

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 4.300

Extracurricular Activities

March 6, 2026

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. Information regarding any student medical condition
 6. 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.



Name of Club or Activity: _____

Teacher Sponsor: _____

Planned Days / Time to Meet: _____

Beginning Date: _____ Ending Date: _____

Expected Number of Participants: _____

Additional Teacher Sponsors: _____

Principal Signature: _____ Date: _____

Description of the Club / Extracurricular Activity: (additional information to support the description may be attached if needed)

Please list any medical conditions, allergies, or medications your student currently has or takes (write "None" if not applicable). Nurse may not be available after school hours during club meetings and/or events.

PARENT: Please complete this form and return to : _____ by: _____
(Teacher) (Date)

My child _____ has my permission to participate in the club / extracurricular activity as described above. He/She will abide by the rules of Oak Ridge Schools and any special rules of the sponsor.

I have read and understand the activities my child will be involved with during this club or extracurricular activity. 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.

Parent/Guardian (printed)

Parent/Guardian (signature) Date _____

Please provide 2 Emergency Contact Phone Numbers

Name/Relationship Number

Name/Relationship Number