championship, for most areas this is the highest level of competition.

Purpose: Opportunities for NJROTC programs to compete in drone competitions on the national level.

How: For the 2026 NJROTC Blue and Gold Aerial Classic the Robotics Education & Competition Foundation platform "TIME WARP" will be used to compete. Competing in REC hosted regional competitions qualifies teams to compete in the TIME WARP Aerial Classic.

Goal: For the 2025/2026 SY, NJROTC areas host their own regional drone events utilizing the REC platform to qualify for the NJROTC Blue and Gold Aerial Classic 2026. Areas please provide the names of your top 3 Teams to LCDR Moore @ moore.claude.snsi@navyjrotc.org and OS1 Gardner @ jgardner@talbotschools.org. The top 2 Teams from each Area qualifies for the NJROTC Blue and Gold Aerial Classic 2026.

SECTION 1- GENERAL RULES AND PROCEDURES

1. The drone meet is open to the Navy Junior Reserve Officers Training Corps units who advance per their area championship. The NJROTC unit representing their area must be registered for the national event by their area. Areas need to confirm their participation. However, this year there will also be a fly-ins (walk-ons) division.
2. Conduct: All cadets should maintain a proper military bearing and show sportsmanlike behavior. All team commanders and instructors should maintain control of all cadets.
3. Eligibility: All personnel team members must have completed The Recreational sUAS Safety Test (TRUST).
4. Uniforms: Unit identifiable apparel.
5. Equipment: CoDrone EDU or CoDrone EDU (JROTC) only.
6. Awards: All-Around Champion, Teamwork Mission Champions, Skills Missions Champion, Communications Mission Champion, Coding Award, Airmanship Award, Judges Award.
7. CAMPUS TOURS & activities will be available on **1 May 2026**. The schedule for events and campus tours will be as follows.

1 May 2026, Friday Schedule

0700-0800: Schools depart from lodging (hotel).

800-0830: Meet at: Georgia TECH Campus Recreation Center 750 Ferst Dr., Atlanta, GA 30332

0845: Muster at Georgia TECH Campus Recreation Center

0900-1000: Campus Tours

1015-1100: Lunch. (Lunch can also be purchased at Georgia Tech Campus Cafeteria)

1100-1600: Blue & Gold Aerial Classic Day 1

1700: Schools who signed up to participate in bowling at:

1730: Bowling & dinner. (LOI attached)

Dinner: For schools not participating, arrangements can be made for local restaurants to provide if desired.

2 May 2026 Saturday Schedule

Competition SOE will be provided via a link from the REC Event site. Updates to follow. Lunch has been coordinated with a variety of choices and will cost approximately \$15 per cadet, instructor, and parents at the Georgia Tech dining facility. Money must be paid in advance.

Closer to the event date additional recreational event opportunities will be provided.

Airport information: The nearest major airport is Hartsfield-Jackson ATLANTA.

HOTS HOTEL LINK

Near GEORGIA TECH

Click for registration. Lock in your reservation by April 9th to secure at the discounted rate.

[Renaissance Atlanta Midtown](#)

SECTION 2 - COMPETITION GUIDELINES.

1. **Each event requires at least complete cycles of the event.**
2. Each team should consist of a Remote Pilot-in-Command (must use) (RPIC) and Crew Chief/Members.

Remote Pilot-in-Command (RPIC) - Maintains mission oversight and is responsible for overall safety of flight, crew and public. The RPIC is responsible for physical flight and control of the sUAS. Responsible for maintaining and observing all required checklists for RPIC. Maintains constant line-of-sight with the sUAS. Remains vigilant for aircraft, obstructions, people and any other potential hazards to ensure safety of flight and prevention of risk to persons and property in the immediate vicinity. Immediately report flight hazards to the officiator.

Crew Chief/Members - Responsible to RPIC for all sUAS equipment meet requirements (charged tablets, firmware updates, internet/Wi-Fi connectivity, etc), site preparation (table/chairs, tent, etc), contingency equipment (spare props, batteries, charging equipment, USB Connectors, etc) of a pilot, co-pilot, safety.

A minimum of two personnel must be on station to compete in each section of the events. They may swap out personnel as needed with advance notice to judges and safety crew.

Enclosure (1) Preflight Checklist

Enclosure (2) Flight Clearance Inspection

Enclosure (3) Warning, Cautions & Notices

SECTION 3 – EVENTS

Teamwork Mission - Matches, Alliances & Elimination Matches

Qualification Matches: Each Qualification Match is played on the 20'X20' field, is 90 seconds long, and consists of two teams (randomly paired) operating as an alliance to score points. Teams will play in a

predetermined number of qualifying matches. At the conclusion of the Qualification Matches, teams will be ranked based on their Qualification Match performance.

Alliance Selections: During the Alliance Selection process, top ranked teams will have priority in choosing the team they would like to play with in the Finals Matches. Details of the Alliance Selection process may be found in the Teamwork Mission section of the Competition Manual.

Finals Matches: The number of teams participating in the Finals Matches is found in the Teamwork Mission Section of the Competition Manual and is determined by the number of teams at the event. Each alliance will play one match, with the highest scores advancing to the next bracket of finals play until a Champion is determined. In the event of a tie, information on the tie breaking process can be found in the Teamwork Mission section of the Competition Manual.

Autonomous Flight Skills Mission Matches

Events have dedicated fields set up for teams to complete Skills Challenge matches on a first-come, first served basis.

In the Autonomous Flight Skills Mission, Drones are programmed by Students to operate entirely autonomously. Each Team will be given the opportunity to have 3 three minute sessions at the field to complete their Autonomous Flight Skills Mission. The highest score attained during the 3-minute session will be recorded.

Teams will be ranked based on the combined Autonomous Flight Skills Mission and Piloting Skills Mission score. The Team with the top combined score will be the Skills Missions Champion at that event.

The Autonomous Flight Mission section of the Competition Manual includes information on how a team's scores are calculated.

Piloting Skills Mission Matches

Events have dedicated fields set up for teams to complete Skills Challenge matches on a first-come, first served basis.

In the Piloting Skills Mission, the Drone is Piloted by Students to fly through an obstacle course. Teams compete alone to score as many points as possible by flying through, under, and around obstacles. Each mission is 60 seconds and Teams will have 3 opportunities at each competition.

Teams will be ranked based on combined autonomous flight skills mission and Piloting skills mission score. The Team with the top combined score will be the skills champion at that event.

The Piloting Skills Mission section of the Competition Manual includes information on how a team's scores are calculated.

Event schedule TBD but will be found on the NJROTC Blue & Gold Classic competition page under "Agenda" at a later date.



AERIAL DRONE COMPETITION

PRE-FLIGHT CHECKLIST MISSION 2025 | GRAVITY

PROPELLERS

- Are propellers installed correctly and spinning freely?
- Are propellers clear of debris between propeller and motor?
- Are propellers undamaged (unbent and unchipped?)

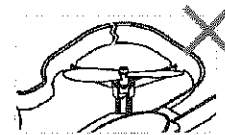


There is no debris beneath the propellers, and the propellers can spin freely.

PROPELLERS & MOTORS

MOTORS

- Are motors in the correct position?
- Are motors in good condition?
- Did you check for pinched wires or detached bases on the motors?
 - Did you replace these motors if found?
- Are silicone bumpers installed under each motor?



No major structural damage to motor arms or frames

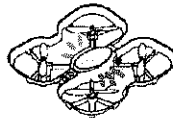
FRAME

- Is the drone frame and/or propeller guard in good condition and free of cracks?
- Are sensors clean, unobstructed and undamaged?

BATTERIES

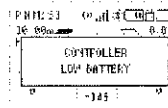
- Are batteries in good condition?
- Are batteries charged?

Avoid flying when the drone or controller are on low battery

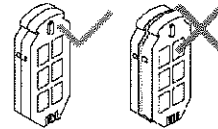


Flashing red beeping sound

Flight and signal stability will be less reliable when the battery is low



Low battery message controller vibration



Drone battery has not expanded and has no signs of structural damage.

FIRMWARE

- Is the latest firmware installed on the drone?
- Is the latest firmware installed on the controller?

CONNECTION

- Is the controller antenna fully extended?
- Is the drone paired to the controller?
- Do you have access to your code on your computer for Autonomous Flight?
- Is the USB cable able to trigger the link state on the CoDrone EDU controller?



Emergency Stop
Press and hold L1 and pull down on the left joystick.

Use this to shut the motors off immediately.

SAFETY

- Are all flight team members wearing safety glasses?
- Does the pilot in command know how to use the CoDrone EDU emergency stop in an emergency situation?

Need Help? Use these QR codes to direct you to Robolink's help center.



DRONE NOT TAKING OFF



PROPELLER NOT SPINNING



BROKEN MOTOR



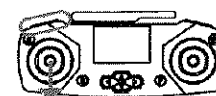
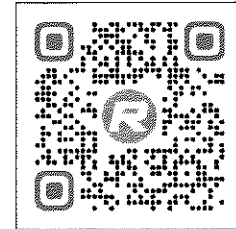
FIRMWARE UPDATE



TEAM NUMBER _____

THE TEAM CONFIRMS AND/OR UNDERSTANDS THAT:

- The Aerial Drone Competition is a Student Centered Program and the programming code for the Autonomous Flight Mission was developed by students on this team. Rule <G2>
- All Drones used during this Competition are an unmodified CoDrone EDU, Co Drone EDU JROTC edition, or a Parrot Mambo. Rules <D1, D2>
- Replacement motors, propellers, and/or frames have been replaced with identical parts from the original manufacturer. Rule <D3>
- All Drones are running the most up to date Firmware as recommended by the manufacturer. <Rule D4>
- Drones may only be flown in a designated Flight Zone. If testing of a drone and/or controller is required (typically after a crash or replacement of a part) flight testing may only be done in a designated testing area. Rule <S1>
- A Preflight Checklist of the drone and controller will be completed before each match. Rule <S2>
- After the match has ended, Flight Team members must wait for the all clear from a Referee before entering a flight zone (competition field) to retrieve their drone. Rule <S3>
- During all matches, Flight Team members must wear safety glasses. Rule <S6>
- If a referee determines there is an immediate safety issue, the pilot will be asked to ground the drone immediately. Rule <S4>
- The CoDrone EDU and CoDrone EDU JROTC Edition have an emergency stop feature that will immediately turn off the drone's motors. Rule <S4>
 - This command should only be used in emergencies or when safety has become a concern. In all other circumstances, you should use the land command to bring your drone safely to the ground.
 - Holding L1 while simultaneously pulling down the left joystick will shut the motors off immediately.



Emergency Stop
Press and hold L1 and pull down on the left joystick.

Use this to shut the motors off immediately.

TEAM MEMBER SIGNATURE: _____

FLIGHT CLEARANCE INSPECTOR: _____

****WARNINGS, Cautions & Notices****

WARNING: NEVER reach into the propeller arc of an aircraft while the propellers are in motion

WARNING: Always place the control station safely down before anyone reaches toward a sUAS to turn the battery ON/OFF

WARNING: Always remove the propellers from the aircraft prior to troubleshooting any system or component on that aircraft.

WARNING: Do not fly in front, above or underneath other aircraft. All other aircraft have the right of way. Avoid and/or give way.

Caution: Do not fly the sUAS higher than **100 ft**; remain below any surrounding obstacles

Caution: Do not fly the sUAS beyond visual line of sight.

Caution: Do not fly without a Safety Observer / Copilot.

Caution: Do not fly if the propellers are aged, chipped, or broken.

Caution: Do not touch the sUAS when it is in flight. Wait until the propellers have completely stopped before handling an aircraft.

Caution: Do not intentionally fly over unprotected persons, and remain at least 25 feet away from individuals and vulnerable property.

Caution: Do not conduct surveillance or photograph persons in areas where there is an expectation of privacy without the individual's permission.

Notice: The RPIC must maintain positive control of the flight path of their sUAS at all times in order to avoid any obstacles.

Notice: The RPIC must keep the sUAS in sight at all times when operating it to avoid injuries or damages to people, animals or property.

Notice: Upon loss of control of the sUAS, take hands off of controls and allow sUAS to auto stabilize.

Ms. Teresa M. Hicks, GS-13
Navy JROTC Area-3
Citizenship Development Manager
teresa.m.hicks.civ@us.navy.mil
(224) 399-1563

Dr. Matthew K. Jordan, Esq.
CDR USN (RET)
Citizenship Development Program
NJROTC Area 9 Manager
2400 Lake Park Dr SE
Smyrna, GA 30080
224-399-1569

Enclosure (3)

OAK RIDGE SCHOOLS
CAMPUS LEAVE REQUEST – Overnight Trip

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

School: JEFFERSON MIDDLE SCHOOL Date: 04/13/2026

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 U.S. HISTORY

Educational Activity: WILLIAMSBURG FIELD TRIP

Destination: WILLIAMSBURG, VA with Jamestown, Yorktown, & Charlottesville

Purpose of Trip: First-person, interactive learning of British colonies and Revolutionary War.

Departure Date: 9/25/26 Departure Time: 11:00 AM

Return Date: 9/28/26 Return Time: 8:30 PM

Mode of Transportation: Motorcoach Buses

First Student Transportation Contractor School System Van Air Travel

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

School System Van – Name of Driver: /

Driver’s License Verified by: / Attach copy of driver’s license

Transportation Contractor: PRIORITY BUS LINE Phone #: 865-556-8509

(Only approved transportation companies may be used. Refer to ORS website for list of approved companies) [↑] Marvin Hawkins

Air Travel Flight #'s: /

Hotel/Motel Name: EMBASSY SUITES – Williamsburg

Address: 3006 MOORETOWN ROAD

City: WILLIAMSBURG State: VA Zip: 23185

Phone: 757-229-6800 Contact Person: HEIDI WATKINS

Number of Nights: 3 Hotel Rating: 2 STAR

Name of School Sponsor/Date: BENJAMIN BREWER 4/13/26

Signature of School Sponsor: [Signature] Cell #: 865-719-7953

Minimum requires teacher to student ratio:
PreK – 3 yr olds 1:4 K-2nd 1:6 3rd-4th 1:10 5th-8th 1:12 9th-12th 1:15
4 yr olds 1:6

of Students: 80

of Adults: 10

Chaperone/Student Ratio: 1:8

Professional Staff Chaperone(s)

1. Name: BEN BREWER Cell #: 865-719-7953

2. Name: SCOTT LINN Cell #: 865-661-9458

3. Name: JOHN SMITH Cell #: 865-712-7877

4. Name: MATTHEW BOX Cell #: 865-599-6410

5. Principal / Administrator TBD

Other Chaperone(s):

1. Name: KYLIE MILLS Cell #: 423-839-9449

2. Name: NICOLE FOSTER Cell #: 865-719-2002

3. Name: CASSIDY COFFMAN Cell #: 757-642-3187

4. Name: JAIMIE McMAHON Cell #: 865-705-2651

5. Nurse / Doctor TBD

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

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

Financial Arrangements: (please indicate method)

No Cost

Paid by Students

Paid by School

Paid by School System

Substitute Required Acct to be charged for Substitute _____

\$ 670- Per Student

TOTAL TRIP AMOUNT: \$ 53,792.00

Provisions for those students unable to pay: Scholarship assistance will be provided based on availability of grants, community contributions, and staff donations. They are offered on an as-needed basis subject to availability.

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

Staff Member:

[Handwritten Signature]

[Handwritten Signature]

Date:

4/20/26

Athletic Director:

Date:

This Section for Athletic Trips Only

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

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

Athletic Director Signature: _____

Date: _____

Principal's Action:

Approved:

Disapproved:

Principal's Signature:

[Handwritten Signature]

Date:

4/18/26

Superintendent or Designee's Action:

Approved:

Disapproved:

Superintendent or Designee's Signature:

Date:

Board Approval Date:

9/25/2026 - 9/28/2026	WILLIAMSBURG VIRGINIA	Vendor cost	Per Student	Quotes	PO #	Check #	Date	Paid
			80 Students					
Transportation/Lodging								
Transportation	Transportation	\$12000/80	\$150.00	✓				
Lodging	40 rooms x 3 nights	\$18921.60/80	\$236.52	✓				
	Includes breakfast 3 mornings							
MISC.								
Security	2 guards / 3 nights	\$945/80	\$11.81	✓				
Emergency fund	Emergency money	\$400/80	\$5.00	✓				
MEALS:								
Wood Grill Buffet	Dinner	\$2075.52/80	\$25.94	✓				
Jamestown Settlement Café	Lunch	\$1397.60/80	\$17.47	✓				
Golden Corral Williamsburg	Dinner	\$1341.62/80	\$16.77	✓				
CWB Company	Lunch	\$3100/80	\$38.75	✓				
Captain George's	Dinner	\$3380/80	\$42.25	✓				
Miche Tavern	Lunch	\$2105.80/80	\$26.32	✓				
Snacks on way home	Snacks	\$325/80	\$4.06	✓				
TOURS:								
Jamestown/Yorktown	Admission	\$1158/80	\$14.47	✓				
Colonial Williamsburg Foundation	80 programs/study	\$4831/80	\$60.38	✓				
Monticello	Admission	\$1264/80	\$15.80	✓				
Preservation Virginia	Admission	\$550/80	\$6.87	✓				
			\$672.41					
	ESTIMATED COST PER STUDENT		\$672.41					
	TOTAL COST OF TRIP		\$53,792.80					

4/20/2026

Oak Ridge Schools Competitive Quote Sheet

Work Order #

Vendor Name	Priority Coach	Olympus Coach
Address	2628 Curtis Hwy Poult, TN 37849	1500 BREDA DR KNOXVILLE TN 37918
Quote Number	1	3
Contact Name	MARVIN	NICK BURKE
Phone Number	865-556-8509	865-689-5592

Item	Qty	Description	Unit Price	Ext Price	Unit Price	Ext Price	Unit Price	Ext Price
	2	COACH BUSES - 56 SEATS	\$6,000		\$7,820		\$10,500	
Shipping and Handling		Req. No. 41324						
Quote taken by: Scott Lewis			x 2 Buses		x 2 Buses		x 2 Buses	
Total:			\$12,000		\$15,640		\$21,000	
		Terms:						
		Delivery Date:						
		FOB Point:						

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase BEN BREWER Date 4/13/20 Account to be charged WB
 Room # for item(s) to be delivered _____ Purchased for what reason Williamsburg Trip
 Vendor PRIORITY COACH INC. Phone 865-556-8509
 Address 2628 CLINTON HWY. Fax 865-938-0938
 City/State/Zip POWELL, TN 37849 Catalog Date Contact: MARVIN HAWKINS

Item/Catalog #	Quantity	Description	Unit Price	Total Price
_____	<u>2</u>	<u>56-Seat Deluxe Motorcoach Buses</u>	\$ <u>6,000.00</u>	\$ <u>12,000.00</u>
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
			TOTAL	\$ <u>12,000.00</u>

OFFICE USE ONLY:

Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____

Office Use Only:

- | | | |
|---|--|-------------------------------------|
| _____ 141-71100-429-10-25 Classroom | _____ 141-72410-499-10-25 Instruc. / Adm. | _____ 141-71100-449-10-25 Textbooks |
| _____ 141-71100-722-10-25 New/Replace Class | _____ 141-72410-701-10-25 New/Replace Adm. | _____ 141-72120-499-10-25 Clinic |
| _____ 141-72210-432-10-25 Library | _____ 141-72210-437-10-25 Periodicals | _____ Other (SECME, Sp. ED) |

COMMENTS: _____

Acceptance

Priority Coach, Inc.

Client ID Client Company Client Ref 1 Client Ref 2	JMSBrewer Benjamin Brewer Jefferson Middle School Williamsburg	Quotation ID Movement ID	2337 4236
		Passengers Distance	1052

First Pick-up Pick-up Date Single Journey Vehicle To Stay	Jefferson Middle School Oak Ridge TN Fri 9/25/2026 Time 10:40 No Yes	Destination Arrival Date Leave Date Back Date	Williamsburg VA Fri 9/25/2026 Time 19:55 Mon 9/28/2026 Time 07:30 Mon 9/28/2026 Time 16:45
--	---	--	---

First Pick-up Instructions	Destination Instructions
----------------------------	--------------------------

**Per Itinerary

Quantity	Seats	Vehicle Description	Unit Price	Price	Tax %	Tax	Total
1	56	Deluxe Motorcoach	\$6,000.00	\$6,000.00	0	\$0.00	\$6,000.00
1	56	Deluxe Motorcoach	\$6,000.00	\$6,000.00	0	\$0.00	\$6,000.00
			\$12,000.00			\$0.00	\$12,000.00
Movement Totals			\$12,000.00			\$0.00	\$12,000.00

Included Items	Included	Included Items	Included
Drivers Accommodation	No	Gratuities	No
Parking Charges	No		

Please review the information above and sign below. Remit one copy to the address above. The carrier will not be liable for delays caused by an act of God, public enemies, authority of law quarantine, perils of navigation, riot strikes, the hazards, or dangers incident to the state of war, accidents, breakdowns, bad road conditions, storms or other conditions beyond its control and does not guarantee to arrive or depart from any point at any special time.

Signature	<i>Benjamin Brewer</i>	Print Name	BENJAMIN BREWER	Date	01/16/26
-----------	------------------------	------------	-----------------	------	----------

Movement Details

Priority Coach, Inc.

Client ID Client Company Client Ref 1 Client Ref 2	JMSBrewer Benjamin Brewer Jefferson Middle School Williamsburg	Charter ID Movement ID Status Passengers Distance	3045 5223 Firm 1052
--	---	---	------------------------------

First Pick-up Pick-up Date Single Journey Vehicle To Stay	Jefferson Middle School Oak Ridge TN Fri 9/25/2026 Time 10:45 No Yes	Destination Arrival Date Leave Date Back Date	Williamsburg VA Fri 9/25/2026 Time 20:20 Mon 9/28/2026 Time 07:30 Mon 9/28/2026 Time 16:45
--	---	--	---

First Pick-up Instructions	Destination Instructions
----------------------------	--------------------------

**Per Itinerary

Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
56	Deluxe Motorcoach	1	\$6,000.00	0	\$0.00	\$6,000.00
56	Deluxe Motorcoach	2	\$6,000.00	0	\$0.00	\$6,000.00
Movement Totals			\$12,000.00		\$0.00	\$12,000.00

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1	Driver	2

Included Items	Included	Included Items	Included
Drivers Accommodation	No	Gratuities	No
Parking Charges	No		

Priority Coach, Inc.
2624 Clinton Hwy
Powell, TN 37849

Tel: 865-556-8509

Fax:Mr Brewer
Jefferson Middle School
200 Fairbanks Rd
Oak Ridge
TN
37830

Date: 1/16/2026

Dear Benjamin Brewer

Charter Confirmation

Thank you for selecting SCU Bus Lines for your upcoming transportation requirements. We appreciate your business. Attached are documents related to your Charter # {Charter.CharterID} departing on {Charter.EarliestStartDate(Long)}. We look forward to exceeding your expectations.

NEXT STEPS

1 Review the Booking Confirmation

Please review the attached booking confirmation for accuracy and completeness.

2 Submit a Payment credit card at prioritybus.com or by check

Please submit your Payment within 30 days prior to departure date.

To make a payment now, please click on this link - prioritybus.com

3 Submit a Final Itinerary & Payment

Your final payment is due 15 days prior to departure along with a complete itinerary.

4 Enjoy your trip!

All of us at Priority Coach, Inc look forward to providing outstanding service for your trip.

Sincerely,

{Charter.BookingBySignatoryName}

{Charter.BookingBySignatoryJobTitle}

Note: There will be a 2.75% surcharge for all credit card payments.

From: reservations@olympuscnc.com <reservations@olympuscnc.com>
Sent: Thursday, January 8, 2026 12:33:07 PM
To: C. Scott Linn, Jr <sLinn@ortn.edu>
Subject: RE: Olympus Car and Coach Quote Request

You don't often get email from reservations@olympuscnc.com. [Learn why this is important](#)

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

Scott,

The quote for this is \$10,500.00 per bus, or \$21,000.

The driver's rooms will need to be made by you.

The quote does not include parking fees.

Thank you,
Debra

Olympus Car & Coach

2425 Burnside St
Knoxville TN 37921

Office: (865) 523-2796
Cell: (865) 742-9339
Fax: (865) 637-7405

debra@olympuscnc.com
www.olympuscnc.com

CONFIDENTIALITY NOTICE: This message, including any attachments, contains confidential and/or privileged information and is intended for the sole use of the intended recipient(s). Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the named addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase BEN BREWER Date 4/13/20 Account to be charged WB
 Room # for item(s) to be delivered _____ Purchased for what reason Williamsburg Trip
 Vendor EMBASSY SUITES : WILLIAMSBURG Phone 757-229-6800
 Address 3000 MOORETOWN ROAD Fax 757-220-3486
 City/State/Zip WILLIAMSBURG, VA 23185 ~~Catalog Date~~ Contact = HEIDI WATKINS

Item/Catalog #	Quantity	Description	Unit Price	Total Price
	40	SUITE ROOMS (\$139/night + 18.68 taxes) x 3 Nights	\$ 157.68	\$ 18,921.60
TOTAL				\$ 18,921.60

OFFICE USE ONLY:
 Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____

Office Use Only:
 _____ 141-71100-429-10-25 Classroom _____ 141-72410-499-10-25 Instruc. / Adm. _____ 141-71100-449-10-25 Textbooks
 _____ 141-71100-722-10-25 New/Replace Class _____ 141-72410-701-10-25 New/Replace Adm. _____ 141-72120-499-10-25 Clinic
 _____ 141-72210-432-10-25 Library _____ 141-72210-437-10-25 Periodicals _____ Other (SECME, Sp. ED)

COMMENTS: _____



EMBASSY SUITES
HOTEL®

Williamsburg

Williamsburg
3006 Mooretown Road
Williamsburg, VA 23185

757.229.6800, Hotel Direct
757.220.3486, Hotel Fax

GROUP SALES AGREEMENT

1a DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between:

Embassy Suites Hotel®: Williamsburg
3006 Mooretown Road, Williamsburg, VA 23185
and **Jefferson Middle School** and outlines specific conditions and services to be provided.

Especially Prepared for:		Event & Hotel Information:	
Group Contact:	Ben Brewer	Name "Event":	Jefferson Middle School
Company Name:	Jefferson Middle School	Date(s) of Event:	September 25, 2026 - September 28, 2026
Address:	200 Fairbanks Road Oak Ridge	Hotel Contact:	Heidi Watkins
City, State, Zip:	TN 37830	Title:	Director of Sales
Phone:	865-425-9301	Phone:	757-229-6800
Email:	btbrewer@ortn.edu	Email:	heidi.watkins@hilton.com

NAME OF EVENT: **Jefferson Middle School**

2a GUEST ROOM & RATES COMMITMENT

The Hotel agrees that it will provide and group agrees that it will utilize guest rooms in the pattern set forth below: Based upon **Jefferson Middle School's** total program requirements as outlined in this agreement, Hotel confirms the following group rates (net of all taxes):

	Fri 09/25/2026		Sat 09/26/2026		Sun 09/27/2026	
	Rooms	Rate	Rooms	Rate	Rooms	Rate
Double/Double Suite	36	\$139.00	36	\$139.00	36	\$139.00
King Suite	4	\$139.00	4	\$139.00	4	\$139.00

Hotel room rates are subject to applicable state and local taxes (currently 12% and \$2 nightly) in effect at the time of check in. Rate includes full cooked to order breakfast, complimentary evening cocktail reception, complimentary Wi-Fi and complimentary parking. Complimentary Suite policy is 1 per 20 actualized per night.

3a METHOD OF RESERVATIONS: Rooming List

A rooming list must be provided to facility to your room block. Organization must provide a list of guest name(s), arrival date(s), departure date(s), room type requested, and any special requests. Rooming list is due to the Hotel Sales Department no later than 5:00pm on Wednesday, August 26, 2026.

4a GUARANTEED RESERVATIONS / BILLING: Master Account with Deposit

The **Jefferson Middle School** is responsible for the room and tax for the above mentioned room block and event. The hotel requires a credit card authorization form on file or a deposit of \$1,000 due by August 21, 2026 to guarantee the space. The final invoice will be sent once the final rooming list is received. The final payment is due 10 days prior to arrival.

5a CUTOFF DATE

Reservations by attendees must be received on or before 5:00pm, Wednesday, August 26, 2026 (the "Cutoff Date"). At the Cutoff Date, Hotel will review the reservation pickup for the Event, release the unreserved rooms for general sale, and determine whether it can accept reservations based on a space- and rate-available basis at the **Jefferson Middle School** group rate after this date.

6a CANCELLATION

Jefferson Middle School agrees to provide Hotel with written notice of any decision to cancel or to otherwise essentially abandon its use of the Total Room Nights ("a cancellation") within five (5) business days of such a decision. If cancellation

BTB Client Initials

AW Hotel Representatives Initials



EMBASSY SUITES
HOTEL[®]

Williamsburg

Williamsburg
3006 Mooretown Road
Williamsburg, VA 23185

757.229.6800, Hotel Direct
757.220.3486, Hotel Fax

period has passed, the Jefferson Middle School reservations will be assessed a cancellation charge of the first night's room and tax. Cancellation for this group is 30 days prior to the first arrival date. Once reservations are made by the guests they have up until 72 hours prior to arrival to cancel their room without penalty. Within 72 hours to arrival, the room will be charged a 1st night's lodging and tax penalty to the credit card on file to guarantee the room.

7a ATTRITION-Waived for Jefferson Middle School

8a REWARDS PROGRAM – HILTON HONORS EVENT PLANNER POINTS

Approximately (10) business days after the conclusion of the Event (provided that the Event is not cancelled and Jefferson Middle School has otherwise complied with the material terms and conditions of this Agreement, the Hotel will either award Points or submit an award for airline miles:

CHECK ONE OPTION BELOW:

- Reward Points to the Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement)
Member Name _____
Hilton Honors Number _____

9a IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible for the Hotel to provide, or for groups in general to use, the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

10a ACCEPTANCE

When presented by the Hotel to Jefferson Middle School, this document is an invitation by the Hotel to Jefferson Middle School to make an offer. Upon signature by Jefferson Middle School this document will be an offer by Jefferson Middle School. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies Jefferson Middle School at any time prior to Jefferson Middle School's execution of this document, the outlined format and dates will be held by the Hotel for Jefferson Middle School on a first-option basis until Wednesday, February 4, 2026. If Jefferson Middle School cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations. Upon signature by both parties, Jefferson Middle School and the Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

11a SIGNATURES

Approved and authorized by:

Approved and authorized by Hotel:

Name: (Print) BENJAMIN BREWER
 Title: (Print) TRIP COORDINATOR/TEACHER
 Signature: [Signature]
 Date: 1/21/2026

Name: (Print) Heidi Watkins
 Title (Print) Director of Sales
 Signature: [Signature]
 Date: 1/21/2026

[Initials] Client Initials

[Signature] Hotel Representatives Initials

Good Afternoon Scott,

It was great speaking with you earlier. I have listed below our rates/availability at Comfort Inn Gateway. Take a look and let me know your thoughts!

Jefferson Middle School
September 25-28, 2026
40 rooms

Comfort Inn Gateway (331 Bypass Road, Williamsburg, VA 23185)

- Split rates:
 - \$179 per room, per night on Friday & Saturday
 - \$99 per room, per night on Sunday
 - Averages to \$152 per room, per night
 - 12% tax + \$2 per night occupancy fee
- Queen/Queen beds, King beds
- Hot breakfast buffet included in room rate
- Outdoor pool, fitness center, free wifi
- One of the top Comfort Inn hotels in the US, a Platinum Award winner! A favorite for many student/youth groups.
- 50% off bus driver rooms
- Nightly security can be provided for an additional fee through a local company, \$30 per hour/8 hour minimum

RE: LINN JMS

From Charles Efird <cefird@hmp-hotels.com>

Date Wed 1/28/2026 1:23 PM

To C. Scott Linn, Jr <sLinn@ortn.edu>

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

Good Afternoon Scott,

It was great speaking with you earlier. I have listed below our rates/availability at Comfort Inn Gateway. Take a look and let me know your thoughts!

Jefferson Middle School
September 25-28, 2026
40 rooms

Comfort Inn Gateway (331 Bypass Road, Williamsburg, VA 23185)


- Split rates:
 - \$179 per room, per night on Friday & Saturday
 - \$99 per room, per night on Sunday
 - Averages to \$152 per room, per night
 - 12% tax + \$2 per night occupancy fee
- Queen/Queen beds, King beds
- Hot breakfast buffet included in room rate
- Outdoor pool, fitness center, free wifi
- One of the top Comfort Inn hotels in the US, a Platinum Award winner! A favorite for many student/youth groups.
- 50% off bus driver rooms
- Nightly security can be provided for an additional fee through a local company, \$30 per hour/8 hour minimum


FANTASTICally yours,



CHARLES EFIRD
AREA SALES MANAGER
WILLIAMSBURG

 CEFIRD@HMPHOTELS.COM

 1-757-941-2184 EXT. 320

 WWW.HMPHOTELS.COM

Booking Check

Account:	Jefferson Middle School	Event Dates:	September 25, 2026 - September 28, 2026
Post As:	Jefferson Middle School	Contact:	Scott Linn
Address:	200 Fairbanks Road Oak Ridge, TN 37830 US	Phone:	(865) 425-9301
		Email:	slinn@ortn.edu
		Onsite Contact:	
		Onsite Mobile:	
Master Account #:		Sales Manager:	Chyla Bocanegra
Payment Method:		Service Manager:	

Date	Time	Function	Setup	AGR
Sat, 09/26/2026	7:00 AM - 8:00 AM	Student Breakfast	Rounds of 10	92
Sun, 09/27/2026	7:00 AM - 8:00 AM	Student Breakfast	Rounds of 10	92
Mon, 09/28/2026	7:00 AM - 8:00 AM	Student Breakfast	Rounds of 10	92

Friday, September 25, 2026

Guestrooms

Qty	Name	Value	Subtotal	Combined Tax	Mandatory Service Charge	Total
40	Family Suite, Balcony/Patio (S)	\$ 199.00	\$ 7,960.00	\$ 1,035.20	\$.00	\$ 8,995.20

Daily Total

	Subtotal	Combined Tax	Mandatory Service Charge	Total
Guestrooms	\$ 7,960.00	\$ 1,035.20	\$.00	\$ 8,995.20

Saturday, September 26, 2026

Guestrooms

Qty	Name	Value	Subtotal	Combined Tax	Mandatory Service Charge	Total
40	Family Suite, Balcony/Patio (S)	\$ 199.00	\$ 7,960.00	\$ 1,035.20	\$.00	\$ 8,995.20

Events

Qty	Name	Value	Subtotal	Combined Tax	Mandatory Service Charge	Total
92	(Student Menu)	\$ 16.03	\$ 1,474.76	\$ 162.22	\$ 294.95	\$ 1,931.93

Daily Total

	Subtotal	Combined Tax	Mandatory Service Charge	Total
Guestrooms	\$ 7,960.00	\$ 1,035.20	\$.00	\$ 8,995.20
Events	\$ 1,474.76	\$ 162.22	\$ 294.95	\$ 1,931.93

Sunday, September 27, 2026

Guestrooms

Qty	Name	Value	Subtotal	Combined Tax	Mandatory Service Charge	Total
40	Family Suite, Balcony/Patio (S)	\$ 199.00	\$ 7,960.00	\$ 1,035.20	\$.00	\$ 8,995.20

Events

Qty	Name	Value	Subtotal	Combined Tax	Mandatory Service Charge	Total
92	(Student Menu)	\$ 16.03	\$ 1,474.76	\$ 162.22	\$ 294.95	\$ 1,931.93

Daily Total

	Subtotal	Combined Tax	Mandatory Service Charge	Total
Guestrooms	\$ 7,960.00	\$ 1,035.20	\$.00	\$ 8,995.20
Events	\$ 1,474.76	\$ 162.22	\$ 294.95	\$ 1,931.93

Customer Approval _____

Date _____

Booking Check

Monday, September 28, 2026						
Events						
Qty	Name	Value	Subtotal	Combined Tax	Mandatory Service Charge	Total
92	(Student Menu)	\$ 16.03	\$ 1,474.76	\$ 162.22	\$ 294.95	\$ 1,931.93
Daily Total						
			Subtotal	Combined Tax	Mandatory Service Charge	Total
Events			\$ 1,474.76	\$ 162.22	\$ 294.95	\$ 1,931.93
Summary All Charges						
			Subtotal	Combined Tax	Mandatory Service Charge	Total
Guestrooms			\$ 23,880.00	\$ 3,105.60	\$.00	\$ 26,985.60
Events			\$ 4,424.28	\$ 486.66	\$ 884.85	\$ 5,795.79
Resort Fee			\$.00	\$.00	\$.00	\$.00
CXL/ATTR			\$.00	\$.00	\$.00	\$.00
Parking			\$.00	\$.00	\$.00	\$.00
Subtotal			\$ 28,304.28	\$ 3,592.26	\$ 884.85	\$ 32,781.39
Less Deposits/Payments						\$.00
Balance Due						\$ 32,781.39

Breakdown: Taxes and Mandatory Service (Administrative) Charges		
Occupancy Fee (Flat Rate)	2.00%	\$240.00
State Tax	7.00%	\$1,981.29
City Tax	5.00%	\$1,194.00
Administrative Charge	20.00%	\$884.85
City Tax	4.00%	\$176.97
Subtotal		\$4,477.11

Mandatory Service Charges are calculated to cover various costs associated with the event and are due to the Hotel for services rendered. Mandatory Service Charges are not gratuities or tips paid to service staff. Clients are welcome to add gratuities for exceptional service.

***Please note that this is the cost estimate and not the final bill**

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase BEN BREWER Date 4/13/20 Account to be charged WB
 Room # for item(s) to be delivered _____ Purchased for what reason Williamsburg Trip
 Vendor iPrevent, LLC Phone 757-813-7891
 Address 249 RICHMOND RD. Fax cgreen@ipreventcrisis.com
 City/State/Zip WILLIAMSBURG, VA 23185 Catalog Date Contact = Chris Green

Item/Catalog #	Quantity	Description	Unit Price	Total Price
_____	1	Security Guard (\$45/hr x 7hrs x 3 Nights)	\$ 945.00	\$ 945.00
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
TOTAL				\$ 945.00

OFFICE USE ONLY:

Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____

- Office Use Only:
- | | | |
|---|--|-------------------------------------|
| _____ 141-71100-429-10-25 Classroom | _____ 141-72410-499-10-25 Instruc. / Adm. | _____ 141-71100-449-10-25 Textbooks |
| _____ 141-71100-722-10-25 New/Replace Class | _____ 141-72410-701-10-25 New/Replace Adm. | _____ 141-72120-499-10-25 Clinic |
| _____ 141-72210-432-10-25 Library | _____ 141-72210-437-10-25 Periodicals | _____ Other (SECME, Sp. ED) |

COMMENTS: _____

ESTIMATE

iPrevent, LLC
249 Richmond Rd
Williamsburg, VA 23185-3607

cgreen@ipreventcrisis.com
+1 (757) 813-7891
iPrevent, LLC



Bill to
Scott Linn/ Ben Brewer
Oak Ridge Schools

Ship to
Scott Linn
Oak Ridge Schools

Estimate details

Estimate no.: 1017
Estimate date: 04/16/2026

#	Product or service	Description	Qty	Rate	Amount
1.	Hotel Security	Hotel Security for school trip. One (1) unarmed uniformed certified security officer. Officer will round each hallway and each floor every 1/2 hour and be present at or near the hotel rooms, and be an available resource for the entire assigned time. Location: Embassy Suites Williamsburg September 25: 11pm-6am September 26: 11pm-6am September 27: 11pm-6am	21	\$45.00	\$945.00
Total					\$945.00

Accepted date

Accepted by

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase BEN BREWER Date 4/13/26 Account to be charged WB
 Room # for item(s) to be delivered _____ Purchased for what reason Williamsburg Trip
 Vendor EMERGENCY MONEY Williamsburg Phone _____
 Address _____ Fax _____
 City/State/Zip _____ Catalog Date _____

Item/Catalog #	Quantity	Description	Unit Price	Total Price
_____	1	Emergency Money	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
TOTAL				\$ <u>400.00</u>

OFFICE USE ONLY:

Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____

Office Use Only:

- | | | |
|---|--|-------------------------------------|
| _____ 141-71100-429-10-25 Classroom | _____ 141-72410-499-10-25 Instruc. / Adm. | _____ 141-71100-449-10-25 Textbooks |
| _____ 141-71100-722-10-25 New/Replace Class | _____ 141-72410-701-10-25 New/Replace Adm. | _____ 141-72120-499-10-25 Clinic |
| _____ 141-72210-432-10-25 Library | _____ 141-72210-437-10-25 Periodicals | _____ Other (SECME, Sp. ED) |

COMMENTS: _____

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase BEN BREWER Date 4/15/26 Account to be charged WB
 Room # for item(s) to be delivered _____ Purchased for what reason Williamsburg Trip
 Vendor WOOD GRILL BUFFET Phone 434-975-5613
 Address 576 BRANCHLANDS BLVD. Fax woodgrill1@gmail.com
 City/State/Zip CHARLOTTSVILLE, VA 22901 Catalog Date contact = Steve Good

Item/Catalog #	Quantity	Description	Unit Price	Total Price
	80	Student Buffets	\$ 16.00	\$ 1,280.00
	9	Adult Buffets	\$ 19.99	\$ 179.91
	80	Student Beverages	\$ 1.99	\$ 159.20
	9	Adult Beverages	\$ 2.69	\$ 24.21
	3	Comped Adult Meals	\$ 0	\$ 0
	1	Taxes	\$ 185.70	\$ 185.70
	1	Gratuity	\$ 246.50	\$ 246.50
			TOTAL	\$ 2,075.52

OFFICE USE ONLY:

Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____

Office Use Only:

_____ 141-71100-429-10-25 Classroom	_____ 141-72410-499-10-25 Instruc. / Adm.	_____ 141-71100-449-10-25 Textbooks
_____ 141-71100-722-10-25 New/Replace Class	_____ 141-72410-701-10-25 New/Replace Adm.	_____ 141-72120-499-10-25 Clinic
_____ 141-72210-432-10-25 Library	_____ 141-72210-437-10-25 Periodicals	_____ Other (SECME, Sp. ED)

COMMENTS: _____

WOOD GRILL BUFFET
576 BRANCLANDS BLVD.
CHARLOTTESVILLE, VA 22901
Ph: 434-975-5613 Fax: 434-975-5713



DATE: 4/15/2026 TERMS: _____

Quote FOR: Jefferson Middle School

For group of 92 9/25/2026 6PM

3 Complimentary Meals
and Beverages

SIGNATURE:

80 Student Buffets @ \$16.00 ea = \$1280.00

9 Adult Buffets @ \$19.99/buffet = \$179.91

80 Student Bevs @ \$1.99 ea = \$159.20

9 Adult Beverages @ \$2.69 ea = \$24.21

Sub-total = \$1643.32

11.3% State & locality Meals Tax = \$185.70

15% Gratuity = \$246.50

REMIT TO:

WOOD GRILL BUFFET
ACCOUNTS RECEIVABLE
576 BRANCLANDS BLVD.
CHARLOTTESVILLE, VA 22901

TOTAL QUOTE \$

\$2,075.52

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase BEN BREWER Date 4/13/20 Account to be charged WB
 Room # for item(s) to be delivered _____ Purchased for what reason Williamsburg Trip
 Vendor GOLDEN CORRAL #800 Phone 757-229-3785
 Address 218 BYPASS ROAD Fax groupsales@goldencorral.net
 City/State/Zip WILLIAMSBURG, VA 23185 Catalog Date online/automated

Item/Catalog #	Quantity	Description	Unit Price	Total Price
	80	Middle School Kids	\$ 12.50	\$ 1000.00
	9	DINNER Weekend	\$ 18.50	\$ 166.50
	3	Bus Driver/Leader Comps	\$ 0	\$ 0
	1	Taxes	\$ 106.05	\$ 106.05
	1	Gratuity	\$ 159.07	\$ 159.07
	1	Reservation Fee	\$ 15.00	\$ 15.00
	1	Reservation Fee tax	\$ 1.05	\$ 1.05
			\$	\$
		TOTAL		\$ 1,341.62

OFFICE USE ONLY:

Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____

Office Use Only:

- | | | |
|---|--|-------------------------------------|
| _____ 141-71100-429-10-25 Classroom | _____ 141-72410-499-10-25 Instruc. / Adm. | _____ 141-71100-449-10-25 Textbooks |
| _____ 141-71100-722-10-25 New/Replace Class | _____ 141-72410-701-10-25 New/Replace Adm. | _____ 141-72120-499-10-25 Clinic |
| _____ 141-72210-432-10-25 Library | _____ 141-72210-437-10-25 Periodicals | _____ Other (SECME, Sp. ED) |

COMMENTS: _____

Golden Corral® Online Reservation 19397

From no-reply@goldencorral.net <no-reply@goldencorral.net>

Date Sat 1/10/2026 3:30 PM

To Benjamin Brewer <btbrewer@ortn.edu>

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

Subject: Golden Corral® Online Reservation 19397



Hi Ben Brewer, thank you for choosing Golden Corral!

You can find your reservation details below.

Reservation details

- **Reservation #:** 19397
- **Restaurant Information:** Williamsburg, VA
218 Bypass Road
Williamsburg,
757-229-3785
rest0800@goldencorral.net
- **Group Name:** Jefferson Middle School (Oak Ridge, TN)
- **Arrival Date:** 09/26/2026
- **Arrival Time:** 5:30 PM

#	MENU TYPE	EACH	PRICE
9	Dinner W/E	18.50	\$166.50
80	Middle School Kids	12.50	\$1000.00
3	Bus Driver/Group Leader	0.00	\$0.00

Prices and time cannot be guaranteed until you book and receive your reservation number.

Subtotal	\$1060.45
Discount	\$0.00
Tax	\$106.05
Gratuity	\$159.07
Reservation Fee	\$15.00
Fee Tax	\$1.05
Fee and Tax Total	\$16.05
Grand Total	\$1341.62

Thank you, Golden Corral group reservations.

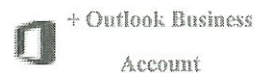
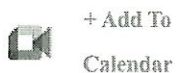
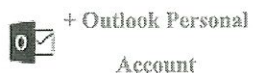
You will receive 2 emails to remind you of this reservation:

- 7 days prior.
- 3 days prior. (Last day to make changes)

You can edit your reservation in your [profile](#).

Group reservation important information:

- We do not offer refunds for group reservations. You may cancel up to 2 days prior to the event with no charges, fees or penalties.
 - Your credit card is used to secure the reservation and will automatically be charged on the day of the event.
 - You will see two separate charges on your card. One is for the Reservation Fee plus associated tax, and a second charge for food, beverage, sales tax, and gratuity.
 - Check payments must arrive no later than 7 business days prior to the reservation date.
 - We cannot guarantee that your group will be seated together. All tables are seated as they become available.
 - A reservation is not a guarantee of seating time.
 - Changes to your reservation must be made through your profile. You may cancel your reservation up to 2 days prior to the event through your profile. Changes cannot be made the day prior to the event.
 - Please review the fulls [Terms and Conditions](#).
-



If you have any questions regarding this reservation, please contact us at rest0800@goldencorral.net, and reference the reservation number noted 19397.

This email was sent by no-reply@goldencorral.net

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase BEN BREWER Date 4/13/20 Account to be charged WB
 Room # for item(s) to be delivered _____ Purchased for what reason Williamsburg Trip
 Vendor COLONIAL WILLIAMSBURG COMPANY Phone 757-505-8451
 Address PO Box 79788 Fax hmaktay@cwf.org
 City/State/Zip BALTIMORE, MD 21279 Catalog Date Harun Maktay

Item/Catalog #	Quantity	Description	Unit Price	Total Price
	90	Chicken Tender Lunch Plates	\$ _____	\$ _____
		\$23. + taxes and fees	\$ _____	\$ _____
	1	Facility Fee	\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
TOTAL				\$ <u>3,084.45</u>

OFFICE USE ONLY:

Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____

Office Use Only:

- | | | |
|---|--|-------------------------------------|
| _____ 141-71100-429-10-25 Classroom | _____ 141-72410-499-10-25 Instruc. / Adm. | _____ 141-71100-449-10-25 Textbooks |
| _____ 141-71100-722-10-25 New/Replace Class | _____ 141-72410-701-10-25 New/Replace Adm. | _____ 141-72120-499-10-25 Clinic |
| _____ 141-72210-432-10-25 Library | _____ 141-72210-437-10-25 Periodicals | _____ Other (SECME, Sp. ED) |

COMMENTS: _____



Colonial Williamsburg

Colonial Williamsburg Company
PO Box 79788
Baltimore, MD 21279-0788

Invoice Date:
Group Name: Jefferson Middle School
Group Contact:
Address:
Phone Number:
E-mail Address:

Fax:

Draft Cost Estimate

Group Block Code / Reference # :
Arrival Date:
Departure Date:

Event:

QTY	Food & Beverage	Price Per Unit	Code	Sub Total	Service Fee	State Tax	City Tax	Total
90	Tender Chicken	\$23.00	2	\$2,070.00	\$414.00	\$144.90	\$134.55	\$2,763.45
			2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
							Subtotal	\$2,763.45
QTY	Audio Video	Price Per Unit	Code	Sub Total	Service Fee	State Tax	City Tax	Total
			3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
							Subtotal	\$0.00
QTY	Other	Price Per Unit	Code	Sub Total		Sub Total	Tax	Total
1	Facility Fee	\$300.00	2	\$300.00		\$300.00	\$21.00	\$321.00
			2	\$0.00		\$0.00	\$0.00	\$0.00
			1	\$0.00		\$0.00	\$0.00	\$0.00
			1	\$0.00		\$0.00	\$0.00	\$0.00
							Subtotal	\$321.00

Authorized Signature: _____

Sub Total: \$3,084.45
Less Payment:
Balance Due: \$3,084.45

Thank you for your business!

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase BEN BREWER Date 4/13/26 Account to be charged w/ B
 Room # for item(s) to be delivered _____ Purchased for what reason Williamsburg Trip
 Vendor CAPTAIN GEORGE'S SEAFOOD RESTAURANT Phone 757-565-2323
 Address 5303 RICHMOND ROAD Fax 757-565-3731
 City/State/Zip WILLIAMSBURG, VA 23188 Catalog Date Contact = Bonnie Tobias

Item/Catalog #	Quantity	Description	Unit Price	Total Price
	<u>80</u>	<u>Student Meals (7th-12th) dinner</u>	<u>\$ 35.00</u>	<u>\$ 2,800.00</u>
	<u>10</u>	<u>Adult Meals dinner</u>	<u>\$ 58.00</u>	<u>\$ 580.00</u>
	<u>2</u>	<u>Bus Driver Meals *comped*</u>	<u>\$ 0</u>	<u>\$ 0</u>
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
TOTAL				<u>\$ 3,380.00</u>

OFFICE USE ONLY:
 Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____
 Office Use Only:
 _____ 141-71100-429-10-25 Classroom _____ 141-72410-499-10-25 Instruc. / Adm. _____ 141-71100-449-10-25 Textbooks
 _____ 141-71100-722-10-25 New/Replace Class _____ 141-72410-701-10-25 New/Replace Adm. _____ 141-72120-499-10-25 Clinic
 _____ 141-72210-432-10-25 Library _____ 141-72210-437-10-25 Periodicals _____ Other (SECME, Sp. ED)

COMMENTS: _____

cg

GROUP RESERVATION CONTRACT

Reservation Date: **Sunday 9/27/2026** Time: **6:00 PM – 8:00 PM**

Group Name: **Jefferson M.S. (Oakridge, TN)**

Contact Name: **Ben Brewer**

Phone: **865-425-9301** Email: **btbrewer@orfn.edu**

Number of Guests: **92**

Special Arrangements:

Private Room: Y Cash/Open Bar: N Microphone: Y Podium: Y

- You must guarantee at least 30 guests in order to receive the group rate discount.
- There is a two hour time limit. As a courtesy to other guests booked after your reservation, please ask your guests to arrive on time and allow for travel and traffic conditions. If group goes longer than the 2 hour time frame than they will be charged the full price rate.
- If your party is a bus tour, one complimentary meal will be provided per bus.
- Due to our heavy volume of guests, we only hold reservations for 15 minutes. Please call at least 30 minutes in advance if your group will be late.
- Captain George's is a non-smoking establishment.

Payment Arrangements:

Due on: September 4, 2026

- Our group rate is **\$58.00 per adult and \$35.00 per student (7th- 12th grade) and \$22.00 per student (K-6th grade)**, which includes our seafood buffet, a refillable non-alcoholic beverage, 11% tax, and 15% gratuity.
- The entire party must be prepaid and contract must be signed and returned 21 days prior to your reservation date. Reservations that are not prepaid will be cancelled.
- You must guarantee the number of guests one week prior. The number of guests will be confirmed when your party arrives by restaurant management.
- An itemized receipt must be signed by an authorized representative of your group following your banquet to acknowledge the accuracy of all charges.
- Final payment of any outstanding balance is payable upon presentation of the itemized check on the night of the banquet.
- Any refunds due will be sent from our corporate office on the next business day following your banquet. Refunds are given for up to five adults only.
- Cash, Visa, MasterCard, American Express, Approved Company Checks, Travelers Checks, or Money Orders are all accepted. Personal Checks are not accepted.
- Cancellations must be made 72 hours in advance to receive a full refund.

	<u>1/12/2026</u>	X 	<u>01/23/26</u>
Bonnie Tobias	Date	Accepted by	Date
Group Coordinator		Group Representative	

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase BEW BREWER Date 4/13/26 Account to be charged WB
 Room # for item(s) to be delivered _____ Purchased for what reason Williamsburg Trip
 Vendor MICHIE TAVERN Phone 434-977-1234
 Address 683 THOMAS JEFFERSON PKWY. Fax amy.aycock@michietavern.com
 City/State/Zip CHARLOTTSVILLE, VA 22902 Catalog Date Contact = Amy Aycock

Item/Catalog #	Quantity	Description	Unit Price	Total Price
	<u>80</u>	<u>Student Meals</u>	<u>\$ 22.70</u>	<u>\$ 1,816.00</u>
	<u>9</u>	<u>Adult Meals</u>	<u>\$ 32.20</u>	<u>\$ 289.80</u>
	<u>3</u>	<u>Bus Drivers / Leader COMPED</u>	<u>\$ 0</u>	<u>\$ 0</u>
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
TOTAL				<u>\$ 2,105.80</u>

OFFICE USE ONLY:

Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____

Office Use Only:

141-71100-429-10-25 Classroom
 141-72410-499-10-25 Instruc. / Adm.
 141-71100-449-10-25 Textbooks
 141-71100-722-10-25 New/Replace Class
 141-72410-701-10-25 New/Replace Adm.
 141-72120-499-10-25 Clinic
 141-72210-432-10-25 Library
 141-72210-437-10-25 Periodicals
 Other (SECME, Sp. ED)

COMMENTS: _____



MICHIE TAVERN ca 1784
A Virginia Historic Landmark
Where Southern Hospitality Prevails

Michie Tavern will be delighted to have your guests visit us for lunch in the **Ordinary**. Your reservation is confirmed and the luncheon time listed below has been assigned to your group, which will assist in coordinating our guests. We will do our best to serve your group as scheduled.

We will offer group rates provided **your group is as large as 15 or more and payment is made in one amount**. You should allow approximately 45 minutes for lunch.

Please review your confirmation listed below. We request that you present a copy of this confirmation letter to our hostess upon arrival. We look forward in welcoming your group and hope the visit is an enjoyable one.

GROUP RESERVATION FOR LUNCH

ATTENTION: Ben Brewer
TOUR COMPANY:
GROUP NAME: Jefferson Middle School
GROUP CONTACT: 865-719-7953
DATE: Monday, September 28, 2026
LUNCH ARRIVAL TIME: 12:30, 12:45
GROUP COUNT: 89 A & S (+3)

PRICE: 11th – Adults \$25.50 + \$2.89 tax = \$28.39 + \$3.81 optional gratuity (\$32.20)
7th – 10th grade \$17.95 + \$2.03 tax = \$19.98 + \$2.72 optional gratuity (\$22.70)
1st – 6th grade \$13.95 + \$1.58 tax = \$15.53 + \$2.07 optional gratuity (\$17.60)

Prepared by: Amy Aycock
amy.aycock@michietavern.com

Date: January 12, 2026

PLEASE NOTE

We request at least **48 HOURS NOTICE** for **CHANGES IN COUNT OR CANCELLATION** of this reservation.
Failure to do so could result in being responsible for the number in this reservation.
Your confidence and trust in us with serving your guests is greatly appreciated.

683 Thomas Jefferson Parkway, Charlottesville, Virginia
(434) 977-1234 Fax (434) 296-7203 www.michietavern.com

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase BEN BREWER Date 4/13/20 Account to be charged WB
 Room # for item(s) to be delivered _____ Purchased for what reason Williamsburg Trip
 Vendor COSTCO/SAMS Phone _____
 Address 10745 KINGSTON PIKE Fax _____
 City/State/Zip KNOXVILLE, TN 37934 Catalog Date _____

Item/Catalog #	Quantity	Description	Unit Price	Total Price
_____	<u>1</u>	<u>Snacks/ Dinner (Sunday)</u>	\$ <u>300.00</u>	\$ <u>300.00</u>
_____	<u>1</u>	<u>Supplies for Buses</u>	\$ <u>25.00</u>	\$ <u>25.00</u>
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
TOTAL				\$ <u>325.00</u>

OFFICE USE ONLY:
 Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____

- Office Use Only:
- | | | |
|---|--|-------------------------------------|
| _____ 141-71100-429-10-25 Classroom | _____ 141-72410-499-10-25 Instruc. / Adm. | _____ 141-71100-449-10-25 Textbooks |
| _____ 141-71100-722-10-25 New/Replace Class | _____ 141-72410-701-10-25 New/Replace Adm. | _____ 141-72120-499-10-25 Clinic |
| _____ 141-72210-432-10-25 Library | _____ 141-72210-437-10-25 Periodicals | _____ Other (SECME, Sp. ED) |

COMMENTS: _____

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase BEN BREWER Date 4/13/20 Account to be charged WB

Room # for item(s) to be delivered _____ Purchased for what reason Williamsburg Trip

Vendor JAMESTOWN-YORKTOWN FOUNDATION Phone 757-253-4939

Address P.O. Box 1607 Fax 757-253-4997

City/State/Zip WILLIAMSBURG, VA 23187 Catalog Date Taylor.Horwath@jyf.virginia.gov

Item/Catalog #	Quantity	Description	Unit Price	Total Price
	82	Jamestown Guide Tours	\$	\$ 579.00
	8	Comped Tours (Adults)/Chaperones	\$ 0	\$
	82	Yorktown Guided Tours	\$	\$ 579.00
	8	Comped Tours Adults/Chaperones	\$ 0	\$
			\$	\$
			\$	\$
TOTAL				\$ 1,158.00

OFFICE USE ONLY:

Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____

Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____

Office Use Only:

- | | | |
|---|--|-------------------------------------|
| _____ 141-71100-429-10-25 Classroom | _____ 141-72410-499-10-25 Instruc. / Adm. | _____ 141-71100-449-10-25 Textbooks |
| _____ 141-71100-722-10-25 New/Replace Class | _____ 141-72410-701-10-25 New/Replace Adm. | _____ 141-72120-499-10-25 Clinic |
| _____ 141-72210-432-10-25 Library | _____ 141-72210-437-10-25 Periodicals | _____ Other (SECME, Sp. ED) |

COMMENTS: _____

right.

Change of plans or need to add more items to your order?

Login using your email and confirmation number to manage your booking.

Email: btbrewer@ortn.edu

Itinerary No. : **174628289**

ORDER SUMMARY

Jamestown Guided Tour

09/26/2026 | 9:00 AM

CONFIRMATION NO.

74628288

Yorktown Guided Tour

09/26/2026 | 2:00 PM

CONFIRMATION NO.

74628347

ORDER DETAILS

ITEM / TYPE	QTY
Group Student Combo - Jamestown Guided Tour	80
Group Student (ADULT) Combo - Jamestown Guided Tour	2
Group Chaperone Comp - Jamestown Guided Tour	8
Guide-AM - Jamestown Guided Tour	4
Group Student Combo - Yorktown Guided Tour	80
Group Student (ADULT) Combo - Yorktown Guided Tour	2
Group Chaperone Comp - Yorktown Guided Tour	8
Guide-PM - Yorktown Guided Tour	4

YOUR TICKETS



Checkout (2 Orders)



Jamestown Guided Tour

Saturday September 26, 2026 9:00 AM - 11:00 AM

80 - Group Student Combo

2 - Group Student (ADULT) Combo

8 - Group Chaperone Comp

4 - Guide-AM

\$579.00



Yorktown Guided Tour

Saturday September 26, 2026 2:00 PM - 4:00 PM

80 - Group Student Combo

2 - Group Student (ADULT) Combo

8 - Group Chaperone Comp

4 - Guide-PM

\$579.00

Checkout Summary

Subtotal (188 Items) \$1,158.00

Total \$1,158.00

Gift Cards [?]

Gift Card

enter gift card/passes/vouchers

APPLY

Coupon/Promo Code [?]

Coupon / Promo Code

Enter coupon code here

APPLY

* Required

CHANGE OR CANCELLATION

Please contact us at group.reservations@jyf.virginia.gov or by calling (757) 253-4939 at least 72 business hours in advance of your visit.

Please arrive on time to assure guide/program availability.

PAYMENT

Cash, American Express, Discover, MasterCard, or Visa credit card School checks made payable to the **Jamestown-Yorktown Foundation** are accepted. Please have accurate counts upon checking in at the museums of all your students and adults.

For Student Groups: One adult chaperone for every ten paid students is admitted free. Additional adults not included on this confirmation and paying separately will pay the adult general admission price. They are not eligible to receive the adult rate listed on the school's confirmation letter.

For all other groups, one payment for the entire group, including adults, is expected on the day of the program unless prior arrangements are made with group reservations office.

Please have accurate counts upon checking in at the museums of all your students and adults.

Virginia public school groups will be invoiced following the visit. Outreach and museum programs will be invoiced separately within three business days. Payment terms are **net 30 days**.

GENERAL INFORMATION

SHOPPING:

The Museum shops offer many items to commemorate your group's visit. If you would like to order a pre-packaged selection of souvenirs or other unique gift items, please contact us at ShopJYF@jyf.virginia.gov.

DINING:

Group Meals: Order boxed lunches in advance for pre-planned group visits. Please visit [Dining | Jamestown-Yorktown Foundation, VA](#) for more information.

PICNIC TABLES:

Picnic tables are available at both museums, first-come, first-served. (Cafe seating is reserved for visitors purchasing meal selections over the counter.)

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase BEN BREWER Date 4/13/20 Account to be charged WB
 Room # for item(s) to be delivered _____ Purchased for what reason Williamsburg Trip
 Vendor COLONIAL WILLIAMSBURG FOUNDATION Phone 757-220-7585
 Address P.O. Box 1776 Fax acarpenter@cwf.org
 City/State/Zip WILLIAMSBURG, VA 23187 Catalog Date Admona Carpenter

Item/Catalog #	Quantity	Description	Unit Price	Total Price
	80	1-Day Student Admission (Tour)	\$ 10.00	\$ 800.00
	10	1-Day Adult Admission (Tour)	\$ 20.00	\$ 200.00
	90	7:00 Programs / Saturday	\$ 12.50	\$ 1,125.00
	90	8:30 Programs / Saturday	\$ 12.50	\$ 1,125.00
	90	Haunted Williamsburg Tours	\$ 16.00	\$ 1,440.00
	1	Taxes / Fees	\$ 140.70	\$ 140.70
			\$	\$
			\$	\$
TOTAL				\$ 4,830.70

OFFICE USE ONLY:
 Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____

- Office Use Only:**
- | | | |
|--|---|--|
| <input type="checkbox"/> 141-71100-429-10-25 Classroom | <input type="checkbox"/> 141-72410-499-10-25 Instruc. / Adm. | <input type="checkbox"/> 141-71100-449-10-25 Textbooks |
| <input type="checkbox"/> 141-71100-722-10-25 New/Replace Class | <input type="checkbox"/> 141-72410-701-10-25 New/Replace Adm. | <input type="checkbox"/> 141-72120-499-10-25 Clinic |
| <input type="checkbox"/> 141-72210-432-10-25 Library | <input type="checkbox"/> 141-72210-437-10-25 Periodicals | <input type="checkbox"/> Other (SECME, Sp. ED) |

COMMENTS: _____


 Guest Name:

Jefferson Middle School

Confirmation Number:
 5965105

Thank you for your purchase and for supporting historic preservation. Your generosity helps us tell America's enduring story.

Jefferson Middle School
 200 Fairbanks Rd.
 OAK RIDGE, TN 37830

Reservation Confirmation
 1/11/2026 8:11:21 AM
On-Site Contact Phone: (865) 425-9301
Reservation Number: 5965105
Customer Number: 1435021
Order Taken By: acarpent

We are pleased to confirm the following ticket reservations for your upcoming Colonial Williamsburg visit

Admission				
<u>Description</u>	<u>Price Type</u>	<u>Qty</u>	<u>Price</u>	<u>Total</u>
Group: 1-day 25+ 09/27/2026 - 09/27/2026	Student (6-17)	80	\$10.00	\$800.00
Group: 1-day 25+ 09/27/2026 - 09/27/2026	Adult (18+)	10	\$20.00	\$200.00
Total Admission Cost:				\$1,000.00

Performances				
<u>Description</u>	<u>Price Type</u>	<u>Qty</u>	<u>Price</u>	<u>Total</u>
G-Colonial Dance 09/26/2026 7:00 pm	All Seats	45	\$12.50	\$562.50
G-In Defense of Liberty (Meet at Magazine) 09/26/2026 7:00 pm	All Seats	45	\$12.50	\$562.50
G-Haunted Wmsbg (Meet at Market House) 09/27/2026 8:30 pm	All Seats	90	\$16.00	\$1,440.00
G-In Defense of Liberty (Meet at Magazine) 09/26/2026 8:30 pm	All Seats	45	\$12.50	\$562.50
G-Colonial Dance 09/26/2026 8:30 pm	All Seats	45	\$12.50	\$562.50
Total Performance Cost:				\$3,690.00

Message to group: Pick up tickets at Visitor Center
Group Ticketing Office
 101 Visitor Center Dr.
 Williamsburg VA 23185

Bus Parking
 107 Visitor Center Dr.

Initial Order Total:	\$4,690.00
Adjustments (additions/refunds):	\$0.00
Tax/Fees:	\$140.70
Current Order Total:	\$4,830.70
Total Payments:	\$0.00
Balance Due:	\$4,830.70

To qualify for group rates, you must pay for a minimum of 15 students.

Acknowledgment of
Above Tickets:

Benjamin Brewer
Benjamin Brewer (Jan 16, 2026 10:11:35 EST)

8657197953

Jan 16, 2026

Main Contact Signature

Cell Phone Number

Date

The Colonial Williamsburg Foundation P.O. Box 1776 Williamsburg, VA 23187-1776

POLICIES AND PROCEDURES

BUS PARKING

- On Oct. 28, The Colonial Williamsburg Foundation began charging a modest parking fee to guests parking at the Colonial Williamsburg Regional Visitor Center. The fee directly supports improving and maintaining Colonial Williamsburg's parking facilities to provide the best possible experience for visiting guests.
- Limited parking for buses and RVs is available at 107 Visitor Center Dr. at the rate of \$25 per day. The first 30 minutes are free. Payment is managed through the Passport app. Credit card payment is required.

DEPOSIT REQUIREMENTS

- We require a deposit in the amount of \$650.00 by March 25, 2026. If the deposit is not received by the required date, all reservations will be canceled.

ALL CHANGES/CANCELLATIONS MUST BE RECEIVED BY TELEPHONE OR EMAIL

- Admission Ticket/Evening Program changes for the guaranteed final number of attendees will be accepted up to seven (7) full business days prior to the group's arrival date, Monday through Friday, 8:00 AM–5:00 PM.
- Admission Ticket/Evening Program cancellations for the guaranteed final number of attendees will be accepted up to seven (7) full business days prior to the group's arrival date, Monday through Friday, 8:00 AM–5:00 PM.
- If a complete cancellation is received less than seven (7) business days prior to the arrival date, full payments are still due and are forfeited.
- Please call your Sales Representative at 1-800-228-8878, Monday through Friday, between 8:00 AM and 5:00 PM. In the event of an emergency on Saturday or Sunday, please call (757) 220-7614 between the hours of 8:00 AM and 4:30 PM.

STUDENT ADMISSION TICKETS

- To qualify for reduced group rates, groups must pay for a minimum of 15 students. Adults/teachers accompanying the group will pay the adult group rate (based on the type of tickets requested).
- PLEASE NOTE: For the safety of your students Colonial Williamsburg requires adult supervision at all times for children of all ages. Should you need assistance locating a lost child, please approach any employee, who will contact Security.

ADULT GROUP ADMISSION TICKETS

- To qualify for reduced adult group rates, groups must pay for a minimum of 15 adults.

EVENING PROGRAMS ONLY

- Groups must book the minimum numbers required for each program. should group numbers drop below the minimum, the group is still required to pay for the minimum number of tickets. For the safety of your students, Colonial Williamsburg requires adult supervision at all times for children of all ages (1 adult must accompany every 12 students). Evening Programs must be booked in advance and are contingent upon program availability. Prices may vary. Evening program tickets must be prepaid two (2) weeks prior to the group's arrival date.

EVENING PROGRAM CONTACT--AFTER HOURS:

- The on-site Evening Program manager can be reached between 6:15 and 9:45 PM at (757) 880-2831 or via email at eveningprogramsscheduling@cwf.org.
- The after-hours number does not permit changes/cancellations on a reservation. All changes/updates must be made at the Group Arrivals Building.

PAYMENT METHODS:

- The balance of payment must be paid seven (7) full business days prior to the arrival date.
- A total-cost receipt can be issued upon request prior to your arrival date.
- We accept personal or company checks, MasterCard, Visa, American Express, and Discover. For credit card payments, please call your Sales Representative at 1-800-228-8878, Monday through Friday, between 8:00 AM and 5:00 PM.

Make checks payable to: The Colonial Williamsburg Foundation

Mail to:
Department of School and Adult Group Sales
PO Box 627
Williamsburg, VA 23187-0627

Telephone: 1-800-228-8878

Email: groupsales@cwf.org

Benjamin Brewer
Benjamin Brewer (Jan 16, 2026 10:13:35 EST)

Jan 16, 2026

Signed and Accepted

Date

Benjamin Brewer

865-719-7953

btbrewer@ortn.edu

On-Site Contact Name

Cell Phone Number

Email Address



1/12/2026

Dear Ben Brewer:

We are delighted that you will be visiting Monticello, the home of Thomas Jefferson and we look forward to your visit. This letter is to confirm your reservation placed on 01/10/26. Please verify the information indicated below to ensure accuracy. Should you have any questions, please feel free to contact us.

Your Reservation number is **644336**. You are scheduled to arrive on 09/28/26 no later than 10:00 AM, which is *40 minutes prior to* your first tour time. This allows your group time to check-in and get shuttled (or walk) to the mountaintop. Should your group arrive late; your group will be given the next available tour time. On high visitation days, this could significantly delay or prevent your entry into the House.

Order Summary

QTY	Description	Unit Price	Total
25	Highlights Tour Student Group Student Student Group Highlights Tour 10:40 AM	13.00	325.00
25	Highlights Tour Student Group Student Student Group Highlights Tour 10:50 AM	13.00	325.00
25	Highlights Tour Student Group Student Student Group Highlights Tour 10:55 AM	13.00	325.00
5	Highlights Tour Student Group Student Student Group Highlights Tour 11:10 AM	13.00	65.00
7	Highlights Tour Student Group Adult Student Group Highlights Tour 11:10 AM	32.00	224.00
3	Highlights Tour Student Group Adult Comp Student Group Highlights Tour 11:10 AM	0.00	0.00

Your numbers are based on the current reserved quantity. Should your quantity change, your total balance will change.

Total Group Tickets:	90	1,264.00
Payments:		0.00
Balance:		1,264.00

Your deposit of \$632 is due on 2026-09-14 and is required to hold your reservation. The remaining balance will be due upon arrival. Payments must be made in one transaction on the date of your arrival as we will be unable to accept multiple payments by individuals on the reservation. **Additional adults joining your group without a reservation will pay the regular adult rate and are not guaranteed to tour with the group.**

In order to ensure the best visit possible, please read over the information on the following pages and share the relevant information with your group. We ask that you sign and return the Terms and Conditions page to confirm your reserved time(s). Please be aware that Monticello allows only its employees to provide tours and interpretation of Monticello on Monticello property.

Thank you,
 Reservations
 Thomas Jefferson Foundation
 P.O. Box 316
 Charlottesville, VA 22902
 434-984-9880

Group Reservations Terms and Conditions

1. To ensure that your visit goes well, please **arrive on time**. This will enable your group to receive their tickets, use our facilities, go through security check, and begin their program on time. In the event that your group arrives late, your group will be given the next available group time slot. ***On high visitation days, this could significantly delay or prevent your entry into the House.*** For late arrivals that require giving you a new time slot, your group is subject to an additional fee for this change. Program times will not be extended if a group is late. All group members must be onsite in order for a group to check-in.
2. Student/Youth groups must have one (1) chaperone for every twenty-four (24) students. Students must be accompanied by a chaperone at all times.
3. If additional members of your group arrive but are not included in the confirmed headcount, and there is not enough space in your reserved time slot, they will be assigned to the next available time slot. *Please note that at peak times this may result in significant delays for those waiting for the next available group time slot.*
Teachers please take special note: Extra parents joining a school group tour that are not included in the original reservation, cannot be guaranteed to be able to tour at the same time as their child.
4. Payment is due in full upon arrival. Groups must have their exact totals for adults and students when checking in. All checks should be made payable to "Thomas Jefferson Foundation, Inc." and mailed to: Monticello Reservations, P.O. Box 316, Charlottesville, Virginia 22902.
5. Once a reservation has been booked, the signed "Acceptance of Terms and Conditions" are due at the Monticello Reservations office within seven days of the reservation booking. The acceptance may be mailed, e-mailed (with a scanned signature), or faxed. The tour leader will be expected to know and understand the Terms and Conditions.
6. Payments will be refunded in full for cancellations that are made at least **seven days** prior to arrival date. Fifty percent of the payment will be refunded if the reservation is cancelled less than seven days prior to the reservation date but more than 48 hours in advance of the reservation date. Payment in full can be transferred to a rescheduled date if 48 hours notice is given.
7. You are required to confirm your headcount **one week** before your date of arrival. Please email your updated headcount to reservations@monticello.org and include your **confirmation number**. Your cost will increase if your group arrives at Monticello with more than the confirmed headcount.
8. On occasion, hours of operation are subject to weather closures or delays. There will be a full refund if a tour is cancelled by the Thomas Jefferson Foundation. It is recommended that prior to your visit; you check our website at www.monticello.org or call (434) 984-9886 to confirm that we are open. Late openings or closings will be posted as well. In the event of an emergency that would prevent you from making your tour time, please contact the Monticello at (434) 984 - 9881.

Monticello's Café has a box lunch menu designed especially for groups. Order at least 72 hours ahead of your scheduled visit and lunches will be ready for you when you arrive.

Find our boxed lunch menu and information on how to order [here](#). For questions, call the Monticello Café at (434)365-0732 or email cafe@monticello.org.

<https://www.monticello.org/visit/food-shopping/monticello-cafe/>

Acceptance of Terms and Conditions

We, Jefferson Middle School, have read the reservations notice and Group Reservations Terms and Conditions. By signing below, we agree to accept these terms and conditions and agree that our visit to Monticello is bound by these terms and conditions.

We also understand and have communicated the following important points to our group leaders:

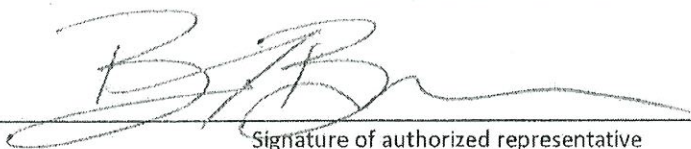
- * We are aware that we **must arrive at least 40 minutes prior to the first tour time**. Should the group not arrive on time, we understand that we will lose our reserved tour time and may be not be able to tour the House.
- * We understand our payment is only **fully refundable** if we cancel our reservation more than seven days prior to our reservation.
- * We understand the need to reconfirm our reservation and update our headcounts at least one week prior to our tour date.
- * We understand final payment is due upon arrival and it must account for any additions to the group.

Group: Jefferson Middle School

Confirmation Number: 644336

Arrival Date: 09/28/26

Group Arrival Time: 10:00 AM



Signature of authorized representative

Printed name:

BENJAMIN BREWER

Title:

TRIP Co-Coordinator / Teacher

Tour Leader Cell #:

865-719-7953

Please submit this acceptance form to:

Monticello Reservations

P.O. Box 316

Charlottesville, Virginia 22902

Phone: (434) 984-9800 Fax: (434) 984-7539

E-mail: reservations@monticello.org

*** WHEN FAXING YOUR CONFIRMATION, PLEASE ONLY SEND THIS PAGE ***

2026 Rates (Highlights Tour)

School Group grades K-12, when accompanied by a teacher (with confirmed advanced reservation):

Adults: \$32.00 each

Students \$13.00 each

One teacher or chaperone per 24 students is admitted free of charge. All other adults, including additional teachers, will be admitted at the reduced rate of \$32.00.

Adult Group (including college groups) / Non-school Groups Admission (with confirmed advanced reservation):

Groups with 25 paying adults or more:

Adults: \$32.00 each

Groups with fewer than 25:

Adults: \$42.00 each

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase BEN BREWER Date 4/13/20 Account to be charged WB
 Room # for item(s) to be delivered _____ Purchased for what reason Williamsburg Trip
 Vendor PRESERVATION VIRGINIA Phone 757-856-1259
 Address 204 WEST FRANKLIN ST. Fax _____
 City/State/Zip RICHMOND, VA 23220 Catalog Date Tempie Wade / CJ Painter / Ashley Steinetz

Item/Catalog #	Quantity	Description	Unit Price	Total Price
_____	_____	_____	\$ _____	\$ _____
_____	<u>80</u>	<u>Youth Admission (Jamestown Redis)</u>	<u>5.00</u>	<u>400.00</u>
_____	<u>10</u>	<u>Adult Admission (Jamestown Rediscovery)</u>	<u>15.00</u>	<u>150.00</u>
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
			TOTAL	<u>\$ 550.00</u>

OFFICE USE ONLY:

Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____

Office Use Only:

- | | | |
|---|--|-------------------------------------|
| _____ 141-71100-429-10-25 Classroom | _____ 141-72410-499-10-25 Instruc. / Adm. | _____ 141-71100-449-10-25 Textbooks |
| _____ 141-71100-722-10-25 New/Replace Class | _____ 141-72410-701-10-25 New/Replace Adm. | _____ 141-72120-499-10-25 Clinic |
| _____ 141-72210-432-10-25 Library | _____ 141-72210-437-10-25 Periodicals | _____ Other (SECME, Sp. ED) |

COMMENTS: _____

Re: Historic Jamestowne Group Visit Request

From Ashley Steinetz <asteinetz@preservationvirginia.org>
Date Sat 1/10/2026 4:37 PM
To Benjamin Brewer <btbrewer@orn.edu>
Cc hjvcservices@preservationvirginia.org, <hjvcservices@preservationvirginia.org>

 2 attachments (779 KB)

Youth Group Etiquette and Safety (1) (1).pdf; Property Map for Schools (1).png;

You don't often get email from asteinetz@preservationvirginia.org. [Learn why this is important](#)

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

Good afternoon,

Please read this email in its entirety so that you are aware of Jamestown Rediscovery's fees and group policies.

When responding, **please use the "REPLY ALL"** feature so our team can handle your request in a timely and efficient manner.

Thank you for your interest in Historic Jamestowne. We received your group reservation request and have you on our schedule for **9/26/2026 at 12:30pm**.

Please notify us at hjvcservices@preservationvirginia.org if there are any changes to your guest count or date/time of arrival.

Historic Jamestowne is the original 1607 James Fort site. We are a public/private partnership between the National Park Service and Jamestown Rediscovery.

The National Park Service owns the Glasshouse of 1608, the Island Loop Drive, the Visitor's Center and New Towne (the area to the left once you cross the footbridge).

The Jamestown Rediscovery site (the area to the right once you cross the footbridge) is focused on archaeology and the preservation of the first permanent English settlement in America. It includes the archaeological site of the original 1607 James Fort, the 1907 Memorial Church, and the award-winning Archaearium Museum.

We are not affiliated with the [Jamestown Settlement](#) living history museum (location of the ships). Contact information for Jamestown Settlement's group visits is listed here: [Group Visits](#).

HISTORIC JAMESTOWNE ADMISSION FEES

- 1. Separate Admission Fees:** Starting December 2023, Jamestown Rediscovery and National Park Service (NPS) will have separate admission fees. NPS waivers/passes do not cover Jamestown Rediscovery. The NPS fee is for the Glasshouse and other NPS-managed areas; Jamestown Rediscovery covers the archaeology site, memorials, and the Archaearium Museum.
- 2. Admission Fees:**
 - **NPS:** Adults \$15, Youth (6-15) Free, Children (0-5) Free.
 - **Jamestown Rediscovery:** Adults \$15, Youth (6-15) \$5, Children (0-5) Free.
 - Payment must be made separately for both areas. Bus drivers receive free admission.
 - NATIONAL PARK SERVICE ADMISSION IS MANDATORY AND REQUIRED BEFORE VISITING THE JAMESTOWN REDISCOVERY PORTION OF THE SITE.
- 3. Academic Fee Waiver:** Teachers and students may receive NPS admission waivers, but this does not cover Jamestown Rediscovery. Additional chaperones must pay the NPS fee or have a valid pass. An approved waiver provides free admission to Colonial National Historical Park property for teachers, students, and one adult chaperone for every ten students. Additional chaperones must pay the NPS admission fee or present a valid National Park pass. The application and details are available on the Colonial National Historical Park website: [Academic Fee Waiver - Colonial National Historical Park](#). You will have to send the Fee Waiver application to colo_edu_programs@nps.gov for acceptance and approval.

PAYMENT

- Groups can purchase admission at the Visitor Center on the day of their visit. Cash, Visa, MasterCard, Discover and *checks made payable to Preservation Virginia* (NPS for their portion). For checks, the exact amount must be provided as, at this time, we are unable to offer refunds on over payments.
 - Online tickets for Jamestown Rediscovery can be purchased [here](#). Please note, they are only made available to purchase seven days in advance to your visit.
- Admission for both Jamestown Rediscovery and the Colonial National Historical Park may be purchased at the jointly operated Visitor Center. Admission will be collected in two separate transactions, one for the National Park Service and one for Jamestown Rediscovery. Please be prepared for this change in operations upon arrival.

We do not offer invoices. Payment is required before entry. No exceptions.

AMENITIES

- 1. Dining:** No food is allowed inside the park except for uncovered picnic tables outside the Visitor Center. We ask that you pack out your trash (please bring a trash bag, collect any trash you generate, and take it with you for disposal)
 - Access to the Dale House is one of the amenities of paid Jamestown Rediscovery admission.
- 2. Parking:** Bus and RV parking is in the East part of the parking lot. Bus drivers should follow the signs to the bus loop for drop-off, bus parking, and pick-up. Please do not block traffic or drop off guests in the parking lot for safety reasons.
- 3. Tours & Programs:** You can view the Visit Guide and Events Calendar on our website for updated safety protocols, programs, and events when you get closer to the date of your trip. Your group is welcome to join any scheduled public tours or programs (except specialty tours and events, as noted on our website). We do not have staff available to provide private tours or group guides.

- a. Plan Your Visit: [Visit Guide | Historic Jamestowne](#)
- b. Events Calendar: [Special Events | Historic Jamestowne](#)
- c. Virtual Classroom: [Virtual Classroom Programs | Historic Jamestowne](#)

SAFETY

1. Chaperones must supervise students, and groups are expected to respect the archaeological site and historic areas.
2. Please read and sign the attached Youth Group Etiquette form and either bring it with you on the day of arrival or email a scanned copy back.
3. When visiting the Archaearium/Archaeology Museum, please separate your groups into 10 or less students with their associated chaperones. On your way in, please stop by the front desk in the museum and check in with the attendant there.

DAY OF ARRIVAL

Plan to arrive during your scheduled time slot. If you are delayed, please contact us at 757-856-1259. You may lose your reservation if you do not check in during your reservation window. The park opens at 8:45 AM and the Visitor Center at 9 AM. Please send a representative to check in to avoid crowding in the Visitor Center.

Representatives will need to provide the following:

- A signed copy of the attached Youth Group Etiquette and Safety Form.
- An accurate count of adults (guests 16 and older) and children.
- A method of payment - Cash, Visa, MasterCard, and Discover are accepted. If you purchased online, the order number needs to be provided.
- The signed, approved copy of your Academic Fee Waiver for the National Park Service portion, if applicable.

We look forward to your visit. Please let us know if you have any questions. You can reach the team at hjvcservices@preservationvirginia.org or at (757) 856-1259.

On Sat, Jan 10, 2026 at 4:29 PM BenBrewer <hjweb@preservationvirginia.org> wrote:

Contact Information

Name

Ben Brewer

Email

btbrewer@ortn.edu

Daytime Phone Number

(865) 719-7953

Your Role

Teacher; Trip Director

Group Information

Group Type

School

Group Name

Jefferson Middle School (Oak Ridge, TN)

Is this a student group?

Yes

Visit Information

What date are you planning to visit?

09/26/2026

Arrival Time

12:30 pm

Grade Level

- Middle school

Student Ratio

Students	Teachers	Chaperones
80	10	0

Please include any additional notes

We understand the change within the last couple of years or so that Preservation Virginia and the National Park Service are two separate entities that operate two "separate" areas of the Historic Jamestowne Island. We will apply for a fee waiver for the NPS portion of the island.

Number of Vehicles

2



Date: April 10, 2026

To: Kelly Williams, Executive Director of Teaching and Learning

From: Holly Cross, CTE Director

Subject: **Recommendation of Perkins Basic Grant Application**

Dr. Williams,

I recommend the Oak Ridge Schools Board of Education approve the FY27 CTE Basic Grant application in the projected amount of \$ 69,539.85. This is an annual, non-competitive grant application. The proposed budget line item details are attached.

Thank you,

A handwritten signature in black ink that reads "Holly Cross". The signature is written in a cursive style with a long, sweeping underline.

Holly Cross

CTE Perkins Budget Outline FY27

Account Number Line Item Number	71300 - Vocational Education Program	72130 - Other Student Support	72230 - Support Services/Vocational Education Program	72710 - Transportation	99100 - Transfers Out	Total
163 - Educational Assistants	25,300.00					25,300.00
201 - Social Security	1,570.00	0.00	0.00	0.00		1,570.00
204 - Pensions	980.00	0.00	0.00	0.00		980.00
206 - Life Insurance	60.00	0.00	0.00	0.00		60.00
212 - Employer Medicare	370.00	0.00	0.00	0.00		370.00
315C - Contracts with Vehicle Owners			0.00	520.00		520.00
429 - Instructional Supplies & Materials	1,750.00					1,750.00
499 - Other Supplies and Materials	14,600.00	0.00	0.00			14,600.00
504 - Indirect Cost					3,767.55	3,767.55
524 - In-Service / Staff Development			2,500.00			2,500.00
524PD - In-Service / Staff Development (PD)		8,350.00				8,350.00

Account Number Line Item Number	71300 - Vocational Education Program	72130 - Other Student Support	72230 - Support Services/Vocational Education Program	72710 - Transportation	99100 - Transfers Out	Total
599C - Other Charges (CTSO)		7,480.00				7,480.00
730 - Vocational Instruction Equipment	2,292.30					2,292.30
Total	46,922.30	15,830.00	2,500.00	520.00	3,767.55	69,539.85
Adjusted Allocation						69,539.85
Remaining						0.00



OAK RIDGE SCHOOLS
304 NEW YORK AVE
OAK RIDGE, TN 37831-6588
(p): 865.425.9028

Date: April 22, 2026

To: Kelly Williams, Executive Director of Teaching and Learning

From: Marcia Wade, Coordinated School Health / 21st CCLC Grant
Administrator

Subject: Recommendation of LEAPs After School Grant Application

I recommend that the Oak Ridge Schools Board of Education approve the FY27 Lottery for Education After-School Program grant application in the amount of \$260,000 annually. This grant would fund educational after-school programs at Linden Elementary School and Woodland Elementary School. The Lottery for Education After School grant is highly competitive and is awarded for a three-year period. Award notifications are expected in July 2026.

Thank you,

Marcia Wade

ORS Coordinated School Health Coordinator
21st CCLC Grant Administrator

History Log

Oak Ridge (012) Public District - FY 2027 - Lottery for Education: Afterschool Programs (LEAPS) - Rev 0 - History Log

Attention Needed	Date	User	Status (S)/Comment (C)	S/C
<input type="checkbox"/>	4/10/2026 8:23:24 AM	Anessa Ladd	<p>FY27 LEAPs Grant Application Due Today</p> <p>Greetings,</p> <p>This is a friendly reminder that the FY27 LEAPs Grant Application is due today, April 10, by 11:59 p.m. CT.</p> <p>Please remember that an application is not considered complete until all sections have been fully completed and the application is in LEA Authorized Representative Status in ePlan. If you are receiving this email, your application is not in LEA Authorized Representative Status.</p> <p>Applications that are not in LEA Authorized Representative Status by the deadline will not be reviewed.</p> <p>Should you have questions or need clarification, feel free to reach out to extended.learning@tn.gov.</p> <p>Best of Luck,</p> <p>Extended Learning Team</p>	C
<input type="checkbox"/>	4/8/2026 10:00:15 AM	Anessa Ladd	<p>FY27 LEAPs Grant Competition</p> <p>Greetings,</p> <p>This is a friendly reminder that the FY27 LEAPs Grant Application is due April 10 by 11:59 p.m. CT.</p> <p>Please remember that an application is not considered complete until all sections have been fully completed and the application is in LEA Authorized Representative Status in ePlan.</p> <p>Applications that are not in LEA Authorized Representative Status by the deadline will not be reviewed.</p> <p>Should you have questions or need clarification, feel free to reach out to extended.learning@tn.gov.</p> <p>Best of Luck,</p> <p>Extended Learning Team</p>	C

Attention Needed	Date	User	Status (S)/Comment (C)	S/C
	2/3/2026 1:03:26 PM	Marcia Wade	Status changed to 'Draft Started'.	S
	1/30/2026 4:51:30 PM	Artina Fossett	Status changed to 'Not Started'.	S

Allocations

Oak Ridge (012) Public District - FY 2027 - Lottery for Education: Afterschool Programs (LEAPS) - Rev 0 - Allocations

Allocation Type	(1)	LEAPS 2024	Total
Original		\$0.01	\$0.01
Incoming Carryover		\$0.00	\$0.00
Outgoing Carryover		\$0.00	\$0.00
Reallocated		\$0.00	\$0.00
Additional		\$0.00	\$0.00
Released		\$0.00	\$0.00
Consortium		\$0.00	\$0.00
Forfeited		\$0.00	\$0.00
FER Released		\$0.00	\$0.00
Total		\$0.01	\$0.01

Overview

Oak Ridge (012) Public District - FY 2027 - Lottery for Education: Afterschool Programs (LEAPS) - Rev 0 - Lottery for Education: Afterschool Programs (LEAPS)

User Access

Community-Based Organization (CBO) roles are assigned by the ePlan.Help@tn.gov team.
Please click here to open the [CBO user access form](#).

Workflow and Notifications

Not Started	The application cannot be edited until the draft is started.
Draft Started	The 21st CCLC/LEAPS Director, LEA Fiscal Representative or LEA Authorized Representative can edit the application in the draft or revision started status.
Draft Completed	The 21st CCLC/LEAPS Director can click Draft Completed (or Revision Completed for revisions)
LEA Fiscal Representative Approved or Not Approved	The fiscal representative can click approved or not approved.
LEA Authorized Representative Approved or Not Approved	The <i>LEA Authorized Representative</i> can click <i>Approved</i> or <i>Not Approved</i> .
TDOE 21st CCLC/LEAPS Director Approved or Not Approved	The TDOE 21st CCLC/LEAPS Director can click Approved or Not Approved.

Resources

Click here to open the [RFA \(LEAPS\)](#)
[FY27 LEAPs Competition Technical Assistance Webinar PowerPoint](#)
[Budgeting in 21st CCLC and LEAPs ePlan Applications](#)

TDOE Contacts

Extended Learning Team	Extended.Learning@tn.gov
User access	ePlan.Help@tn.gov

Oak Ridge (012) Public District - FY 2027 - Lottery for Education: Afterschool Programs (LEAPS) - Rev 0 - Lottery for Education: Afterschool Programs (LEAPS)

Organization Official Address

* Organization Name
 Oak Ridge Schools

* Street
 304 New York Ave

* City
 Oak Ridge

* Zip Code
 37830

* Phone
 865-425-9028

* Organization Website
 www.ortn.edu

Extended Learning Project Director

* Name
 Marcia Wade

* Email
 mkwade@ortn.edu

* Phone
 865-425-9028

* Number of years serving as project director
 4

*** Organizational type that best describes your agency:**

Public School / Public School District ▼

This is a joint application between an LEA and community based organization.

Proposed Sites

Center / Site Name	Proposed Number of Students Served	Grade Span Targeted	Site Location (Address)	Students attend a Title I School	Students attend a CSI, TSI, or ATSI School
* Woodland Elementary School	* 65	* K-4	* 168 Manhattan Ave Oak Ridge, TN 37830	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* Linden Elementary School	* 65	* K-4	* 700 Roberstville Rd Oak Ridge, TN 37830	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comprehensive Needs Assessment

Oak Ridge (012) Public District - FY 2027 - Lottery for Education: Afterschool Programs (LEAPS) - Rev 0 - Lottery for Education: Afterschool Programs (LEAPS)

Comprehensive Needs Assessment

A needs assessment is the process of gathering information from all stakeholders to guide program development and implementation.

It is one of the essential tasks in planning to apply for this grant. To maximize effectiveness and leverage resources, a thorough assessment should identify gaps and resources and ensure coordination between existing programs and services proposed through the application.

In this section, applicants must describe the needs of students and the broader community, as well as the resources available to support the proposed project. Data from local school districts, proposed participating school(s), and/or community-based organizations (CBOs) should be used to determine student needs and guide the development of program goals and objectives.

For examples of data points that may be included in a comprehensive needs assessment, refer to the FY27 Lottery for Afterschool Programs (LEAPs) Request for Applications document.

* Describe the process used to identify needs and resources, including:

1. the sources of data used
2. the key stakeholders who were involved (e.g., parents, students, community members)
3. the process of how the data was analyzed to translate findings into a defined set of needs

Our journey to identify community needs and assets began with the formation of a grant committee comprising of dedicated school and community stakeholders.

This diverse group included:

Teachers

Teacher Assistants

Experienced 21st CCLC Grant Staff (similar program to LEAPs)

Grant Consultant

Administrators

Community Members (including community partners and parents)

District Level Staff

The committee convened through a combination of in-person and virtual meetings, held regularly during the Request for Application (RFA) period. Additionally, regular email communication was maintained by grant committee members. During this time (February 2026-April 2026) we utilized the following data sources to determine our needs:

TDOE Eplan Resource Page

US Census Bureau

District Level Free/Reduced Lunch Status Data

ORS PowerBi Dashboard (district data tracking system)

Skyward Data Reports

ORS Health Screening Data

ORS Community Survey and Family Interviews

Multiple data sources were reviewed and analyzed to assess the need for an academically focused after-school program at Woodland Elementary and Linden Elementary (see Question #2 for detailed data). Findings clearly indicate a significant need for additional academic support beyond the regular school day. The grant committee followed a structured process to translate these findings into a defined set of needs. These findings were reviewed and aligned with LEAPs grant goals to identify priority needs and inform the design of engaging, targeted afterschool programming (these activities/programs can be found in the Performance Goals section of this grant).

Our Woodland and Linden Elementary community survey data collected in early 2026 revealed that 99% of responding parents identified a need for an academic after-school program, and 79% reported they would enroll their child if the LEAPS program were available. Additionally, parents overwhelmingly believe that participation in an after-school program would greatly benefit their own child. This need is further amplified by the high percentage of economically disadvantaged students served at both schools, as well as a large population of students identified as at risk for academic intervention (in both reading and math) or grade retention. Together, these data points demonstrate a strong and urgent need for the SOAR and ROAR LEAPs after-school program at both sites.

* Describe the needs of the community to be served, which may include:

1. Juvenile crime rate
2. Violent and drug-related offenses
3. Poverty rates
4. Demographic, economic, and workforce changes
5. Adult literacy rates
6. Education levels
7. Availability of out-of-school time care

Oak Ridge Schools are in Oak Ridge, Tennessee and serves a population of 34,039 residents (according to the United States Census Bureau, 2024). Our district encompasses 1 preschool, 4 elementary schools, 2 middle schools, and 1 high school; all of our elementary schools are Title One Schools. Our proposed grant sites are Woodland Elementary School (WES) and Linden Elementary School (LES). Woodland and Linden Elementary proudly serve vibrant communities but combat concentrated poverty, which makes them both Title One Schools (TDOE Eplan Resources). In addition, based on current Oak Ridge Schools Food Service Data, 63.79.% of Linden students qualify for free or reduced priced meals and 66.51% of students at Woodland qualify for free or reduced priced meals.

Despite their remarkable resilience and determination, these students encounter significant obstacles to success due to economic hardships, limited resources, and generational poverty. Through our Trauma Informed Training Certification process at both our sites, we learned children raised in poverty face a unique set of challenges and needs, including emotional and social struggles, depression, chronic stressors, high absenteeism rates, and cognitive lags. These difficulties stem from significant changes in brain architecture, particularly in areas related to memory and emotion. The American Academy of Pediatrics reports that poverty is a significant factor in children's health and leads to chronic absenteeism. As a result, their academic achievement tends to be

lower. Please see question #3 for more information on Linden and Woodland's academic achievement.

In addition, according to the Afterschool Alliance, 1 in 6 kids in Tennessee are left alone and unsupervised between the hours of 2 and 6 pm. Between our two proposed sites enrollment numbers this amounts to roughly 153 students who are left alone. This is supported by our own after-school survey that was sent out to Linden and Woodland parents and community members in February of 2026. We had 150 respondents and 99% of our parents reported a need for an academically focused before/after school program. On that survey we also determined that:

- 79% of respondents would utilize the before/after school program if it was offered.
- Parents were asked to scale their belief (1 to 5) of how they thought their child would benefit from a before/after school program. 1 (would not benefit at all) to 5 (greatly benefit) Results showed that parents overwhelmingly (4.6/5) thought their child would benefit from participation in a before/after school program.
- 60% of respondents said they would be interested in attending an after-school program.
- 35% of respondents said they would be interested in attending both a before and after school program.
- 5% of respondents said they would be interested in attending a before school program.
- We also asked what types of activities parents would be interested in their child attending. The top activity choices were: Academic tutoring in Reading/Language Arts/Math, Enrichment in Reading/Language Arts/Math, Lego and Robotics, Physical Activity Based activity, Cooking/Healthy Eating activities, Arts based Activity.

While Oak Ridge is often perceived as a safe community, youth exposure to crime and drugs remains a concern, particularly during out of school hours.

- Oak Ridge's overall crime rate is higher than 77% of cities in Tennessee (Neighborhood Scout), with violent crime occurring more frequently than in many communities of similar size.
- The probability of becoming a victim of violent crime in Oak Ridge is 1 in 344 (Neighborhood Scout), underscoring the importance of structured, supervised programs for youth during non-school hours.
- Oak Ridge received a D rating for drug related crime, with rates higher than most U.S. cities.

District and community data indicate that the Oak Ridge community and schools face significant and ongoing challenges that necessitate expanded, high-quality extended learning opportunities. Many students are impacted by economic hardship and trauma-related barriers that affect academic performance, attendance, and social emotional wellbeing, while families report limited access to affordable, academically focused before and after school care. These needs are further intensified by concerns related to youth exposure to crime and drug related activity during out of school hours, underscoring the importance of safe, structured environments beyond the regular school day. Additionally, parents have overwhelmingly expressed a strong perceived need for academically focused before and after school programming and indicate that their children would greatly benefit from participation. Collectively, these conditions highlight the critical importance of research based extended learning programs, like our SOAR and ROAR LEAPS program, that provide academic support, enrichment, supervision, and safe spaces to promote student success and long-term educational outcomes across Oak Ridge Schools and the Oak Ridge community.

* Describe the needs of the proposed participating schools and students, which may include:

1. If any of the proposed participating schools are identified as CSI, TSI, or ATSI.
2. Attendance data, school truancy rates, or drop-out data.
3. Number of students suspended or expelled in the previous year.
4. Short-term or long-term suspensions/ discipline rates/ expulsion rates.
5. Percentage of Title I students.
6. Percentage of students receiving free/reduced lunch.
7. Percentage of students below proficiency in mathematics or reading/language arts

WOODLAND ELEMENTARY SCHOOL (WES)

Title One School: Yes

Title One Poverty Percentage is 41.15% (Source: TDOE Eplan Resources)

Student Enrollment as of 3/12/26: 421 Students

Free/Reduced/Direct Lunch Rate (as of 3/12/26): 66.51% (Source: District Level Data)

CEP Status: Woodland Elementary participates in the CEP National School Lunch Program. All students receive school meals at no cost.

Chronic Absenteeism Rate (includes excused and unexcused absences) = 10% as of March 2026 (Source: ORS PowerBI Dashboard)

Discipline Data= 5 Students suspended; 446 in school discipline referrals as of April 2026 for the 25-26 school year. (Skyward/SWIS behavioral tracking)

Overweight/Obesity Percentage of Students- 31.4% (2026 ORS Health Screening data)

English as Second Language: 12% of the Woodland students population are English Learners and ORS District Data indicates this number is increasing at Woodland Elementary. Last year, 0% of EL students scored proficient on ELA assessment; 33.3% scored proficient on Math Assessment.

WES Academic Needs/Insights:

22% of 4th grade students performed below proficiency on their winter ELA benchmark which puts them at high risk for intervention.

19% of 4th grade students performed below proficiency on their winter Math benchmark which puts them at high risk for intervention.

15% of 3rd grade students performed below proficiency on their winter ELA benchmark, which puts them in jeopardy of having to repeat 3rd grade.

13% of 3rd grade students performed below proficiency on their winter Math benchmark, which puts them in jeopardy of having to repeat 3rd grade.

29% of 2nd grade students were considered "High Risk and in need of intervention" on their Winter ELA assessment.

33% of 1st grade students were considered "High Risk and in need of intervention" on their Winter ELA assessment.

25% of Kindergarten students were considered "High Risk and in need of intervention" on their Winter ELA assessment.

Based on the student needs and schoolwide indicators, Woodland Elementary demonstrates a clear and urgent need for after-school programming to provide targeted academic support, extended learning time, and enrichment opportunities. After-school services would help address gaps in early literacy and math, support English learners, improve student engagement and behavior, and mitigate the broader academic and social-emotional challenges associated with poverty and attendance barriers.

LINDEN ELEMENTARY SCHOOL (LES)

Title One School: Yes (Source: TDOE Eplan Resources)

Student Enrollment as of 3/12/26: 533 Students

Title One Poverty Percentage: 48.41% Poverty Percentage (Source: TDOE Eplan Resources)

Free/Reduced/Direct Lunch Rate (as of 3/12/26): 63.79% (Source: District Level Data)

CEP Status: Linden Elementary participates in the CEP National School Lunch Program. All students receive school meals at no cost.

Chronic Absenteeism Rate (includes excused and unexcused absences) = 5% as of March 2026 (Source: ORS PowerBI Dashboard)

Discipline Data- 4 Students suspended in 2025; 294 in school discipline referrals as of April 2026 for the 25-26 school year. (Skyward/SWIS behavioral tracking)

English as Second Language Data: ORS District Data indicates an increasing ESL population at Linden Elementary. 0 % of the English Learner Population

scored proficient in ELA or Math.

Overweight/Obesity Percentage of Students- 31.8% (2026 ORS Health Screening data)

LES Academic Needs/Insights:

4th Grade ELA Growth Trends (TVAAS Data)

4th grade ELA growth declined significantly in 2024 (index: -3.82) and 2025 (-1.78) indicating students made far less growth than expected. In 2024, according to TVAAS growth standards, LES "significantly underperformed and made substantially less growth than expected" in 2024. In 2025, there was improvement, but growth was still below expected growth levels.

4th grade Math growth also declined significantly in 2024 (Index -2.29) which was considered "below expected growth and less progress than anticipated" by TVAAS standards. In 2025, growth improved (.3 index), but was still not at acceptable levels.

There is an intensive academic need at Linden Elementary for targeted before- and after-school interventions to accelerate student growth in ELA and Math. Without adequate growth in these areas, students are at increased risk of falling behind academically, facing potential grade retention, and experiencing diminished confidence and self-esteem, which negatively affects their academic performance, mental well-being, and social development.

Oak Ridge Schools Needs Summary

Although Oak Ridge is a community with many strengths, Woodland Elementary and Linden Elementary face significant and overlapping challenges that indicate a clear need for high-quality extended learning opportunities. Persistent academic growth gaps in ELA and Math, high numbers of students requiring intervention, increasing English learner populations, socioeconomic barriers, and limited access to affordable, academically focused after-school care place many students at risk of falling behind. The SOAR and ROAR LEAPs after-school program directly responds to these needs by providing structured, engaging academic and enrichment support during critical out-of-school hours.

* Describe the community resources that have been identified, including:

1. the opportunities to improve the program experience for students and families; and
2. broadly, how the resources can be used to support the program.

- Note: *The applicant will have an opportunity to provide more detailed descriptions of how specific community assets will be mobilized in other sections of the application*

After looking at our needs, we determined our community resources by speaking with other schools in our district that have had a similar grant, making a list of past partners, current partners and new businesses. We found over 20 community resources we could utilize to enhance grant programming. The partnership section of the grant provides more specifics as to how the assets are (broadly) going to be used to support the grant program. These assets include, but are not limited to:

Oak Ridge Schools
American Museum of Science and Energy
City of Oak Ridge- including the Police, Fire, Parks and Recreation, Utility, and Library Depts.
Oak Ridge High School STEM and Health Science Clubs
Oak Ridge High School Fine Arts Department and Clubs
Oak Ridge Schools Family Resource Center
Southwest Food Service (SFE) Company
ORS Tutoring Program
University of Tennessee Extension Office
ASAP of Anderson
Oak Ridge Associated Universities (ORAU)
Oak Ridge National Lab (ORNL)
Oak Ridge Children's Museum
East TN Stem Hub
JMS Lego Robotics Club

Tennessee Tech
Roane State Community College
Oak Ridge Community Playhouse
Local Banks/Credit Unions
Local Scientists, artists and musicians
American Eagle Foundation
Girls on the Run

We then met with many of these community resources and partners either in person, virtually, through email or via phone conversations to establish those relationships and determine the extent they would be involved in our programming. A detailed description of our community partnerships can be found in the Partnership section of this grant application.

We believe that leveraging relationships with our partners and community assets/resources is an ongoing and vital part of our grant. We have chosen certain partners and assets to work directly with in the first year of our grant, however, grant staff will continue to develop relationships with the community partners on this list to keep programming engaging and exciting throughout each year of the grant.

Resources

[Click here to open the application guidance document.](#)

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Prior history implementing an extended learning program:

Applicants must provide data and evidence of their previous success (e.g., positive student academic and related activity growth) in operating out-of-school programs targeting similar youth populations to be served by the proposed program. If the applicant has not operated out-of-school programs in the past, the applicant must provide evidence that otherwise demonstrates experience or the promise of success in providing educational and related activities that will complement and enhance the academic performance, achievement, assessment, program monitoring, and positive youth development of the students.

A prior grantee is an agency that has received either a 21st CCLC or LEAP grant within the last 5 years. - Check this box if the applicant is a prior grantee.

*** Funded Agency**

Oak Ridge Schools

* Last Year of Grant Funding
Cohort 2024

*** Funding Source**

- Lottery for Education: Afterschool Programs
- 21st Century Community Learning Centers

*** Grade Level Served**

- Elementary (PK - 5)
- Middle (6 - 8)
- High (9 - 12)
- Adult Family Members

* **Program Successes and Lessons Learned.** Prior grantees should describe prior experience implementing the extended learning grant including successes and lessons learned.

Oak Ridge Schools has extensive experience implementing high-quality extended learning programming through our 21st Century Community Learning Centers (21st CCLC). We have two elementary school sites that are a part of Cohort 2024 of the 21st CCLC grant. This experience has directly informed the structure, priorities, and continuous improvement strategies proposed in our LEAP's application. Our successes demonstrate strong capacity, while lessons learned have strengthened our ability to adapt, collaborate, and deliver effective extended learning opportunities tied to student outcomes.

Program Successes from 21st CCLC Implementation (similar program to LEAPs)

Our 21st CCLC program has played a significant role in supporting student achievement, engagement, and whole-child development. Both Glenwood Elementary and Willow Brook Elementary-our prior grant sites-earned designation as Tennessee Reward Schools in consecutive years (2021-2022 and 2022-2023). Reward School status reflects exceptional overall student growth on TCAP assessments, particularly in reading, math, and science. These outcomes align closely with the intent of extended learning and affirm the effectiveness of our enrichment-focused, academically aligned afterschool program at those sites.

Despite ongoing fiscal constraints, Oak Ridge Schools demonstrated strong stewardship of grant funds while maintaining high-quality programming. In the most recent year of full implementation, the program operated with a budget of \$118,750, serving 159 students in the 90-hour attendance band. While previous funding models suggested costs of approximately \$1,250 per student, our program successfully operated at approximately \$750 per student, without reducing access, staffing quality, or program breadth. This reflects intentional resource allocation and operational efficiency.

Key indicators of success include:

Student Engagement:

Based on the ORS 21st CCLC Performance Indicator Report, 77.7% of classroom teachers reported improved student engagement following participation in the afterschool program.

Outcome-Driven Attendance Gains:

Among students who were chronically absent in the prior school year, 73.3% of all students who participated in 90 hours or more of programming demonstrated improved attendance during the 2024-2025 school year after participating in 21st CCLC programming.

High-Quality Staffing and Fiscal Integrity:

The majority of grant funds were invested in hiring and retaining trained, high-quality staff to deliver meaningful academic enrichment and social-emotional supports. Regularly scheduled fiscal monitoring and audits yielded no significant findings, demonstrating strong internal controls and compliance.

Community Partnerships:

More than 20 community organizations collaborated with Oak Ridge Schools to offer enrichment opportunities that extended learning beyond the traditional classroom and strengthened school-community connections.

Innovative Use of District Resources:

Programs integrated district-owned instructional technology, including 1:1 devices, Newline Panels, LU Interactive Playground systems, and grade-appropriate coding tools to enhance student engagement and differentiated learning.

These successes provide a strong foundation for LEAPs implementation and demonstrate Oak Ridge Schools' ability to deliver extended learning programs that are academically aligned, fiscally sound, and responsive to student needs.

Financial and Grant Management Capacity

Oak Ridge Schools has a long history of successfully managing federal, state, and local funds. The district operates with a combined annual budget exceeding \$92 million and is subject to annual independent audits in accordance with Tennessee statute and city charter requirements. Over the past decade, annual audits have shown no material weaknesses or significant deficiencies in internal controls related to general or federal funds. Grant expenditures are reviewed monthly by the Grant Director to ensure alignment with approved budgets and program goals. Detailed reports-including payroll reviews, PAR documentation, and expenditure summaries-are submitted to and reviewed by the district grant accountant, with collaborative resolution of any discrepancies. These systems have ensured consistent compliance and on-time reporting throughout previous grant cycles and will support LEAPs implementation with fidelity.

LESSONS LEARNED

Through the implementation of 21st CCLC, Oak Ridge Schools has identified key lessons that have strengthened our extended learning approach and directly informed this LEAPs grant proposal.

Strategic Partnerships and Flexibility:

The introduction of ORS Tutoring required adjustments to staffing structures, schedules, and compensation. Rather than competing for limited staff, we restructured programming to integrate ORS resources while preserving foundational enrichment components such as homework support, STEM clubs, and student-interest activities. This experience reinforced the importance of flexibility and strategic collaboration-an approach embedded in our LEAPs model.

Intentional Leadership and Communication:

We learned the value of regularly scheduled leadership meetings to ensure program fidelity and continuous improvement. Our grant leadership team-including the grant director, site directors, consultants, and content experts-meets monthly (and as needed) to align goals, monitor implementation, address challenges, and share best practices. As a result, staff collaboration improved, deadlines were consistently met, and programming quality strengthened.

Consistency Across Sites with Flexibility

We created a schedule that works across both sites while still allowing each school to adjust to its own needs. This approach gives us consistency where it matters, but enough flexibility to respond to what students and staff need at each location. We plan to carry this same model into LEAPs to support strong, high-quality programming at every site.

For example, below is what a typical day in the life of the program would look like.

AM Programming: Enrichment and Tutoring Groups begin at 7:30 am and go until 8:30 am (when class starts). Student arrive, eat breakfast and then go to their designated area at both sites.

Both sites will offer a larger group activity in the gym using the Lu Interactive Playground. It will be up to the Site Director and Staff members in the gym to determine the activity for the day-- Activities in the gym can be themed similarly, but sites do not have to do the exact same thing. Here is a sample: Monday- Mindfulness Monday- yoga or other calming activity on the Lu, Tuesday- Reading Tuesday (the Lu can read books to students), Wednesday- Workout Wednesday (Physical activity videos on the Lu), STEM Thursday- students jump on brightly colored floor mats to practice math skills. Friday- Fun Workout ((Physical activity videos on the Lu) In addition, both sites will offer small group tutoring sessions and open library. Sites will also offer additional small group programming (see list of activities under the Performance Goals section). Both sites must offer a variety of programming designed to meet their participants needs and offer enough programming to cover the number of morning participants they have. However, they both will have the autonomy to offer what is needed at each school. For example: Woodland Elementary may choose to offer ESL tutoring all 5 days of the week because they have a high (and growing population) of English Learner, while Linden Elementary may only choose to do ESL morning programming once a week because their population is smaller.

Afternoon Programming (M, T, Th, Fri) : Students are dismissed from class at 3:15 to join grant staff in the cafeteria for snack and a short physical activity (Ex: Physical Activity video). From 3:30- 4:00, Homework Help is offered to all students. 4:00-4:30- Small group tutoring is offered. 4:30-5:30- Hands on Activity or Community Partner Programming. On Monday's - This would be when "My Community Monday" programming takes place (see New Project Components and Partnerships sections for more information on this program) On other days, this would be our "Hawk LEGO Logic Builders / Lion Brick Brainpower", Hawk STEAM Quest / Lion STEAM Adventures, Soaring Smart Art / Roaring Creative Minds or any other activity/program described in our Performance Goals section of the grant under Activities. Each site would again have autonomy to determine which programs are offered on which days, but both sites will ensure a variety of hands on and academically focused programming is offered.

Wednesday Afternoon Programming: This programming will look different as Oak Ridge Schools dismisses at 1:30 on Wednesday afternoon. Staffing will be mainly through Teacher Assistants on Wednesdays because school day teachers are in Professional Development on Wednesday afternoons until 4:00. Students are dismissed from class at 1:30 to join grant in the cafeteria for snack. At 1:45- 2:15 grant staff provided structured physical activity opportunities (Ex: Everyone goes outside and plays wiffle ball). 2:15-2:45- Homework help. 2:45-3:00 - Open Library 3:00-4:00- Program activity is offered- "Hawk LEGO Logic Builders / Lion Brick Brainpower", Hawk STEAM Quest / Lion STEAM Adventures, Soaring Smart Art / Roaring Creative Minds or any other activity/program described in our Performance Goals section of the grant under Activities that is capable of being offered by available staff on Wednesdays. Each site would again have autonomy to determine which programs are offered on which days, but both sites will ensure that a variety of hands on and academically focused programming is offered. 4:00- Dismissal

"Wonderful Wednesday" field trips will also occur during Wednesday programming time and will replace the above typical Wednesday programming periodically throughout the year (see Project Time line for specific plans). This programming is described in our "New Project Components" section as well as our "Partnership Section" . This programming will provide students with direct exposure to local resources and career pathways. These experiences will include visits and hands-on learning opportunities with City of Oak Ridge services, such as fire, police, and other municipal departments. These activities help students better understand their community and connect learning to real-world applications.

Conclusion

Oak Ridge Schools' experience implementing 21st CCLC demonstrates strong capacity to deliver effective extended learning programming grounded in data,

collaboration, fiscal responsibility, and continuous improvement. Program successes and lessons learned have directly shaped the design of this LEAPs proposal, positioning Oak Ridge Schools to implement LEAPs with fidelity and to continue advancing student engagement, attendance, and academic growth.

*** New Project Components.** The prior grantee should clearly identify the new project components in this application. For example, a new project component may include additional program activities (i.e. activities that were not available to students or families in prior project years) and/or an expansion of the program into different target areas (i.e. adding program sites or serving another grade level).

This application builds on Oak Ridge Schools' prior extended learning experience by introducing several new project components designed to expand reach and deepen student engagement.

Expanded Program Sites:

The most significant new component of this project is the addition of two new school sites-Woodland Elementary and Linden Elementary. These schools were not previously served and represent an intentional expansion of extended learning opportunities to additional students and families. By adding these sites, Oak Ridge Schools will increase access to high-quality afterschool programming and better meet the needs of students across the district.

Expanded Community-Based Programming:

We are also strengthening and expanding our "My Community Monday" initiative. This component brings community partners directly into the program to lead hands-on courses and workshops. New and expanded partnerships include:

UT Extension, offering enrichment tied to health, agriculture, and life skills
SFE Nutrition, providing engaging nutrition and cooking classes
Premier Martial Arts, focusing on physical activity, discipline, and anti-bullying strategies
ORHS STEM and Fine Arts Partnership

These activities represent an expansion in both variety and depth when compared to prior programming.

New and Enhanced Hands on Learning Opportunities with Community Partners:

The Soar and Roar LEAPs after school program expands our "Wonderful Wednesday" field trips, giving students direct exposure to local resources and career pathways. These experiences will include visits and hands-on learning opportunities with City of Oak Ridge services, such as fire, police, and other municipal departments. These activities help students better understand their community and connect learning to real-world applications.

Every year grant staff will foster relationships with our current community partners/assets and plan to add at least 1-2 new partners a year to keep interest and engagement in programming at a high level.

Empowering Families

A key new project component is the evolution of our family engagement approach. Rather than relying primarily on standalone events, our "Empowering Families" plan is now intentionally embedded into the overall afterschool program structure and implemented as a yearlong, cohesive strategy. Family engagement is a core component of our LEAPs program and is designed to support students' academic achievement, social-emotional development, and overall well-being. Beginning at program start-up in July, each site will implement the Empowering Families plan, exceeding the required 12 hours of adult family programming annually. Activities are aligned directly with extended learning goals

Together, these new components-expanded sites, enhanced community partnerships, and added hands-on learning-represent meaningful growth beyond prior project years and align closely with the goals of LEAPs by increasing access, engagement, and relevant learning experiences for students.

A new applicant is an agency that has not received either a 21st CCLC or LEAP grant within the last 5 years. - Check this box if the applicant is a new applicant.

*** Student recruitment and retention.** The applicant should describe who will be served and the process for student recruitment and retention. The applicant must describe what data will be used to determine student participation in the program. Students must meet the eligibility guidelines mentioned in the Absolute Priority section of the application. Also, provides data showing that the proposed program site(s) meets the LEAPs eligibility criteria.

Woodland Elementary and Linden Elementary School meet the Absolute Priority eligibility guidelines as they are both Title One Schools. In addition, they both serve elementary aged students (K-4th grade), which meets Competitive Priority #1. In addition, both schools have populations that meet the requirements for ALL students at their

school to qualify for free meals.

Through our extensive identification and recruitment process, we will ensure that participation in our program first meets students with multiple enrollment criteria. Through our recruitment process these students will meet the LEAPS eligibility participant requirement of qualifying for Free/Reduced lunch, be at risk of failing one or more subjects or be behind grade level by at least one year and/or be at risk of educational disadvantage (found from school level data) and failure due to circumstances of abuse, neglect, or disability (referred by counselors or teachers).

Oak Ridge Schools currently operates a 21st CCLC program at two other elementary schools.

Using their most recent full year data (FY 2024), where they served 159 students in the 90+ hour band and 298 total students (across all hour bands), we believe we can serve 130 students in the 90 plus hour band with our "Roar and Soar LEAPs After School Program. This was made after doing a comparative analysis of the student populations and resources between the schools, looking at their grant goals (95 regular attendees), comparing student populations and data, as well as collaborating with their experienced 21st CCLC grant staff.

To ensure we prioritize our most at-risk students, we will adhere to the following identification and recruitment processes.

IDENTIFICATION PROCESS-

3rd and 4th grade students' Identification Process

Identification of 3rd and 4th Grade Students- Students are identified based on their year-end TCAP and benchmark testing, as well as progress monitoring, or their Tier 2/Tier 3 intervention status (students in ELA/Math intervention).

The site level data coordinator, grant staff, and selected classroom teachers will form a SOAR and ROAR identification committee. This committee of stakeholders will compile an excel spreadsheet of high need students based on the identifiers above, with the students that are at the highest risk of having to be retained in 3rd and 4th grade being prioritized at the top of this list.

In addition, students will be able to be put on the list if they are identified and referred by the principal and/or counselor based on behavior, attendance or emotional/mental health (BAM) needs through a ROAR and SOAR after school BAM referral form. If a student is found to be referred from data and the BAM referral form, they will have top priority.

Identification of Kindergarten, 1st and 2nd Grade Students- For our younger students, the grant identification committee will receive identification referrals via a standardized referral form from their homeroom teacher or parent/guardian. Kindergarten through 2nd grade students can be referred for academic or other reasons. After we receive this referral form, we will review their ELA/Math benchmark testing or other available data to prioritize students' eligibility for the program.

The grant identification committee, as well as school staff who work with the students daily will meet two -three times and as needed throughout the year to assess the current eligibility list and ensure that the grant is meeting the needs of our diverse student population.

RECRUITMENT PROCESS

After Identification is made and referrals are complete, grant staff will send home letters and registration packets to parents/guardians. In addition, grant staff will contact parents/guardians via email/text/ phone using the Oak Ridge Schools Parent Square App or in person (ex: car rider line) to ensure all students who need to be in the program are participating and return the required paperwork.

WAITING LISTS

We will maintain waiting lists and as more spots become available, eligible students will be invited, and parents will be informed. Our goal is to ensure that all eligible students can participate in our after-school programs. Based upon collaboration and conversations with our sister 21st CCLC program, we hope that all students that are on our waiting list eventually get served by our program at some point in the school year. In addition, teachers and parents can refer students throughout the year based upon a student's changing needs or new data.

* **Nutritional programs and physical activity.** The applicant should describe how snacks will be provided and the type of physical activities that will be offered to students. Grantees are required to include a minimum of 60 minutes per week of participation in physical activities as part of the program design, as well as promote improved nutritional habits of program participants.

We know that a significant number of our students are considered overweight and/or obese at our grant sites. At Woodland Elementary 31.8 % of students are considered overweight/obese (ORS Health Screening Data). While at Linden Elementary, 31.2% of students are considered overweight/obese (ORS Health Screening Data). Recognizing the significance of overall well-being, our after-school program is committed to promoting healthy bodies and minds, as well as meeting grant requirements.

Here's how we plan to achieve this:

1. HEALTHY SNACKS:

- We collaborate with our Food Service Provider, SFE, to offer nutritious snacks to all participants across our sites.
- Through the USDA Reimbursable snack program, our after-school students receive these healthy snacks at no charge.
- To qualify as reimbursable, snacks must include a combination of two of the following: fluid milk, meat/meat alternate, vegetables/fruits, full-strength vegetable or fruit juice, or whole grain/enriched bread or cereal.
- Snacks will be served at the start of each program day, and we'll maintain a roster to track compliance with USDA nutritional requirements.

2. STRUCTURED PHYSICAL ACTIVITY

It is recommended that elementary-aged students engage in 60 minutes of physical activity daily. While some of this activity is integrated into the school day, our after-school programming is intentionally designed to provide at least 60 minutes of structured physical activity programming per week. Here are examples of these activities:

Math and Movement/Hop into Literacy:

- Brightly colored floor mats encourage students to jump and practice math facts and literacy concepts.
- Mornings in Motion using the Lu Interactive Playground (See the document titled, "Lu Interactive Pictures in the Related Documents Section)
- Our gym transforms into an active and immersive educational environment where large groups of students engage physically, intellectually, and socially emotionally.

Yoga 4 Kids:

- Through our partnership with UT Extension, we will offer this program on Monday afternoons for one hour for 6 weeks at each of our sites.

GoNoodle and Physical Activity Videos:

- GoNoodle is a web-based educational tool geared toward K-5 students.
- It encourages movement through fun and interactive videos that students follow along and participate in.

Girls on the Run program (with Community Partner)

Through our partnership with the Girls on the Run program, we will offer programming two days per week for one hour for 8 weeks.

Below is a sample weekly schedule:

MONDAY

Mornings in Motion/Lu Interactive (7:30-8:30 am): All participants not in a Monday morning program gather in the gym for dynamic Lu Interactive activities. The content changes throughout the week.

TUESDAY

Math and Movement/Hop into Literacy Program (7:30-8:30 am): Students in this club explore math and literacy concepts using colorful mats, which are also used during Mornings in Motion.

Girls on the Run (3:30-4:30 pm)

Through our partnership with Girls on the Run, we will offer this program on Tues/Thursday afternoons for one hour for 8 weeks at each of our sites.

WEDNESDAY

Mornings in Motion/Lu Interactive (7:30-8:30 am): All program participants not in a specific Wednesday morning program participate in engaging Lu Interactive activities.

Afternoon programming: Structured physical activity provided to participants (Ex: Wiffle ball, 9 square, Disc Golf, etc on school grounds)

THURSDAY

Math and Movement/Hop into Literacy in the gym (7:30-8:30 am): Students in the program continue their math and literacy exploration through physical activity.

Girls on the Run (3:30-4:30 pm)

Through our partnership with Girls on the Run, we will offer this program on Tues/Thursday afternoons for one hour for 8 weeks at each of our sites.

FRIDAY

Mornings in Motion/Lu Interactive (7:30-8:30 am): All program participants not in a specific Friday Morning program will participate in Lu Interactive activities.

Monthly/As Needed:

Structured Physical Activity via Go Noodle/Videos (15 minutes): Site staff incorporate structured physical activity into programming.

*** Family Engagement.** The applicant must describe how the program will offer family engagement activities to support the advancement of students' academic achievement and social development. Programs may also provide educational services, family literacy activities, or job training classes to adult family members of students participating. Grantees are required to offer 12 hours of programming annually at each site for adult family members, specific to extended learning. This programming should also include the mandatory extended learning parent orientation, but not the general family engagement events the school day hosts.

Family engagement is a core component of our LEAPs after-school program and is intentionally designed to support students' academic achievement, social-emotional development, and overall well-being. Beginning at program start-up in July, we will implement a yearlong family engagement plan, called "Empowering Families" that exceeds the required 12 hours of adult family programming per site annually, with activities specifically aligned to extended learning goals.

Parent Orientation and Program Understanding

We will host an Extended Learning Parent Orientation Meeting in August for our first "Empowering Families Event". This orientation will introduce families to LEAPs program expectations, academic and enrichment supports, attendance requirements, behavior expectations, and opportunities for ongoing family involvement. Parents will also receive information on how extended learning supports classroom instruction and social development, as well as strategies they can use at home to reinforce student learning. (2 hours)

Ongoing Family Engagement Activities

To strengthen family-school partnerships and emphasize the role families play in student success, we will host "Bring Your Parent to Before and After School" events as part of our "Empowering Families" programming in September, October, February, and March. These events invite families to actively participate in extended learning activities alongside their children, observe academic and enrichment instruction, and engage with program staff. These shared experiences foster stronger connections between families, students, and the LEAPs program while reinforcing positive learning behaviors. (1.5 hours x 4 events = 6 hours)

Parent Education and Wellness Programming

In addition to orientation and family visits, the program will offer targeted parent education and family wellness events designed to support student academic success and social development. These "Empowering Families events" include:

- November: Turkey Trot in partnership with ORS Coordinated School Health, promoting physical activity, student wellness, and family participation.

- Supporting family literacy around nutrition, healthy habits, and life skills.

- March- TN Ready Testing and Support- Grant staff and school staff will work together to provide education for parents on how to help prepare grant participants prepare for state testing.

- April: Student Substance Misuse Education presented in collaboration with ASAP of Anderson, providing families with tools and strategies to support student safety, mental health, and decision-making.

These sessions are intentionally scheduled throughout the year to maintain consistent family engagement and address topics directly connected to student success and well-being. (2 hrs. x 4 events= 8 hours)

Family Literacy and Home Learning Support

To further extend and empower our families beyond the program day, families will be invited to participate in Monthly Read/Play Challenge Calendars. These calendars encourage shared reading, hands-on activities, and physical play Families that participate for a certain number of days will be rewarded. 1 hr. per month; Sept- April; 8 months x 1 hour= 8 hours

Total Hours:

16 hours without the Read/Play Challenge

24 hours with the Read/Play Challenge

Our "Empowering Families" Program will continually evolve to meet the needs of our families and ensure we meet grant requirements. Stakeholders will meet regularly to discuss exciting family engagement events and seek out and work collaboratively with other LEAPs and 21st CCLC grant recipients to keep our Family Engagement Activities fun and exciting!

Collectively, these efforts ensure families receive meaningful opportunities to engage with the LEAPs program, build capacity to support their children's learning, and strengthen relationships that contribute to improved academic outcomes and positive student development.

Program Schedule. The applicant should check the appropriate grade level(s) to be served. For each grade level, indicate if programming will be provided before or afterschool as well as during the summer. The applicant should indicate when transportation will be provided. Enter the total number of hours the program will be open under each day of the week. Please enter 0 if you do not offer hours on a particular day of week.

Elementary

Transportation Provided	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours Per Week
Before	<input type="checkbox"/> 1.00	<input type="checkbox"/> 1.00	<input type="checkbox"/> 1.00	<input type="checkbox"/> 1.00	<input type="checkbox"/> 1.00	<input type="checkbox"/> 0.00	5.00
After	<input checked="" type="checkbox"/> 2.00	<input type="checkbox"/> 2.00	<input type="checkbox"/> 2.50	<input type="checkbox"/> 2.00	<input type="checkbox"/> 1.50	<input type="checkbox"/> 0.00	10.00
Summer	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	0.00

Middle

High

* **Transportation Plan.** All programs/sites must establish a plan for the safe transportation of participants and explain that procedure in the proposal, such as bus transportation, parent pick-up, or walking. All programs will be expected to provide services in a manner consistent with state child care guidelines.

Ensuring the safety and well-being of our students during transportation is our top priority. Our comprehensive school transportation plan (see below) combines meticulous procedures, effective communication, and active monitoring to create a secure environment for every student. From enrollment to dismissal, we take deliberate steps to guarantee a smooth and safe journey for all.

Upon enrollment, the bus rider's name and destination address is sent to the district approved bus company, First Student, to be added to the route for the driver. We have a list of all bus riders and their destinations. Our list is made from the route First Student sends us.

During dismissal, students are lined up in the front hall/cafeteria. Students' names are highlighted if they are riding the bus each day. Students who are absent or are changed to car riders are marked off. The list is handed to the bus driver by the site director each day to communicate which students are getting on the bus after our programming. Site Directors and/or school administration will listen to the bus radio until clear to ensure student safety.

Participants who are car riders are escorted to their cars by school staff. Each car rider has a car tag that tells us the student's name they are picking up. Guardians must show identification to acquire a car tag. Staff documents the pick-up time on a sign out sheet/iPad excel sheet. If a car tag is not available, the guardian signs for their student and is ready to show identification if asked. ID checks are called into the front office to verify.

During Morning programming students are dropped off at 7:30 at the school where grant and school staff are waiting to welcome them to their morning activities. Students who come to morning programming at 7:30 are car riders; students who are bus riders join their morning club when their bus arrives.

In addition to follow local procedures and rules for transportation, we will also adhere to SBE's childcare guidelines.

Performance Goals and Indicators. The Tennessee Department of Education (TDOE) extended learning programs has established a set of performance goals and indicators as a part of the statewide evaluation of 21st CCLC programs. Performance targets were based on statewide data collected during prior program years and/or national targets. A chart of the performance goals and indicators is listed below. Each performance goal aligns with a specific aspect of the department's strategic plan.

Indicators are the tools that will be used to measure progress towards goals. The indicators are pre-established and in some cases include TDOE developed instruments such as teacher and parent surveys that will be provided to the grantee.

In this section, the applicant should describe the following: 1. specific program activities that will be implemented to address each performance goal and target; 2. relevant professional development activities pertaining to each goal and performance target and 3. how progress towards performance goals will be shared with stakeholders such as parents, students and school/community partners. Projects are not expected to serve all grade spans. Applicants should complete the tables for the grade spans that will be served.

Performance Goal 1: All students will reach high academic standards demonstrating growth in reading/language arts and mathematics.

Performance Target(s)	<p>1.1 At least 20% of ALL students in grades 4-8 who participated in programming during the school year will demonstrate growth in Math state assessments.</p> <p>1.2 At least 40% of all students in grades 4-8 who participated in programming 90 hours or more during the school year will demonstrate growth in Math state assessments.</p> <p>1.3 At least 20% of all students in grades 4-8 who participated in programming during the school year will demonstrate growth in Reading/Language arts state assessments.</p> <p>1.4 At least 40% of all students in grades 4-8 who participated in programming 90 hours or more during the school year will demonstrate growth in Reading/Language arts state assessments.</p>
Activities	

* The Soar and Roar LEAPs After School Program uses a cohesive, school wide theme aligned to our Woodland Elementary Hawks and Linden Elementary Lions identities to unify all academic supports and enrichment activities, creating a clear, intentional structure focused on improving student achievement in reading/language arts and mathematics. All proposed activities and clubs are strategically designed to support measurable improvement in reading/language arts and mathematics and are organized into five focused programming areas: 1) Targeted Academic Support; 2) Literacy Enrichment; 3) Math, Logic, and Problem Solving; 4) STEAM and Applied Learning; and 5) Social Emotional and Creative Enrichment, ensuring a balanced and purposeful approach to student success. To give students the chance to explore a variety of activities, not every program will be offered every day. Some activities/programs may run daily, but students will rotate between groups so that all participants have opportunities to experience multiple programs throughout the year. Targeted Academic Support - Hawkeyes Homework Hub (Woodland Elementary) / Lion Learners Launchpad (Linden Elementary): Daily homework help and academic support aligned to grade-level ELA and Math standards. Program Days Offered: All days; AM/PM - Hawk Math Masters / Lion Logic Lab: Small-group math tutoring focused on problem-solving, number sense, and fact fluency. Program Days: 4 days; rotating small groups in PM - Hawk Reading Boost / Lion Literacy Lift-Off: Targeted reading and writing tutoring emphasizing comprehension, fluency, and vocabulary. Program Days Offered: 4 days; rotating small groups in AM/PM Soar with English / Roar with English: ESL tutoring supporting language acquisition and academic vocabulary. - Program Days Offered: 2 days AM/PM Literacy Enrichment - Hawk Library Explorers / Lion Library Legends: Library club with extended library hours and reading challenges. Program Days Offered: All days AM or PM - Story Soar Writers / Roaring Wordsmiths: Creative Writing Club strengthening grammar, structure, and written expression. Program Days offered: 2 days AM or PM Math, Logic, and Problem-Solving - Hawk Checkmate Club / Lion Strategy Squad: Chess club promoting strategic thinking and mathematical reasoning. - Hawk LEGO Logic Builders / Lion Brick Brainpower: LEGO-based learning to reinforce math, spatial reasoning, and teamwork. - Game Lab: Roar and Soar- Board games, card games, and logic games that build critical thinking, problem-solving, and collaboration skills. Program Days offered: 3 days AM or PM STEAM and Applied Learning - Soaring Hawks Robotics / Roaring Lions Robotics: Robotics and coding activities supporting math and logical reasoning. - Hawk STEAM Quest / Lion STEAM Adventures: Integrated STEAM projects connecting literacy and mathematics to real-world challenges. - Hawk Future Flyers STEM / Lion Career Cubs STEM: Hands-on STEM activities that introduce students to careers in science, technology, engineering, and mathematics through real-world problem solving and careers awareness. Program Days offered: Rotating - PM Programming mostly on Mondays; Conducted in Partnership with the ORHS Science and CTE departments. Social-Emotional and Creative Enrichment - Hawk Girls Soar! / Lion Girls Lead!: Girls on the Run program building confidence and perseverance. Conducted in partnership with Girls on the Run. - Men of Measure: Programming for boys designed to build confidence, perseverance and manners. - Soaring Smart Art / Roaring Creative Minds: Art club integrating literacy through reflection and storytelling. Program Days offered: Rotating programming. AM/PM programming My Community Monday and Wonderful Wednesday Field trips will utilize our community assets and partners to grow students in ELA and Math. Assets utilized: Certified teachers, school administrators, School tutoring program, City of Oak Ridge, local artists/musicians, parents and community members, ORHS Stem and CTE partnerships, and Girls on the Run partnership.

Professional Development	<p>* Grant Staff will participate in professional development most relevant to their afterschool roles and use the strategies learned to strengthen instruction and student support within the LEAPs program. The following professional development activities will be available to grant staff. We will leverage our assets at Oak Ridge Schools and the After School Alliance to provide this high-quality training. It is important to note that Oak Ridge Schools dismisses early on Wednesday afternoons to provide professional development to staff. Grant staff will be able to utilize these resources and the grant will develop a schedule for staffing that allows for grant staff to attend training while also providing after school programming to students on Wednesday. Professional Development Courses/Offerings: - English Learner Instructional Support- Ongoing throughout the year- 4 sessions Focus on vocabulary development, language acquisition strategies, and ensuring access to grade level ELA and math content for English Learners. - Engaging in Data; Ongoing throughout the year- 4 sessions Training on analyzing school wide and classroom data to identify student needs, monitor progress, and adjust instruction to improve reading and math outcomes. - Vertical Alignment - Mathematics; Ongoing throughout the year- 4 sessions Professional learning focused on consistent, rigorous math instruction across grade levels, emphasizing problem-solving, student thinking, and mathematical reasoning. - Vertical Alignment - Reading; Ongoing throughout the year- 4 sessions Training to strengthen literacy instruction through shared practices in vocabulary development, knowledge building, and reading comprehension across grade levels. - Special Education and Inclusive Practices- 1 hour at the beginning of the year Overview of general education responsibilities related to IEPs, accommodations, and ensuring students with disabilities have access to high-quality ELA and math instruction during after school time. - District Mathematics Strand - Math Fact Fluency- ongoing throughout the year- 4 sessions Instructional strategies designed to increase math fluency, accuracy, and efficiency to support higher level problem-solving. - District Literacy Strand - Reading Comprehension Blueprint- Ongoing throughout the Year Professional learning focused on instructional approaches that improve reading comprehension and text understanding. - After School Alliance online professional development- we will utilize this resource to provide training for staff that cannot attend in person PD. https://toolkit.afterschoolalliance.org/starting-a-program/professional-development-trainings.</p>
Communicating Results	<p>* Staff will notify families of students in math and reading/language arts in the afterschool program of their progress with monthly progress reports. These reports will be sent either by paper or using the Parent Square App. This app is provided by our community asset, Oak Ridge Schools, at no cost to us. Grant staff can text, call or email parents/guardians individually and as a group, making communication easy and accessible.</p>
<p>Performance Goal 2: All students will reach high academic standards demonstrating growth in all subjects.</p>	
Performance Target(s)	<p>2.1 At least 25% of ALL students in grades 7-8 and 10-12 who participated in programming during the school year and had an unweighted GPA of less than 3.0 the year before, will demonstrate an improved GPA.</p> <p>2.2 At least 50% of ALL students in grades 7-8 and 10-12 who participated in programming 90 hours or more during the school year and had an unweighted GPA of less than 3.0 the year before, will demonstrate an improved GPA.</p>

<p>Activities</p>	<p>* While we will not be serving students in grades 7-9 and 10-12 and therefore will not collect GPA. We do however have a plan to improve academic performance in all subjects for all students that we serve using the following activities: The Soar and Roar LEAPs After School Program uses a cohesive, school wide theme aligned to our Woodland Elementary Hawks and Linden Elementary Lions identities to unify all academic supports and enrichment activities, creating a clear, intentional structure focused on improving student achievement in all subjects. All proposed activities and programming are strategically designed to support measurable improvement in academics and are organized into five focused programming areas: 1) Targeted Academic Support; 2) Literacy Enrichment; 3) Math, Logic, and Problem Solving; 4) STEAM and Applied Learning; and 5) Social Emotional and Creative Enrichment, ensuring a balanced and purposeful approach to student success. To improve academic performance across all subjects we will focus on discussing focus area #4 and #5. To give students the chance to explore a variety of activities, not every program will be offered every day. Some activities/programs may run daily, but students will rotate between groups so that all participants have opportunities to experience multiple programs throughout the year. Here are the activities in focus areas #4 and #5: STEAM and Applied Learning - Soaring Hawks Robotics / Roaring Lions Robotics: Robotics and coding activities supporting math and logical reasoning. - Hawk STEAM Quest / Lion STEAM Adventures: Integrated STEAM projects connecting literacy and mathematics to real-world challenges. - Hawk Future Flyers STEM / Lion Career Cubs STEM: Handson STEM activities that introduce students to careers in science, technology, engineering, and mathematics through real-world problem solving and careers awareness. Program Days offered: Rotating - PM Programming mostly on Mondays; Conducted in Partnership with the ORHS Science and CTE departments. Social-Emotional and Creative Enrichment - Hawk Girls Soar! / Lion Girls Lead!: Girls on the Run program building confidence and perseverance. Conducted in partnership with Girls on the Run. - Men of Measure: Programming for boys designed to build confidence, perseverance and manners. - Soaring Smart Art / Roaring Creative Minds: Art club integrating literacy through reflection and storytelling. Program Days offered: Rotating programming. AM/PM programming My Community Monday and Wonderful Wednesday Field trips will utilize our community assets and partners to grow students in ELA and Math. Assets utilized: Certified teachers, school administrators, School tutoring program, City of Oak Ridge, local artists/musicians, parents and community members, ORHS Stem and CTE partnerships, and Girls on the Run partnership.</p>
<p>Professional Development</p>	<p>* While we will not be serving students in grades 7-9 and 10-12 and therefore will not collect GPA. We do however have a professional development plan to support grant staff in improving academic performance for all students that we serve. It is important to note that Oak Ridge Schools dismisses early on Wednesday afternoons to provide professional development to staff. Grant staff will be able to utilize these resources and the grant will develop a schedule for staffing that allows for grant staff to attend training while also providing after school programming to students on Wednesday. Below are some of those opportunities: -- Vertical Alignment - Science; Ongoing throughout the year- 4 sessions -- Vertical Alignment - Social Studies; Ongoing throughout the year- 4 sessions - English Learner Instructional Support- Ongoing throughout the year- 4 sessions Focus on vocabulary development, language acquisition strategies, and ensuring access to grade level ELA and math content for English Learners. - Engaging in Data; Ongoing throughout the year- 4 sessions Training on analyzing school wide and classroom data to identify student needs, monitor progress, and adjust instruction to improve reading and math outcomes. - Trauma Informed Training - One Session at the beginning of the year and ongoing as needed. Staff members will participate in training related to recognizing students with behavioral problems related to trauma and how to serve those students. - Special Education and Inclusive Practices- 1 hour at the beginning of the year Overview of general education responsibilities related to IEPs, accommodations, and ensuring students with disabilities have access to high quality ELA and math instruction during after school time. - Purposeful People/ Social Emotional Learning (SEL) Curriculum PD- 2 hours at the beginning of the year and ongoing as needed. We will utilize our Oak Ridge Schools community asset by having access to the Character Strong Purposeful people curriculum and resources. The SEL trainer at each site will offer this PD to grant staff. - After School Alliance online professional development- ongoing throughout the year We will utilize this resource to provide training for staff that cannot attend in person PD. https://toolkit.afterschoolalliance.org/starting-a-program/professional-development-trainings/ We will leverage our assets at Oak Ridge Schools and the After School Alliance to provide this high-quality training.</p>
<p>Communicating Results</p>	<p>* Staff will notify families of students' progress in academic subjects relevant to the program they are enrolled in with monthly progress reports. These reports will be sent either by paper or using the Parent Square App. This app is provided by our community asset, Oak Ridge Schools, at no cost to us. Grant staff can text, call or email parents/guardians individually and as a group, making communication easy and accessible.</p>
<p>Performance Goal 3: The percentage of students who are chronically absent from school will decrease.</p>	

<p>Performance Target(s)</p>	<p>3.1 At least 50% of ALL students who participated in programming during the school year and missed 18 days or more in the prior school year, will demonstrate an improved attendance rate in the current school year.</p> <p>3.2 At least 75% of ALL students who participated in the programming 90 hours or more during the school year and missed 18 days or more in the prior school year, will demonstrate and improved attendance rate in the current school year.</p>
<p>Activities</p>	<p>* The Soar and Roar LEAPs Program is designed to help students want to come to school by making mornings engaging, supportive, and fun. By building positive routines, offering meaningful connections with staff, and providing exciting morning club options, the program supports students who have struggled with attendance in the past and helps them develop better attendance habits. These efforts are focused on reducing chronic absenteeism and increasing daily participation for students most in need of attendance support. Soar & Roar Attendance Challenges: students set monthly attendance goals with caring adults, check in each morning, and earn positive recognition and rewards such as leadership roles in school celebrations, tokens for the book vending machine, pizza with the principal, and other incentives for showing up consistently. Program Days Offered: All/ AM Morning Enrichment Programming: To encourage consistent daily attendance, students will have access to a variety of engaging morning enrichment activities/clubs led by school staff. These activities create positive reasons for students to arrive at school on time and strengthen relationships with peers and adults. Morning enrichment offerings will include: - Hawk Library Explorers / Lion Library Legends: Library club with extended library hours and reading challenges. - Story Soar Writers / Roaring Wordsmiths: Creative Writing Club strengthening grammar, structure, and written expression. - Soaring Smart Art / Roaring Creative Minds: Art club integrating literacy through reflection and storytelling. - Hawk Checkmate Club / Lion Strategy Squad: Chess club promoting strategic thinking and mathematical reasoning. - Hawk LEGO Logic Builders / Lion Brick Brainpower: LEGO-based learning to reinforce math, spatial reasoning, and teamwork. - Game Lab: Roar and Soar- Board games, card games, and logic games that build critical thinking, problem-solving, and collaboration skills. - Mornings in Motion: using the Lu Interactive Playground (See the document titled, "Lu Interactive Pictures in the Related Documents Section) Our gym transforms into an active and immersive educational environment where large groups of students engage physically, intellectually, and socially emotionally. - Math and Movement/Hop into Literacy: brightly colored floor mats have students hopping, jumping and moving as they learn math and literacy skills. Students will rotate through different clubs throughout the year, helping maintain interest and encourage continued attendance. Program Days Offered: All school days/ AM Hawkeyes Homework Hub (Woodland Elementary) / Lion Learners Launchpad (Linden Elementary): Students will receive support to complete homework in any subject 5 days a week removing incomplete assignments as an obstacle to attendance, led by school staff members. Program Days Offered: All days; AM/PM My Community Mondays and Wonderful Wednesdays These programs create excitement for school by connecting students with engaging community partners and real-world experiences, such as visits with local police and fire departments and enrichment activities like Yoga for Kids and Premier Martial Arts. These opportunities motivate students to attend regularly and build confidence, connections, and a positive sense of belonging with their school. Assets Utilized: City Of Oak Ridge, UT Extension (Yoga for Kids), Premier Martial Arts (Anti-bullying), Oak Ridge High School STEM and CTE departments, Coordinated School Health</p>
<p>Professional Development</p>	<p>* Grant Staff will participate in professional development most relevant to their afterschool roles and use the strategies learned to improve student attendance. The following professional development activities will be available to grant staff. We will leverage our assets at Oak Ridge Schools and the After School Alliance to provide this high-quality training. It is important to note that Oak Ridge Schools dismisses early on Wednesday afternoons to provide professional development to staff. Grant staff will be able to utilize these resources and the grant will develop a schedule for staffing that allows for grant staff to attend training while also providing after school programming to students on Wednesday. Professional Development Courses/Offerings: House Systems Professional Development- One session at the beginning of the year for one hour and as needed throughout the year This PD helps foster student ownership and Academic Excellence by introducing grant staff to the House System used by the school during the regular school day. Grant staff will explore how organizing students into smaller, interconnected communities creates a sense of belonging and accountability that directly impacts attendance, engagement, and academic outcomes. We will utilize our Oak Ridge Schools assets and partners by using their online tracking system for after school attendance, behavioral and academic points, all at no cost to the grant. District Strand on Student Engagement and Classroom Management-ongoing throughout the year; 4 sessions Professional learning that equips staff with strategies to keep students engaged, motivated, and supported through effective classroom management and relationship building practices. - After School Alliance online professional development- ongoing throughout the year We will utilize this resource to provide training for staff that cannot attend in person PD. https://toolkit.afterschoolalliance.org/starting-a-program/professional-development-trainings/</p>

Communicating Results	<p>* By working closely with school administrators, bi-weekly attendance phone calls to families to report progress on Attendance Challenge goals will be completed. In conjunction with school counselors and other stakeholders, resources will be shared via the school newsletter, after school Parent Square App and electronic bulletin boards, at least quarterly throughout the year.</p>
<p>Performance Goal 4: All students will exhibit positive behavior changes that support academics and social growth.</p>	
Performance Target(s)	<p>4.1 At least 50% of ALL students who participated in programming during the school year will experience a decrease in in-school suspensions compared to the previous year.</p> <p>4.2 At least 75% of ALL students who participated in programming 90 hours or more during the school year will experience a decrease in in-school suspensions compared the previous year.</p>
Activities	<p>* Mindfulness Monday: Cultivating emotional awareness and stress reduction. Through our Lu Interactive time in the gym-the Lu has many mindfulness activities students can physically and emotionally participate in. Program days offered: Mondays in AM Character Trait of the Month: Intentional integration of positive values into literacy and program activities. Ex: Perseverance being discussed and learned through the Puzzle Club. Program days offered: Integrated into all programming PBIS Programming: Fostering positive behavior and social skills. Program days offered: Integrated into all programming Yoga N' Kids: Enhancing emotional balance through movement. Program Days offered: Mondays Jan 11th- February 26 Morning and afternoon check-ins with encouraging adults: Supporting students self-monitoring. Students at risk of discipline action will participate in daily check in and out process. Staff members trained in trauma informed interactions and social emotion learning will work with students daily to set goals and monitor attendance and behavior progress. Program Days offered: All</p>
Professional Development	<p>* To support Performance Goal 4, staff will participate in professional development focused on promoting positive student behavior, academic progress, and social-emotional growth. We will leverage our assets at Oak Ridge Schools and the After School Alliance to provide this high-quality training. It is important to note that Oak Ridge Schools dismisses early on Wednesday afternoons to provide professional development to staff. Grant staff will be able to utilize these resources and the grant will develop a schedule for staffing that allows for grant staff to attend training while also providing after school programming to students on Wednesday. Professional Development Courses/Offerings: - Engaging in Data; Ongoing throughout the year- 4 sessions Training on analyzing school wide and classroom data to identify student needs, monitor progress, and adjust instruction to improve reading and math outcomes. - Trauma Informed Training - One Session at the beginning of the year and ongoing as needed. Staff members will participate in training related to recognizing students with behavioral problems related to trauma and how to serve those students. - Special Education and Inclusive Practices- 1 hour at the beginning of the year Overview of general education responsibilities related to IEPs, accommodations, and ensuring students with disabilities have access to high quality ELA and math instruction during after school time. - Purposeful People/ Social Emotional Learning (SEL) Curriculum PD- 2 hours at the beginning of the year and ongoing as needed. We will utilize our Oak Ridge Schools community asset by having access to the Character Strong Purposeful people curriculum and resources. The SEL trainer at each site will offer this PD to grant staff. - After School Alliance online professional development- ongoing throughout the year We will utilize this resource to provide training for staff that cannot attend in person PD. https://toolkit.afterschoolalliance.org/starting-a-program/professional-development-trainings/</p>
Communicating Results	<p>* As needed, staff will complete morning and afterschool weekly progress reports on behavior, attitude and effort for participants within their program activity or tutoring group. Staff members will use the Parent Square app (text, call or email) to communicate these reports to parents weekly or as needed. Paper-based reports will also be made available to parents who do not respond electronically. Participants who have a morning or afternoon check in with a staff member will also receive weekly reports covering all behavior.</p>
<p>Performance Goal 5: All students will continuously be engaged in their learning.</p>	
Performance Target (s)	<p>5.1 At least 50% of ALL students who participated in programming during the school year will demonstrate an improvement in teacher-reported engagement in learning.</p> <p>5.2 At least 75% of ALL students who participated in programming 90 hours or more during the school year will demonstrate an improvement in teacher-reported engagement in learning.</p>

<p>Activities</p>	<p>* All of our programming is intentionally designed to increase students' active participation, motivation, persistence, and sense of belonging-key indicators of engagement in learning. Some of those activities are: New Strategy each Month- Students participating in before and afterschool programs will learn and practice a new strategy each month that will increase engagement in their learning such as "making positive choices", making real world connections to learning, and giving and receiving positive feedback with peers. Students will learn to self-monitor engagement using "What's My Level of Engagement" scale. Program Days offered: Monthly and embedded into all programming Survey of Classroom Teachers: The site manager will survey classroom teachers quarterly about student engagement during school day learning times and collaborate with them to improve student engagement in after school. Student engagement in learning has to be a collaborative effort between the after-school team, the classroom teacher and other stakeholders at the school. Program Days offered: Quarterly Variety of Engaging Activities that fosters confidence through growth in academics. Our engaging, hands-on and exciting morning and after school programs should lead to increased confidence in academic subjects as well as social emotional skills. Some of these activities include-see previous sections for a list of all activities: - Hawk Library Explorers / Lion Library Legends: Library club with extended library hours and reading challenges. - Story Soar Writers / Roaring Wordsmiths: Creative Writing Club strengthening grammar, structure, and written expression. - Soaring Smart Art / Roaring Creative Minds: Art club integrating literacy through reflection and storytelling. - Hawk Checkmate Club / Lion Strategy Squad: Chess club promoting strategic thinking and mathematical reasoning. - Hawk LEGO Logic Builders / Lion Brick Brainpower: LEGO-based learning to reinforce math, spatial reasoning, and teamwork. - Game Lab: Roar and Soar- Board games, card games, and logic games that build critical thinking, problem solving, and collaboration skills. - Mornings in Motion-- using the Lu Interactive Playground (See the document titled, "Lu Interactive Pictures in the Related Documents Section). Our gym transforms into an active and immersive educational environment where large groups of students engage physically, intellectually, and socially emotionally. - Math and Movement/Hop into Literacy- brightly colored floor mats have students hopping, jumping and moving as they learn math and literacy skills. - My Community Mondays and Wonderful Wednesdays These programs create excitement for school by connecting students with engaging community partners and real world experiences, such as visits with local police and fire departments and enrichment activities like Yoga for Kids and Premier Martial Arts. These high interest opportunities motivate students to attend regularly and build confidence, connections, and a positive sense of belonging with their school. Assets Utilized: City Of Oak Ridge, UT Extension (Yoga for Kids), Premier Martial Arts (Anti-bullying), Oak Ridge High School STEM and CTE departments, Coordinated School Health. We believe that by participating in our programming students will become more engaged in their learning by gaining confidence in their skills. We have a focus as a program to make learning interactive and fun. When students learn that learning can be fun in after school programming that perception is applied to the everyday classroom as well.</p>
<p>Professional Development</p>	<p>* To support Performance Goal 5, staff will participate in professional development focused on increasing student engagement and active participation in learning. We will leverage our assets at Oak Ridge Schools and the After School Alliance to provide this high-quality training. It is important to note that Oak Ridge Schools dismisses early on Wednesday afternoons to provide professional development to staff. Grant staff will be able to utilize these resources and the grant will develop a schedule for staffing that allows for grant staff to attend training while also providing after school programming to students on Wednesday. Professional Development Courses/Offerings: - Engagement Strategies PD- Staff will receive quarterly training or as needed in student engagement strategies led by our school Professional Learning Communities coach. - Purposeful People/ Social Emotional Learning (SEL) Curriculum PD- 2 hours at the beginning of the year and ongoing as needed. We will utilize our Oak Ridge Schools community asset by having access to the Character Strong Purposeful people curriculum and resources. The SEL trainer at each site will offer this PD to grant staff. - After School Alliance online professional development- ongoing throughout the year. We will utilize this resource to provide training for staff that cannot attend in person PD. https://toolkit.afterschoolalliance.org/starting-a-program/professional-development-trainings/</p>
<p>Communicating Results</p>	<p>* Teacher survey responses of student engagement along with other categories will be shared with families and staff when received. This can be shared via the Parent Square App that is available to the grant from Oak Ridge Schools at no cost to the school.</p>
<p>Performance Goal 6: Family engagement will be embedded in the entirety of the program.</p>	
<p>Performance Target (s)</p>	<p>6.1 At least 90% of all families with children/youth who participated in the program will report that the program offers useful resources and materials such as workshops on homework assistance, parent advocacy, adult education classes, etc.</p>

	<p>6.2 At least 90% of ALL families with children/youth who participated in the program will report that there is always program staff available to discuss individual student needs.</p> <p>6.3 At least 90% of ALL families with children/youth who participate in the program will report that the program provides an open, welcoming environment for families.</p> <p>6.4 At least 80% of ALL families with children/youth who participate in the program will report an overall high level of satisfaction with the quality of provided services.</p>
<p>Activities</p>	<p>* Family engagement is a core component of our LEAPs after-school program and is intentionally designed to support students' academic achievement, social-emotional development, and overall well-being. Beginning at program start-up in July, we will implement a yearlong family engagement plan, called "Empowering Families" that exceeds the required 12 hours of adult family programming per site annually, with activities specifically aligned to extended learning goals. Parent Orientation and Program Understanding We will host an Extended Learning Parent Orientation Meeting in August for our first "Empowering Families Event". This orientation will introduce families to LEAPs program expectations, academic and enrichment supports, attendance requirements, behavior expectations, and opportunities for ongoing family involvement. Parents will also receive information on how extended learning supports classroom instruction and social development, as well as strategies they can use at home to reinforce student learning. (2 hours) Ongoing Family Engagement Activities To strengthen family-school partnerships and emphasize the role families play in student success, we will host "Bring Your Parent to Before and After School" events as part of our "Empowering Families" programming in September, October, February, and March. These events invite families to actively participate in extended learning activities alongside their children, observe academic and enrichment instruction, and engage with program staff. These shared experiences foster stronger connections between families, students, and the LEAPs program while reinforcing positive learning behaviors. (1.5 hours x 4 events = 6 hours) Parent Education and Wellness Programming In addition to orientation and family visits, the program will offer targeted parent education and family wellness events designed to support student academic success and social development. These "Empowering Families events" include: - November: Turkey Trot in partnership with ORS Coordinated School Health, promoting physical activity, student wellness, and family participation. - December: Healthy Cooking for the Holidays with our food service partner, SFE, supporting family literacy around nutrition, healthy habits, and life skills. - March- TN Ready Testing and Support- Grant staff and school staff will work together to provide education for parents on how to help prepare grant participants prepare for state testing. - April: Student Substance Misuse Education presented in collaboration with ASAP of Anderson, providing families with tools and strategies to support student safety, mental health, and decision-making. These sessions are intentionally scheduled throughout the year to maintain consistent family engagement and address topics directly connected to student success and well-being. (2 hrs. x 4 events= 8 hours) Family Literacy and Home Learning Support To further extend and empower our families beyond the program day, families will be invited to participate in Monthly Read/Play Challenge Calendars. These calendars encourage shared reading, hands-on activities, and physical play Families that participate a certain number of days will be rewarded. 1 hr. per month; Sept- April: 8 months x 1 hour= 8 hours Total Hours: 16 hours without the Read/Play Challenge 24 hours with the Read/Play Challenge Our "Empowering Families" Program will continually evolve to meet the needs of our families and ensure we are meeting grant requirements. Stakeholders will meet regularly to discuss exciting family engagement events and seek out and work collaboratively with other LEAPs and 21st CCLC grant recipients to keep our Family Engagement Activities fun and exciting! Collectively, these efforts ensure families receive meaningful opportunities to engage with the LEAPs program, build capacity to support their children's learning, and strengthen relationships that contribute to improved academic outcomes and positive student development.</p>
<p>Professional Development</p>	<p>* To support Performance Goal 6, staff will participate in professional learning and activities focused on embedding meaningful family engagement throughout the program. Professional Development Courses/Offerings: Staff Orientation Meeting- Once a year at the beginning of the year and ongoing as needed. Staff will attend training about the importance of partnering with families for student success and strategies to be successful in the partnerships from school administration and leadership in our regularly scheduled staff meetings.</p>
<p>Communicating Results</p>	<p>* Family survey results will be shared via our Parent Square App or in the newsletter (or as results become available). Parent Engagement events will be announced via the Parent Square App, newsletter, email and/or letters home. We will utilize our Oak Ridge Schools community asset to use the Parent Square App, as they offer the use of it at no charge to the grant.</p>
<p>Performance Goal 7: Early learners will reach high academic standards demonstrating growth in Reading.</p>	
<p>Performance Target(s)</p>	<p>7.1 At least 20% of ALL students in grades K-2 who participated in programming during the school year will demonstrate growth on a universal reading screener.</p>

	7.2 At least 40% of students in grades K-2 who participated in programming 90 hours or more during the school year will demonstrate growth on a universal reading screener.
Activities	<p>* The Roar and Soar LEAPs program enhances early learning by strengthening foundational reading skills through intentional instruction, early family engagement, and additional learning opportunities. These supports help early learners build strong literacy habits and promote measurable growth in reading during the critical K-2 years. Activities: Preschool Family Outreach - Incoming Kindergarten families will attend workshops at local preschools focused on the importance of foundational literacy skills that can be taught at home. These workshops will be led by certified teachers. Timeline: August, November Kindergarten Family Outreach - Kindergarten families will attend workshops for current families on the importance of foundation literacy skills that can be reinforced at home. These workshops will be led by certified teachers. Timeline: August/September K-1st grade Morning Letter Programming/SKILZ Tutoring - Taught by certified teachers and specially trained teaching assistants, students will practice foundational literacy skills focusing on missing or weak skills as measured by Aimsweb and teacher assessments. Instruction will also include enrichment opportunities beyond regular classroom experiences. Hawk Library Explorers / Lion Library Legends: Library club with extended library hours and reading challenges. Soaring Smart Art / Roaring Creative Minds: Art club integrating literacy through reflection and storytelling. Mornings in Motion-- using the Lu Interactive Playground (See the document titled, "Lu Interactive Pictures in the Related Documents Section) Hop into Literacy- brightly colored floor mats have students hopping, jumping and moving as they learn math and literacy skills.</p>
Professional Development	<p>* To support Performance Goal 7, staff will participate in targeted instructional practices focused on strengthening early literacy skills and promoting measurable growth in reading for students in grades K-2. We will leverage our assets at Oak Ridge Schools and the After School Alliance to provide this high-quality training. It is important to note that Oak Ridge Schools dismisses early on Wednesday afternoons to provide professional development to staff. Grant staff will be able to utilize these resources and the grant will develop a schedule for staffing that allows for grant staff to attend training while also providing after school programming to students on Wednesday. Professional Development Courses/Offerings: - Early Learning Foundational Skills training- 1 session at the beginning of the year and as needed. Led by the Oak Ridge schools district reading/language arts coordinator. - English Learner Instructional Support- Ongoing throughout the year- 4 sessions Focus on vocabulary development, language acquisition strategies, and ensuring access to grade level ELA and math content for English Learners. - Engaging in Data; Ongoing throughout the year- 4 sessions Training on analyzing school wide and classroom data to identify student needs, monitor progress, and adjust instruction to improve reading and math outcomes. - Vertical Alignment - Mathematics; Ongoing throughout the year- 4 sessions Professional learning focused on consistent, rigorous math instruction across grade levels, emphasizing problem solving, student thinking, and mathematical reasoning. - Vertical Alignment - Reading; Ongoing throughout the year- 4 sessions Training to strengthen literacy instruction through shared practices in vocabulary development, knowledge building, and reading comprehension across grade levels. - Special Education and Inclusive Practices- 1 hour at the beginning of the year Overview of general education responsibilities related to IEPs, accommodations, and ensuring students with disabilities have access to high quality ELA and math instruction during after school time. - District Mathematics Strand - Math Fact Fluency- ongoing throughout the year- 4 sessions Instructional strategies designed to increase math fluency, accuracy, and efficiency to support higher level problem solving. - District Literacy Strand - Reading Comprehension Blueprint- Ongoing throughout the Year Professional learning focused on instructional approaches that improve reading comprehension and text understanding. - After School Alliance online professional development- we will utilize this resource to provide training for staff that cannot attend in person PD. https://toolkit.afterschoolalliance.org/starting-a-program/professional-development-trainings/</p>
Communicating Results	<p>* Staff will notify families of students in Kindergarten Family Outreach and Morning Letter Club of progress with monthly Progress Reports either sent via the Parent Square App or by paper. Staff will send monthly resources to families that will contain letters and sounds tips to help student build words with their letter skills.</p>
<p>* Describe the organizations capacity to fulfill state performance goals, and local evaluation requirements (identify internal staff member(s) and description of qualifications/relevant experiences). Our LEAPS grant is housed at two of our elementary schools. Through our partnership with Woodland and Linden Elementary Schools we are able to access an array of people and resources that would otherwise not be available if we were operating outside of the school. Thus, we are in a great position to fulfill all state performance goals and local evaluation requirements. For example, each of our grant sites have the ability to utilize the expertise of our Math Specialist, Reading Specialist, Certified Teachers, Administrators, Professional Learning Community (PLC)/Data Coordinators. These experienced professionals have extensive backgrounds in identification of at risk students, high quality instructional techniques for tutoring and academic growth, as well as, the ability to conduct Professional development for grant staff on needed topics. Each of these people will work with grant staff to help us fulfill Performance Goals, as well as help us continuously analyze data to determine progress toward meeting state performance goals. We will also collaborate with these people resources to complete local evaluation requirements. Below are descriptions of the qualifications and relevant experiences of these staff members:</p>	

MATH SPECIALIST- The school system has a dedicated math specialist/interventionist available at Woodland and Linden Elementary Schools who specializes in providing targeted support to students struggling with mathematics.

Qualifications: The math interventionist typically holds a degree in education or a related field, with specialized training in math instruction. They may have certifications in math education or specific math intervention programs.

Relevant Experiences: The math interventionist has experience working with diverse student populations, identifying learning gaps, and implementing evidence based strategies to improve math skills.

Specific Ways we will utilize this expertise to meet grant requirements:

Performance Goals- This expert has the ability to help us fulfill Performance Goal #1 (growth in Math assessment scores) which includes but is not limited to training Math tutors, providing math tutoring and enrichment experiences directly to students, and analyzing data to determine who our at-risk students are and their current skill deficiencies and strengths.

READING SPECIALIST- The school system has a dedicated reading specialist at Woodland and Linden Elementary School who specializes in enhancing literacy skills among students.

Qualifications: The reading specialist holds advanced degrees in literacy education or related fields. They are well-versed in literacy assessment tools, instructional methods, and literacy program development.

Relevant Experiences: The reading specialist has experience working with struggling readers, designing targeted interventions, and collaborating with classroom teachers to improve reading comprehension and fluency.

Specific Ways we will utilize this expertise to meet grant requirements:

Performance Goals- This expert has the ability to help us fulfill Performance Goal #1 (growth in ELA assessment scores) and #7 (growth of early learners in reading) which includes but is not limited to training ELA tutors, providing ELA tutoring and enrichment experiences directly to students, and analyzing data to determine who our at-risk students are and their current skill deficiencies and strengths.

CERTIFIED TEACHERS- The school system employs certified teachers who play a pivotal role in delivering academic enrichment during after-school hours.

Qualifications: Certified teachers hold valid teaching licenses and have expertise in various subject areas. They are trained in differentiated instruction and classroom management.

Relevant Experiences: Certified teachers bring their classroom experience to after-school programs, ensuring alignment with state standards and personalized support for students.

Specific Ways we will utilize this expertise to meet grant requirements:

Performance Goals- This expert has the ability to help us fulfill Performance Goal #1 (improvement in ELA/Math assessment scores) but is not limited to delivering tutoring and enrichment experiences directly to students and analyzing data to determine who our at-risk students are and their current skill deficiencies and strengths. In addition, this expert can help us fulfill Performance Goal 3 (Improved attendance), Performance Goal #4 (improved behavior) and Performance Goal 5 (engagement in learning) by building relationships with students within in the grant program and outside of it. This expert also will help will Performance Goal #6 (Family Engagement) through at home connections and Performance Goal #7 (Early learning growth in Reading).

ADMINISTRATORS/PRINCIPALS-Administrative staff members provide essential support for program coordination, logistics, and communication.

Qualifications: Administrative staff members have organizational and management skills. They understand grant requirements and ensure compliance.

Relevant Experiences: Administrative staff members have experience in project management, budgeting, and reporting.

Specific Ways we will utilize this expertise to meet grant requirements:

Performance Goals, state performance goals and local evaluation requirements- This expert has the ability to help us fulfill Performance Goals 1, 3, 4, 5, 6, 7 by supporting grant staff to run a diverse and flourishing before and after school. Program. These experts will work directly with grant and site directors to ensure all deadlines are met and the data that is needed is available to grant staff.

PROFESSIONAL LEARNING COMMUNITY (PLC)/DATA COORDINATORS- Certified PLC/DATA Coordinator will lead Professional development (PD) for educators enabling them to collaborate, share best practices, and analyze student data. It is important to note that every Wednesday in Oak Ridge Schools, students are dismissed at 1:30 so that school staff collaborate within their PLC. Grant staff can utilize this time to grow professionally.

Qualifications: PLC Coordinators have expertise in facilitating collaborative discussions among teachers, as well as extensive classroom experience working with students.

Relevant Experiences: PLCs enhance teacher collaboration, leading to improved instructional practices and student outcomes.

Specific Ways we will utilize this expertise to meet grant requirements:

Performance Goals, state performance goals and local evaluation requirements- This expert will help us fulfill Performance Goals 1, 3, 4, 5 and all state performance goals by providing collaborative professional development which includes, but is not limited PD on practices for student achievement; data; attendance interventions, behavior strategies and relationship building to foster student engagement in learning.

Specific Ways we will utilize this expertise to meet grant requirements:

Performance Goals, state performance goals and local evaluation requirements- This expert will help grant staff in a variety of ways which includes but is not limited to,

gathering and analyzing student performance, attendance and behavior data.

PROFESSIONAL DEVELOPMENT FOR STAFF- Beyond grant resources, the school system invests in professional development for staff through in-house experts and contracted Professional Development experiences. These training courses are available to grant staff at no charge to the grant.
Qualifications: Professional development trainers have expertise in instructional strategies, technology integration, and pedagogical advancements.
Relevant Experiences: Regular professional development sessions empower educators to refine their skills and stay updated with educational trends. Specific Ways we will utilize this expertise to meet grant requirements:

Performance Goals, state performance goals and local evaluation requirements- These experts will help us fulfill Performance Goals 1, 3, 4,5, and 7 by providing collaborative professional development which includes, but is not limited PD on practices for student achievement, attendance interventions, behavior strategies and relationship building to foster student engagement in learning.

In addition, our grant leadership has extensive experience and knowledge in grant requirements and expectations. Our leadership team will consist of one grant director, two site directors and one grant consultant. Their experience and expertise will give us the unique ability to meet all grant requirements and deadlines while maintaining a dynamic and thriving program. To see a job description of the Grant Director and Site Director, please see the attachment labeled " LEAPS Job Descriptions" under the related documents section.

Grant Director- 4+ years' experience as 21st CCLC Grant Director, 20+ years in education as a certified teacher, coach and health coordinator.

Site Director A- Accomplished educator with 19+ years of K-5 experience and proven expertise in program leadership. With 4+ years directing summer learning camps and 5+ years of after-school grant program experience across school and district settings, combined with Aspiring Administrator licensure and certification, this leader is dedicated to building inclusive, high-performing learning environments where students and staff thrive.



Site Director B- Accomplished and experienced education with 27 + years in education; 2 years' operating Oak Ridge Schools' Intercession School Level Director; 1 year experience with summer youth program administrator.
Grant Consultant (free of charge)- 20 years of grant experience, 15+ years of grant leadership experience, 30 + years as an educator and administrator.




Oak Ridge Schools has also accepted and managed federal, state, and local funds for many years. Our current fiscal year includes a combined budget of \$92, 222, 020. As a Local Education Agency arm of the State of Tennessee and in accordance with our City Charter, we are subject to an annual audit of our financial records. Our Annual Financial Reports for the past 10 years have shown no significant deficiencies or material weaknesses in internal controls in our General Fund or our Federal Programs. Our most recent audit document has been submitted as supporting documentation. As evidenced by the array of highly qualified staff and support staff we have in place in Oak Ridge Schools, our grant team expects to reach beyond just fulfilling Performance Goals and local evaluation requirements, to exceeding them.




Program Timeline

In this section, the applicant will describe the project timeline for the first year of the program. The timeline should delineate when activities will begin, project milestones, and responsible party (ies). Project milestones should be based on the proposed activities that will be implemented to achieve the performance goals. It is not necessary to identify all project activities.

Date	Project Milestone	Responsible Party

<p>* 07/01/2026 </p>	<p>* Grant/Site Directors, Designated Grant Staff</p> <p>* July 2026 (Oak Ridge schools start school on July 27, 2026) - Week of July 1- Initial meeting for previously identified grant and site director. Parties Responsible- Grant Director, Site Directors - Week of July 1- Meet with Building level administration director at both sites to go over grant requirements. --Week of July 1- Reach out to State to begin Child Care Center certification process. Parties Responsible - Grant Director, Site Directors - Week of July 6- Create 2026-2027 Operating Budget Parties Responsible - Grant Director, Site Directors - Week of July 6- Meet with data coordinators, Math and Reading Specialist at each school to get student achievement data for referral process. Parties Responsible - Grant Director, Site Directors, data coordinators, Math and Reading Specialist, at each Site. - Week of July 6- Continue Child Care Center Certification process. Parties Responsible - Grant Director, Site Directors - Week of July 13- Hire grant teaching staff for morning and afternoon programming. Teachers start back on July 20th Parties Responsible - Site Directors, Administration at each school, Grant Director - Week of July 13-Continue Child Care Center Certification process. Parties Responsible - Grant Director, Site Directors - July 27-First Day of School for students. - Week of July 27-Begin enrollment process for students (see Student recruitment section in EPLAN). However, potential student lists were created in the Spring of 2026 based on projected academic, social/emotional needs. Parties Responsible -Site Directors and designated site staff. - July 27th- August 10th - Transportation registration for afternoon programming. Parties Responsible -Site Directors, designated site staff, Bus Company - Week of July 27 Child Care Center Certification Parties Responsible - Grant Director, Site Directors - Week of July 27 orientation training for Grant Staff. Parties Responsible - Grant Director, Site Directors, grant staff. - Morning Programming Starts the week of August 3, 2026. Parties Responsible: All morning program grant staff. - Weekly attendance data entered in ELAP. Parties Responsible: Site Director - Complete all grant data quality checks and reports by their deadlines. Parties Responsible: Grant Director, Site Director, and designated grant staff.</p>
<p>* 08/01/2026 </p>	<p>* Grant/Site Directors, Designated Grant Staff</p> <p>* August 2026: - Morning Programming Starts the week of August 3, 2026. Parties Responsible: All morning program grant staff. - Weekly attendance data entered in ELAP. Parties Responsible: Site Director - Complete all grant data quality checks and reports by their deadlines. Parties Responsible: Grant Director, Site Director, and designated grant staff. - Throughout the entire month of August- Referral Process for students continues. Parties Responsible - Grant Director, Site Directors, data coordinators, Math and Reading Specialist, classroom teachers at each Site. - Throughout the entire month of August- Enrollment of students continues. Parties Responsible -Site Directors and designated site staff. - Week of August 3rd - LEAPS Leadership Meeting, Previous Month Finance and Compliance Check Report Due to ORS Business Office. Parties Responsible - Grant Director, Site Directors - August 10th: Afternoon Programming Starts. Parties Responsible- All Grant staff. - EMPOWERING FAMILIES #1 Week of August 26th- Required Parent Orientation Meeting Parties Responsible: Grant Director, Site Director, and grant staff. - Week of August 26th- Monthly staff meeting at both sites. Parties Responsible: Grant Director, Site Director, and grant staff. - Daily/Weekly attendance data entered in ELAP. Parties Responsible: Site Director - Complete all grant data quality checks and reports by their deadlines. Parties Responsible: Grant Director, Site Director, and designated grant staff.</p>

<p>* 09/01/2026 </p>	<p>* September 2026: - September 7th -All programming across all sites is fully operational. Parties Responsible- All Grant staff. --September 14th -December 7th - "My Community Monday" starts- 8 weeks of programming with Girls on the Run/ Men of Measure. - September 7th - Purposeful People Social, Emotional Learning lessons integrated into morning and afternoon programming and continues throughout the year. Parties Responsible: Site director, trained SEL grant staff. - Week of September 14th- LEAPS Monthly Leadership Meeting, Previous Month Finance and Compliance Check Report Due to ORS Business Office. Parties Responsible - Grant Director, Site Directors Parties Responsible: Site Director, designated grant staff, community partners Parties Responsible: Grant Director, Site Director, and grant staff. - Mid-September- "Wonderful Wednesday" Field Trip to OR Community Organization (City Library) Parties Responsible: Grant Director, Site Director, grant staff. community partner and bus transportation company. EMPOWERING FAMILIES # 2- Week of September 21st-25th- Bring your Grown up to After school week! Parties Responsible: Grant Director, Site Director, and grant staff. - Daily/Weekly attendance data entered in ELAP. Parties Responsible: Site director - Complete all grant data quality checks and reports by their deadlines. Parties Responsible: Grant Director, Site Director and designated grant staff.</p>	<p>* Grant/Site Directors, Designated grant staff</p>
<p>* 10/01/2026 </p>	<p>* October 2026- Morning and afternoon programming continues. - Fall Break September 28- October 9, 2026 (1st 9 weeks is over) - Week of October 12th- Review and evaluate 1st 9 weeks student data to determine enrollment needs and student progress in programs. Parties Responsible - Grant Director, Site Directors, data coordinators, Math and Reading Specialist, classroom teachers at each Site. - Week of October 12th - LEAPS Monthly Leadership Meeting, Previous Month Finance and Compliance Check Report Due to ORS Business Office. Parties Responsible - Grant Director, Site Directors Parties Responsible- Site Director, grant staff. -EMPOWERING FAMILIES # 3 - Week of October 19 -Morning Program Family Drop-in Week Parties Responsible- Site Director, grant staff. - October 21- "Wonderful Wednesday" Field trip with the City of Oak Ridge Fire and Police Department. Parties Responsible: Grant Director, Site Director, grant staff, community partners, bus transportation company .. - Weekly attendance data entered ELAP. Parties Responsible: Site Director - Complete all grant data quality checks and reports by their deadlines. Parties Responsible: Grant Director, Site Director and designated grant staff.</p>	<p>* Grant/Site Directors, Designated grant staff</p>
<p>* 11/01/2026 </p>	<p>* November 2026- Morning and Afternoon programming continues. Week of November 16th- LEAPS Monthly Leadership Meeting, Previous Month Finance and Compliance Check Report Due to ORS Business Office. Parties Responsible - Grant Director, Site Directors - Week of November 16th- Quarterly staff meeting at both sites. Parties Responsible: Grant Director, Site Director, and grant staff. - "My Community Monday" and "Wonderful Wednesday" programming with our community partners continues. Parties Responsible: Grant Director, Site Director, grant staff, community partners - November 18th - "Wonderful Wednesday" Field trip/ Parent Engagement Event to participate in the Coordinated School Health Turkey Trot at one of the local City Parks. EMPOWERING FAMILIES #4, November 14th --Parents are invited to participate in the Turkey Trot event and help volunteer. Parties Responsible: Site Director, grant staff, community partners, bus transportation company. - November 23rd-27th - Thanksgiving Holiday - Weekly/daily attendance data entered in ELAP. Parties Responsible: Site Directors and designated grant staff. - Complete all grant data quality checks and reports by their deadlines. Parties Responsible: Grant Director, Site Director, and designated grant staff.</p>	<p>* Grant/Site Directors, Designated grant staff</p>

<p>* 12/01/2026</p> 	<p>* December 2026: Morning and Afternoon programming continues. - Week of December 9th- LEAPs Monthly Leadership Meeting, Previous Month, Finance and Compliance Check Report Due to ORS Business Office. Parties Responsible - Grant Director, Site Directors Parties Responsible: Grant Director, Site Director, grant staff, community partners - Week of December 14-Grant Leadership analyzes budget and submits Budget amendments as needed. Parties Responsible: Grant Director, Site Director - EMPOWERING FAMILIES # 5- Week of December 16- Parent Education- Healthy Eating for the holidays presented by our Food Service Provider, SFE. Parties Responsible- Site Director, grant staff. - Daily/Weekly attendance data entered in ELAP. Parties Responsible: Site Director - Complete all grant data quality checks and reports by their deadlines. Parties Responsible: Grant Director, Site Director, and designated grant staff. - Christmas Break is December 21-January 1 (end of 2nd 9 weeks).</p>	<p>* Grant/Site Directors, Designated grant staff</p>
<p>* 01/01/2027</p> 	<p>* January 2027: Morning and Afternoon programming continues. - Week of January 4-LEAPS Monthly Leadership Meeting, Previous Month, Finance and Compliance Check Report Due to ORS Business Office. Parties Responsible - Grant Director, Site Directors - Week of January 4 - Review and reevaluate 2nd 9 weeks student data to determine enrollment needs and student progress in programs. Parties Responsible - Grant Director, Site Directors, data coordinators, Math and Reading Specialist, classroom teachers at each Site. - "My Community Monday" and "Wonderful Wednesday" programming with our community partners continues. January 11th- February 22- My Community Monday- Anti-bullying Program with Premier Martial Arts and Yoga for Kids for 6 weeks. Premier Martial Arts will be at one school and Yoga for Kids at the other school, then the two community partners will switch. Parties Responsible: Grant Director, Site Director, grant staff, community partners Responsible- Grant Director, Site Director, grant staff. - January 20th - "Wonderful Wednesday" Field trip to the City of Oak Ridge Parks and Recreation Department and Library. Parties Responsible: Grant Director, Site Director, grant staff, community partners - Weekly attendance data entered in ELAP by site directors. Parties Responsible: Site Director - Complete all grant data quality checks and reports by their deadlines. Parties Responsible- Grant Director, Site Director, and designated grant staff.</p>	<p>* Grant/Site Directors, Designated grant staff</p>
<p>* 02/01/2027</p> 	<p>* February 2026: Morning and Afternoon programming continues. - Week of February 1- LEAPS Monthly Leadership Meeting, Previous Month, Finance and Compliance Check Report Due to ORS Business Office. Parties Responsible - Grant Director, Site Directors - "My Community Monday" and "Wonderful Wednesday" programming with our community partners continues. Parties Responsible: Grant Director, Site Director, grant staff, community partners - Week of February 15th - Quarterly staff meeting at both sites. Parties Responsible- Grant Director, Site Director, grant staff. February 17th- "Wonderful Wednesday" Field trip to the Premier Marital Arts/UT Extension Office. Parties Responsible: Grant Director, Site Director, grant staff, community partner, bus transportation company. --EMPOWERING FAMILIES #6 February 22- Parent Education on Yoga and Stress reduction techniques. Parents join their child during "My Community Monday" for UT Extension's Yoga for Kids program. Parties Responsible- Grant Director, Site Director, grant staff, community partners. - Daily/ Weekly attendance data entered in ELAP. Parties Responsible: Site Director - Complete all grant data quality checks and reports by their deadlines. Parties Responsible- Grant Director, Site Director, and designated grant staff.</p>	<p>* Grant/Site Directors, Designated grant staff</p>

<p>* 03/01/2027</p>	<p>* March 2026: Morning and Afternoon programming continues. Spring Break is March 15-26 (3rd 9 weeks complete). - Week of March 1-LEAPS leadership meeting, Previous Month, Finance and Compliance Check Report Due to ORS Business Office. Analyze budget and make budget amendments as needed. Begin Summer program planning, if doing summer programming. Parties Responsible - Grant Director, Site Directors, School Administrators - Review and evaluate 2nd 9 weeks student data to determine enrollment needs and student progress in programs. Parties Responsible - Grant Director, Site Directors, data coordinators, Math and Reading Specialist, classroom teachers at each Site. - "My Community Monday" with our community partners continues. March 1st- April 12th - My Community Monday with SFE our Food Service Provider and ASAP of Anderson our Anti-drug coalition Partner. These partners will present 2 hands on activities at each site and then switch and provide the same activity to the other site. Parties Responsible: Grant Director, Site Director, grant staff, community partners - EMPOWERING FAMILIES #7 Week of March 1st--Bring your grown-up to after school event. Parties Responsible- Site Director, grant staff. - EMPOWERING FAMILIES #8- Week of March 8th- Parent Education on strategies on how to support their child during TN Ready Testing in April. - Week of March 24, 2025-Monthly staff meeting at both sites. Parties Responsible- Grant Director, Site Director, and grant staff. - Daily/Weekly attendance data entered ELAP. Parties Responsible- Site Director - Complete all grant data quality checks and reports by their deadlines. Parties Responsible- Grant Director, Site Director, and designated grant staff.</p>	<p>* Grant/Site Directors, Designated grant staff</p>
<p>* 04/01/2027</p>	<p>* April: Morning and Afternoon programming continues. - Week of April 5th - LEAPs Leadership Meeting, Previous Month, Finance and Compliance Check Report Due to ORS Business Office. Parties Responsible - Grant Director, Site Directors, School Administrators - Week of April 1st-Grant Leadership analyzes budget and submits Budget amendments as needed. Parties Responsible- Grant Director, Site Directors - "My Community Monday" and "Wonderful Wednesday" programming with our community partners continues. Parties Responsible: Grant Director, Site Director, grant staff, community partners - Week of April 12th --Quarterly staff meeting at both sites. Parties Responsible- Grant Director, Site Director, and grant staff. April 14th - "Wonderful Wednesday" Field trip with community partners with our Food Service Partner, SFE to visit our High School Cafeteria. Parties Responsible: Grant Director, Site Director, grant staff, community partners - Daily/Weekly attendance data entered in ELAP. Parties Responsible- Site Director - Complete all grant data quality checks and reports by their deadlines. Parties Responsible- Grant Director, Site Director, and designated grant staff. April 19th- May 23rd- My Community Monday with our Fine Arts/Tech Education Classes at Clubs at Oak Ridge High School (ORHS). These classes will be hands on and run by ORHS students. EMPOWERING FAMILIES #9- Week of April 26th- Parent Education from ASAP of Anderson on substance misuse and prevention among youth.</p>	<p>* Grant/Site Directors, Designated grant staff</p>
<p>* 05/01/2026</p>	<p>* May- Morning and Afternoon Programming ends May 25TH. - Week of May 3rd, LEAPS Monthly Leadership Meeting, Previous Month, Finance and Compliance Check Report Due to ORS Business Office. Parties Responsible - Grant Director, Site Directors, School Administrators - Week of May 3rd - Review and evaluate end of year student data to determine enrollment needs and student progress in programs for summer and next school year. - Daily/Weekly attendance data entered in ELAP. Parties Responsible- Site Director - Complete Final grant and local requirements for FY26 by their due dates. Parties Responsible- Grant Director, Site Director May 12th- "Wonderful Wednesday" Field trip to explore the career and technology options of our ORHS Career and Technology department at Oak Ridge High School</p>	<p>* Grant/Site Directors, Designated grant staff</p>
<p>* 06/01/2027</p>	<p>* June/July 2027 - Complete Final grant and local requirements for FY26 by their due dates. Parties Responsible- Grant Director, Site Director</p>	<p>* Grant/Site Directors, Designated grant staff</p>

Resources

[Click here to open the application guidance document.](#)

Partnerships

Oak Ridge (012) Public District - FY 2027 - Lottery for Education: Afterschool Programs (LEAPS) - Rev 0 - Lottery for Education: Afterschool Programs (LEAPS)

*** Partnerships.** In this section, the applicant should describe how partnerships have or will be formed to carry out the project goals. A signed copy of the memorandum of agreement with the school district(s) must be completed and submitted with the application as well as a statement of collaboration and partnership agreement form for each partner. Specifically, the applicant should describe the services offered by the partner, the frequency of such services, and how frequently partnership meetings will occur.

We plan to have extensive partnerships that will be working with our grant on a daily, weekly, monthly and yearly basis. These partnerships will be vital for us to meet grant nutrition, physical activity, and academic requirements. We believe that continuing to strengthen our current partnerships while growing new ones in future grant years is key to delivering high-quality programming and keeping the program moving forward.

Our partners will include, but is not limited to the following:

MEMORANDUMS OF AGREEMENTS

OAK RIDGE SCHOOLS- See Memorandum of Agreement titled "ORS MOA LEAPS 2026" in the Related Documents Memorandum of Agreement section of this application.

Oak Ridge School agrees to the following responsibilities to ensure successful programming for our students and their family members:

1. To provide ongoing opportunities for meaningful communication between the school staff and the LEAPS program staff.
2. To provide opportunities for school staff and LEAPS Program staff to plan, coordinate, and integrate curricular needs within the afterschool activities.
3. To assist in tracking student enrollment, academic and discipline information via the student information system package (SIS). To this end, LEAPS program staff

will need assistance in obtaining the state-issued student identification number. Assigned school/district staff will receive participant enrollment information from the LEAPS staff once per semester and will "flag" program participants in the SIS package for LEAPS under student classification; and

4. To assist in obtaining all relevant student data including grades, grade point average, state assessment, attendance, family, teacher, or student surveys for evaluating student progress and program effectiveness for mandatory state and federal reports. It will be the responsibility of the LEAPS program staff to obtain parental/legal guardian consent for the sharing of student information. The school/district shall ensure that LEAPS program staff maintain student confidentiality of records within the guidelines of state and federal requirements.

Partnership Meetings will occur regularly and in-person between the Grant Director and ORS district staff. In addition, all partners will receive regular updates/newsletters regarding program activities via email or in-person discussions.

WOODLAND ELEMENTARY SCHOOL (WES)- See Memorandum of Agreement titled "WOODLAND MOA LEAPS 2026" in the Related Documents. Memorandum of Agreement section of this application.

WOODLAND ELEMENTARY agrees to the following responsibilities to ensure successful programming for our students and their family members:

1. To provide ongoing opportunities for meaningful communication between the school staff and the LEAPS program staff.
2. To provide ongoing opportunities for school staff and LEAPS Program staff to plan, coordinate, and integrate curricular needs within the afterschool activities.
3. To assist in tracking student enrollment, academic and discipline information via the student information system package (SIS). To this end, LEAPS staff will need assistance in obtaining the state-issued student identification number. Assigned school/district staff will receive participant enrollment information
4. To assist in obtaining all relevant student data including grades, grade point average, state assessment, attendance, family, teacher, or student surveys for evaluating student progress and program effectiveness for mandatory state and federal reports. It will be the responsibility of the LEAPS program staff to obtain parental/legal guardian consent for the sharing of student information. The school/district shall ensure that LEAPS program staff maintain student confidentiality of records within the guidelines of state and federal requirements.

Partnership Meetings will occur regularly either virtually or in-person with the Grant Director, Site Director and school administration. In addition, all partners will receive regular updates/newsletters regarding program activities via email or in-person discussions.

LINDEN ELEMENTARY SCHOOL (LES))- See Memorandum of Agreement titled " LINDEN MOA LEAPS 2026" in the Related Documents Memorandum of Agreement section of this application.

LINDEN ELEMENTARY agrees to the following responsibilities to ensure successful programming for our students and their family members:

1. To provide ongoing opportunities for meaningful communication between the school staff and the LEAPs program staff.
 2. To provide opportunities for school staff and LEAPs Program staff to plan, coordinate, and integrate curricular needs within the afterschool activities.
 3. To assist in tracking student enrollment, academic and discipline information via the student information system package (SIS). To this end, LEAPs staff will need assistance in obtaining the state-issued student identification number. Assigned school/district staff will receive participant enrollment information from the LEAPs program staff once per semester and will "flag" program participants in the SIS package for LEAPs under student classification; and
 4. To assist in obtaining all relevant student data including grades, grade point average, state assessment, attendance, family, teacher, or student surveys for evaluating student progress and program effectiveness for mandatory state and federal reports. It will be the responsibility of the LEAPs program staff to obtain parental/legal guardian consent for the sharing of student information. The school/district shall ensure that LEAPs program staff maintain student confidentiality of records within the guidelines of state and federal requirements.
- Partnership Meetings will occur regularly either virtually or in-person with the Grant Director, Site Director and school administration. In addition, all partners will receive regular updates/newsletters regarding program activities via email or in-person discussions.

SOUTHWEST FOOD SERVICE EXCELLENCE (SFE)- See Memorandum of Agreement titled "SFE MOA LEAPS 2026" in the Related Documents Memorandum of Agreement section of this application.

SFE agrees to establish a working relationship between Oak Ridge Schools (ORS) LEAPs After School Program and Southwest Food Service Excellence (SFE) with the primary objective to ensure the provision of nutritious snacks to students participating in the LEAPs after school program at Woodland and Linden Elementary Schools.

Both agencies agree to the following responsibilities to ensure a successful after school snack program:

1. SFE agrees to supply healthy and balanced snacks daily that meet all state and federal guidelines to after school students at WES and LES during days that programming occurs.
 2. ORS agrees to keep accurate records of snack participation and report those to SFE.
 3. ORS and SFE will follow state and federal reporting guidelines to ensure compliance with all state and federal laws and regulations.
- SFE will also participate in our "My Community Monday" education series and our "Wonderful Wednesday" programming by providing engaging and educational experiences that positively impact our students. During SFE's dedicated time in March and April they will offer nutrition education through hands-on activities and cooking demonstrations for grant participants.
- SFE will extend their support to parents through education on healthy cooking, meals on a budget, etc. They will do this by inviting parents to participate in their Monday /Wednesday programming and participating in parent engagement nights at school. In addition, they will be providing nutritional education tips and handouts for our families throughout the school year.
- Partnership Meetings will occur regularly either virtually or in-person with the Grant Director, Site Director and school administration. In addition, all partners will receive regular updates/newsletters regarding program activities via email or in-person discussions.

PARTNERSHIP AGREEMENTS

CITY OF OAK RIDGE-including the Police, Fire, Parks and Recreation, Utility, and Library Depts.- See Partnership Agreement titled "City of OR partnership statement" in the Related Documents Statement of Collaboration/Partnership section of the grant.

Oak Ridge Schools and the City of Oak Ridge have maintained a longstanding and positive working relationship. Both parties recognize that collaboration is essential for nurturing productive citizens who care deeply about their community.

The City of Oak Ridge will participate in our "Wonderful Wednesday" programming as stated in our Project Timeline. Also, as available, they will allow city staff to visit and talk with our students during our "My Community Monday programming".

OAK RIDGE HIGH SCHOOL (STEM/CTE, Health Science Fine Arts Department and Clubs)- See Partnership Agreement titled "ORHS STEM CTE HS FA Partnership Statement" in the Related Documents Statement of Collaboration/Partnership section of the grant.

Oak Ridge High School (ORHS) will work collaboratively with our LEAPs After School programming to provide learning opportunities to our grant

participants and their families by participating in our "My Community Mondays and Wonderful Wednesday" programming. These clubs are led by ORHS students. These high school students will work directly with grant students (under the supervision of grant staff) to provide them with various enrichment activities.

The Clubs and participating departments are:

- ORHS CTE Director
- ORHS Technology Student Association (TSA)
- ORHS Drone and Cyber Patriots
- ORHS Wildbots
- ORHS Computer Science Club
- ORHS Health Science Club
- ORHS Masquers
- ORHS Fine Arts/Music Departments

In addition to working with students, these clubs will also participate in our Family Engagement Events as available. Partnership Meetings will occur regularly either virtually or in-person with the Grant Director, Site Director and school administration. In addition, all partners will receive regular updates/newsletters regarding program activities via email or in-person discussions.

ORS TEACHING AND LEARNING AND TUTORING PROGRAM- See Partnership Agreement titled "ORS Teaching and Learning Partnership Statement" in the Related Documents Statement of Collaboration/Partnership section of the grant.

The ORS Dept of Teaching and Learning is committed to providing high quality Professional Development opportunities for grant staff that includes, but is not limited to the following:

- Early Learning and Foundational Skills
- ELA/Math Strategies and Vertical Alignment
- Use of Data
- Social Emotional Learning

In addition, the Teaching and Learning Department will provide PLC/Data coaches that will help grant staff analyze data in order to make informed decisions regarding participants and grant needs.

The ORS Tutoring Program remains committed to collaborating closely with our LEAPS Programming. Every Tuesday and Thursday, they offer small group tutoring to specifically identified students at both our sites.

We will also work to split transportation costs if available.

Partnership Meetings will occur regularly either virtually or in-person with the Grant Director, Site Director and school administration. In addition, all partners will receive regular updates/newsletters regarding program activities via email or in-person discussions.

UNIVERSITY OF TENNESSEE EXTENSION OFFICE- See Partnership Agreement titled " UT Extension Partnership Statement" in the Related Documents Statement of Collaboration/Partnership section of the grant.

The UT Extension Office of Anderson County will participate in the LEAPS "My Community Mondays and Wonderful Wednesday" after school programming. Their primary focus will be to provide health education and promote physical activity among our grant participants.

Specifically, they will offer the following programs:

- Yoga For Kids- This physical activity program is designed to enhance flexibility, strength, balance, self-esteem, self-regulation listening skills and the ability to pay attention in class.
- Rudy Raccoon Nutrition Education program- geared toward 3rd and 4th grade students, this interactive program covers essential lessons on nutrition, hygiene, and physical activity. It also includes at-home challenges for parents and students.
- In addition to working directly with grant participants, the UT Extension team will conduct hands-on learning sessions during family engagement events. They will also distribute educational pamphlets and flyers to our grant community, reinforcing our commitment to the overall well-being of our students.
- Partnership Meetings will occur regularly either virtually or in-person with the Grant Director, Site Director and school administration. In addition, all partners will receive regular updates/newsletters regarding program activities via email or in-person discussions.

ASAP of ANDERSON- See Partnership Agreement titled "ASAP of Anderson Partnership Statement" in the Related Documents Statement of Collaboration/Partnership section of the grant.

ASAP of Anderson will participate in the "My Community Mondays" and at various times throughout the year in the LEAPS After School Program. The primary focus is to deliver health education and comprehensive curriculum on substance misuse to grant participants. "My community Mondays" serves as a dedicated time slot every Monday for community partners to engage, educate and positively impact our students.

In addition, ASAP Anderson will extend their support to after school parents and our school communities through a range of education and prevention activities. These initiatives are specifically designed to reduce substance misuse among our students and within their homes. Activities include hands-on learning sessions during Family Engagement events, distribution of educational pamphlets and fliers and parent-student educational interactions during the "My Community" events.

Substance misuse in the family can create a complex web of challenges for students that affects their academic outcomes and their overall well-being. By collaborating with ASAP of Anderson, we aim to reduce the negative effects of substance misuse and promote resilience in our schools and community. Partnership Meetings will occur regularly either virtually or in-person with the Grant Director, Site Director and school administration. In addition, all partners will receive regular updates/newsletters regarding program activities via email or in-person discussions.

COORDINATED SCHOOL HEALTH (CSH)- See Partnership Agreement titled "CSH Partnership Statement" in the Related Documents Statement of Collaboration/Partnership section of the grant.

Coordinated School Health (CSH) is an effective approach designed to connect health (physical, emotion and social) with learning. CSH encourages healthy lifestyles, provides needed support to at-risk students and helps reduce prevalence of health problems that impair academic success.

The ORS Office of Coordinated School Health will support the LEAPS After School program by providing materials and resources that support the physical, emotional, and social needs of grant students and staff. CSH staff will work closely with grant staff to monitor at-risk students and help improve their health throughout a variety of activities and materials, helping improve their academic success.

Partnership Meetings will occur regularly either virtually or in-person with the Grant Director, Site Director and school administration. In addition, all partners will receive regular updates/newsletters regarding program activities via email or in-person discussions.

In conclusion, we are excited about the vast array of partnerships our grant students and staff will have access too. We will continue to work with our other community assets (see community asset section) to provide additional resources and experiences for our LEAPS participants.

Resources

[Click here to open the application guidance document.](#)

[Extended Learning Statement of Collaboration and Partnership Form](#)

[Extended Learning Memorandum of Agreement](#)

Sustainability

Oak Ridge (012) Public District - FY 2027 - Lottery for Education: Afterschool Programs (LEAPS) - Rev 0 - Lottery for Education: Afterschool Programs (LEAPS)

*** Sustainability.** Applicants are asked to describe the process for continuing the project after grant funding is no longer available. The sustainability plan should be detailed. General statements about seeking other grants are insufficient.

The applicant must include a

- 1) description of how other funds will be leveraged to continue the program,
- 2) description of how partnerships can be utilized to defray some program expenses in the future,
- 3) description of how current operating funds will be used to support the program,
- 4) list of in-kind contributions as applicable that includes the source and approximate dollar amount, and
- 5) description of any proposed program income and/or fees.

See the Request for Applications document for more information on the approval process.

Our project's sustainability is built on a robust plan that ensures the continuation and growth of our program should we not continue to receive grant funds or grant funding is no longer available. We are committed to leveraging every resource available to us, ensuring that our mission endures and thrives.

Here's how we plan to achieve this:

1. Diversified Funding Streams

We will leverage other funds, including Title One and Title Four allocations from our district, to sustain our program. Since both our sites are Title One schools, we will be able to look at redistributing current budget plans to include before and after school programming. Additionally, we will actively seek contributions and grants from local banks and financial institutions, such as the local Teachers' Credit Union and Y12 Federal Credit Union, which have historically been open to investing in community-based educational initiatives.

2. Strategic Partnerships

Our partnership with ORS Tutoring stands as a model for how collaborative efforts can enhance program offerings while sharing costs. We will continue to cultivate partnerships with local organizations such as the , UT Extension, the City of Oak Ridge, Oak Ridge High School STEM and Fine Arts Clubs, ASAP of Anderson and our other community assets, leveraging their support to defray expenses and enrich our program. Each of these assets have the ability to fund small projects for before and after school programs for free because of grants within their organization.

3. Optimized Use of Operating Funds/In-Kind

We will propose to our district that a calculated portion of our current operating funds will be strategically redirected to support the program's core activities. This reallocation would help ensure that our program's quality and reach are not compromised.

Currently, ORS provides many in-kind contributions that complement our sister 21st CCLC After school Grant. The in-kind contributions are including, but not limited

to the following:

1. Use of facilities- including room space, utility, custodial services, internet access, etc.
2. Educational Materials- ORS donates items such as pencils, copy paper, paint, books, etc for our program.
3. Transportation- Morning bus transportation for our students to school.
4. Technology support- our program participants and staff have access to use all the school's technology, such as computers, calculators, Lu Interactive Playground, New Line Panels, etc.
5. Staff Support Salaries- not paid for by the grant (Math/Reading Specialist, Data Coordinators, Administrators, etc)

We estimate that the grant would have to provide all of these things it would add up to around \$1000 per student at 130 students (90 hour band students) totaling \$130,000.

Resources

[Click here to open the application guidance document.](#)

Competitive Priority Narratives

Oak Ridge (012) Public District - FY 2027 - Lottery for Education: Afterschool Programs (LEAPS) - Rev 0 - Lottery for Education: Afterschool Programs (LEAPS)

Competitive Priority I (6 points) Competitive priority is given to applications that propose to serve students in elementary schools (K-5). In order to receive the priority points, the application must propose to serve elementary schools only, unless the school is a combined school (i.e., K-6, K-7, K-8). If the application is for a combined school, the project must include a primary focus on interventions targeting elementary school grades K-5.

Check this box if the organization proposes to serve elementary schools only with grant funds.

Competitive Priority II (2 points) The department wants to serve as many students as possible in extended learning programs throughout the state. To expand the geographic distribution of programs, priority points will be awarded to applications that propose to serve students in the following counties: **Benton, Chester, Dickson, Franklin, Hardin, Henderson, Houston, Macon, Moore, Montgomery, and Rhea**. Students in these counties have limited or no access to a 21st CCLC or LEAP program.

Check the box if the organization resides in one of the specified counties/districts.

Competitive Priority III (2 Points) ,The department's commitment to ensuring that all students have access to a quality education regardless of where they live includes access to quality extended learning programs. To that end, priority points will be awarded to programs that will serve students in the following distressed counties: **Bledsoe, Clay, Cocke, Grundy, Hancock, Hardeman, Haywood, Lake, Perry, Pickett, and Scott**.

Check the box if the organization resides in one of the specified counties/districts.

Resources

[Click here to open the application guidance document.](#)

Budget

Oak Ridge (012) Public District - FY 2027 - Lottery for Education: Afterschool Programs (LEAPS) - Rev 0 - Lottery for Education: Afterschool Programs (LEAPS)

Indirect Cost Guide

Total Allocation	\$0.01
Existing Budget In Categories Not Eligible for Indirect Cost	\$23,520.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$0.00
Indirect Cost Rate	6.83%
Max Available Budget In Categories Eligible for Indirect Cost	\$15,182.48
Max Indirect Cost	\$0.00

Account Number	Total
73300 - Community Services	\$245,811.20
99100 - Transfers Out	\$14,188.80
Total	\$260,000.00
Adjusted Allocation	\$0.01
Remaining	(\$259,999.99)

Budget Detail

Oak Ridge (012) Public District - FY 2027 - Lottery for Education: Afterschool Programs (LEAPS) - Rev 0 - Lottery for Education: Afterschool Programs (LEAPS)

73300 - Community Services - \$245,811.20 ▼

Budget Detail

Narrative Description

Account Number: 73300 - Community Services

Line Item Number: 105 - Supervisor / Director

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$52,000.00

Line Item Total: \$52,000.00

We expect to serve 130 regular attendee participants across both sites. Based upon the funding formula of 130 regular attendees x \$2000= 260,000.

This line item is a total of \$52,000 which is 20% of the grant total.

There will be one grant administrator working throughout the 2026 fiscal year for a total salary of \$12,500. This is a salaried position and not an hourly position. This person will be a Full time Equivalent employee and will be spending approximately 12.5% of their total time on the grant. This percentage was determined by adding the grant administrators total approximate salary of \$100,000 and dividing it by \$12,500 which is approximately 12.5 % of total time worked. The grant director will not be providing direct services to students.

There will be two site directors working at our two sites throughout the 2026 fiscal year for a total salary of \$39500. As part of their position, the two site directors will also be providing direct services to students as needed, in addition to completing all grant reporting requirements.

Each site director will work approximately 14.5 hours per week for 39 weeks for a total salary of \$19750. Each site director will be paid \$35 an hour.

The Grant and Site Directors support the achievement of project goals through their varied job responsibilities.

Project Director Responsibilities include, but are not limited to:

- Ensures program activities adhere to LEAPs grant requirements
- Reviews grant budget, goals, and objects and establishes benchmarks for success each year
- Collects report card and assessment data for each student in the program to monitor progress
- Works with site coordinators to meet attendance goals and compliance of grant requirements.
- Makes sure students are flagged in student management system as LEAPS participants
- Oversees data collection/management activities
- Prepares mid-year and end of the year reports
- Recruits, trains, and monitors staff, volunteers, and interns
- Works with the Tennessee Department of Education school-age childcare division to obtain Certificate of Approval for all sites serving students for 15 hours or more per week
- Attends the summer symposium and multistate and other state-sponsored conferences

- Obtains 18 professional development hours each year
- Organizes professional development training for site coordinators and staff as it relates to grant goals and objectives
- Works with community partners to expand enrichment activities
- Disseminates annual surveys of stakeholders (i.e., parents, teachers, students).
- Analyze and share results with various stakeholders.
- Works with site coordinators to resolve parent or personnel issues
- Evaluates program and program staff
- Develops operations policies and practices for the after-school program in cooperation with staff, youth, and parents
- Develops a sustainability plan and works toward program sustainability over the grant period

Site Director Responsibilities include, but are not limited to:

- Responsible for the overall on-site management of the after-school program and compliance with LEAPS guidelines and requirements.
- Supervises on-site extended learning staff
- Plans weekly/monthly activity schedule and maintains enrollment data and records
- Submits timesheets and expense receipts and reports achievement and disciplinary data for each student to administration
- Resolves conflicts with students, parents, and staff members
- Trains staff in safety procedures and CPR
- Implements and documents regular safety drills including fire, tornado, and lockdown
- Ensures site program meets all state and federal mandated requirements (i.e., site minimum hours per week of services)
- Completes and submits food and nutrition service records
- Ensures site participant data is accurate in the student management system

Account Number: 73300 - Community Services

Line Item Number: 116 - Teachers

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity:

Cost:

Line Item Total:

There will be approximately 22 (22.3) teachers across both sites working approximately 3 hours per week for 38 weeks for \$30 an hour for a total salary of \$76,400.

Woodland Elementary (site A) will have approximately 11 teachers working within the grant. Linden Elementary (Site B) will have approximately 11 teachers working within the grant.

Teachers support the achievement of project goals and work directly with students through their varied job responsibilities.

Teachers Responsibilities include, but are not limited to:

- Helps students with homework and plans and implements engaging activities to school-age children in a developmentally appropriate manner
- Plans and implements engaging, academically focused lessons that adhere and support grant performance goals.

	<ul style="list-style-type: none"> - Returns all after-school supplies to appropriate location - Works on a weekly basis with core teachers in developing individualized plans for at-risk students - Informs site coordinator of absences as far in advance as possible - Encourages parent involvement by facilitating communication with parents of participating students - Performs other duties as assigned by program director and site director
<p>Account Number: 73300 - Community Services</p> <p>Line Item Number: 189 - Other Salaries & Wages</p> <p>Optional Program Code:</p> <p>Location Code: Oak Ridge (012)</p> <p>Quantity: <input type="text" value="1.00"/></p> <p>Cost: <input type="text" value="\$47,120.00"/></p> <p>Line Item Total: <input type="text" value="\$47,120.00"/></p>	<p>There will be approximately 11 (11.2) teaching assistants across both sites working approximately 4 hours per week at \$30 an hour for 35 weeks for a total salary of \$47, 120.</p> <p>Woodland Elementary (Site A) will have approximately 5 teaching assistants working within the grant.</p> <p>Linden Elementary (Site B) will have approximately 6 teaching assistants working within the grant.</p> <p>Teaching assistants will work directly with students to support the achievement of project goals through their varied job responsibilities.</p> <ul style="list-style-type: none"> -- Helps students with homework and works with certified staff to plan and implement engaging activities to school-age children in a developmentally appropriate manner. --- Works on a weekly basis with core teachers in developing individualized plans, lessons and activities that are designed for after school and meet grant performance goals. for at-risk students. -- Implements those lessons according to job descriptions/role in the program. - Informs site coordinator of absences as far in advance as possible. - Encourages parent involvement by facilitating communication with parents of participating students. - Performs other duties as assigned by program director and site director.
<p>Account Number: 73300 - Community Services</p> <p>Line Item Number: 201 - Social Security</p> <p>Optional Program Code:</p> <p>Location Code: Oak Ridge (012)</p> <p>Quantity: <input type="text" value="1.00"/></p> <p>Cost: <input type="text" value="\$10,882.24"/></p> <p>Line Item Total: <input type="text" value="\$10,882.24"/></p>	<p>We have designated 6.2% of our salaries totaling \$10,882.24 to cover social security costs.</p> <p>Total salaries are: \$175,520 x.062= \$10,882.24</p>
<p>Account Number: 73300 - Community Services</p>	<p>We have designated \$15,673.93 to cover the costs of retirement for our salaries.</p>

<p>Line Item Number: 204 - State Retirement</p> <p>Optional Program Code: Oak Ridge (012)</p> <p>Location Code: Oak Ridge (012)</p> <p>Quantity: 1.00</p> <p>Cost: \$15,673.93</p> <p>Line Item Total: \$15,673.93</p>	<p>The percentages used for determining retirement are set by the date and our district at the following amounts:</p> <p>Certified Staff in TCRS Retirement: 10.9%</p> <p>Non Certified Staff in TCRS Retirement: 6.89%</p> <p>Certified/Non certified in Hybrid Retirement: 9%</p>
<p>Account Number: 73300 - Community Services</p> <p>Line Item Number: 212 - Employer Medicare</p> <p>Optional Program Code: Oak Ridge (012)</p> <p>Location Code: Oak Ridge (012)</p> <p>Quantity: 1.00</p> <p>Cost: \$2,545.04</p> <p>Line Item Total: \$2,545.04</p>	<p>We have designated \$2,545.04 to cover the costs of Medicare for employees. This 1.45% of our salary total (\$175,520). The percentage was given to us by our district.</p>
<p>Account Number: 73300 - Community Services</p> <p>Line Item Number: 399 - Other Contracted Services</p> <p>Optional Program Code: Oak Ridge (012)</p> <p>Location Code: Oak Ridge (012)</p> <p>Quantity: 1.00</p> <p>Cost: \$23,520.00</p> <p>Line Item Total: \$23,520.00</p>	<p>We have 2 buses (one at each site) each making 5 trips a week for 38 weeks at \$60 per trip for a total of \$22,800.</p> <p>In addition, we will need to provide field trip transportation for our "Wonderful Wednesday" field trips to local community partners. This would include 6 total field trips at both sites. 6 field trips x 2 buses x \$60 each per trip for a total of \$720.</p> <p>The total for this line item is \$23,520. (\$22,800 + \$720).</p>

Total:

Account Number: 73300 - Community Services
Line Item Number: 429 - Instructional Supplies & Materials
Optional Program Code:
Location Code: Oak Ridge (012)
Quantity: 1.00
Cost: \$4,829.99
Line Item Total: \$4,829.99

We have budgeted \$4829.99 to be split evenly across both sites to cover instructional supplies for grant programming that includes, but is not limited to books, pencils, crayons, office supplies, scissor, paper and classroom supplies as needed for direct programming.

Account Number: 73300 - Community Services
Line Item Number: 524 - In-Service / Staff Development
Optional Program Code:
Location Code: Oak Ridge (012)
Quantity: 1.00
Cost: \$5,000.00
Line Item Total: \$5,000.00

This is to cover the cost of the Grant Director and both site directors to attend any required or optional high quality After School Conferences (Ex: Multi State conference) or Professional development meetings (Ex: State Grant Directors meeting). To determine this cost, we looked at the cost of previous years travel to attend similar sized conferences.

Account Number: 73300 - Community Services
Line Item Number: 599 - Other Charges
Optional Program Code:
Location Code: Oak Ridge (012)
Quantity: 1.00

We have designated \$7600 to cover fuel costs of \$20 per day for 2 buses operating 5 days a week for 38 weeks.
In addition, we have designated \$240 to cover the costs of fuel for field trips. This is \$20 per day for 2 buses for 6 field trips.
This is a total of \$7840 (\$7600+\$240) to cover fuel costs.

Cost: \$7,840.00

Line Item Total: \$7,840.00

Total for 73300 - Community Services: \$245,811.20

Total for all other Account Numbers: \$14,188.80

Total for all Account Numbers: \$260,000.00

Adjusted Allocation: \$0.01

Remaining: (\$259,999.99)

Budget Detail

Oak Ridge (012) Public District - FY 2027 - Lottery for Education: Afterschool Programs (LEAPS) - Rev 0 - Lottery for Education: Afterschool Programs (LEAPS)

99100 - Transfers Out - \$14,188.80 ▼

Budget Detail

Narrative Description

Account Number: 99100 - Transfers Out

Line Item Number: 504 - Indirect Cost

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$14,188.80

Line Item Total: \$14,188.80

Per our district policy, we have calculated 6% to cover indirect costs which totals \$13,450. \$23,520 (contracted services) of our \$260,000 budget is not eligible for indirect costs. \$236,480 x .06 = \$14,188.80

Total for 99100 - Transfers Out:	\$14,188.80
Total for all other Account Numbers:	\$245,811.20
Total for all Account Numbers:	\$260,000.00
Adjusted Allocation:	\$0.01
Remaining:	(\$259,999.99)

Budget Overview

Oak Ridge (012) Public District - FY 2027 - Lottery for Education: Afterschool Programs (LEAPS) - Rev 0 - Lottery for Education: Afterschool Programs (LEAPS)

Indirect Cost Guide	
Total Allocation	\$0.01
Existing Budget In Categories Not Eligible for Indirect Cost	\$23,520.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$0.00
Indirect Cost Rate	6.83%
Max Available Budget In Categories Eligible for Indirect Cost	\$15,182.48
Max Indirect Cost	\$0.00

Filter by Location: All - \$260,000.00

Line Item Number	Account Number	73300 - Community Services	99100 - Transfers Out	Total
105 - Supervisor / Director		52,000.00		52,000.00
		+\$52,000.00		+\$52,000.00
116 - Teachers		76,400.00		76,400.00
		+\$76,400.00		+\$76,400.00
189 - Other Salaries & Wages		47,120.00		47,120.00
		+\$47,120.00		+\$47,120.00
201 - Social Security		10,882.24		10,882.24
		+\$10,882.24		+\$10,882.24
204 - State Retirement		15,673.93		15,673.93
		+\$15,673.93		+\$15,673.93
212 - Employer Medicare		2,545.04		2,545.04
		+\$2,545.04		+\$2,545.04
399 - Other Contracted Services		23,520.00		23,520.00
		+\$23,520.00		+\$23,520.00
429 - Instructional Supplies & Materials		4,829.99		4,829.99
		+\$4,829.99		+\$4,829.99

Account Number	73300 - Community Services	99100 - Transfers Out	Total
Line Item Number			
504 - Indirect Cost		14,188.80 +\$14,188.80	14,188.80 +\$14,188.80
524 - In-Service / Staff Development	5,000.00 +\$5,000.00		5,000.00 +\$5,000.00
599 - Other Charges	7,840.00 +\$7,840.00		7,840.00 +\$7,840.00
Total	245,811.20 +\$245,811.20	14,188.80 +\$14,188.80	260,000.00 +\$260,000.00
	Adjusted Allocation		0.01
		Remaining	-259,999.99

Assurances

Oak Ridge (012) Public District - FY 2027 - Lottery for Education: Afterschool Programs (LEAPS) - Rev 0 - Lottery for Education: Afterschool Programs (LEAPS)

* I, THE UNDERSIGNED, CERTIFY that the information contained in this application is complete and accurate to the best of my knowledge; that the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations will be met; and, that the indicated agency designated in this application is authorized to administer this grant. - Check box to agree.

* I FURTHER CERTIFY that the assurances listed below have been satisfied and that all facts, figures, and representation in this application are correct to the best of my knowledge. - Check box to agree.

* Name of Applicant Agency Administrator:

* Certify Date:

LEAPs General Assurances

Assurance is hereby provided that:















1. The programs and services provided under this grant will be used to address the needs set forth in the application and fiscal related information will be provided within the fiscal year timelines established for new, reapplying, and/or continuing programs.
2. The programs and services provided with state funds under this grant will be operated so as not to discriminate on the basis of age, sex, race, national origin, religion, creed, or disability.
3. Administration of the program, activities, and services covered by this application will be in accordance with all applicable state statutes, regulations, and the approved application/program plans.
4. The activities and programs that will be performed under this grant will be used to supplement, not supplant, non-lottery educational resources for afterschool educational programs and purposes.
5. The grantee will participate in local evaluation process as defined by department to assess its progress toward achieving its goals and objectives and use its evaluation results to refine, improve, and strengthen its program and to refine its goals and objectives as appropriate.
6. The grantee will submit to the department such information, and at such intervals, that the department requires to complete state reports.
7. The grantee will cooperate in carrying out any evaluation of this program conducted by or for the state educational agency.
8. The grantee will comply with civil rights and nondiscrimination requirement provisions and equal opportunities to participate for all eligible students, teachers, and other program beneficiaries.
9. The grantee will use fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, state funds received and distributed under this program.

<p>10. The grantee will</p> <ul style="list-style-type: none"> ▪ (a) make reports to the Tennessee Department of Education as may be necessary to enable the department to perform their duties under this program; and ▪ (b) maintain records, provide information, and afford access to the records, as the department may find necessary to carry out their duties 	
<p>11. The applicant will file financial reports and claims for reimbursement in accordance with procedures prescribed by the Tennessee Department of Education.</p>	
<p>12. No board or staff member of a grantee will participate in, or make recommendations with respect to, an administrative decision regarding a program or project if such decision can be expected to result in any benefit or remuneration, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit to him or her or any member of his/her immediate family.</p>	
<p>13. Any printed (or other media) description of programs will state the total amount being spent on the project or activity and will indicate the percentage of funds from the state-funded programs.</p>	
<p>14. The grantee will adopt and use proper methods of administering such program, including</p> <ul style="list-style-type: none"> ▪ (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; or ▪ (b) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation. 	
<p>15. The grantee will administer such funds and property to the extent required by the authorizing statutes.</p>	
<p>16. The Grantee shall support enhanced student achievement through the establishment and operation of a LEAPs program that is complementary to school curricula and complies with the guidelines and requirements established in the grant application, the State Board of Education rules for school administered childcare programs, and State guidance documents. The Grantee shall provide the following services:</p>	
<p>a. Core educational services: The Grantee shall offer high quality services in core academic areas such as reading skills development and enhancement and math or science skills development and enhancement to participating students.</p>	
<p>b. Enrichment and support activities: The Grantee shall offer enrichment and support activities such as health and nutrition, technology, sports, and recreation to participating students.</p>	
<p>c. Community involvement: The Grantee shall establish and maintain partnerships within the community that continue to increase levels of community collaboration in planning, implementing and sustaining programs.</p>	
<p>d. Extended hours: The Grantee shall offer services to participating students during the school year for a minimum of 160 days. The Grantee may also provide optional services when school is not in session, such as holidays and/or during the summer; however, optional services will not be counted towards the minimum number of days during the school year.</p>	
<p>e. Professional development: The Grantee shall provide professional development opportunities to staff that are of sufficient intensity and duration, as defined by the State Board of Education rules for school administered childcare programs, to assist students in making sustainable changes in academic performance and personal development.</p>	
<p>f. Evaluation: The Grantee shall participate in an evaluation process that determines student progress and program success as well as providing</p>	
<p>g. The Grantee shall offer 12 hours annually of family engagement activities to support the advancement of students' academic and social development.</p>	


17.	The program will take place in a safe and easily accessible facility.
18.	The proposed program was developed and will be carried out in active collaboration with the schools the students attend.
19.	The program will primarily target students who are between the ages of 5-18. Fifty percent of those students must meet at least one of the LEAPs Eligibility criteria.
20.	The program will be provided in a manner that meets the minimum, basic requirements of state childcare guidelines.
21.	The program will be in alignment with the challenging State academic standards and any local standards.
22.	The Grantee shall serve, at minimum, the expected number of students, as indicated in the original grant application or subsequent revised and approved application documents. <ul style="list-style-type: none"> a. In the event that fewer students are being served, the Grantee shall notify the State immediately, along with an explanation of the circumstances and any corrective actions that the Grantee is undertaking in consultation with the State, to correct the issue. b. As requested, the Grantee shall provide the State with student participation records to demonstrate that sufficient progress is being made towards serving the expected number of students. Failure to serve the expected number of students may result in the State developing a corrective action plan for the Grantee to address the issue. The Grantee's failure to comply with the corrective action plan or to serve the expected number of students may result in the reduction of the awarded amount or termination of the Grant Contract for cause.
23.	The Grantee shall ensure that all programs utilizing LEAPs funds obtain a certificate of approval from the State's early learning division.
24.	The Grantee shall ensure that all employees, subcontractors, volunteers, and other personnel providing services under or related to this Grant Contract that shall have direct contact with children or will be on the property where the LEAPs occurs when children are present have a satisfactory background check prior to being assigned for service. This includes an FBI and TBI check, in accordance with Tenn. Code Ann. § 49-5-413(d)(1)(A). A satisfactory background check for the purposes of this Contract means the check has no indications for offenses as outlined in Tenn. Code Ann. § 49-5-413(d)(3). Clearance letters from the TBI for each employee, subcontractor, volunteer, and/or other personnel shall be required prior to the first date of service, and the State reserves the right to request documentation of background checks at any time. The Grantee shall be solely responsible for all costs associated with the background check.

Related Documents

Oak Ridge (012) Public District - FY 2027 - Lottery for Education: Afterschool Programs (LEAPS) - Rev 0 - Lottery for Education: Afterschool Programs (LEAPS)

Required Documents		Document/Link
Type	Document Template	Document/Link
(21st CCLC/LEAPS) Statement of Collaboration/Partnerships [Upload at least 1 document(s)]	<ul style="list-style-type: none">  (21st CCLC/LEAPS) Statement of Collaboration/Partnerships  City of OR partnership Statement  ORHS STEM CTE HS FA Partnership Statement  ORS TEACHING AND LEARNING PARTNERSHIP STATEMENT  UT EXTENSION PARTNERSHIP STATEMENT  ASAP OF ANDERSON PARTNERSHIP STATEMENT  CSH PARTNERSHIP STATEMENT 	<ul style="list-style-type: none">  ORS MOA LEAPS 2026  WOODLAND MOA LEAPS 2026  LINDEN MOA LEAPS 2026  SFE MOA LEAPS 2026
(21st CCLC/LEAPS) Memorandum of Agreement [Upload at least 1 document(s)]	<ul style="list-style-type: none">  (21st CCLC/LEAPS) Memorandum of Agreement 	
Optional Documents		Document/Link
Type	Document Template	Document/Link
(21st CCLC/LEAPS) Most recent audit or financial review [Upload up to 2 document(s)]	N/A	 ORS FY 25 AUDIT
(21st CCLC/LEAPS) 501c(3) Determination Letter (required for CBOs) [Upload up to 1 document(s)]	N/A	
(21st CCLC/LEAPS) IRS 990 (CBOs only) [Upload up to 1 document(s)]	N/A	
(21st CCLC/LEAPS) Program Fees and Income Description (all applicants, if applicable)	N/A	
(21st CCLC/LEAPS) Grant Application Budget	N/A	 LEAPS PROPOSED BUDGET 2026

 [LU INTERACTIVE PLAYGROUND PICTURES](#)

 [LEAPS JOB DESCRIPTIONS](#)



Date: April 13, 2026

Subject: Recommendation for Approval of Lifetime Wellness Textbook Adoption

The Lifetime Wellness Textbook Review Committee has completed a thorough evaluation process and unanimously recommends the adoption of the Goodheart-Wilcox Lifetime Wellness textbook for district use.

This recommendation follows a comprehensive review of multiple instructional resources, with careful consideration given to alignment with state standards, content relevance, instructional quality, and usability for both students and teachers. The committee found that the Goodheart-Wilcox program demonstrates strong alignment with Tennessee state standards while providing current, accurate, and meaningful health content.

Teachers on the committee noted that the materials are well-organized, user-friendly, and designed to support effective instruction without overwhelming students. The content emphasizes real-world application, helping students build essential decision-making and wellness skills that are critical for lifelong health. Additionally, the program was recognized for its engaging approach and inclusion of diverse perspectives and examples that reflect the experiences of today's students.

The committee also highlighted the strength of the accompanying instructional supports, including ready-to-use teaching resources and integrated digital tools that enhance lesson planning and delivery. These features will support teachers in providing high-quality, consistent instruction across the district.

Based on these findings, the committee firmly believes that the Goodheart-Wilcox Lifetime Wellness textbook represents the best available option to support effective, high-quality health education for our students.

I respectfully recommend the Board's approval of this textbook adoption.

Dr. Kelly Williams
Executive Director of Teaching & Learning
Oak Ridge Schools

Gateway: The publisher must provide a Tennessee Academic Standards alignment guide as a part of the scope and sequence for the material. If this gateway is not met, the materials will not be scored. All Tennessee Academic Standards must be addressed within the material. If this is not met, the material will not pass review by the Tennessee Textbook and Instructional Materials Quality Commission.

Introduction:

The following Instructional Materials Scoring Rubric for Lifetime Wellness is designed to score materials in the following categories:

- Instructional Focus
- Compliance with Relevant Health Education Laws
- Accessibility Features
- Alignment of Content

Scoring:

Each section is to be scored using a 0, 1, or 2. Use the following scoring guideline.

Tables 1-2:

- Adhere to the provided rubric statements for scoring.

Tables 3-4:

- 0: The standard is not present within the material.
- 1: The standard is present within the material. The intent and/or frequency component of the standard is not fully met.
- 2: A rating of 2 indicates the standard is present and all aspects of the standard are fully met.

Table 1: Instructional Focus					
Directions: Adhere to the provided rubric statements for scoring.					
Indicator	0	1	2	Score	Evidence
<i>Clear health goals and behavioral outcomes</i>	No connection between instruction, learning, and outcomes.	Connection between instruction, learning, and outcomes are weak or inconsistent.	All instructional strategies and learning experiences are directly related to the behavioral outcomes.	2	
<i>Research-based and theory-driven</i>	Material is not based on a theoretical approach.	Instructional strategy is based on theory but is limited to the cognitive domain.	Goes beyond the cognitive level and addresses health determinants and skills that influence specific health-related behaviors.	2	
<i>Focus on protective factors</i>	Some units do not focus on protective factors.	Protective factors are present throughout and only some assessment qualities.	Protective factors are reinforced throughout as well as opportunities for students to assess their: <ul style="list-style-type: none"> • Vulnerability to health problems • Risk of engaging in behaviors • Exposure to unhealthy situations 	2	
<i>Skills-based</i>	Fewer than three of the skills are present	Three to five skills are present	Builds essential skills throughout all units	2	

Table 1: Instructional Focus					
Directions: Adhere to the provided rubric statements for scoring.					
			<ul style="list-style-type: none"> • communication • refusal • accessing accurate information • decision-making • planning and goal-setting • self-control • self-management 		
<i>Age-appropriate and developmentally appropriate</i>	None of the features are present	One of the features are present	<ul style="list-style-type: none"> • Appropriate in both developmental and emotional maturity • Learning is relevant and applicable to students' daily lives • Concepts and skills are covered in a logical sequence 	2	
<i>Teacher information</i>	Neither of the features are present	One of the features are present	Teacher resources are ample in all the following: <ul style="list-style-type: none"> • Implementing the instructional strategies • Facilitating skills-based student assessment 	2	
Total				12/12	

Table 2: Compliance with Relevant Health Education Laws					
Directions: Adhere to the provided rubric statements for scoring.					
Indicator	0	1	2	Score	Evidence
<u>T.C.A. § 49-6-1302.</u> <i>Curriculum for Family Life Education</i>	Materials do not comply with the requirements within.	-	Materials address every instructional requirement and guideline as stated.	N/A	Not applicable for the selected unit
<u>T.C.A. § 49-6-1304.</u> <i>Family Life Instruction</i>	Materials do not comply with the requirements within.	-.	Materials address every instructional requirement and guideline as stated.	N/A	Not applicable for the selected unit
Total					

Table 3: Accessibility Features				
Directions:				
<ul style="list-style-type: none"> • 0: The standard is not present within the material. • 1: The standard is present within the material. The intent and/or frequency component of the standard is not fully met. • 2: A rating of 2 indicates the standard is present and all aspects of the standard are fully met. 				
Digital Materials	0	1	2	Evidence
All lessons within the materials are available in digital form and include a printable option.			2	
In every lesson, materials include recommended supports, accommodations, and modifications for Students with Disabilities and English learners that will support their regular and active participation in accessing on grade level material (e.g., modifying vocabulary words within word problems, sentence starters, etc.).			2	
Total				

4/4

Table 4: Alignment of Content

Directions:

- **0: The standard is not present within the material.**
- **1: The standard is present within the material. The intent and/or frequency component of the standard is not fully met.**
- **2: A rating of 2 indicates the standard is present and all aspects of the standard are fully met.**

HS.PW.12 and implement the strategies for preventing disease (e.g. personal hygiene, health screenings, vaccination).			2	
HS.MESH.1 Identify emotions and their effects on the mind and body.				
HS.MESH.2 Recognize stressors and formulate personal stress management techniques.				
HS.MESH.3 Design useful strategies for suicide prevention.				
HS.MESH.4 Identify ways to develop self-care behaviors.				
HS.MESH.5 Identify and explain adverse childhood experiences.				
HS.MESH.6 Examine characteristics of mental health conditions (i.e., anxiety, depression, and eating).				
HS.MESH.7 Describe the stages of grief.				
HS.MESH.8 Explain when to seek help for mental and emotional health concerns (provide local resources and national 988).				
HS.MESH.9 Identify positive ways of resolving interpersonal conflict.				
HS.MESH.10 Demonstrate appropriate refusal skills. (e.g., drugs, relationships, sexual activity).				
HS.FAS.1 Identify and demonstrate the skills necessary in responding to medical emergencies (e.g., common injuries, AED, choking).				
HS.FAS.2 Demonstrate hands-on CPR.				
HS.VOS.1 Explain increased potential of injury when employing high risk behaviors while operating and occupying a vehicle. (e.g., distracted driving, impaired driving, seat belt safety, and pedestrians).			✓	
HS.VOS.2 Explain the four levels of the Tennessee Graduated Driver's License laws.	✓		✓	not found in textbook

28/30

Table 4: Alignment of Content

Directions:

- **0: The standard is not present within the material.**
- **1: The standard is present within the material. The intent and/or frequency component of the standard is not fully met.**
- **2: A rating of 2 indicates the standard is present and all aspects of the standard are fully met.**

Conceptual Understanding: The materials support the intentional development of students' conceptual understanding of key health ideas, practice, and concepts.	0	1	2	Evidence
HS.PW.1 Identify the relationship between healthy eating and total wellness.				
HS.PW.2 Evaluate personal nutritional and energy needs.				
HS.PW.3 Examine the relationship between diet and disease. (e.g., metabolic syndrome, hypertension, hyperlipidemia).				
HS.PW.4 Implement the health-related and skill-related components of fitness.				
HS.PW.5 Analyze and engage in physical activities that are developmentally appropriate and support achievement of personal fitness.				
HS.PW.6 Describe and apply principles related to physical activity (i.e., principles of training, target heart rate, warm- up/cool-down).				
HS.PW.7 Construct fitness goals (i.e., S.M.A.R.T.).				
HS.PW.8 Explain the importance of preventative health care and how it contributes to overall wellness.				
HS.PW.9 Identify and explain signs, symptoms, screenings, treatment, and prevention of chronic or non-infectious diseases (e.g. cardiovascular disease, cancer, diabetes).				
HS.PW.10 Identify and explain signs, symptoms, screenings, treatment, and prevention of infectious diseases (e.g. influenza, COVID, strep, hepatitis, measles, STIs, etc.).				
HS.PW.11 Analyze the difference between infectious and non-infectious disease.			✓	

22/22

Table 4: Alignment of Content

Directions:

- **0: The standard is not present within the material.**
- **1: The standard is present within the material. The intent and/or frequency component of the standard is not fully met.**
- **2: A rating of 2 indicates the standard is present and all aspects of the standard are fully met.**

HS.HGD.9 Identify preventative methods and potential outcomes of engaging in sexual behaviors (e.g., pregnancy, abstinence, adoption, Hepatitis B, STIs). Compare various contraceptive methods in accordance with state/district policy.			2	
HS.HGD.10 Research the skills necessary for maintaining reproductive health (e.g., self-examinations, annual doctor visits, prenatal care).				
HS.HGD.11 Explain adoption and the types of adoption (open, semi-open, and closed).				
HS.HGD.12 Analyze the benefits of adoption.				
HS.HGD.13 Identify and give examples of multi-cultural, blended, or "different" families (adoption or foster).				
HS.SUA.1 Describe the proper use of over the counter and prescription drugs.				
HS.SUA.2 Predict the benefits of a lifestyle free from chemical misuse (e.g., career goals, healthy relationships, life expectancy).				
HS.SUA.3 Summarize the consequences of drug use. (i.e., alcohol, tobacco [e-cigs/vaping], prescription medications, marijuana, etc.).				
HS.SUA.4 Analyze the role of family, community, and cultural norms in deciding to use drugs.				
HS.SUA.5 Articulate the effects of substance misuse and abuse on society (e.g., on school, job, crime, physical enhancement).				
HS.SUA.6 Identify common warning signs of opioid and IV drug abuse.				
HS.SUA.7 Identify common symptoms of opioid prescription and IV drug overdose.				
HS.SUA.8 Demonstrate how to tell a trusted adult that someone you know may be misusing drugs.			✓	

20/20

Table 4: Alignment of Content

Directions:

- **0: The standard is not present within the material.**
- **1: The standard is present within the material. The intent and/or frequency component of the standard is not fully met.**
- **2: A rating of 2 indicates the standard is present and all aspects of the standard are fully met.**

HS.TS.1 Identify how people utilize technology to build relationships and to abuse and exploit relationships.			2	
HS.TS.2 Identify the risks associated with sexting.				
HS.TS.3 Define online sexual exploitation.				
HS.TS.4 Explain ways to create and maintain a safe, positive online environment.				
HS.HGD.1 Examine the aspects of positive relationships (e.g., family, dating, friendship, professional, community).				
HS.HGD.2 Determine the influence of families, media, cultural traditions, and economic factors on human development.				
HS.HGD.3 Define types of abuse where the victim is a child, such as neglect, physical, emotional, and sexual abuse, including abuse that may occur in the home, and human trafficking.				
HS.HGD.4 Evaluate how to reduce risks of becoming a victim of abuse and the process to report.				
HS.HGD.5 Explain methods to reduce your risk of becoming a victim of abuse and identify methods for seeking help from a trusted adult and community resources for reporting.				
HS.HGD.6 Discuss the detection, intervention, prevention, and treatment of human trafficking for children and adults.				
HS.HGD.7 Explain basic structures and functions of the reproductive system as they relate to the human life cycle (e.g., conception, birth, childhood, adolescence, adulthood).				
HS.HGD.8 Recognize abstinence from all sexual activity as a positive choice.			✓	

2/1/24

Table 4: Alignment of Content

Directions:

- **0: The standard is not present within the material.**
- **1: The standard is present within the material. The intent and/or frequency component of the standard is not fully met.**
- **2: A rating of 2 indicates the standard is present and all aspects of the standard are fully met.**

HS.SUA.9 Identify ingredients present in e-cigarettes and vape devices.			2	
HS.SUA.10 Recognize the myths about the safety of vaping.			1	
HS.SUA.11 Identify the health risks associated with vaping caused by both the vaping device mechanism and the ingredients.			2	6/6
Total				

Report of Local Adoption of Textbooks*

This form remains in the office of the Local Director of Schools for the 6 year Adoption Period

Oak Ridge

For the School Year 2025-2026

Report for schools of _____ County, City, or Special District.

Subject: Lifetime Wellness

Recommendation of Local Textbook Selecting Committee

We, the duly appointed members of the Local Textbook Selecting Committee for the Subject of Lifetime Wellness, recommend that the Oak Ridge (County or

Oak Ridge (City) Board of Education adopt, from the State Approved List, the following textbooks to be used in the public schools of Oak Ridge (County or

City), as approved by the law and contract:

State Approved	Waiver Approved	Technology Dependent	Grade	Author	Title	Company
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9-12	Catherine A. Sanderson Mark Zelman	Essential Skills for High School, 5th Edition	Goodheart - Wilcox
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

We hereby certify that we have returned to the office of the superintendent all the samples of textbooks submitted to us. Signatures of members of the Local Selecting Committee for this subject:

1 Den Williams 2 Den Williams 3 Den Williams
4 Herdi Foster 5 Herdi Foster 6 Herdi Foster
7 Camelia Price 8 Camelia Price 9 marcea wado
10 Camelia Price 11 Robert Howard 12 u

Oath to Be Administered to Members of the Local Textbook Committee

"I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook publisher or agency, and that I will not become directly or indirectly financially interested in any of the proposed contracts, nor in any book, nor in any publishing concern handling or offering any books or other publications to the Committee, of which I am a member, for listing and adoption, and I do hereby promise that I will act honestly, faithfully, and conscientiously, and in all respects will discharge my duty as a member of the Committee to the best of my skill and ability."

1 Den Williams 2 Den Williams 3 Den Williams
4 Herdi Foster 5 Herdi Foster 6 Herdi Foster
7 Camelia Price 8 Camelia Price 9 marcea wado
10 Camelia Price 11 Robert Howard 12 u

*Complete one (1) form for each local adoption committee.



Oak Ridge Schools

SCHOOL LEADERSHIP

2026 Summer School Fees

Middle School

The summer program will be targeting those K-8 students most in need of additional instruction for educational progress and promotional purposes. The vast majority of these students fall under one of the subgroups targeted by ORS as in danger of not meeting grade level proficiency. In order to encourage more of those students to attend, there will be no fees or tuition.

High School

2026 Recommendation

Residents: No Charge

Non-Residents: \$150.00 per course

Oak Ridge Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Appeals to and Appearances Before the Board</h2>	Descriptor Code: <h3 style="text-align: center;">1.404</h3>	Issued Date: <u style="color: red;">04/27/26</u> <del style="color: red;">08/28/23
		Rescinds:	Issued: <u style="color: red;">08/28/23</u> <del style="color: red;">04/28/14

1 APPEALS TO THE BOARD

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

8 APPEARING BEFORE THE BOARD

9 Individuals speaking to the Board shall address remarks to the chair and may direct questions to
 10 individual board members or staff members only upon approval of the chair.² Each person speaking
 11 shall state his name, address, and subject of presentation. ~~Remarks will be limited to three (3) minutes~~
 12 ~~unless time is extended by the Board.~~ The chair shall have the authority to terminate the remarks of
 13 any individual who ~~is violates state law disruptive~~ or does not adhere to Board rules.¹

14 Public Comment Period²

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

21 *Adding an Item to the Agenda*

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

27
28

Legal References

1. TCA 39-17-306
2. [TCA 8-44-112](#) ~~Public Acts of 2023, Chapter No. 300~~

Cross References

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

Oak Ridge Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Drug-Free Workplace	Descriptor Code: 1.804	Issued Date: <u>04/27/26</u> <u>04/28/14</u>
		Rescinds: I-53	Issued: <u>04/28/14</u>

1 General

2 Any employee who violates the terms of this policy shall be subject to disciplinary action, including
3 but not limited to, suspension, dismissal, and/or referral for prosecution.¹

4 The Superintendent or designee shall be responsible for providing a copy of this policy to all school
5 district employees.

6 **DEFINITIONS**

7 “Workplace” shall include any school building or any school premise; any school-owned or any other
8 school-approved vehicle used to transport students to and from school activities; and off-school
9 property during any school-sponsored or school approved activity, event, or function.

10 “Illegal drugs” shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate,
11 marijuana, or any other controlled substance as defined by federal law.²

12 “Unauthorized drugs” shall include, but are not limited to, inhalants; any designer, synthetic,
13 derivative, analogous, or “look-alike” substances that are manufactured, designed, or intended to
14 resemble and/or mimic the effects of illegal drugs; any legally prescribed drugs being used in a manner
15 for which they were intended or prescribed including, but not limited to, the use of prescription drugs
16 prescribed for another individual; and any lawful substances that could result in impairment of physical
17 or mental capacity that is threatening to the health or safety of the employee or others.³

18 “Alcohol” shall include, but is not limited to, spirits, liquor, wine, beer, and any liquid containing
19 alcohol as defined by state and federal law.⁴

20 **ALCOHOL & DRUG-FREE WORKPLACE**

21 No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess,
22 use, or be under the influence of any illegal or unauthorized drugs¹ or any alcohol.³

23 **PHYSICAL EXAMINATION/SCREENING BASED UPON REASONABLE SUSPICION**

24 Whenever the Superintendent or designee reasonably suspects that an employee’s work performance or
25 on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that an employee
26 has otherwise violated this policy, Alcohol & Drugs in the Workplace, the employee may be required

1 to submit a breath and/or urine sample for drug and alcohol testing as detailed in Policy 5.403 Drug &
2 Alcohol Testing for Employees.

3 ~~No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace~~
4 ~~alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other~~
5 ~~controlled substance, as defined in federal law.¹ “Workplace” shall include any school building or any~~
6 ~~school premise; any school-owned or any other school-approved vehicle used to transport students to~~
7 ~~and from school or school activities; and off-school property during any school-sponsored or school~~
8 ~~approved activity, event or function.~~

9 ~~Any employee who violates the terms of this policy shall be suspended and shall be subject to~~
10 ~~dismissal and referral for prosecution.~~

11 ~~The Superintendent or designee shall be responsible for providing a copy of this policy to all school~~
12 ~~system employees.~~

Legal References

1. ~~Subtitle D~~ Drug Free Workplace Act of 1988, 41 USCA § 8103; 34 CFR §§ 84.205 – 84.215
2. 41 USCA § 8103, 21 USCA § 812
3. ~~34 CFR §§ 84.205 – 84.215~~ TCA 49-5-1003(b)(16), (17), (18)
4. TCA 57-4-102; 26 USCA § 5002
- ~~3-5.~~ TCA 39-17-715

Cross References

- Drug and Alcohol Testing, Employees 5.403
- Drug-Free Schools 6.307
- Supervision 5.108

Oak Ridge Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personnel Records	Descriptor Code: 5.114	Issued Date: <u>04/27/26</u> 01/26/15
		Rescinds: 5.114	Issued: <u>01/26/15</u> 03/23/09

1 The ~~S~~superintendent or ~~his/her~~ designee(s) shall be authorized to maintain personnel records and to permit
 2 inspection of the same, except for matters deemed confidential by law. The following personnel records shall be
 3 maintained for all employees as appropriate:

- 4 1. Employee applications and contracts;
- 5 2. Professional certificates and other documents required by state and federal laws and regulations;¹
- 6 3. Evaluations;
- 7 4. Cumulative information files; and
- 8 ~~5.~~ INS Form I-9.²
- 9 ~~5-6.~~ Disciplinary action, as appropriate and any response from employee.

10 The following guidelines shall be followed:

- 11 1. Information contained in personnel records shall be limited to job-related matters;
- 12 2. The ~~S~~superintendent shall be responsible for notifying all employees of the types of records kept and
 13 uses made of such records;
- 14 3. Employees shall be granted an opportunity to respond in writing to material placed in records;
- 15 4. Employee records are public records, except for matters deemed confidential by law, and shall be open
 16 for inspection during regular business hours;³
- 17 5. In accordance with federal law, the district shall release information regarding the professional
 18 qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request
 19 for any teacher or paraprofessional who is employed by a school receiving Title I funds and who
 20 provides instruction to their child at that school.⁴
- 21 6. Members of the public may not obtain the home telephone number, personal cell phone number, bank
 22 account information, social security number, residential street address, driver license information
 23 (except where driving or operating a vehicle is considered to be a part of the employee's duties), or the
 24 results of individual teacher evaluations of an employee or of the immediate family members or
 25 household members of an employee, unless release of this information is expressly authorized by the
 26 employee.⁵
- 27 7. A record of the person inspecting and the date of inspection shall be recorded; and
- 28 8. Copies of records may be made in accordance with the Tennessee Open Records Act.⁶

Legal References

1. TCA 49-2-301(b)(1)(M)
2. Immigration Reform and Control Act of 1986
3. TCA 10-7-503-504
4. 20 U.S.C. 6311 § 1111 (6)(A)
5. TCA 10-7-504 (f)(1)
6. TCA 10-7-506; TCA 49-2-301 (b)(1)(CC); TCA 8-50-108

Cross References

School Board Records 1.407

Oak Ridge Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date: <u>04/27/26</u> <u>08/25/25</u>
		Rescinds: IV-76	Issued: <u>08/25/25</u> <u>08/01/22</u> <u>08/02/21</u> <u>09/25/17</u> <u>01/26/15</u>

ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY

If an investigation of an employee's conduct is required. The Superintendent shall determine whether to temporarily modify the employee's work status based on concerns for safety or to minimize disruption to the educational environment. This may include, but is not limited to:

- Reassignment to alternate duties;
- Placement on administrative leave with pay; or
- Temporary removal from school setting.

Such action shall not be considered disciplinary in nature but rather a precautionary measure until a determination can be made regarding an appropriate return to duties, or the imposition of disciplinary action, which could include suspension without pay.

SUSPENSION PENDING AN INVESTIGATION ¹

The Superintendent of Schools may suspend a tenured employee at any time that may seem necessary, pending investigation or final disposition of a case before the board or an appeal. If the matter under investigation is not the subject of an ongoing criminal investigation or a department of children's services investigation, and if no charges for dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Superintendent of Schools suspend a teacher with pay if a Department of Children's Services or criminal investigation is pending. -If vindicated or reinstated, the teacher shall be paid full salary for the period of suspension.

SUSPENSION OF THREE DAYS OR LESS ^{2,3}

The Superintendent of Schools/designee may suspend a tenured employee for incompetence, inefficiency, neglect of duty, unprofessional conduct and insubordination. Before an employee is suspended he/she shall be: (1) provided with written notice, including the reasons for the suspension along with an explanation of the evidence and copies of any documents relied upon by the Superintendent of Schools in reaching the decision to suspend; (2) given an opportunity to respond to the superintendent at a conference, if requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the conference, which shall be recorded.

1 Under no circumstances shall a superintendent of schools suspend a tenured employee with pay. If reinstated, the
2 tenured employee shall be paid full salary for the period of suspension, unless suspension without pay is deemed
3 to be an appropriate penalty.

4 **DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS** ⁴

5 The district shall maintain a list of qualified individuals who have indicated a willingness to act as impartial
6 hearing officers, as defined under Tennessee law.

7 When charges are made against a tenured employee, charging the employee with offenses which may justify
8 dismissal or a suspension greater than three days, the charges shall be made in writing, specifically stating the
9 offenses which are charged and shall be signed by the party or parties making the charges.

10 If, in the opinion of the Board, the charges are of such nature as to warrant the release or a suspension greater than
11 three days of the employee, the Superintendent of Schools shall give the employee a written notice of this
12 decision, a copy of the charges against the employee, and a copy of a form provided by the Commissioner of
13 Education advising the employee of his/her legal duties, rights and recourse.

14 A tenured employee who has been given notice of charges against him/her may within thirty (30) days after receipt
15 of notice give written notice to the superintendent of schools of his/her request for a hearing.

16 The Superintendent of Schools shall, within five (5) days after receipt of request, assign a hearing officer from
17 the list maintained by the district.

18 The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or
19 the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the
20 scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial
21 request for a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be
22 conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and
23 evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct of
24 the proceedings.

25 Either party may appeal to the Board of Education an adverse ruling by giving written notice of appeal within ten
26 (10) working days of the hearing officer's delivery of the hearing officer's written findings and conclusions. The
27 Superintendent of Schools shall prepare a copy of the proceedings, including all transcripts and evidence,
28 documentary or otherwise, and transmit the same to the Board within twenty (20) days of the receipt of the notice
29 of appeal.

30 The Board shall hear the appeal on the record, and no new evidence may be submitted by either party. The
31 appealing party may appear before the Board to argue why the adverse ruling should be over- turned. In no event
32 should such argument last more than fifteen (15) minutes, unless the Board should vote to extend additional time.
33 At the conclusion of the hearing, any member of the Board may vote to sustain the decision of the Hearing officer,
34 send the record back for additional evidence, revise the penalty or reverse the decision. The Board shall render
35 its decision within ten (10) working days after the conclusion of the hearing. In the event that the decision of the
36 Board is appealed to the Chancery court, the Board shall transmit the entire record prepared by the Superintendent
37 and reviewed by the Board to the Chancery court for its review.

38 **RESIGNATION**

39 A tenured employee shall give the Superintendent of Schools notice of resignation at least thirty (30) days before
40 the effective date of the resignation. An employee who fails to give such notice, in the absence of justifiable

1 extenuating circumstances, shall forfeit all tenure status. The district may waive the thirty (30) days' notice
2 requirement and permit an employee to resign in good standing.⁵

3 The conditions under which it is permissible to break a contract with the district are as follows:⁶

4 1. The incapacity on the part of the employee to perform the contract as evidenced by the certified statement
5 of a physician;

6 2. The release by the district of the employee from the contract which the employee has entered into with
7 the district.⁶

8 Any employee on leave shall notify the Superintendent of schools in writing at least thirty (30) days prior to the
9 date of return if the employee does not intend to return to the position from which he/she has taken leave. Failure
10 to render such notice may be considered a breach of contract.⁷

11 Upon a breach of contract with the district, the Board, upon a motion recorded in its minutes, may file a complaint
12 with the State Board of Education and request the suspension of a employee's license. After the State Board of
13 Education has provided the employee an opportunity for defense during a hearing, the State Board of Education
14 may suspend the license for no less than thirty (30) and no more than three hundred sixty-five (365) days.⁸

15

16 **RETIREMENT**

17

18 Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits
19 from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect to retire
20 at any age according to the provisions of the retirement system.

21 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
22 responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central
23 office. It shall be the responsibility of the retiring employee to file for benefits.

Legal References

Cross References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b)

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Oak Ridge Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Separation Practices for Non-Tenured Licensed Employees</h2>	Descriptor Code: <h3 style="text-align: center;">5.201</h3>	Issued Date: <u>04/27/26</u> <u>08/01/22</u>
		Rescinds: <h3 style="text-align: center;">IV-76</h3>	Issued: <u>08/01/22</u> <u>08/02/21</u> <u>09/25/17</u> <u>08/03/15</u> <u>01/26/15</u>

ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY

If an investigation of an employee's conduct is required. The Superintendent shall determine whether to temporarily modify the employee's work status based on concerns for safety or to minimize disruption to the educational environment. This may include, but is not limited to:

- Reassignment to alternate duties;
- Placement on administrative leave with pay; or
- Temporary removal from the school setting.

Such action shall not be considered disciplinary in nature but rather a precautionary measure until a determination can be made regarding an appropriate return to duties, or the imposition of disciplinary action, which could include suspension without pay.

SUSPENSION PENDING AN INVESTIGATION ¹

The Superintendent of Schools may suspend an employee at any time that may seem necessary, pending investigation or final disposition of a case before the board or an appeal. If the matter under investigation is not the subject of an ongoing criminal investigation or a Department of Children's Services investigation, and if no charges for dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Superintendent of Schools suspend a non-tenured employee with pay if a Department of Children's Services or criminal investigation is pending. If vindicated or reinstated, the non-tenured teacher shall be paid full salary for the period of suspension.

SUSPENSION OF THREE DAYS OR LESS ²

A Superintendent of Schools/designee may suspend an employee for incompetence, inefficiency, neglect of duty, unprofessional conduct and insubordination. Before an employee is suspended he/she shall be: (1) provided with written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an opportunity to respond to the superintendent at a recorded

1 conference, if requested within five (5) days; and (3) given a written decision of the suspension within
2 ten (10) days. Both parties may be represented by counsel at the conference, which shall be recorded.

3 Under no circumstances shall the superintendent of schools suspend a non-tenured teacher with pay. If
4 reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension
5 without pay is deemed to be an appropriate penalty.

6 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS²**

7 The Superintendent of Schools may dismiss or suspend for more than three (3) days any non-tenured
8 employee **during the contract year** for incompetence, inefficiency, insubordination, improper conduct
9 or neglect of duty after giving the non-tenured employee, in writing, due notice of the charges.

10 The Superintendent of Schools shall give the non-tenured employee an opportunity for a full and
11 complete hearing before an impartial hearing officer.

12 The district will appoint an impartial hearing officer to conduct such hearings. The hearing officer will
13 hear the case and the employee shall have the right to:

- 14 1. be represented by counsel;
- 15 2. call and subpoena witnesses;
- 16 3. examine all witnesses; and
- 17 4. require that all testimony be given under oath.

18 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the
19 affected employee within ten (10) working days following the close of the hearing. The employee may
20 appeal the decision to the district within ten (10) working days of the hearing officer rendering the written
21 decision to the employee. Written notice of appeal to the district shall be given to the superintendent of
22 schools. Within twenty (20) days of receipt of notice, the Superintendent shall prepare a copy of the
23 proceedings, transcript, documentary and other evidence presented and provide the district a copy of the
24 same.

25 The Superintendent of Schools shall also have the right to appeal any adverse ruling by the Hearing
26 Officer in same manner as the non-tenured employee. The district shall hear the appeal. No new evidence
27 shall be introduced. The non-tenured employee may appear in person or be represented by counsel and
28 argue why the decision should be modified or reversed. The district shall take one of the following
29 actions:

- 30 1. sustain the decision;
- 31 2. send the record back if additional evidence is necessary; or
- 32 3. revise the penalty or reverse the decision.

33 Before any decision to dismiss is made, a majority of the membership of the Board shall concur in
34 sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days
35 after the conclusion of the hearing.

1 Within twenty (20) days after receipt of notice of the decision of the Board, either party may appeal to
2 the chancery court in the county where the school system is located. The Board shall provide the entire
3 record of the hearing to the court.

4 **NONRENEWAL**

5 Non-tenured employees are subject to the same rules and regulations and are entitled to the privileges of
6 employment enjoyed by tenured teachers except that they have no claim upon continuing employment
7 or tenure protections.

8 The principal is responsible for discussing deficiencies as part of the evaluation process with the non-
9 tenured employee and providing assistance for overcoming these deficiencies.

10 The Superintendent of Schools is under no obligation to re-employ non-tenured teachers at the end of
11 their contract period. If the Superintendent of Schools determines not to renew the contract of a non-
12 tenured employee, the following action shall be taken:

- 13 1. Written notice of non-renewal shall be hand delivered or sent to the employee by registered mail,
14 overnight carrier, or by email so that it will be received by the employee within five (5) business
15 days following the last instructional day for the school year.³ If the reason for nonrenewal is due
16 only to a loss of funding for the position, then the notice shall include a statement listing it as the
17 cause for nonrenewal.⁴

18

19 **RESIGNATION**

20 A teacher shall give the Superintendent of Schools notice of resignation at least thirty (30) days before
21 the effective date of the resignation.⁵ The Board may waive the thirty (30) days-notice requirement and
22 permit an employee to resign in good standing.

23 The conditions under which it is permissible to break a contract with the district are as follows:⁶

- 24 1. The incapacity on the part of the employee to perform the contract as evidenced by the certified
25 statement of a physician;
- 26 2. The release by the district of the teacher from the contract which the employee has entered into
27 with the district.

28 Any employee on leave shall notify the Superintendent of Schools in writing at least thirty (30) days
29 prior to the date of return if the employee does not intend to return to the position from which he/she has
30 taken leave. Failure to render such notice may be considered a breach of contract.⁷

31 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
32 the State Board of Education and request the suspension of an employee's license. After the State Board
33 of Education has provided the employee an opportunity for defense during a hearing, the State Board of
34 Education may suspend the certificate for no less than thirty (30) and no more than three hundred sixty-
35 five (365) days.⁸

1 RETIREMENT

2 Retirement shall mean a termination of services under conditions which will allow the employee to draw
3 benefits from retirement plans and/or social security benefits.

4 Employees eligible for retirement benefits may elect to retire at any age according to the provisions of
5 the retirement system. Central office personnel shall assist employees in securing retirement benefits;
6 however, it shall be the responsibility of the retiring employee to provide verification of eligibility in
7 writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for
8 benefits.

9 *(Note: Nonrenewal of non-tenured employees after the contract year is not suspension or dismissal and*
10 *does NOT follow the suspension/dismissal procedures outlined in this policy. Rather, nonrenewal of*
11 *non-tenured employees after the contract year follows the nonrenewal procedures outlined in this*
12 *policy.)*
13

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-512
3. TCA 49-5-409
4. Public Acts of 2022, Chapter No, 678
5. TCA 49-5-508
6. TCA 49-5-411(a)
7. TCA 49-5-706
8. TCA 49-5-411(b)

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Oak Ridge Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Non-Licensed Employees	Descriptor Code: 5.202	Issued Date: <u>04/27/26</u> 01/26/15
		Rescinds: IV-76 / V-24 / V-25	Issued: <u>01/26/15</u>

1 ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY

2 If an investigation of an employee's conduct is required, the Superintendent shall determine whether to
3 temporarily modify the employee's status based on concerns for safety or to minimize disruption to the
4 educational environment. This may include, but is not limited to:

- 5 • Reassignment to alternate duties;
- 6 • Placement on administrative leave with pay; or
- 7 • Temporary removal from the school setting.

8 Such action shall not be considered disciplinary in nature but rather a precautionary measure until a
9 determination can be made regarding an appropriate return to duties, or the imposition of disciplinary
10 action, which could include suspension without pay.

11 **SUSPENSION**

12 The ~~S~~superintendent of ~~S~~schools/designee may suspend an employee at any time when deemed necessary.¹
13 Under no circumstances shall the Superintendent of Schools suspend an employee with pay is a Department of
14 Children's Services or criminal investigation is pending. If reinstated, the employee shall be paid full salary for
15 the period of suspension, unless suspension without pay is deemed to be an appropriate penalty.

16 ~~Under no circumstances shall the superintendent of schools suspend an employee with pay. If reinstated, the~~
17 ~~employee shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be~~
18 ~~an appropriate penalty.~~

19 **DISMISSAL**

20 All non-licensed (support) employees are employed at the will of the superintendent. The superintendent of
21 schools may dismiss any non-licensed employee during the year for any lawful reason.

22 **RESIGNATION**

23 Support personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten
24 (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be
25 waived by the superintendent of schools for justifiable reason.

26 The immediate supervisor shall forward copies the day received to the ~~S~~superintendent of ~~S~~schools' or ~~H~~uman
27 ~~R~~esources ~~O~~ffice. The payroll office will prepare final payment for the next appropriate scheduled pay date.

28 **RETIREMENT**

1 Retirement shall mean a termination of services under conditions which will allow the employee to draw
2 benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may
3 elect to retire at any age according to the provisions of the retirement system.

4 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
5 responsibility of the retiring employee to obtain verification of eligibility in writing from TCRS to the central
6 office. It shall be the responsibility of the retiring employee to file for eligible benefits. Employees who retire
7 under TCRS may be employed up to one-hundred-twenty (120) days per year without loss of retirement
8 benefits.

9

Legal References

1. TCA 49-2-301 (b)(1)(EE)(FF)

Oak Ridge Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: <p style="text-align: center;">Personnel Health Examinations / Communicable Diseases</p>	Descriptor Code: <p style="text-align: center;">5.400</p>	Issued Date: <p style="text-align: center;"><u>04/27/26</u> <u>01/26/15</u></p>
		Rescinds: <p style="text-align: center;">IV-2 / V-3</p>	Issued: <p style="text-align: center;"><u>01/26/15</u></p>

1 All employees, prior to entering service, shall present a certificate showing a satisfactory health record.¹
 2 Employees shall inform the Superintendent whenever they contract a contagious or communicable
 3 disease.

4 No employee who has any communicable disease shall perform his/her duties in any location where such
 5 might endanger the health of school children. The district shall require any employee to submit to a
 6 physical examination by a physician whenever there is reason to believe that the employee has any
 7 communicable disease.²

8 The superintendent shall reassign an employee to alternate duties, place employee on administrative
 9 leave with pay, or temporarily remove employee from the school setting who is suspected of having a
 10 communicable disease which might endanger the health of students, pending investigation and final
 11 disposition of the case before the Board.~~or suspend any employee who is suspected of having a commu-~~
 12 ~~nicable disease which might endanger the health of children, pending investigation and final disposition~~
 13 ~~of the case.~~³

14 To assist the district in making final disposition of the case, the Superintendent may refer the case to
 15 the County Health Office or other medical experts to determine the employment status of the employee.

Legal References

1. TRR/MS 0520-1-3-.08(2)(f)
2. TCA 49-2-203(b)(2); TCA 49-5-710(a)(7); TCA 49-5-404
3. TCA 49-5-511

Cross References

- Section 504 & ADA Grievance Procedures 1.802
 Suspension/Dismissal 5.200-202

Oak Ridge Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Drug & Alcohol Testing for Employees	Descriptor Code: 5.403	Issued Date: <u>04/27/26</u> <u>01/26/15</u>
		Rescinds:	Issued: <u>01/26/15</u>

1 REASONABLE SUSPICION DRUG TESTING

2 Trained supervisors have the responsibility to observe and document the cause for reasonable
3 suspicion and when appropriate, refer the matter to the Superintendent of Schools/designee. It is not
4 the supervisor's responsibility to attempt diagnosis. All information, facts and circumstances leading
5 to and supporting this suspicion, should be included in a written report detailing the basis for the
6 suspicion. After the report is filed, the employee should be notified.

7 An employee who is required to submit to drug or alcohol testing based upon reasonable suspicion and
8 refuses shall be charged with insubordination, and necessary procedures will be taken to terminate the
9 employee in accordance with board policy, and state law, where applicable.

10 An employee who tests positive on a reasonable suspicion test will be in violation of this policy and
11 subject to termination.

12 Any employee may be required to submit to substance screening if the following conditions exist: (list
13 is not inclusive)

- 14 1. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of
15 alcohol and/or prescription drugs.
- 16 2. Apparent physical state of impairment of motor functions.
- 17 3. Marked changes in personal behavior not attributed to other factors.
- 18 4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is
19 reasonably suspected or employee involvement in a pattern of repetitive accidents whether or
20 not they involve actual or potential injury.
- 21 5. Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription drugs
22 and/or violations of drug statutes.

TRANSPORTATION EMPLOYEES

Oak Ridge Schools contracts Transportation Services. The contractor is responsible for all compliance with the Omnibus Transportation Employee Testing Act, 49 USC §§ 53331, 31306.

Legal References

1. Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991).
2. 49 C.F.R. 382.601

Oak Ridge Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Political Activities	Descriptor Code: 5.606	Issued Date: <u>-04/27/26</u>
		Rescinds:	Issued: <u>01/26/15</u>

1 Employees have a right to express their views on any issue, but must in each case make clear that the
2 view expressed is not the official view of the Board or school system.

3 Employees may, on their own time, campaign for or against any candidate or referendum, but are
4 prohibited from using system owned property to engage in political activity. System owned property
5 includes, but are not limited to: all buildings, signage, message boards, telephonic equipment,
6 electronic equipment and email accounts. System owned property shall not be used as a location for
7 filming or recording content intended for political promotion or solicitation. Employees shall not use
8 audio or video messages to engage in any political promotion or solicitation during school hours.¹

Legal References

1. TCA 49-6-2009

Cross References

- Board-Community Relations 1.500
News Releases, News Conferences & Interviews 1.503
Advertising & Distribution of Materials in Schools 1.806

Oak Ridge Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Tutoring for Pay	Descriptor Code: 5.608	Issued Date: <u>-04/27/26</u>
		Rescinds:	Issued: <u>01/26/15</u>

- 1 Any teacher may enter into an agreement with parents for tutoring children for a fee, but this practice
2 must be limited to those children who the teacher is not currently exercising teaching, administrative or
3 supervisory responsibility.¹ No private teaching or tutoring shall be done during the hours of the
4 regular school day.
- 5 Any teacher who enters into a private tutoring agreement with a parent/guardian does so as an
6 independent actor and not as an agent of the school district. The school district shall not be liable for
7 any claims, damages, or liabilities arising from or related to private tutoring services provided by a
8 school employee. The teacher providing such tutoring services shall assume full responsibility and
9 liability, and agrees to indemnify and hold harmless the school district, its board members,
10 administrators, and employees from any and all claims, demand, actions, or causes of action arising out
11 of or in connection with such services.
- 12 School facilities may not be used for private profit.

Legal References

1. TCA 49-5-1003

Oak Ridge Board of Education

Monitoring: Review: Annually, in March <u>Review: Annually, in February</u>	Descriptor Term: <h2 style="margin: 0;">Superintendent</h2>	Descriptor Code: 5.800	Issued Date: -04/27/26
		Rescinds:	Issued: <u>01/26/15</u>

1 The Superintendent shall be the chief executive officer of the school system and shall have, under the
 2 direction of the Board, general supervision of all the public schools, personnel and departments of the
 3 school ~~districts~~system. The Superintendent is the only employee directly employed by the Board of
 4 Education. All other employees of the district are employed, supervised, and managed under the
 5 authority of the Ssuperintendent.¹ ~~is responsible for the management of the schools under the Board's~~
 6 ~~policies and is accountable to the Board.~~⁴

7 The Superintendent is charged by the Board with the responsibility to oversee and manage all
 8 personnel matters within the district, consistent with applicable laws, regulations, and Board policies.
 9 This includes hiring, assignment, evaluation, discipline, and dismissal of employees, as well as the
 10 delegation of such duties as appropriate.² ~~superintendent, at their discretion, may delegate any of their~~
 11 ~~duties to other school personnel.~~

Legal References

- 1. TCA 49-2-301(a)
- ~~2.~~ TCA 49-2-301 (e)



Oak Ridge

SCHOOLS

Maintenance and Operations

OFFICE OF MAINTENANCE AND OPERATIONS

DATE: April 14, 2026

TO: Jen Laurendine, Executive Director of School Leadership

FROM: Allen Thacker, Director of Maintenance and Operations

SUBJECT: Purchase and Installation of Flooring for JMS Band Room and Woodland Cafeteria

Ms. Laurendine,

I recommend that the Oak Ridge Schools Board of Education approve the purchase and installation of carpet and tile from Bonitz Flooring of Knoxville, Tennessee, in the amount of **\$43,971.00**.

The carpet in the JMS band room is in need of replacement, and the existing tile floor is beginning to loosen and break into smaller pieces. In addition, the VCT tile floor in the Woodland cafeteria was installed over an existing asbestos tile floor. Due to the age and condition of both layers, the flooring is deteriorating and breaking apart.

All existing flooring materials will be abated by a licensed professional abatement contractor prior to the installation of the new flooring.

Funding for this purchase and installation will be provided from **Maintenance/Repair - Buildings (72620 335)**. Pricing for the materials and services is based on the Sourcewell cooperative purchasing contracts **061323-MMI** and **061323-MCD**.

Thank you for your consideration,

Allen Thacker

Director of Maintenance and Operations

Maintenance Office

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

www.ortn.edu



**SPECIALTY TRADE
COMMERCIAL
CONTRACTORS
SINCE 1954**

Date: 03/24/2026 Project: Jefferson Middle- Band Room
Location: Oak Ridge, TN

Adam Swaggerty
865-805-2093
5915 Middleview Way
Knoxville, TN 37909

Sourcewell WORKING PROPOSAL- **061323-MMI and 061323-MCD**

Carpet Tile		\$4,085.00
▪ Mohawk Step Up II, Obsidian	\$73.61 SY	
▪ Labor	\$8.78 SY	
LVT and Base		\$6,481.00
▪ Mohawk Hot and Heavy II Secoya 5mm, TBD	\$4.73 SF	
▪ Mohawk 4" Cove Base, Black	\$.95 LF	
▪ LVT Labor	\$1.69 SF	
▪ Base Labor	\$.81 LF	
Demo Carpet		\$165.00
▪ Labor	\$2.70 SY	
Moisture Mitigation (Not Sourcewell)		\$3,250.00
Transitions and Nosing not included in Sourcewell Pricing		\$1,475.00
Ardex Feather Finish not included in Sourcewell pricing		\$190.00
Grand Total		\$15,646.00

Proposal Notes:



**SPECIALTY TRADE
COMMERCIAL
CONTRACTORS
SINCE 1954**

- Price includes materials, freight, installation during normal business hours, and nights and weekends
- Price includes minor floor prep to repair shot marks, pop marks, and spider cracks- (3 bags of Ardex Feather Finish Figured)
- Price does include demo of carpet
- Price does moisture mitigation- Maxxon Isolate- To cover abatement chemicals
- Price does not include flooring protection
- Price does not include waterproofing and crack isolation membrane
- Price does not include moving furniture or equipment
- Price does not include mud bed
- Price does not include standard caulking or pick proof caulking

*****Please note the explicit clarifications for this project to be discussed at scope review*****

*****Material pricing is subject to change pending tariffs placed on imported goods*****

*****Price Valid For 30 Days*****



**SPECIALTY TRADE
COMMERCIAL
CONTRACTORS
SINCE 1954**

Exclusions

Pricing & Warranty

All pricing is valid for a period of **30** days unless otherwise noted. The warranty is standard manufacturer's for material and one year from date of completion on labor.

Work Hours

Normal working hours are Monday through Friday 7am-4pm off hour and weekend work is subject to a sur- charge.

Jobsite Conditions

Contractor/Owner to provide adequate lighting, permanent HVAC, and three phase power, as required for the installation of commercial floor covering. Substrate is to be true, smooth, and flat to 1/8" in 10ft measured in a radius in any direction. Subject to delayed installation due to not meeting moisture testing standards.

Sub-floor Preparation

Minor sub-floor preparation has been included. Extra-ordinary floor preparation needed over and above the quoted amount can be provided at a cost of \$xxx installed/unit of floor patch and \$xxx installed/unit of self-leveling compound. Floor patching tickets to be signed in the field by the contracting superintendent (or an authorized agent thereof) for verification of work performed and quantity totals.

Change in Work

Bonitz will not proceed with any changes to the original scope of work until the cost of performing such work has been authorized and approved by a written change order.

Hoisting

The General Contractor must provide the means to hoist (elevator, lift, etc.) the material to each floor unless otherwise noted. The cost to remove and replace exterior windows for the purpose of loading materials is strictly excluded from this proposal and is the responsibility of others.

Contract

The attached proposal clarification must be signed and received by our office prior to contracting. If contracting is to occur on an AIA form or other general type contract, this proposal must be made part of such contract. Proposal is not to be edited by persons outside of Bonitz.

Other

All excluded unless otherwise specified. Dumpster fees and trash removal. Demolition. Removal of contaminants or adhesive from existing floors. Furniture moving or lifting. Painting. Insulation. Caulking. Cleaning or maintenance of new flooring. Moisture testing or mitigation. Protection of new or existing floor coverings. Pricing excludes all Union Labor.

Signature

Date



**SPECIALTY TRADE
COMMERCIAL
CONTRACTORS
SINCE 1954**

Date: 03/26/2026 Project: Woodland Elementary School- Cafeteria
Location: Oak Ridge, TN

Adam Swaggerty
865-805-2093
5915 Middleview Way
Knoxville, TN 37909

WORKING PROPOSAL

LVT in Cafeteria	\$19,600.00
▪ Furnish and Install: Mannington Amtico Stone, Chatham Concrete	
▪ Furnish and Install: Johnsonite 4" Rubber Base, Color TBD	
Moisture Mitigation	\$8,725.00
Grand Total	\$28,325.00

Proposal Notes:

- Price includes materials, freight, and installation during normal business hours
- Price includes minor floor prep to repair shot marks, pop marks, and spider cracks- (7 bags of Ardex Feather Finish Figured)
- Price does include moisture mitigation
- Price does not include demo of existing finishes
- Price does not include major prep to ramp, level, or grind
- Price does not include protection of new or existing finishes
- Price does not include moving furniture or equipment
- Price does not include waterproofing, crack isolation membrane, or mud bed
- Price does not include standard caulking or pick proof caulking
- Price does not include high moisture adhesives

*****Please note the explicit clarifications for this project to be discussed at scope review*****

*****Material pricing is subject to change pending tariffs placed on imported goods*****

*****Price Valid For 30 Days*****



**SPECIALTY TRADE
COMMERCIAL
CONTRACTORS
SINCE 1954**

Exclusions

Pricing & Warranty

All pricing is valid for a period of 30 days unless otherwise noted. The warranty is standard manufacturer's for material and one year from date of completion on labor.

Work Hours

Normal working hours are Monday through Friday 7am-4pm off hour and weekend work is subject to a sur- charge.

Jobsite Conditions

Contractor/Owner to provide adequate lighting, permanent HVAC, and three phase power, as required for the installation of commercial floor covering. Substrate is to be true, smooth, and flat to 1/8" in 10ft measured in a radius in any direction. Subject to delayed installation due to not meeting moisture testing standards.

Sub-floor Preparation

Minor sub-floor preparation has been included. Extra-ordinary floor preparation needed over and above the quoted amount can be provided at a cost of \$xxx installed/unit of floor patch and \$xxx installed/unit of self-leveling compound. Floor patching tickets to be signed in the field by the contracting superintendent (or an authorized agent thereof) for verification of work performed and quantity totals.

Change in Work

Bonitz will not proceed with any changes to the original scope of work until the cost of performing such work has been authorized and approved by a written change order.

Hoisting

The General Contractor must provide the means to hoist (elevator, lift, etc.) the material to each floor unless otherwise noted. The cost to remove and replace exterior windows for the purpose of loading materials is strictly excluded from this proposal and is the responsibility of others.

Contract

The attached proposal clarification must be signed and received by our office prior to contracting. If contracting is to occur on an AIA form or other general type contract, this proposal must be made part of such contract.

Proposal is not to be edited by persons outside of Bonitz.

Other

All excluded unless otherwise specified. Dumpster fees and trash removal. Demolition. Removal of contaminants or adhesive from existing floors. Furniture moving or lifting. Painting. Insulation. Caulking. Cleaning or maintenance of new flooring. Moisture testing or mitigation. Protection of new or existing floor coverings. Pricing excludes all Union Labor.

Signature

Date

Oak Ridge, TN

BOE General Fund Financial

Filter Option: Previous Month
 Fiscal Year: 2025-2026
 Month: March

Account	Account Description	2025-26 FYTD Budget	Monthly Activity	YTD Activity	% of Budget	Variance from Budget	Total Encumbrance	Budget Remaining
40110	Current Property Tax	13,830,000.00	-4,526,336.22	-12,109,334.97	-0.84	1,720,665.03	0.00	1,720,665.03
40210	Local Option Sales Tax	9,500,000.00	-1,043,664.38	-7,512,868.68	-0.80	1,987,131.32	0.00	1,987,131.32
40275	Mixed Drink Tax	500.00	-4.78	-505.37	-1.01	-5.37	0.00	-5.37
43511	Tuition - Regular Day Students	330,000.00	-19,476.20	-300,577.15	-0.66	29,422.85	0.00	29,422.85
43533	Transportation Fees	3,500.00	-505.00	-1,830.00	-0.52	1,670.00	0.00	1,670.00
44110	Interest Earned	800,000.00	-73,436.43	-553,288.21	-0.69	246,711.79	0.00	246,711.79
44120	Lease/Rentals	15,000.00	-200.00	-20,496.00	-1.37	-5,496.00	0.00	-5,496.00
44170	Miscellaneous Refunds	7,500.00	-159.61	-6,003.90	-0.80	1,496.10	0.00	1,496.10
44530	Sale of Equipment	15,000.00	-50,000.00	-129,451.00	-8.63	-114,451.00	0.00	-114,451.00
44570	Contributions & Gifts	200,000.00	-4,500.00	-52,411.18	-0.34	147,588.82	0.00	147,588.82
44990	Other Local Revenues	40,000.00	0.00	-2,969.21	-0.02	37,030.79	0.00	37,030.79
46510	TN Investment in Student Achv	34,295,000.00	-3,463,330.85	-27,839,055.50	-0.81	6,455,944.50	0.00	6,455,944.50
46513	TISA On-Behalf Payments	85,000.00	0.00	0.00	0.00	85,000.00	0.00	85,000.00
46515	Early Childhood Education	648,925.10	-48,655.15	-325,818.76	-0.38	207,984.24	0.00	207,984.24
46590	Other State Education Funds	1,007,240.00	0.00	-939,346.40	-0.34	-16,706.40	0.00	-16,706.40
46596	Paid Parental Leave	100,000.00	0.00	-79,014.52	-0.79	20,985.48	0.00	20,985.48
46610	Career Ladder Program	76,000.00	0.00	-36,906.97	-0.49	39,093.03	0.00	39,093.03
46790	Other Vocational	52,254.56	-53.00	-26,796.90	-0.51	15,203.10	0.00	15,203.10
46980	Other State Grants	190,023.34	-8,527.50	-29,016.32	-0.07	370,983.68	0.00	370,983.68
46990	Other State Revenues	0.00	-1,891.41	-27,609.82		-27,609.82	0.00	-27,609.82

Oak Ridge, TN

BOE General Fund Financial

Filter Option: Previous Month
 Fiscal Year: 2025-2026
 Month: March

Account	Account Description	2025-26 FYTD Budget	Monthly Activity	YTD Activity	% of Budget	Variance from Budget	Total Encumbrance	Budget Remaining
47630	Public Law 874 - Maint/Operat.	25,000.00	-16,177.00	-36,399.00	-1.46	-11,399.00	0.00	-11,399.00
47640	ROTC Reimbursement	82,000.00	0.00	-41,005.04	-0.50	40,994.96	0.00	40,994.96
49700	Insurance Recovery	3,000.00	-27,897.25	-27,897.25	0.00	-24,897.25	0.00	-24,897.25
49800	Transfers In	125,000.00	0.00	0.00	0.00	125,000.00	0.00	125,000.00
49810	City General Fund Transfer	15,493,963.00	-1,291,163.58	-11,620,472.22	-0.75	3,873,490.78	0.00	3,873,490.78
4550	141 R -----	76,924,906.00	-10,575,978.	-61,719,074.	-0.72	15,205,831.63	0.00	15,205,831.63

Oak Ridge, TN

BOE General Fund Financial

Filter Option: Previous Month
 Fiscal Year: 2025-2026
 Month: March

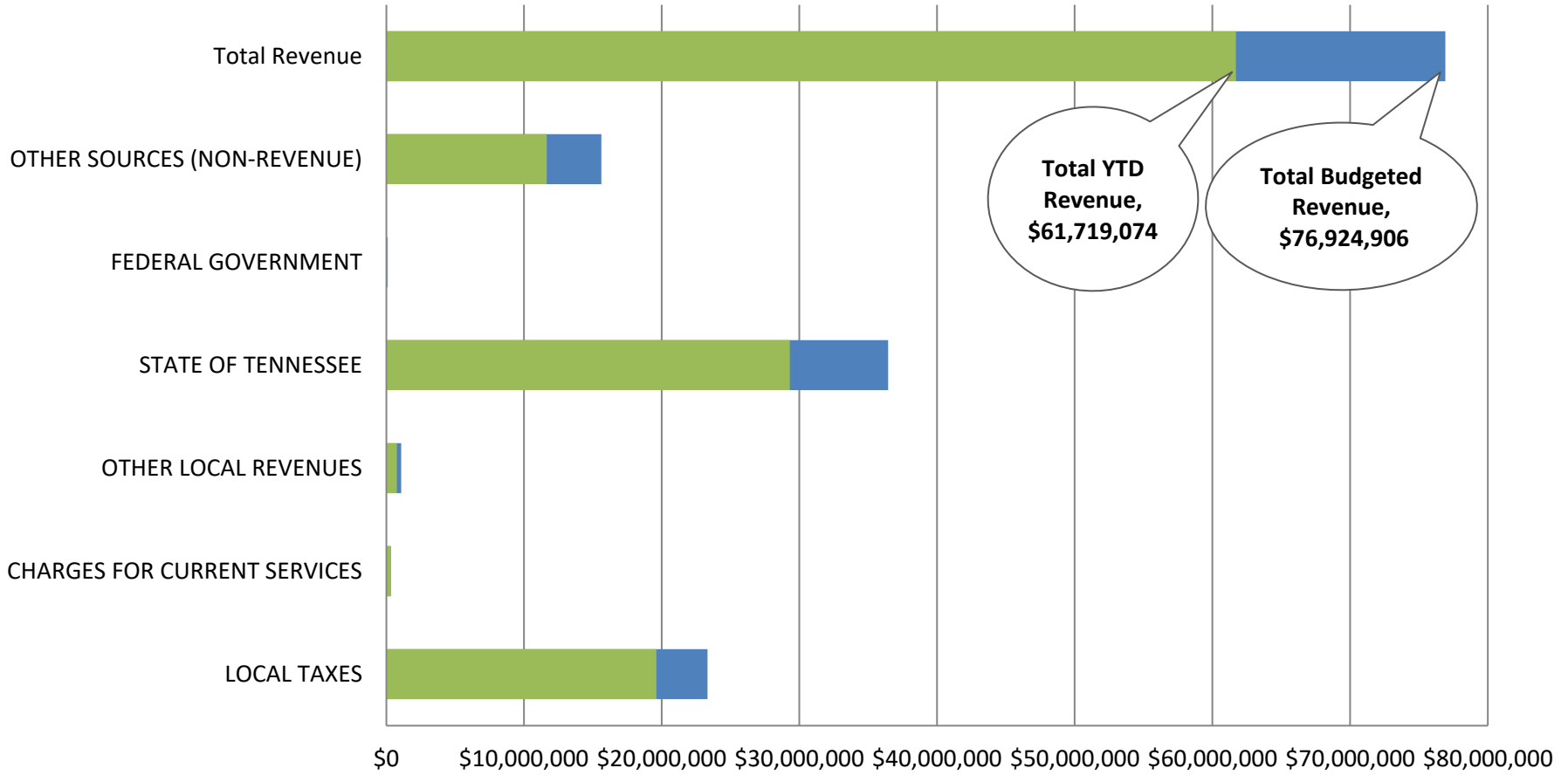
Account	Account Description	2025-26 FYTD Budget	Monthly Activity	YTD Activity	% of Budget	Variance from Budget	Total Encumbrance	Budget Remaining
71100	Regular Instruction Prgm	38,051,119.16	2,794,530.00	26,985,106.66	0.54	11,349,084.34	8,197,022.58	11,316,688.87
71150	Alternative Instruction Prgm	966,570.00	85,177.27	651,417.95	0.55	251,353.05	224,789.24	250,710.05
71200	Special Education Prgm	6,705,889.41	566,161.56	4,519,862.96	0.62	2,009,541.04	1,595,471.75	2,007,610.79
71300	Career/Technical Education Prg	2,617,550.17	210,262.64	1,701,164.16	0.48	867,035.84	612,365.13	837,650.87
71900	Contingency	268,791.05	0.00	-639.00	-0.01	800,639.00	0.00	800,639.00
72120	Health Services	974,424.00	88,962.08	674,985.39	0.64	267,166.61	209,965.51	266,719.72
72130	Other Student Support	2,232,744.63	168,450.82	1,607,367.77	0.67	592,300.23	373,354.40	581,792.23
72210	Regular Inst. Support	4,639,429.02	364,101.00	3,141,425.31	0.60	1,249,290.69	912,494.54	1,212,498.02
72220	Special Education Support	768,930.00	62,665.91	529,727.98	0.66	236,698.02	190,126.16	200,415.30
72230	Career & Technical Prg Support	273,584.00	19,424.86	186,154.68	0.59	88,150.32	58,823.28	80,525.46
72250	Technology Services	3,222,243.02	258,106.08	2,334,946.92	0.65	935,222.08	447,559.93	885,821.49
72290	Communications	341,836.00	23,823.74	242,662.10	0.68	96,819.90	47,193.86	96,308.80
72310	Board of Education	1,368,795.00	134,070.83	986,829.43	0.66	343,119.57	0.00	343,119.57
72320	Director of Schools	441,207.00	35,207.88	319,012.01	0.62	122,099.99	78,000.38	121,854.49
72410	Office of the Principal	5,007,399.00	416,599.15	3,654,053.70	0.54	1,595,665.30	911,613.35	1,586,565.65
72510	Fiscal Services	1,176,038.00	90,570.36	830,661.73	0.54	359,576.27	202,225.24	333,138.55
72520	Human Resources/ Personnel	589,252.00	53,196.36	431,805.50	0.64	153,721.50	97,464.84	143,203.46
72610	Operation of Plant	5,270,670.57	416,635.26	3,778,922.37	0.98	1,645,066.63	573,697.50	1,617,366.63
72620	Maintenance of Plant	2,567,559.21	212,261.62	1,647,553.40	0.63	663,542.60	396,701.42	618,268.51
72710	Transportation	2,255,879.00	39,690.78	1,393,784.44	0.62	794,429.56	0.00	794,429.56

Oak Ridge, TN BOE General Fund Financial

Filter Option: Previous Month
Fiscal Year: 2025-2026
Month: March

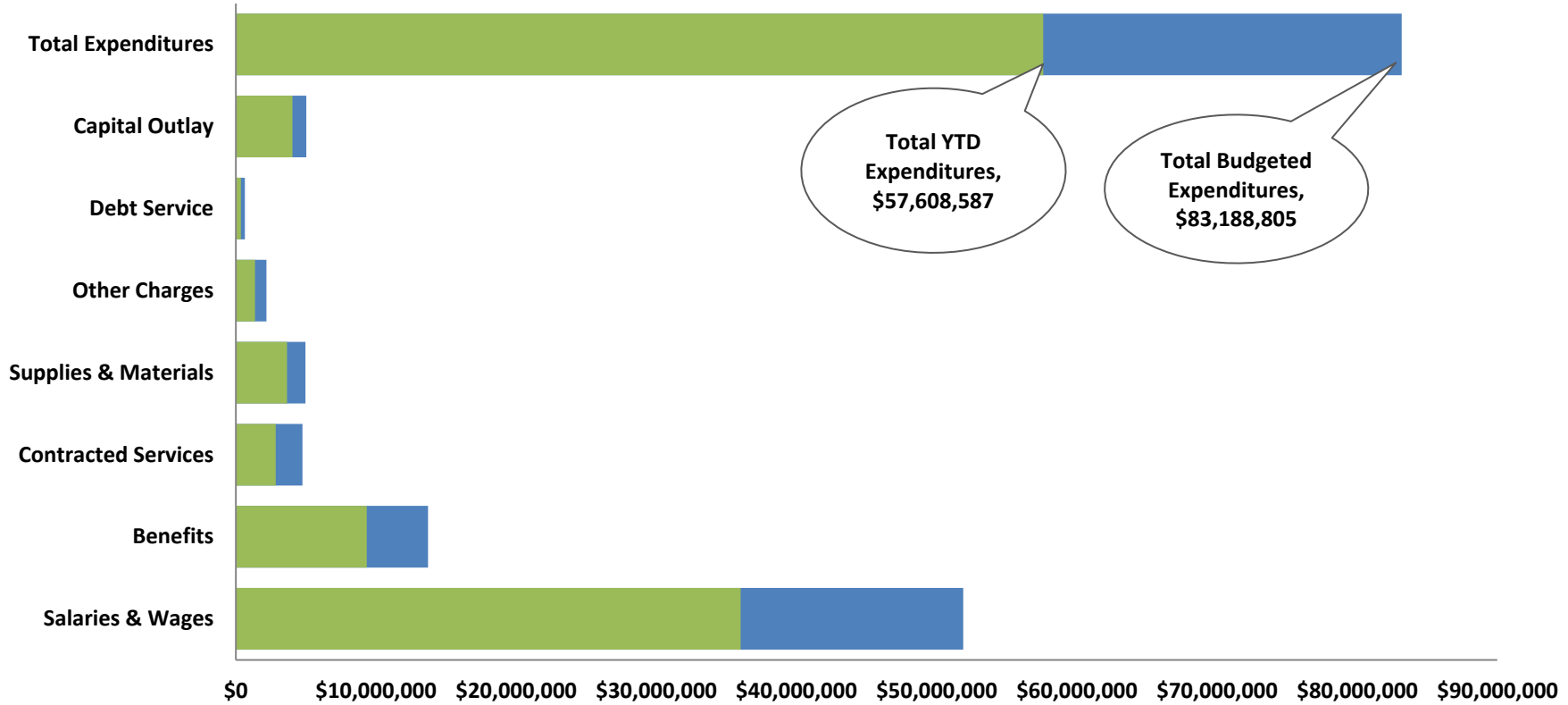
Account	Account Description	2025-26 FYTD Budget	Monthly Activity	YTD Activity	% of Budget	Variance from Budget	Total Encumbrance	Budget Remaining
73400	Early Childhood Education	457,330.69	39,359.16	302,759.57	0.70	-46,151.57	111,212.82	-46,151.57
73401	Pre-K General Fund	1,264,336.00	96,675.88	921,309.29	1.24	114,920.71	255,042.95	113,568.90
76100	Regular Capital Outlay	1,583,530.07	0.00	760,712.29	0.48	429,492.71	6,858.35	181,919.46
82130	Education Principal on Debt	6,912.00	0.00	6,912.00	1.00	0.00	0.00	0.00
82230	Education Interest on Debt	88.00	0.00	88.00	1.00	0.00	0.00	0.00
99100	Transfers Out	136,698.00	0.00	0.00	0.00	136,698.00	0.00	136,698.00
4326	141 E -----	83,188,805.00	6,175,933.24	57,608,586.61	0.64	25,055,482.39	15,501,983.23	24,481,361.81
Account Monthly Activity Grand Totals:				-4,400,045.12	-4,110,487.76	49.04	15,501,983.23	39,687,193.44

General Fund Revenue Budget to Actual Summary - March, 2026



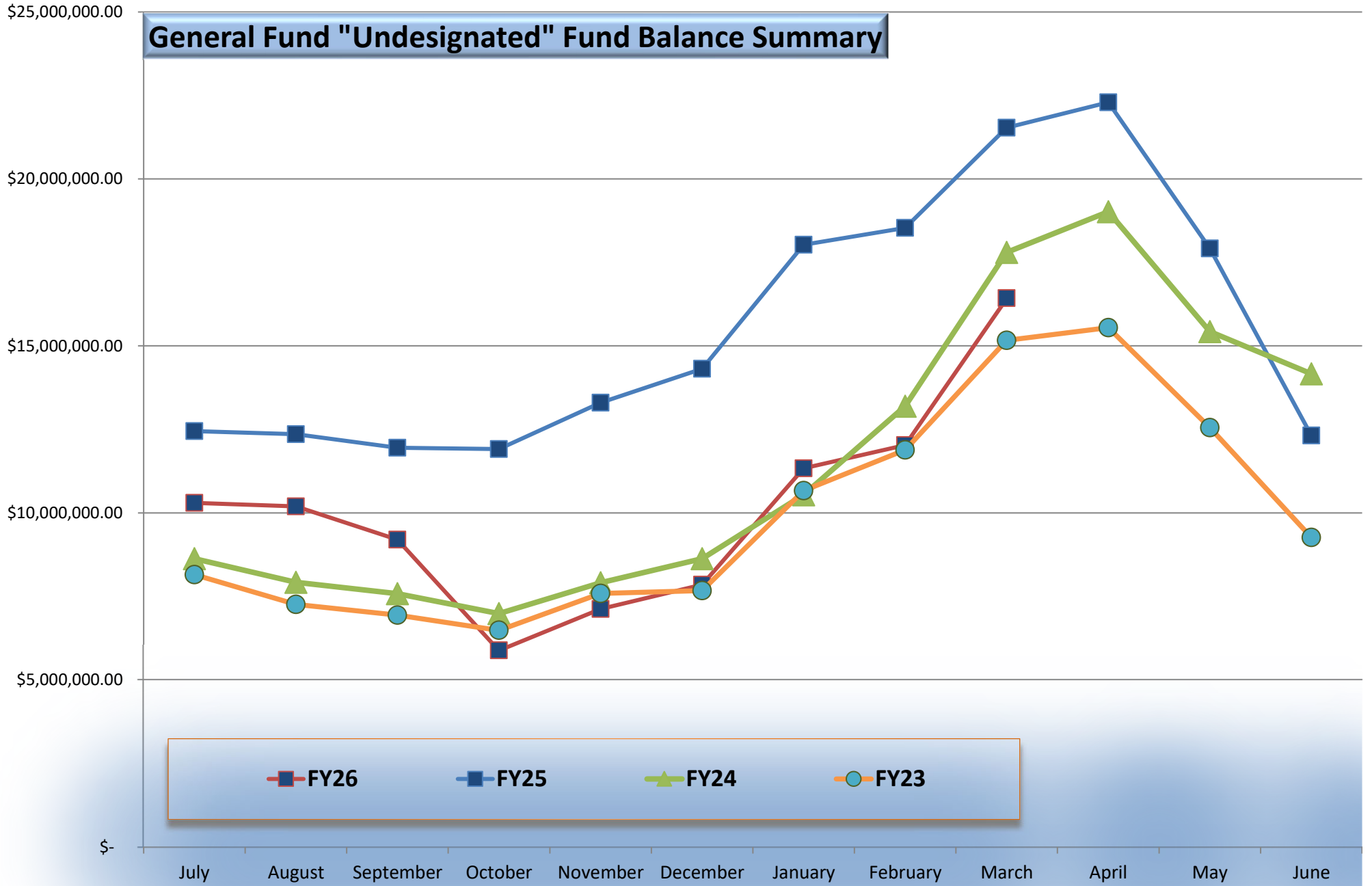
	LOCAL TAXES	CHARGES FOR CURRENT SERVICES	OTHER LOCAL REVENUES	STATE OF TENNESSEE	FEDERAL GOVERNMENT	OTHER SOURCES (NON-REVENUE)	Total Revenue
■ Percent of Budget	84.11%	90.68%	70.96%	80.38%	72.34%	74.56%	80.23%
■ Year-To-Date	19,622,709.02	302,407.15	764,619.50	29,303,565.19	77,404.04	11,648,369.47	\$61,719,074
■ FYTD Budget	23,330,500.00	333,500.00	1,077,500.00	36,454,443.00	107,000.00	15,621,963.00	\$76,924,906

General Fund Expenditure Budget to Actual Summary by Object March, 2026



	Salaries & Wages	Benefits	Contracted Services	Supplies & Materials	Other Charges	Debt Service	Capital Outlay	Total Expenditures
■ FYTD %	69.39%	68.09%	59.78%	73.42%	62.84%	55.42%	80.33%	69.25%
■ FYTD Activity	36,018,198.82	9,337,948.85	2,840,612.98	3,645,790.43	1,368,024.80	357,000.00	4,041,010.73	\$57,608,587
■ FYTD Revised Bdgt	51,905,380.23	13,714,811.87	4,751,419.49	4,965,694.04	2,176,976.34	644,205.00	5,030,318.03	\$83,188,805

General Fund "Undesignated" Fund Balance Summary



Oak Ridge, TN

BOE Fund 142 Financial

Filter Option: Previous Month
 Fiscal Year: 2025-2026
 Month: March

Account	Account Description	2025-26 FYTD Budget	Monthly Activity	YTD Activity	% of Budget	Variance from Budget	Total Encumbrance	Budget Remaining
47131	Vocational Program Improvement	119,539.85	-3,230.84	-74,560.81	-0.63	55,439.19	0.00	55,439.19
47141	Title I	888,869.44	-69,952.64	-473,325.02	-0.53	451,674.98	0.00	451,674.98
47143	Special Education Grants	1,285,781.85	-102,886.55	-765,675.99	-0.76	634,324.01	0.00	634,324.01
47145	Special Ed Pre-School Grants	63,711.04	-2,733.80	-26,509.45	-0.42	18,490.55	0.00	18,490.55
47146	English Lang Acq Grants	43,926.52	-1,351.07	-19,857.27	-0.45	10,142.73	0.00	10,142.73
47150	21st CCLC Grant	118,750.00	-11,425.17	-64,387.56	-0.54	50,612.44	0.00	50,612.44
47189	Title II	282,500.79	-17,164.99	-110,897.63	-0.39	89,102.37	0.00	89,102.37
47309	COVID-19 Grant D	74,300.00	-685.04	-37,108.02	-0.50	-37,108.02	0.00	-37,108.02
47590	Other Federal Through State	689,585.51	-19,457.22	-160,694.90	-0.30	561,305.10	0.00	561,305.10
47990	Other Direct Fedral Revenue	1,075,035.00	-82,752.81	-646,877.24	-0.53	428,122.76	0.00	428,122.76
3477	142 R -----	4,642,000.00	-311,640.13	-2,379,893.89	-0.49	2,262,106.11	0.00	2,262,106.11

Oak Ridge, TN BOE Fund 142 Financial

Filter Option: Previous Month
Fiscal Year: 2025-2026
Month: March

Account	Account Description	2025-26 FYTD Budget	Monthly Activity	YTD Activity	% of Budget	Variance from Budget	Total Encumbrance	Budget Remaining
71100	Regular Instruction Prgm	710,737.99	62,830.48	487,189.73	0.61	225,807.27	167,115.80	225,807.27
71200	Special Education Prgm	959,187.22	83,547.62	673,029.57	0.73	300,195.43	202,949.53	300,195.43
71300	Career/Technical Education Prg	96,922.30	5,870.54	69,869.89	0.70	-55,049.89	7,689.12	-55,374.89
71900	Contingency	86,602.62	0.00	0.00	0.00	500,000.00	0.00	500,000.00
72120	Health Services	11,815.72	0.00	0.00	0.00	0.00	0.00	0.00
72130	Other Student Support	225,080.31	11,445.84	119,310.83	0.52	-3,444.83	38,665.01	-24,955.16
72210	Regular Inst. Support	552,927.31	14,782.95	237,651.68	0.60	-103,201.68	44,499.49	-115,471.47
72220	Special Education Support	403,146.67	33,178.83	290,649.63	0.63	72,253.37	75,615.12	72,253.37
72230	Career & Technical Prg Support	2,500.00	59.08	2,150.47	0.86	-2,150.47	799.83	-2,186.50
72250	Technology Services	4,457.03	0.00	0.00	0.00	0.00	0.00	0.00
72710	Transportation	520.00	0.00	492.63	0.95	-492.63	0.00	-492.63
73300	Community Services	1,311,001.27	97,171.56	840,489.20	0.52	437,476.80	254,835.87	431,382.30
99100	Transfers Out	277,101.56	0.00	0.00	0.00	125,000.00	0.00	125,000.00
1209	142 E -----	4,642,000.00	308,886.90	2,720,833.63	0.60	1,496,393.37	792,169.77	1,456,157.72
Account Monthly Activity Grand Totals:				-2,753.23	340,939.74	58.61	792,169.77	3,718,263.83

Oak Ridge, TN

BOE Fund 143 Financial

Filter Option: Previous Month
 Fiscal Year: 2025-2026
 Month: March

Account	Account Description	2025-26 FYTD Budget	Monthly Activity	YTD Activity	% of Budget	Variance from Budget	Total Encumbrance	Budget Remaining
43521	Lunch Payments - Children	272,580.00	0.00	0.00	0.00	272,580.00	0.00	272,580.00
43522	Lunch Payments - Adults	3,500.00	-94.50	-3,051.00	-0.87	449.00	0.00	449.00
43523	Income From Breakfast	43,000.00	-2.75	-11.00	0.00	42,989.00	0.00	42,989.00
43525	A la Carte Sales	140,000.00	-5,810.80	-66,525.92	-0.48	73,474.08	0.00	73,474.08
43990	Other Charges for Food Service	200,000.00	0.00	-106,816.12	-0.53	93,183.88	0.00	93,183.88
44110	Interest Earned	35,000.00	-1,390.46	-17,081.65	-0.49	17,918.35	0.00	17,918.35
46520	School Food Service	20,000.00	-18,216.58	-18,216.58	-0.91	1,783.42	0.00	1,783.42
47111	USDA School Lunch Program	1,300,072.00	-122,951.14	-747,059.49	-0.57	553,012.51	0.00	553,012.51
47112	USDA Commodities	175,000.00	0.00	0.00	0.00	175,000.00	0.00	175,000.00
47113	Breakfast	360,108.00	-38,125.82	-236,131.84	-0.66	123,976.16	0.00	123,976.16
47114	USDA - Other	350,000.00	-18,544.79	-191,851.66	0.00	158,148.34	0.00	158,148.34
1140	143 R -----	2,899,260.00	-205,136.84	-1,386,745.26	-0.41	1,512,514.74	0.00	1,512,514.74

Oak Ridge, TN

BOE Fund 143 Financial

Filter Option: Previous Month
 Fiscal Year: 2025-2026
 Month: March

Account	Account Description	2025-26 FYTD Budget	Monthly Activity	YTD Activity	% of Budget	Variance from Budget	Total Encumbrance	Budget Remaining
73100	Food Service	3,649,340.00	234,036.72	1,624,920.73	0.55	2,024,419.27	19,368.82	1,835,980.81
32	143 E -----	3,649,340.00	234,036.72	1,624,920.73	0.55	2,024,419.27	19,368.82	1,835,980.81
Account Monthly Activity Grand Totals:				28,899.88	238,175.47	44.32	19,368.82	3,348,495.55

Oak Ridge, TN

BOE Fund 145 Financial

Filter Option: Previous Month
 Fiscal Year: 2025-2026
 Month: March

Account	Account Description	2025-26 FYTD Budget	Monthly Activity	YTD Activity	% of Budget	Variance from Budget	Total Encumbrance	Budget Remaining
44990	Other Local Revenues	35,000.00	-800.00	-27,889.00	0.00	7,111.00	0.00	7,111.00
49800	Transfers In	136,698.00	0.00	0.00	0.00	136,698.00	0.00	136,698.00
3992	145 R -----	171,698.00	-800.00	-27,889.00	0.00	143,809.00	0.00	143,809.00

Oak Ridge, TN

BOE Fund 145 Financial

Filter Option: Previous Month
 Fiscal Year: 2025-2026
 Month: March

Account	Account Description	2025-26 FYTD Budget	Monthly Activity	YTD Activity	% of Budget	Variance from Budget	Total Encumbrance	Budget Remaining
72130	Other Student Support	0.00	0.00	115.29		-115.29	0.00	-115.29
73300	Community Services	171,698.00	12,370.53	112,588.80	0.54	59,109.20	31,629.94	57,635.92
4333	145 E -----	171,698.00	12,370.53	112,704.09	0.54	58,993.91	31,629.94	57,520.63
Account Monthly Activity Grand Totals:				11,570.53	84,815.09	41.04	31,629.94	201,329.63

Oak Ridge, TN

BOE Fund 146 Financial

Filter Option: Previous Month
 Fiscal Year: 2025-2026
 Month: March

Account	Account Description	2025-26 FYTD Budget	Monthly Activity	YTD Activity	% of Budget	Variance from Budget	Total Encumbrance	Budget Remaining
43581	Community Services Fees Child	500,000.00	-45,364.50	-443,397.50	-0.89	56,602.50	0.00	56,602.50
4460	146 R -----	500,000.00	-45,364.50	-443,397.50	-0.89	56,602.50	0.00	56,602.50

Oak Ridge, TN

BOE Fund 146 Financial

Filter Option: Previous Month
 Fiscal Year: 2025-2026
 Month: March

Account	Account Description	2025-26 FYTD Budget	Monthly Activity	YTD Activity	% of Budget	Variance from Budget	Total Encumbrance	Budget Remaining
73300	Community Services	555,177.00	43,654.68	394,422.71	0.57	160,754.29	72,720.88	157,555.91
99100	Transfers Out	15,000.00	0.00	0.00	0.00	15,000.00	0.00	15,000.00
3735	146 E -----	570,177.00	43,654.68	394,422.71	0.53	175,754.29	72,720.88	172,555.91
Account Monthly Activity Grand Totals:				-1,709.82	-48,974.79	55.11	72,720.88	229,158.41

Combined Fund Balance and YTD Operating Statement Summary

March, 2026

Description	General Fund 141	Federal Fund 142	Food Service Fund 143	Special Fund 145	ECC Fund 146
Beginning Fund Balance July 1, 2025	21,596,951.44	0.00	1,696,042.07	36,519.24	364,535.50
Plus YTD Revenue per books 3/31/26	61,719,074.37	2,379,893.89	1,386,745.26	27,889.00	443,397.50
Less YTD Expenditures per books 3/31/26	(57,608,586.61)	(2,720,833.63)	(1,624,920.73)	(112,704.09)	(394,422.71)
Revenues Over (Under) Expenditures as of 3/31/26	4,110,487.76	(340,939.74)	(238,175.47)	(84,815.09)	48,974.79
Ending Fund Balance per books as of 3/31/26	25,707,439.20	(340,939.74)	1,457,866.60	(48,295.85)	413,510.29

Fund Balance Restricted/Committed/Assigned Status

Encumbrances and Deferred Revenue	\$ -		\$ 32,757.31		
Inventory					
Restricted for Career Ladder Program	2,177.59				
Restricted for Operation of Non-Instructional Services (CCI)	3,509.75		675,029.29		413,510.29
Committed for Other Purposes (Vehicles- ERR Fund)	0.00				
Committed for Other Purposes (Device Replacement)	3,000,000.00				
Assigned for Instruction- Coordinated School Health	2,152.65				
Assigned for other local grants					
Assigned for Instruction - Education Foundation Grant	2,160.34				
Assigned for Instruction (APSI-ORHS)	5,712.22				
Assigned for Support Services FRC Local Funds (56)				-48,295.85	
Nonspendable-Prepaid Expenditures					
Assigned to Balance FY26 Budget	6,263,899.00	0.00	750,080.00		
Unassigned Fund Balance 3/31/26	\$ 16,427,827.65	-340,939.74	0.00	0.00	
Total Fund Balance 3/31/26	\$ 25,707,439.20	\$ (340,939.74)	\$ 1,457,866.60	(\$48,295.85)	\$ 413,510.29

Oak Ridge Schools

7th Attendance Period

April 13, 2026

These numbers reflect the **2025-2026** Skyward Student Management System (Entity) active student enrollment count as of **April 13, 2026**.

The total includes **48** private school and home-schooled students receiving Special Ed services.



Oak Ridge Schools

Enrollment Entity Counts 7th RP 2025-26

April 13, 2026

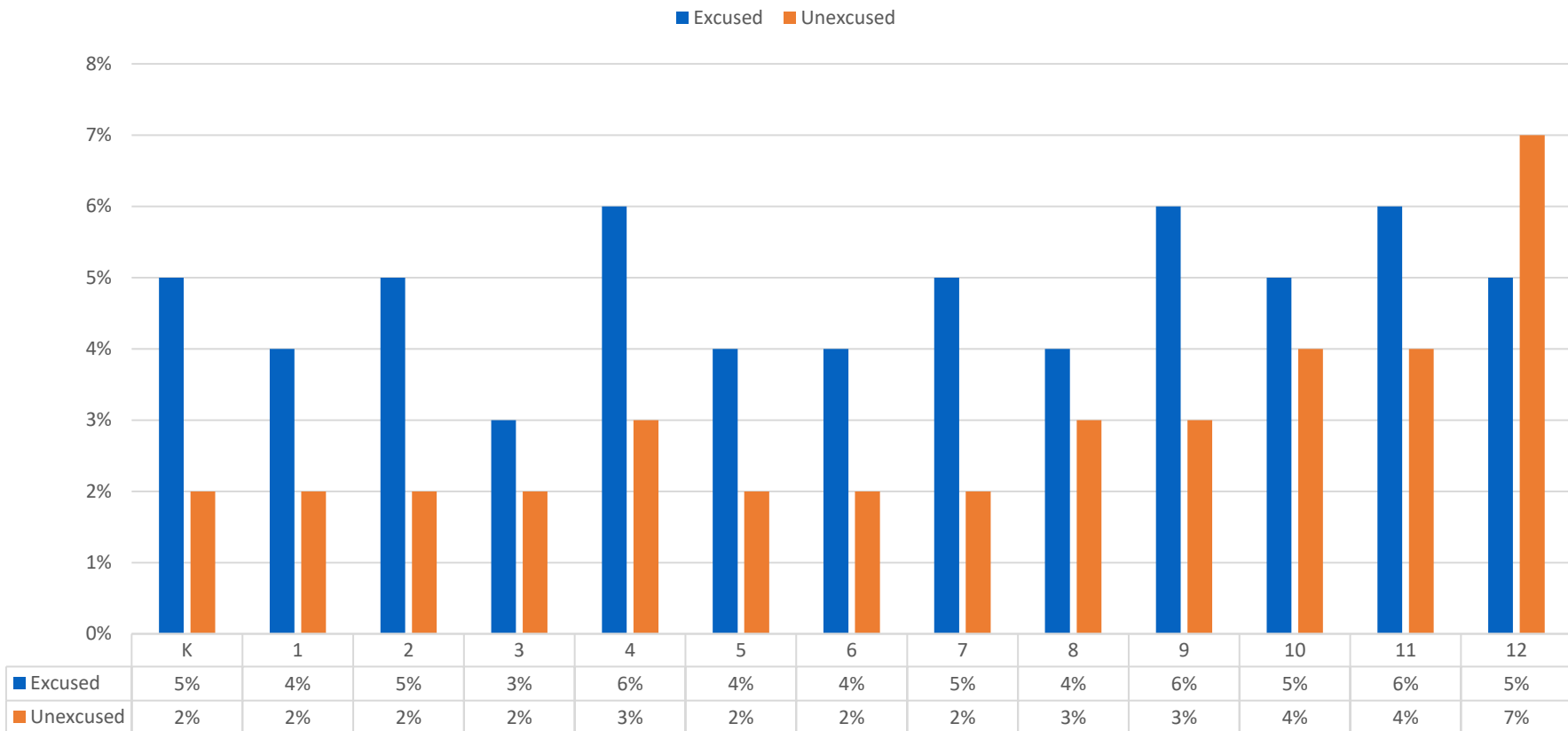
School	P3	P4	K	1	2	3	4	5	6	7	8	9	10	11	12	Total PK-12 2025-26	Previous 6th RP 2025-26	Diff	Total PK-12 2024-25
Preschool	64	127														191	193	-2	254
Glenwood			71	87	62	76	77									373	370	3	371
Linden			95	102	115	107	116									535	527	8	528
Willow Brook			74	70	88	79	78									389	387	2	424
Woodland			79	72	80	83	111									425	418	7	423
JMS								176	190	181	177					724	716	8	707
RMS								190	195	180	181					746	742	4	763
ORHS												372	413	388	342	1515	1520	-5	1589
Service School	46	11		1	3		2	2		1		1				67	53	14	0
Enrollment 2025-26	110	138	319	332	348	345	384	368	385	362	358	373	413	388	342	4965	4926	39	5059
Prev. 6th RP 2025-26	102	130	319	322	343	345	381	365	378	362	358	376	413	390	342	4926			
Difference	8	8	0	10	5	0	3	3	7	0	0	-3	0	-2	0	39			

This report compares the 2025-26 7th RP enrollment with the 2025-26 6th RP.

Attendance Graphs

The graphs below display excused and unexcused absence totals, entity counts, and attendance percentages by grade and reporting period. The data was compiled using information from attendance detail and summary reports and entity counts reports.
Reporting Period 7: 2/25/2026 - 4/9/2026

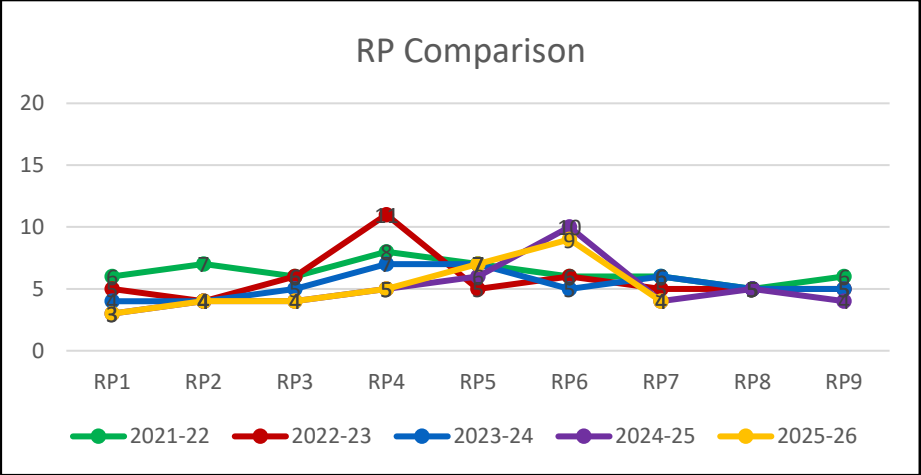
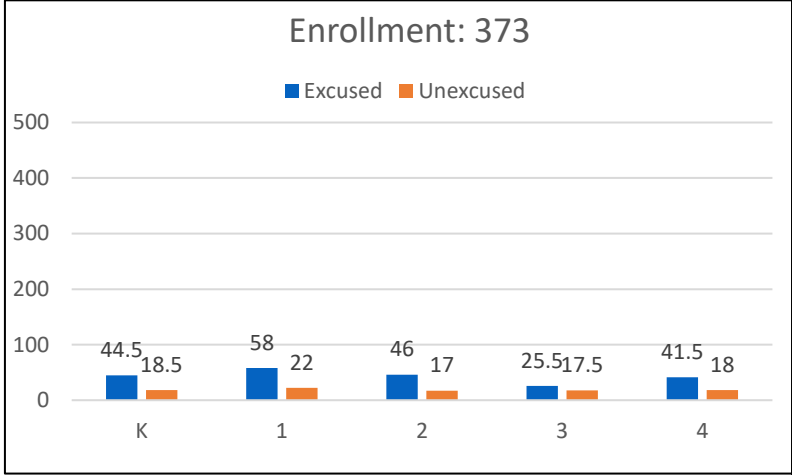
Percentage of Absences by Grade Level



* Percentages have been rounded to the nearest whole number.

2021-22	RP1: 6.3%	RP2: 6.7%	RP3: 6.3%	RP4: 7.7%	RP5: 6.9%	RP6: 5.8%	RP7: 6.3%	RP8: 8%	RP9: 5.9%
2022-23	RP1: 4.9%	RP2: 4.4%	RP3: 5.5%	RP4: 11%	RP5: 4.7%	RP6: 6.1%	RP7: 4.8%	RP8: 4.9%	RP9: 4.9%
2023-24	RP1: 4.3%	RP2: 4.2%	RP3: 5%	RP4: 7%	RP5: 6.9%	RP6: 5.1%	RP7: 6.2%	RP8: 4.7%	RP9: 4.5%
2024-25	RP1: 3.3%	RP2: 4.3%	RP3: 4%	RP4: 5%	RP5: 5.9%	RP6: 9.6%	RP7: 3.8%	RP8: 5%	RP9: 3.8%
2025-26	RP1: 3%	RP2: 4.4%	RP3: 3.5%	RP4: 4.5%	RP5: 6.8%	RP6: 9.2%	RP7: 4.1%		

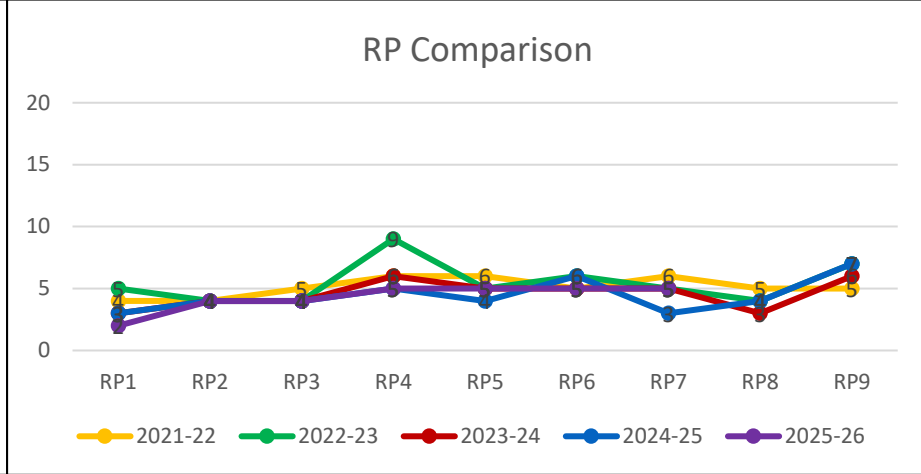
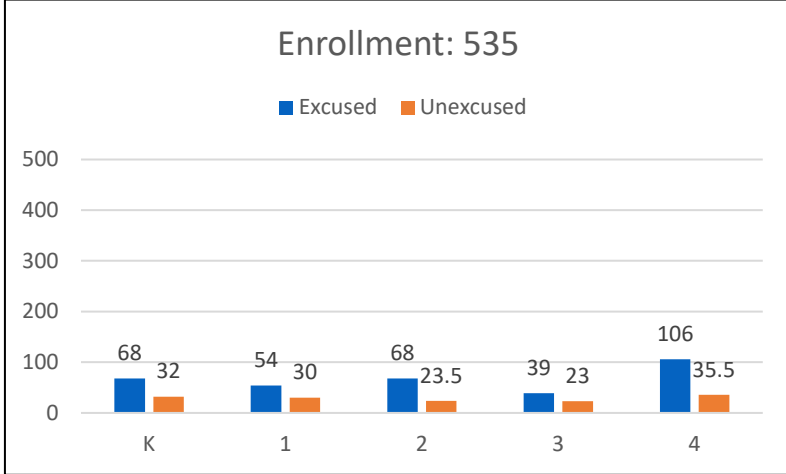
Glenwood



Goal
5.5

2021-22	RP1: 4.4%	RP2: 4.2%	RP3: 4.8%	RP4: 6.4%	RP5: 5.8%	RP6: 4.6%	RP7: 5.5%	RP8: 5.4%	RP9: 5%
2022-23	RP1: 3.2%	RP2: 4%	RP3: 4.4%	RP4: 8.9%	RP5: 5.4%	RP6: 5.8%	RP7: 4.5%	RP8: 4.1%	RP9: 7.1%
2023-24	RP1: 3.3%	RP2: 3.7%	RP3: 4.1%	RP4: 5.8%	RP5: 4.8%	RP6: 4.8%	RP7: 4.7%	RP8: 3.3%	RP9: 5.8%
2024-25	RP1: 3.0%	RP2: 3.6%	RP3: 4.2%	RP4: 5.1%	RP5: 4.4%	RP6: 6.1%	RP7: 3.2%	RP8: 3.6%	RP9: 6.8%
2025-26	RP1: 2.3%	RP2: 3.9%	RP3: 4.1%	RP4: 4.7%	RP5: 4.6%	RP6: 5%	RP7: 4.5%		

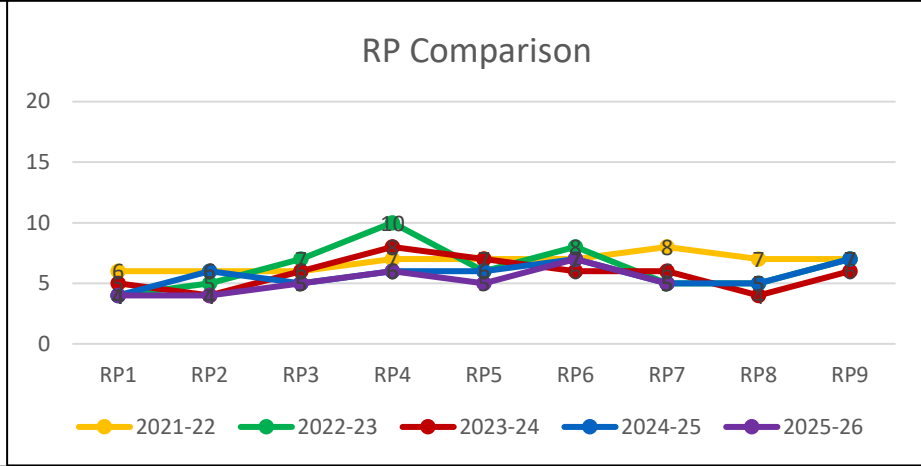
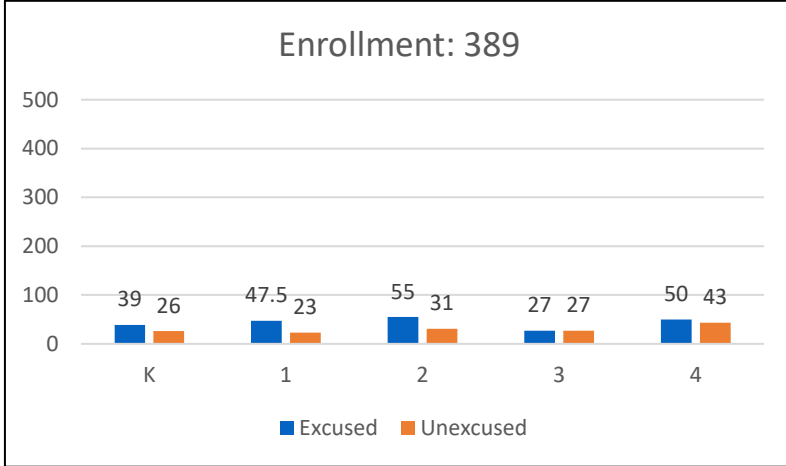
Linden



Goal
5

2021-22	RP1: 6.1%	RP2: 6%	RP3: 6.4%	RP4: 6.9%	RP5: 6.6%	RP6: 6.5%	RP7: 8%	RP8: 6.6%	RP9: 7.4%
2022-23	RP1: 3.6%	RP2: 4.7%	RP3: 7%	RP4: 10%	RP5: 6.4%	RP6: 8.1%	RP7: 5.3%	RP8: 5.3%	RP9: 6.9%
2023-24	RP1: 4.9%	RP2: 4.4%	RP3: 5.5%	RP4: 7.7%	RP5: 7%	RP6: 5.9%	RP7: 6.2%	RP8: 4.3%	RP9: 6.3%
2024-25	RP1: 4.4%	RP2: 5.9%	RP3: 4.9%	RP4: 6.4%	RP5: 6.1%	RP6: 7.3%	RP7: 5%	RP8: 4.9%	RP9: 7.4%
2025-26	RP1: 3.8%	RP2: 4.3%	RP3: 5.1%	RP4: 5.8%	RP5: 5%	RP6: 6.7%	RP7: 4.7%		

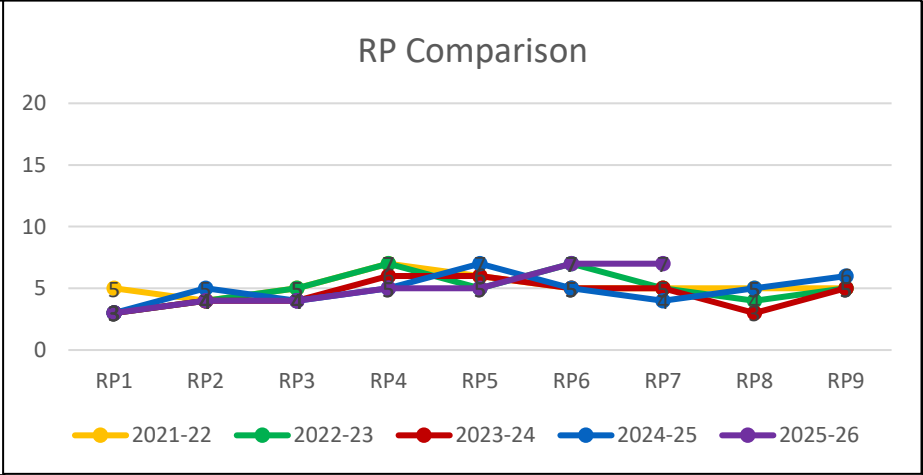
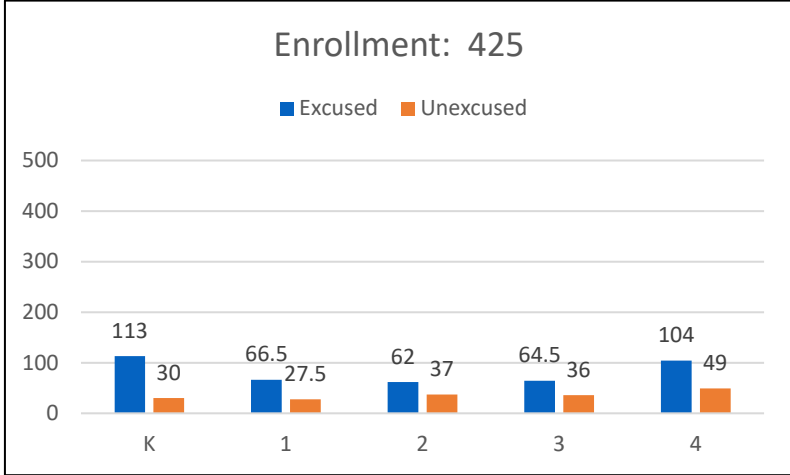
Willow Brook



Goal
6

2021-22	RP1: 4.5%	RP2: 4.1%	RP3: 4.8%	RP4: 6.7%	RP5: 5.9%	RP6: 5%	RP7: 4.7%	RP8: 4.5%	RP9: 5.2%
2022-23	RP1: 2.6%	RP2: 3.7%	RP3: 5.2%	RP4: 6.6%	RP5: 4.5%	RP6: 6.7%	RP7: 5.4%	RP8: 3.7%	RP9: 4.9%
2023-24	RP1: 3.1%	RP2: 3.5%	RP3: 4.3%	RP4: 6.2%	RP5: 5.6%	RP6: 5.2%	RP7: 5.2%	RP8: 2.9%	RP9: 4.5%
2024-25	RP1: 3.1%	RP2: 4.6%	RP3: 3.9%	RP4: 4.5%	RP5: 7.2%	RP6: 5.4%	RP7: 3.7%	RP8: 3.9%	RP9: 5.5%
2025-26	RP1: 3.4%	RP2: 3.7%	RP3: 4.3%	RP4: 5.1%	RP5: 4.5%	RP6: 6.8%	RP7: 7%		

Woodland

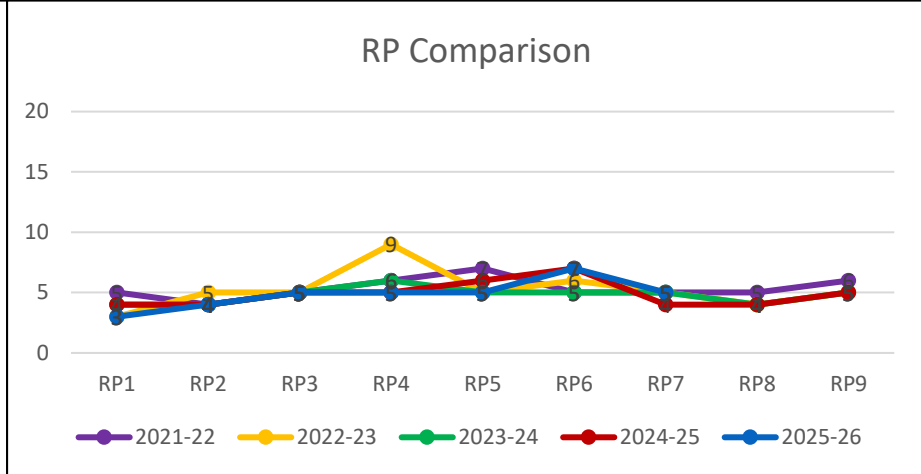
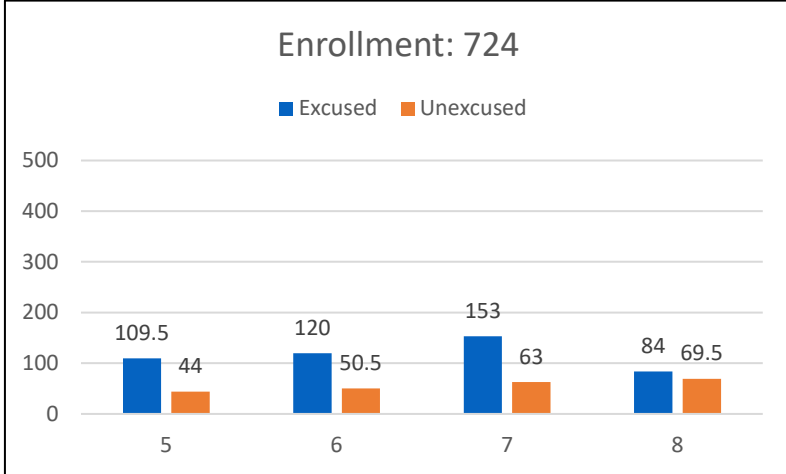


Goal

4

2021-22	RP1: 5.1%	RP2: 4.2%	RP3: 4.9%	RP4: 5.9%	RP5: 6.8%	RP6: 5.4%	RP7: 5.3%	RP8: 4.9%	RP9: 6.1%
2022-23	RP1: 3.1%	RP2: 4.6%	RP3: 5%	RP4: 8.7%	RP5: 4.7%	RP6: 5.5%	RP7: 5.1%	RP8: 4.3%	RP9: 5.3%
2023-24	RP1: 3.8%	RP2: 4.4%	RP3: 4.5%	RP4: 5.6%	RP5: 5.3%	RP6: 5.3%	RP7: 5.1%	RP8: 4%	RP9: 5.3%
2024-25	RP1: 3.6%	RP2: 4.2%	RP3: 4.8%	RP4: 5%	RP5: 5.5%	RP6: 6.8%	RP7: 4.1%	RP8: 3.6%	RP9: 5%
2025-26	RP1: 3.4%	RP2: 3.5%	RP3: 4.5%	RP4: 4.6%	RP5: 4.7%	RP6: 7.4%	RP7: 4.8%		

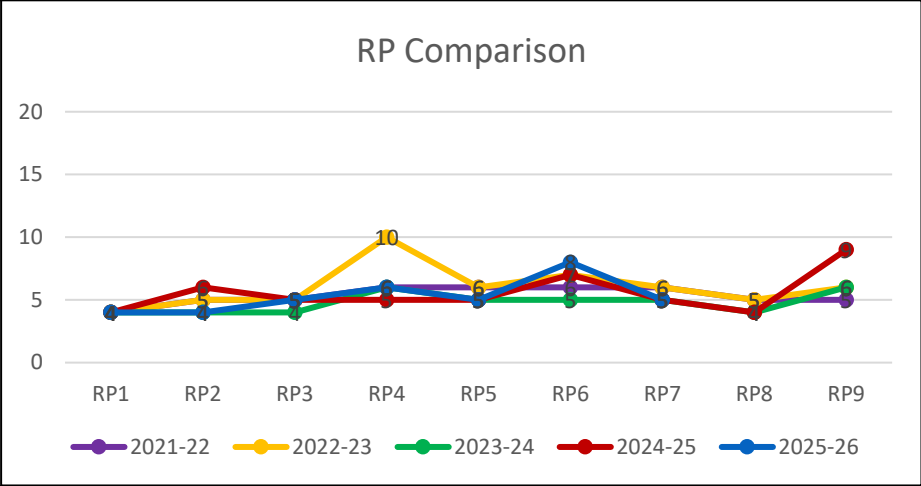
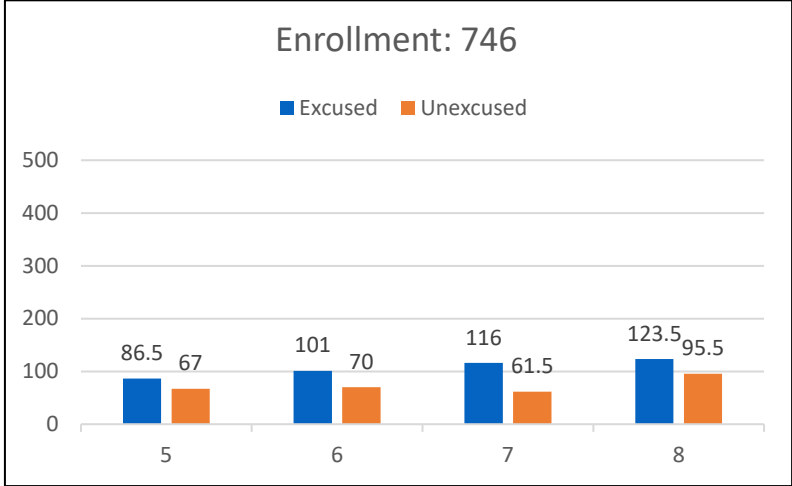
Jefferson



Goal
4.5

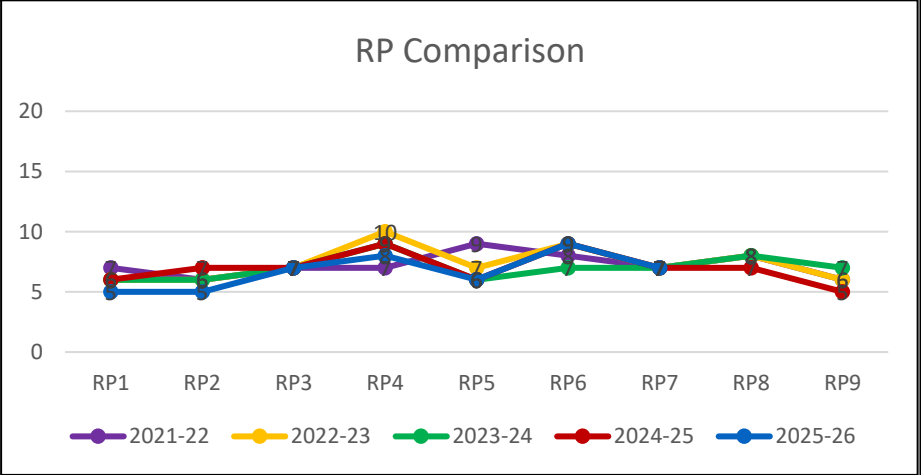
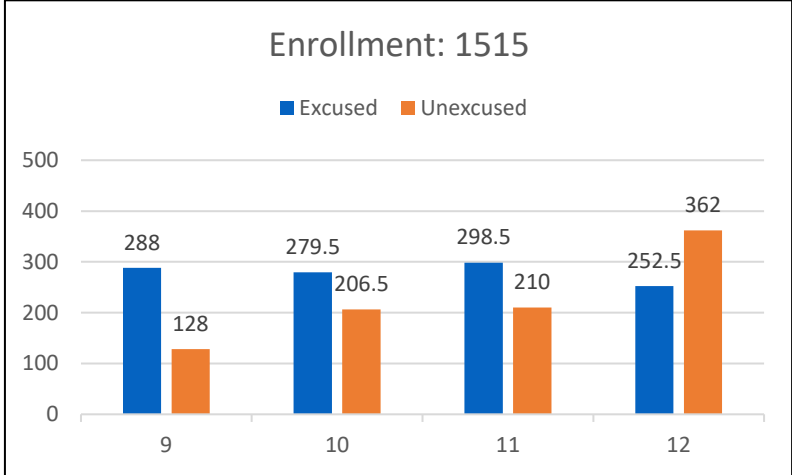
2021-22	RP1: 4.2%	RP2: 4.7%	RP3: 5.4%	RP4: 5.8%	RP5: 5.9%	RP6: 5.5%	RP7: 5.6%	RP8: 5%	RP9: 5.3%
2022-23	RP1: 4.4%	RP2: 4.5%	RP3: 5.4%	RP4: 9.7%	RP5: 6.1%	RP6: 6.8%	RP7: 5.5%	RP8: 4.8%	RP9: 5.8%
2023-24	RP1: 3.9%	RP2: 4.2%	RP3: 4.4%	RP4: 5.8%	RP5: 4.8%	RP6: 5.2%	RP7: 5.1%	RP8: 4%	RP9: 6.2%
2024-25	RP1: 3.9%	RP2: 5.5%	RP3: 4.8%	RP4: 5.4%	RP5: 5.2%	RP6: 7.1%	RP7: 4.9%	RP8: 3.8%	RP9: 9.1%
2025-26	RP1: 3.9%	RP2: 3.8%	RP3: 4.8%	RP4: 5.5%	RP5: 5.4%	RP6: 7.9%	RP7: 4.9%		

Robertsville



2021-22	RP1: 7.2%	RP2: 6.2%	RP3: 6.9%	RP4: 7.3%	RP5: 9.2%	RP6: 8.2%	RP7: 7%	RP8: 8.2%	RP9: 6%
2022-23	RP1: 6%	RP2: 6.3%	RP3: 6.6%	RP4: 9.8%	RP5: 6.6%	RP6: 8.7%	RP7: 6.5%	RP8: 8.2%	RP9: 6.3%
2023-24	RP1: 5.8%	RP2: 6.3%	RP3: 7.1%	RP4: 8.7%	RP5: 6.4%	RP6: 7.3%	RP7: 6.9%	RP8: 8.3%	RP9: 7.3%
2024-25	RP1: 6.2%	RP2: 7.1%	RP3: 7.2%	RP4: 8.8%	RP5: 6.4%	RP6: 8.6%	RP7: 7.2%	RP8: 7.2%	RP9: 5%
2025-26	RP1: 5%	RP2: 5.2%	RP3: 7.1%	RP4: 7.5%	RP5: 6.2%	RP6: 8.8%	RP7: 6.7%		

ORHS



Goal
6

