

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 4.300

Extracurricular Activities

August 8, 2023

All students under the age of eighteen (18) shall present a signed and dated statement from their parent/guardian before joining any club or organization or participating in activities of a club or organization. Students may not visit or participate in a club at any level without a signed and dated club permission slip from their parents or guardian. Parent/guardian permission for a student to participate in a club must be renewed each school year. The following processes will be followed to maintain compliance with the mandate:

1. Parents will be provided a club permission slip that contains the following information:
 1. Name of Club
 2. Name of club sponsors
 3. Description of club purpose and activities
 4. Information regarding the day and time the club will meet
 5. A signature and date line.
2. The club sponsor will maintain the student club signed and dated permission forms in a secure area.
3. The building principal will request student club permission forms from the club sponsor as needed.
4. Any off-campus club activities will require a separate field-trip permission form that has been signed and dated by the parent or guardian. Refer to Administrative Procedure 4.302 (A) Field Trips/Excursions/Competitions for further guidance.