

# **WEST HILLS ELEMENTARY SCHOOL**

## **Parent/Student Handbook**



**2023-2024**

409 Vanosdale Rd.  
Knoxville, TN 37909  
[www.knoxschools.org/westhillses](http://www.knoxschools.org/westhillses)

# West Hills Elementary School

*Kristen Jackson, Principal*  
*Suzanne Hammonds, Assistant Principal*

Dear Parents,

Welcome to **West Hills Elementary School!** We are pleased that you and your child will be a part of our school family this year. We hope that this will be an exciting and successful year for you and your family. We continually work towards academic excellence, and we look forward to working with the parents and community this year to achieve our school improvement goals. There is a strong tradition of support in the West Hills community for our school and our students, teachers, and staff. We know this tradition will continue this year as we work together to do “whatever it takes” for our students to learn and achieve.

Close cooperation between the school and the home are essential to promote the best interests of the child. We are using this handbook as a means of communication between school and home. There are many important policies and procedures for our school explained in this handbook. We ask that you carefully review all of the material in our handbook and keep this for future reference during the year. We ask that you carefully read and adhere again this year to our early dismissal policy included in this handbook for the safety and smooth dismissal of all students. We are always available for clarification of any of our policies, and we may be contacted at 539-7850. For additional information regarding our school and the Knox County Schools' programs, policies, and announcements, check out the Knox County School web site at <http://knoxschools.org>.

Please mark your calendar for the “**Parent Information Night**” for your child's grade level where you will receive very important information regarding curriculum and procedures. All information nights are from 6:00-7:00 p.m. We hope you will attend these important events.

PreK and Kindergarten: August 17<sup>th</sup>

First Grade: August 28<sup>th</sup>

Second Grade: August 22<sup>nd</sup>

Third Grade: August 17<sup>th</sup>

Fourth Grade: August 15<sup>th</sup>

Fifth Grade: August 15<sup>th</sup>

**Meet and Great is scheduled for August 3<sup>rd</sup> -3:30-5:30**

We are searching for volunteers to assist students in the cafeteria (opening milk cartons, ketchup, etc. and handing out napkins), particularly with our new kindergarten students in the first month of school. **Can you help?** If so, please contact the school office.

Sincerely,

*Kristen Jackson*

Principal

West Hills Elementary School

# West Hills Elementary School

Address: 409 Vanosdale Road  
Knoxville, Tennessee 37909

Telephone: (865) 539-7850 Office

Fax: (865) 539-7876

Website: [www.knoxschools.org/westhillses](http://www.knoxschools.org/westhillses)

**Principal:**

Kristen Jackson

**Assistant Principal:**

Suzanne Hammonds

**Office Staff:**

Lee Berry- Secretary  
Lauren Moroz- Bookkeeper

**School Nurse:**

Stefanie Matthews

**Literacy Coach:**

Maria Collier

**Gifted/Talented Coaches:**

Janet Braden  
Corey Gurskyi

**Cultural Liaison:**

Blair Harrison

**Academic Interventionist (RTI):**

Melanie Shultz

**Special Area Teachers:**

**Art Teacher:**

Carla Ortiz

**Guidance:**

Fallon Sullivan

**Gym Teachers:**

Blair Brabson  
Charlie Bell

**STEM Lab:**

Heather Gray

**Librarian:**

Kathryn Allen  
Terrill Briggs- OSTR, website admin.

**Music Teacher:**

Peyton Bennett

**West Hills PTA Co-Presidents:**

Amanda Paletz  
Lizzie Flemming

**West Hills Elementary Wolf Pack Foundation:**

Elizabeth Evola- President



\_\_\_\_\_  
(Teacher/Grade)

\_\_\_\_\_  
(Student's last name, first name)

**John Bynon Park Permission**

I give permission for my child, \_\_\_\_\_, to travel to John Bynon Community Park located adjacent to West Hills Elementary School. I understand that the park will be used for both recreational and educational purposes this year, and that the teacher will make decisions to use the park facilities. This permission will serve for the school year.

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**Media Release**

From time to time, we receive requests from local media (newspapers, radio, television) to interview, photograph and/or videotape our students. These requests are generally in conjunction with special activities or events that take place at school. Please fill out the space below if you give permission for your child to participate with the media should the occasion arise.

My child, \_\_\_\_\_, DOES have permission to appear in photographs and/or videos as described above. My child has permission to be interviewed and quoted in the media. I realize that these pictures/videos will be property of the local media.

My child, \_\_\_\_\_, DOES NOT have permission to appear in photographs and/or videos as described above. My child has permission to be interviewed and quoted in the media. I realize that these pictures/videos will be property of the local media.

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**H.A.B.I.T. (Human-Animal Bond in Tennessee)**

For several years, West Hills Elementary has participated in the HABIT dog program sponsored by the University of Tennessee College of Veterinary Medicine. Selected classes will receive weekly visits by HABIT trained dogs. These dogs are part of the highly successful UT Ruff Reading Program used in approximately 20 schools in 3 TN counties. Please complete one of the following statements below.

My child, \_\_\_\_\_ has permission to spend some time with the HABIT dog if his/her class is selected to participate in the Ruff Reading Program.

I would prefer my child, \_\_\_\_\_ NOT spend time with the HABIT dog.

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**Handbook**

*I verify that I have read and understand the expectations and guidelines outlined in the West Hills Parent and Student Handbook. I have discussed important information from the handbook with my child.*

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)



**WEST HILLS**  
ELEMENTARY SCHOOL

409 Vanosdale Road  
Knoxville, TN 37909  
Telephone (865) 539-7850  
Fax (865) 539-7876

Kristen Jackson  
*Principál*

Suzanne Hammonds  
*Assístant Principál*

August 8, 2023

Dear Parents,

The Knox County Board of Education charges a basic fee of \$10.00 per child per school year. This covers basic instructional supplies such as writing paper, basic art supplies, and worksheets. Our school charges an additional fee of \$15.00 per child to cover such expenses as supplemental art supplies (paint, construction paper, poster board, etc.), copy paper for student work, newsletters, bulletins, and other supplemental instructional materials (math manipulatives, science materials, etc...)

The total fee for the 2023-2024 school year will be **\$25.00 per student**. For easy convenience we respectfully ask parents to use our online payment system, located at the following link:

<https://knoxschools.schoolcashonline.com/>

If this imposes a financial hardship, please contact our school office (865-539-7850) to make financial arrangements. Thank you.

Sincerely,

*Kristen Jackson*

Principal, WHES



# Teachers' Top 10 Tips:

## How You Can Help Your Child Have a Great School Day

#1 **Serve a breakfast high in protein.** Though children may claim they're not hungry as they scurry to get ready in the morning, soon after arriving they're starving if they haven't had a good breakfast. Many teachers can look around the classroom and quickly identify which students had a good breakfast with protein (which keeps their energy stable better than sugary foods) and which didn't. Quick breakfasts to try are a boiled egg, a peanut butter or cheese sandwich or a breakfast protein bar.

#2 **Arrive on time.** It disrupts the classroom and gets your child's school day off to a rocky start if you arrive late. Children are to be **in their seats at 7:45 A.M.**, so aim to drop them off at the door no later than 7:35 A.M., giving them time to walk to their assigned area. We strive to have our students ready and prepared to learn every day. Your assistance in getting them here daily and on time is a support that we value.

#3 **Avoid morning arguments.** Mornings can be stressful for all of us. If a problem arises at home during the morning rush, see if you can wait until the afternoon or evening to discuss it with your child. Students need to arrive refreshed and upbeat in order to focus on their demanding schoolwork.

#4 **Start the night before.** Many veteran parents tell us that one secret to a smooth school day is having children lay out everything they need for school the night before. This avoids a last-minute frenzy in the morning, looking for library books, discovering an undone homework assignment, or finding your child's shoes caked in mud from afternoon play the day before.

#5 **Look for Friday folders.** Each Friday your child will bring home a folder with correspondence from the teacher about school work, upcoming events, and your child's progress. This is a window into your child's world at school and is one of the most important ways for you to stay connected with your child's teacher.

#6 **Approach your child's teacher as a friend.** When a problem arises regarding school, ask for a discussion with your child's teacher as your first step. While explaining your concerns to the teacher, keep in mind that teachers have devoted their lives to helping children: they want your child to thrive. A good way to start such a conversation is to say to the teacher: "My child is having a

problem, and I'd like to know what I can do as a parent to make the situation better, and what you can do in the classroom as the teacher."

**#7 Prevent absences when possible.** When a child misses a day of school, he or she falls behind in all subject areas. When possible schedule doctors' appointments in the afternoon when school is out. Early dismissals cause your child to miss vital instructional time. Please review the early dismissal policy. Please schedule family vacations during school breaks, whenever possible.

**#8 Help your child be a good friend to other students.** Encourage your child to reach out to new students and be kind to students who are different. If your child tells you of a conflict with a classmate, encourage him or her to discuss it with his/her teacher, guidance counselor, or another adult.

**#9 Volunteer in the classroom at least once.** Though you may have a demanding schedule as you balance work or family commitments, arrange to volunteer in your child's classroom at least once during the school year. Read a book to the class, help out with a special party, or just drop by to have lunch with your child. Teachers have found that the more interest that parents show in school, the better the child's progress.

**#10 Read with your child each night.** Have your child read to you (or read to your child, for pre-school and kindergarten parents) every night without fail. Even if it is just one page of a book on those nights that are busy, don't skip your nightly reading. Strong reading skills are the secret to success in every subject, even math. We recommend at least 20 minutes every day for reading with/to your child.

# West Hills Elementary School Policies

If you have any questions, please contact the school office. Following the section on student responsibility, topics are arranged in alphabetical order.

## Student Responsibility

Our goal is to prepare students to be productive, contributing, responsible citizens. We help them learn to take responsibility for their decisions and their actions by:

- \* **setting clear consistent expectations**
- \* **recognizing and encouraging appropriate choices**
- \* **responding to poor choices with consequences that are respectful and clearly defined**

We teach children to be respectful of our building by:

- \* **having them clean up their own spaces in the classroom and other areas (such as the cafeteria)**
- \* **defining procedures for bathroom use and movement in hallways, gym and classroom**

## Allergies (food)

We request the help of all parents in making West Hills Elementary safe for students who have life-threatening peanut allergies. Several students at our school have severe allergies to peanuts and peanut oils, and we have a peanut-free cafeteria serving line. We ask that you be considerate to those children whose quality of life is threatened by their allergies. Please do not send peanut products (peanut butter sandwiches, peanut cookies, etc.) to West Hills Elementary. Some children with severe allergies are at risk if seated near another student eating peanut products, even if they themselves do not eat the peanut-based food. Thank you for your consideration and your assistance!

## Animals

No live animals may be brought to school without prior consent of the teacher **and** the principal.

## Arrival & Dismissal

**Arrival:** School begins each day at 7:45 A.M. for all grades, including kindergarten.

**Children are expected to be in their seats** (not at the door being dropped off) **at 7:45 A.M.** as classroom instruction begins at 7:45 A.M. The school opens at **7:00 A.M.** to receive students. The cafeteria, where breakfast is served from 7:00 -7:30 A.M., or designated bus room areas are the only areas students are allowed before 7:35 A.M. Please help your child to arrive on time.



## **Dismissal, Grades K-5th:**

**Students who need early dismissal must be picked up before 2:15 p.m.**

Students will only be dismissed through the car line or through the **OUTSIDE** gym door (Parker/walkers).

You will need to present your car tag to staff as this will serve as your approved pick-up method.

If you do not have a car tag, you will need to park in an **appropriate parking spot** and use your ID to secure an "approved for dismissal note" from the office.

The person picking up parker/walkers will bring the car tag to the **OUTSIDE** gym door.

**Parker/Walker dismissal will begin at 2:45 p.m. or as soon as the traffic has cleared enough for SAFETY of walkers.**

We encourage all students to be picked up through the car lines. This will be the fastest and safest process for your child to exit. If you will regularly pick up your child OUTSIDE the gym door, let your child's teacher know in writing.

**Any changes in the way your child goes home, MUST be communicated in writing to the teacher. We will not be taking changes over the phone.**

**It is imperative that all children be picked up on time. Teachers are off car duty at 3 p.m. If you are late picking up your child, you will need to check in the office and see an administrator to sign your child out.**

## **Attendance Policy**

**Absence Policy:** The Knox County Juvenile Court handed down a decision several years ago affecting all Knox County Schools' parents and students. The order states that parents will be held directly responsible for unexcused absences of their children. **When a student is absent, a parent must send the original note or doctor's statement within FIVE days to the child's teacher in order to have the absence excused. (It is no longer acceptable to send a picture of the note by way of parent square, email or DOJO).** If, after five days, the teacher has **not** received a note from the parent explaining the absence, that absence will remain an unexcused absence. Be aware that even if a parent calls the office to explain an absence, **a written note is still required to excuse the absence.** A phone call without a note will result in an unexcused absence. A student may be absent due to illness no more than 10 days per school year before a medical statement is required.

Situations that qualify as excused absences include:

- \* Personal illness (a medical statement required after a total of 10 absences per school year)
- \* Illness of a family member that temporarily requires help from the student and is supported by medical documents
- \* A death in the family
- \* A recognized religious holiday regularly observed by members of the student's faith

\* A verifiable family emergency

**Vacations or trips out of town are unexcused absences.**

After **five unexcused** absences, parents will receive a letter from Knox County Schools. Juvenile Court will receive a listing of all students that fall into this category. **After ten unexcused** absences the Attorney General's office will include them in the Truancy Initiative Meetings. Please understand that all letters are generated by Knox County School's central office from the absences that each school must input daily. We do not submit names at the school level. Students in Kindergarten through fifth grades must be at school for 3 hours and 16 minutes to be counted present for the day.

**Tardy Policy:** Being on time each day is extremely important for children in every grade, including Kindergarten. Schedules and responsibilities are defined and clarified during the first part of the day. Each child needs the opportunity to start the day feeling good about the teacher's expectations. Please help your child begin the day on time.

**Students who arrive at school after 7:45 must report to the office with a parent to get a tardy slip and have their names removed from the absence list.**

**Early Dismissal Policy:** Students who leave before 2:45 must be signed out in the office by a parent. Parents must be prepared to show proper ID when checking out their children.

**Remember that we will not check students out after 2:15.** It is too confusing when we begin our dismissal procedures to call students to the office for early dismissal. **If you MUST check your child out early, please do so before 2:15.** Please note - if you pick up your child before 11:00 am, he or she will be counted absent for that day. Three tardies or early dismissals in a nine-week grading period will make the child ineligible for a Perfect Attendance Certificate.

**Early dismissals are recorded as a "tardy" on the report cards.**

## **Authorization for News Media Contact and Release to Publish**

Occasionally we have the opportunity to highlight some of our programs and students through special coverage by news media. We would also like to include pictures of students on our website (not with their names attached to the pictures on the website). At the front of this handbook, there is a release/authorization for your child to participate in any media coverage. Please check the appropriate space, sign the form, date it, and return to school. Please call the school office if you have any questions. Thank you for your assistance.

## **Cafeteria**

Lunch should be a pleasant time for all students. Students are expected to behave appropriately and courteously. Staff members monitor the cafeteria in order to provide a safe, pleasant atmosphere. We welcome all visitors to eat with their children. Please check in to the office and receive a visitor's badge. **We do have a small parent table located in our cafeteria for visitors. Please note that space is limited.** We apologize for inconvenience. Knox County Schools has the K12 Payment Center. This on-line system allows parents to establish their own login/password and to add money to their student's account (by name, birth date, and school) for extra purchases, such as ice cream and/or milk. Parents can then view their student's cafeteria account balance, their meal purchases, set up automatic payments, or make one-time payments.

For information regarding this account go to KCS website, choose the Families Tab and choose School Cash Online.

Families can also send in cash to pay for items such as ice cream, milk. If you choose to send money, please place cash in an envelope with your child's name, grade, and teacher's name written on it.

For the 2022-2023 school year, we have received a grant which provides free breakfast and lunch to all students. For visitors, here are the following breakfast and lunch prices:

Prices are:      Visitor Adult Breakfast \$2.25  
                     Visitor Adult Lunch: \$3.75  
                     Extra Milk: \$.75  
                     Ice Cream: \$1.00

The cafeteria is not set up to grant credit. Students must pay for their extra items (ice cream, milk) either in advance or on the day they are served.

### **Cell Phones at School:**

In the case of urgent matters, parents are allowed to telephone the school office and leave messages for a student. A student will be called out of class to talk on the telephone only in an emergency. Students may use the telephone in the office with permission from the classroom teacher only if absolutely necessary. Ideally, cell phones should not be brought to school and per board policy they may not be turned on or used during the school day without permission from administration. **Student cell phones should be in the off position and in the students' backpacks. The school is not responsible for lost or stolen cell phones.**

### **Civility Code (Board Policy B-230):**

**PHILOSOPHY OF PERSONAL CONDUCT:** It is the intent of the Board to promote mutual respect, civility and orderly conduct among district employees, parents and the general public. This policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members and school district personnel. This policy also identifies those behaviors that are considered inappropriate and disruptive to the operation of a school or other school district facility. It is not the intent of the Board to deprive any person of his or her right to freedom of expression.

**EXPECTATIONS:** Students, faculty, staff, parents, guardians and all other members of the community shall:

1. Treat one another with courtesy and respect at all times.
2. Take responsibility for one's actions.
3. Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
4. Refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.
5. The Board does not condone a lack of civility by anyone, and recognizes appropriate administrative measures will be used to address those who do not abide by Board policy.

## Clinic/Illness at School

Our clinic is staffed by our school nurse. If your child becomes ill at school, you will be notified. Knox County Board Policy requires that students who have a fever over 100.4° degrees must be picked up from school. Students must be fever free for a 24-hour period before returning to school. Under Knox County's policy, we are allowed to put Band-Aids on cuts and scrapes, ice on bumps, and baking soda on bites. We will notify parents and file an accident report in the event of an accident, a bump on the head, or injury. Medication cannot be given without a medication form from a physician, written parent permission, and medication in a prescription bottle (please see medication policy). **It is extremely important that your phone numbers are always current on the emergency cards.**

## Communication & Conferences

Teacher and administrators welcome discussions with parents regarding a child's progress and any other concerns.

When you have a concern regarding school, your first step should be to ask for a discussion with your child's teacher. Though it is tempting to discuss matters during morning drop-off or afternoon pick-up, those are times of the day when teachers are very busy. It is better to schedule a discussion ahead of time, so that the teacher can fully concentrate on your concern. We also encourage you to correspond with your child's teacher early in the school year to establish a rapport between the two of you. Good communication reduces the potential for misunderstandings.

If your concern is not fully addressed by the teacher, your next step is to schedule a conference with a school administrator. **Though administrators welcome discussions with parents, parents are expected to first initiate discussions with the classroom teacher before meeting with an administrator.**

## Discipline Policy (Board Policies J-191, J-211):

The school's administration and faculty are committed to providing learning experiences to their students in a positive, supportive, and motivating atmosphere. We believe that every student in our school is capable of learning and of demonstrating appropriate social interaction. We believe in accepting the responsibility for behavior in a shared commitment towards good citizenship.

Students are expected and required to show their PACK PRIDE:

- P-Purposeful
- R-Respectful
- I-Inclusive
- D-Dependable
- E-Empathetic

Each teacher has the primary responsibility for establishing a classroom climate conducive to learning. This includes maintaining firm, fair, and consistent behavioral expectations. Communication between teacher and parent is an essential component to the development of the program.

The administration is an integral part of the establishment of a supportive positive learning environment. The administrators assist in maintaining discipline and supporting appropriate



social interaction. Communication between administrators, students, teachers, and parents facilitates a positive learning atmosphere and promotes high educational values.

West Hills Elementary will not use corporal punishment as a component of its discipline plan. We believe that other disciplinary measures result in more positive behaviors and support an atmosphere conducive to learning. A student with persistent or serious misbehavior is sent to the principal for disciplinary action. Consequences for misbehavior may be any or a combination of the following: verbal correction by staff member, work detail, counseling by administrator or counselor, loss of privileges, time-out in PAC class or in the office, in-school restrictions, parent asked to take child home for the remainder of the day, suspension from school, parent asked to stay at school with child, or other appropriate measures as determined by the administrator.

The Knox County School Board of Education [Misbehaviors and Disciplinary Options Policy \(J191\)](#) outlines conduct infractions and disciplinary steps. Knox County Schools has adopted a zero-tolerance stance relative to carrying any form of a weapon onto school property, possession of drugs, or assault on a teacher or school employee. Since the student's right to learn and the teacher's right to teach must always be protected, conduct prejudicial to good order or discipline will not be tolerated. Positive measures will be followed by firm punitive measures if necessary. Any student exhibiting behavior deemed dangerous to others will be removed by suspension until a management plan can be implemented and parents involved.

The Knox County Board of Education has established a [Harassment, Intimidation and Bullying or Cyber-Bullying Policy \(J211\)](#) prohibiting acts of harassment, intimidation, and bullying. Knox County Board Policy (J211) is attached. We will work with individual students to uphold this policy, and the consequences for misbehavior can be very serious. Please help us help your child to be respectful of everyone and to not harass, intimidate, or bully any student.

#### **Transfer Option for Students Victimized by Violent Crime at School:**

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public-school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Brian Hartsell, Supervisor of Transfers, at (865) 594-1502.

#### **Elementary Dress Code:**

The standards for elementary school dress reflect "common sense" and a concern for each child's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided.

To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Knox County Elementary Schools:

1. Pants must not sag below the waist and must be at a safe length.
2. Head apparel, except for religious or medical reasons, must not be worn inside the school building.
3. **Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.**
4. Clothing or accessories may not display offensive, vulgar language or images and must not advertise products which students may not legally purchase.



5. For students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer materials such as spandex are inappropriate attire. Appropriate length is measured via "fingertip" rule.
6. For students in Grades 3-5, shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible.

The school administration reserves the right to determine whether the student's attire and appearance are within acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail. The principal may allow exceptions for school-wide programs or special classroom activities. The teachers and the principal will administer appropriate consequences for policy infractions. **We respectfully request that all students wear tennis shoes to school every day. They have physical education class twice every six days and generally go outside to play for a short time daily. Tennis shoes are the safest shoes for all school functions. Thank you!**

## Fees

Knox County Schools request a materials fee for each student in order to provide the necessary paper, technology, and other supplies for the students. The fee for West Hills Elementary students is \$25.00. **Please make checks payable to West Hills Elementary School and pay the fee during the first month school is in session.** Classroom materials for instruction are purchased during the year with these funds. For easy convenience we respectfully ask parents to use our online payment system, located at the following link:

<https://knoxschools.schoolcashonline.com/>

## Field Trips

Field trips are planned to support specific instructional curriculum. Parent volunteers help supervise and ensure the safety of students when away from the school site. **All chaperones must have a level 3 or level 4 background check clearance.** Please be aware that clearance checks may take several days to several weeks to complete. Ensure you are planning ahead and requesting needed checks well in advance. *(For more information, see the section under Volunteers).* Please contact the teacher if you are interested in being a chaperone.

**Chaperones are not allowed to bring siblings along on field trips.** Because of safety concerns and increasing bus and program fees, West Hills Elementary will look for ways to bring performances and programs into the school setting and use trips away from the school only for special events.

Please note that field trips are an extension into the community of the instructional focus we have within the school setting. If a student demonstrates responsible behavior within the school building, we are confident the student will behave responsibly in the community field trip setting. We reserve the right to not allow the student's participation on the field trip and to continue the instructional focus within the building setting.

While attending a field trip, students are expected to **ride the bus to and from the event. Parents may not check their child out of school while on the field trip.** All children must return to school before being checked out of school. Parents who serve as chaperones may be expected to ride the bus if there is room on the bus.

## Flowers/Gifts/Invitations Policy

Students may not receive flowers, balloons, or other gifts at school. These can be a distraction and cannot be transported on the bus. If during the school day a student wants to hand out invitations for a birthday party or other function, *they must hand out invitations to every child in the classroom or hand out none at all.*

## Food Policy – see section on “Wellness”

### Grades

Students are graded at their instructional level. Interim reports will be sent home during the fifth week of every nine-week grading period. Report cards are sent home to parents at the end of each nine-week grading period.

The Kindergarten report card will reflect an ME (Meets Expectations), DE (Developing Understanding of Expectations), LE (Limited Understanding of Expectations) in all subjects including behavior and work habits.

In first and second grades, students will earn E (Excellent), S (Satisfactory), or N (Needs to Improve) in all subjects and a letter grade (A, B, C, D, U) in behavior.

Students in third through fifth grades earn a letter grade (A, B, C, D, U) in all subjects including special area classes and in behavior. They will earn an E (Excellent), S (Satisfactory), or N (Needs to Improve) in work habits.

#### Knox County Grading Scale

A – Exceptional (93-100)

B – Above Average (85-92)

C – Average (75-84)

D – Below Average (70-74)

U – Unsatisfactory (Below 70)

E – Excellent (93-100)

S – Satisfactory (92-75)

N – Needs to Improve (74 and below)

### Lost and Found

Students or parents looking for lost items should look in the lost and found box outside of the art room. These items are typically not stored in the school office (except for eye glasses, cell phones, etc.). We ask families to write their child's name in jackets, clothing to help eliminate a large amount of lost clothing items. All unclaimed clothing items will be donated to local charities.

### Make-Up Work

If you need to request that your child's work be sent home because of an extended illness (**two or more days**), call the office before 9 a.m. to make your request. The office staff will contact the teacher and have your child's make-up work sent to the office for you to pick up later in the afternoon. Please do not go to the classroom during school hours to request make-up work as this may interrupt the teacher and other students during instruction.

## Medication Policy

No medication of any kind can be administered to students by school personnel except when medication must be given on a long-term basis and is necessary to be given during the school hours in order for the student to remain in school. This includes over-the-counter medications. If medications MUST be given at school, it must be personally delivered by a responsible adult, in an appropriate container that is labeled by the pharmacy. A *Medication Administration Form*, available in the school office, must be completed by the physician and signed by the parent/guardian. Students will not be allowed to transport medication to or from school. Any over-the-counter medication prescribed for a student must be in an unopened original container and must be labeled with the student's name.

## PBIS (Positive Behavior Intervention and Supports)

### What is a Positive Behavior Intervention and Support School?

#### What is PBIS?

- A framework that creates a school climate where all students are as academically and behaviorally successful as possible.
- Replaces undesired behavior with a new skill or behavior
- Alters environments, teaches appropriate skills, and rewards appropriate behavior

#### Key Concepts:

- Expectations for everyone in all settings
- Show students how to achieve these expectations
- Explicitly teach behavior expectations
- Acknowledges students displaying positive behaviors
- Work closer with students in need of greater interventions
- Everyone works together proactively

Each classroom teacher will send a letter explaining classroom and school-wide expectations during the first month that school is in session. The purpose of this letter is to provide information regarding classroom expectations, procedures, and policies. Please read it and discuss it with your child.

## Phone Calls to Change Transportation

Because of concerns for the safety of our children, we cannot make changes in transportation (who will pick up child, where child goes after school) over the telephone. **We must have a written note from the parent.** In extreme emergencies, you may fax a note with your driver's license picture on it. **Without a note, the child will be dismissed from school the usual way.**

## Smoking Policy

Public Law 103-227 states that there can no longer be designated smoking areas in any public-school building. There is a fine of up to \$1,000 for each violation. Please refrain from smoking while on our campus. Adults are role models for children, and all of us need to set a good example for them.

## Technology/Internet Safety (Board Policy I-222):

Knox County Schools is a one-to one school system where all students are assigned a Chromebook for the school year. In order for students to be assigned a device, there are specific requirements that must occur:

- Parents must sign a device agreement before students can use the device.
- Knox County offers device insurance (optional) for a nominal fee. This is an annual cost. The insurance will cover any damages/theft for the school year.

Students will abide by the following guidelines:

- Students will not use the technology device, in or out of school, for inappropriate or unlawful purposes in accordance with Knox County School Board Policy.
- If the technology device is lost or stolen, the family will notify the school administration immediately.
- If insurance offered by Knox County Schools is refused, parents/guardians and the student are responsible for costs associated with damages and/or theft of the technology device.
- Students will return the technology device, charger, and protective covering in good working condition to the school at the conclusion of the school year or if the child leaves the school.
- Failure to comply with any of the guidelines and policies may result in suspension of the use of the technology device.
- Students may be asked to submit the device throughout the year for a “health check” to inspect it for damages.
- Please see attached Board policy for [Internet Safety \(I-222\)](#) procures.

## Textbooks

Textbooks, classroom reading books, library books, and other school material assigned to a specific student are the responsibility of that student and must be returned or replaced. Permanent personal copies of textbooks may be purchased by parents directly from Tennessee Book Company at the wholesale price. Details are available in the school office. **The student and parent are responsible for paying for any lost or damaged books or material belonging to the school.** Failure to pay the fine imposed may result in the withholding of all grade cards or student records until restitution is made, as stated by Knox County Board Policy.

## Toys at School

Please do not allow your child to bring toys to school unless the teacher notifies you of a special activity in which students are requested to bring them (such as Show and Tell). Hand-held electronic devices, cards, poppers, fidgets, stuffed animals, and all other toys are not allowed at school as they cause a distraction in the classroom. Students and parents become upset when they are lost or broken, and the school is not responsible for damaged or lost electronics and toys, and or items.



## Visitor Procedures

Visitors are welcome to our school. All visitors must sign in at the office and wear a visitor's badge while on school property. The principal can authorize exceptions (i.e., programs in the gym). If you are volunteering in the classroom or eating lunch with your child, you must be prepared to show your ID. However, you WILL always have to show your ID to check out your child to leave the building.

We believe that parents are an important component in the instructional process and are genuinely welcome to visit their children's classroom. However, we have to keep classroom disruptions minimal in order to preserve instructional quality. Please arrange the visit time with your child's teacher twenty-four hours in advance. On the date of your visit, you must first report to the school office, sign in on the visitor log, and receive a visitor badge. Your visit should be limited to one hour or less unless you have made advance arrangements with your child's teacher. Please remember any information regarding Knox County Schools' students or employees obtained during an observation is confidential. A Knox County Confidentiality Agreement form must be completed prior to the observation. Audio or video recording of observations is not allowed in order to protect the confidentiality of all students and employees. Teaching time is a valuable asset and should not be taken from any child or teacher. **All visitors must enter through either the front doors of the building.** If the school is placed on lockdown for any reason, no one will be allowed in the building during that time. If an emergency arises during a lockdown, please call the school and inform the front office of the emergency. Principals will then be notified of the emergency and will bring the student to the front doors for the parents or guardians to pick the student up in that area.

## Volunteers

All volunteers must sign the confidentiality agreement to protect the rights of students and parents. The volunteer levels are based on task and contact with students as follows:

- Level 1: Task takes place under the supervision of an employee of the Knox County Schools and involves little or no student contact. (For example: running copies for the teacher)
- Level 2: Task takes place under the supervision of a certified employee in a classroom or other group setting. (For example: working in the classroom)

Level 3 and level 4 volunteers require a background check. Please contact your child's teacher for procedures.

Level 3: Task involves direct contact with students under limited supervision by school staff. (For example: working with a student in the hall)

- Level 4: Task involves unsupervised contact with students on or off campus. (For example: field trip)

Once information has been submitted, it will be processed by Knox County. Applicants will receive a notification from Knox County. This agreement is good for six years after being approved. If you have any questions, please contact your child's teacher or the school office.



## Weapons Policy

Knox County Board Policy states that students and parents shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in school buildings or on school grounds at any time. This policy includes school vehicles and/or buses at locations both on and off the school grounds at school-sponsored activities, functions, and events.

## Wellness Policy

The Knox County Board of Education have policies addressing the wellness issues of our children. There are some portions of this policy that you, as parents, need to know. The policy, in its entirety, can be read on the Knox County Schools' website. The policy numbers are ILA, ILA-1, ILA-2, and ILA-3.

These policies address nutrition education, physical activity, and nutritional guidelines **for foods offered at school**. These guidelines affect food that is served at school celebrations, rewards for behavior, school lunches, and parties. Simply put, it affects food that is given to students at any point during the school day. These guidelines must also be followed for foods and beverages that parents want to send in for parties, rewards, and celebrations. **Parents and guardians should not bring cakes/cupcakes for students' birthdays.** Below are some requirements that must be followed in making food/ beverage choices.

### **Beverages:**

Non-carbonated

White milk or flavored milk that is non-fat or low fat

100% fruit and vegetable juices

Water and/or other beverages that contain no more than 15 calories per serving

### **Food Items:**

Calories from fat must be less than 35%

Calories from sugar must be less than 35% of the weight

Snack items must contain no more than 230 mg of sodium per serving. Higher sodium content is allowed for entrée items.

**No peanut products as we have many students that are allergic to any and all peanut items.**

<u>Section J:</u>	<b>Knox County Board of Education Policy</b>		
<b>Students</b>	Descriptor Term:	Descriptor Code:	Issued:
	<b>Harassment, Intimidation and Bullying or Cyber-Bullying</b>	<b>J-211</b>	<b>6/05</b>
		Reviewed:	Revised:
		<b>11/21</b>	<b>8/17</b>

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**GENERAL**

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying.<sup>1, 2</sup> A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate students in a safe and orderly environment; and since students learn by example, administrators, faculty, staff and volunteers should be positive role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. All Knox County Schools teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or direct supervision.

“Cyber-bullying” means bullying undertaken through the use of electronic devices;

“Electronic devices” include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites;

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance; and:

- (A) If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:
  - (i) Physically harming a student or damaging a student’s property;
  - (ii) Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student’s property;
  - (iii) Causing emotional distress to a student or students; or
  - (iv) Creating a hostile educational environment; or
- (B) If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

All students are expected to refrain from acts of harassment, intimidation and bullying or cyber-bullying in any form and to be aware that such disciplinary measures as are appropriately assigned in Board policy J-191 will be utilized for the unacceptable behavior described above.

1 **PREVENTION AND TRAINING**

2  
3 At the beginning of each school year, principals will provide this policy to parents and ensure that  
4 students are aware of the expectations for their behavior under this policy. This policy shall also be  
5 posted in the Board of Education policy page of the Knox County Schools website.

6  
7 To promote and foster intergroup awareness, appreciation and understanding by students and staff of the  
8 diverse ethnic, racial, and cultural groups represented in the school district, United States, and the world,  
9 the Knox County Schools shall:

- 10  
11 1. Provide on-going professional development for staff to prevent harassment, intimidation and  
12 bullying.
- 13  
14 2. Implement practices to achieve safer and less violent schools for students, teachers and  
15 administrators through Restorative Practices, Positive Behavior Intervention Support, and  
16 professional development regarding implicit biases. Unless the schedule is modified, training is  
17 expected to continue through 2019.
- 18  
19 3. Endeavor to ensure that the curriculum does not promote stereotypical views of any group and  
20 recognizes the accomplishments and contributions of all peoples.
- 21  
22 4. Provide a comprehensive digital citizenship training program at all levels.

23  
24 **REPORTING AND RESPONSE**

25  
26 Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or  
27 school administrator or the office of the Superintendent using any means of communication with which  
28 they feel comfortable. Students may report anonymously, and anonymous reports will be treated with the  
29 same level of urgency as all other reports.

30  
31 All school employees are required to report alleged violations of this policy to the principal or the  
32 principal's designee for investigation and appropriate action. Submission of a written incident report to  
33 the principal is required by all district employees. Oral reports will also be considered official reports.  
34 Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of  
35 an anonymous report. Once a report is received, the principal or his or her designee must initiate an  
36 investigation within forty-eight (48) hours for student well-being unless the need for additional time is  
37 appropriately documented. An appropriate intervention must be initiated within twenty (20) calendar days  
38 from the receipt of the report unless the need for more time is appropriately documented.<sup>2</sup> Parents of all  
39 students must be immediately informed if their student is involved in an act of harassment, intimidation,  
40 bullying or cyber-bullying. Restorative practices will be used to the extent practicable in those schools  
41 where training has been completed.

42  
43 A school employee, student or volunteer who possesses reliable information that a student has  
44 electronically transmitted a credible threat to cause bodily injury or death to another student or school  
45 employee shall report such information to the Principal or other school administrator. The Principal  
46 shall, in consultation with the appropriate district administrative personnel, make a determination  
47 regarding the disposition of the report with respect to appropriate investigations and disciplinary actions.<sup>3</sup>

48

1 Failure to report reliable information about an electronically transmitted credible threat to a student or  
 2 employee may result in disciplinary action for the student or employee withholding the information. If a  
 3 volunteer fails to report such information, the volunteer may be restricted from volunteering at any further  
 4 school related activities.

5 A school employee, student or volunteer may not engage in reprisal or retaliation against a victim of,  
 6 witness to, or person with reliable information about an act of harassment, intimidation, bullying or cyber-  
 7 bullying.<sup>4</sup>

8  
 9 No student shall be the subject of reprisal for any report of bullying, harassment and intimidation.  
 10 Students found to have perpetrated acts of reprisal shall be subject to appropriate disciplinary action as  
 11 described in Board Policy J-191.<sup>4,5</sup>

12  
 13 Consequences for a student found to have falsely accused another as a means of harassment, intimidation  
 14 or bullying range from behavioral interventions up to and including suspension or expulsion, as permitted  
 15 under Board Policy J-191.

16  
 17 The following factors will be considered in determining the appropriate response to students who commit  
 18 one or more acts of harassment, intimidation, bullying or cyber-bullying:

- 19
- 20 1. The developmental level and maturity levels of the parties involved;
- 21 2. The levels of harm as determined by the student's ability to be educated in a safe and orderly
- 22 environment;
- 23 3. The surrounding circumstances;
- 24 4. The nature of the behavior(s);
- 25 5. Past incidences or continuing patterns of behavior;
- 26 6. The relationships between the parties involved; and
- 27 7. The context in which the alleged incidents occurred.
- 28 8. The efficacy of restorative practices with the students involved.
- 29
- 30
- 31

32 Consequences and appropriate remedial action for students who commit acts of harassment, intimidation  
 33 or bullying may range from behavioral interventions up to and including suspension or expulsion. The  
 34 appropriate action will be consistent with established Board policy, case law, and federal and state  
 35 statutes.

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Legal References:

- 40 1. If this concerns possible or alleged civil rights violations, please refer to Board Policy J-210. Tennessee Code Annotated § 49-6-4501.
- 41 2. T.C.A. § 49-6-4503.
- 42 3. T.C.A. § 49-6-4504.
- 43 4. T.C.A. § 49-6-4505(a).
- 44 5. T.C.A. § 49-6-4216(a)(2)(C) and § 49-6-4505(d).

45 Approved as to Legal Form  
 46 By Knox County Law Director 6/7/2017  
 47 /Gary T. Dupler/Deputy Law Director

<b>Section I:  Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Internet Safety</b>	Descriptor Term:	Descriptor Code:
			<b>I-222</b>
		Issued:	<b>11/08</b>
	Reviewed:	Revised:	
	<b>11/21</b>	<b>1/22</b>	

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The Knox County Schools provides access to the Internet as an instructional resource. The Board understands that staff and students need reasonable access to various information formats and believes it incumbent upon the staff and students to use this privilege in an appropriate and responsible manner. The Knox County Schools Internet Safety and Acceptable Use Policy is intended to prevent unauthorized access and unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children’s Internet Protection Act (CIPA). This policy applies to all Knox County Schools (KCS) students and employees, as well as volunteers, interns and contractor personnel, whose access to, or use of, Internet and/or e-mail services is provided by the Knox County Schools.

**CIPA COMPLIANCE**

The Director of Schools will develop and maintain procedures for the appropriate use of the Internet by staff and students. Internet safety measures will include:

- A. Controls for access to inappropriate matter by minors on the Internet and the World Wide Web;
- B. Provide a safe and secure environment for minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- C. Prevention of unauthorized access, including “hacking” and other unlawful activities online;
- D. Prevent the unauthorized disclosure, use and dissemination of personal information of minors;
- E. Use of technology to block or filter Internet access to material that is obscene or harmful to minors; and
- F. Monitor the online activities of minors.

**STUDENT INTERNET SAFETY**

Students will receive instruction in the safe and responsible use of the Internet as a part of any instruction using devices that provide access to the Internet. Internet Safety instruction for students will include but not be limited to appropriate online behavior, interaction with others while using social networking websites or chat rooms, and awareness of the impact and consequences of cyber-bullying.

Students must abide by all laws, the Acceptable Use Policy, and all district security policies when using the district network.

**EXPECTATIONS AND ACCEPTABLE USE OF INTERNET<sup>1</sup>**

The Guidelines for Acceptable Use of Electronic Media (KCS Publication MC-108) apply to all Knox County Schools students and employees as well as volunteers, interns and contractor personnel, whose access to, or use of, Internet and/or e-mail services is provided by or through Knox County Schools.



- 1 A. All users shall act in a responsible, ethical, and lawful manner when using the school district's  
 2 Information Technology resources.  
 3
- 4 B. Users observing any illegal activities shall report these activities to the appropriate school district  
 5 administrator.  
 6
- 7 C. Staff members who supervise students, control electronic equipment, or otherwise have occasion  
 8 to observe student use of said equipment online shall monitor the use of this equipment to assure  
 9 that it conforms to the mission and goals of the Knox County School District.  
 10
- 11 • Parents/guardians wishing to deny independent access to electronic media involving district  
 12 technological resources may do so by returning a signed right of refusal form supplied by the  
 13 school. This document shall be kept on file as a legal, binding document. (In order to modify  
 14 or rescind the agreement, the user's parent/guardian must provide the Principal with a written  
 15 request.)  
 16
- 17 D. Employees shall sign Acceptable Use of Electronic Media Agreement (KCS Publication MC-  
 18 107). Even without signature, all users shall follow this policy and report any misuse of the  
 19 network or Internet to a teacher, supervisor, or other appropriate District personnel.  
 20

#### 21 **UNACCEPTABLE USES OF THE COMPUTER NETWORK OR INTERNET**

22  
 23 The District reserves the right to take immediate action regarding activities on its network that (1) create  
 24 security and/or safety issues for the District, students, employees, schools, network, or computer  
 25 resources, or (2) other activities as determined by the District as inappropriate. The following are  
 26 examples of inappropriate activity on the District network:  
 27

- 28 A. Violating any state, federal, or municipal ordinance, such as: accessing or transmitting  
 29 pornography of any kind, obscene depictions, harmful materials, materials that encourage others  
 30 to violate the law, confidential information, or copyrighted materials  
 31
- 32 B. Criminal activities that can be punished under law  
 33
- 34 C. Selling or purchasing illegal items or substances  
 35
- 36 D. Causing harm to others, damage to property, or interruption of services such as:  
 37
- 38 1. Using profane, abusive language; threatening, harassing, or making damaging or false  
 39 statements about others or accessing, transmitting, or downloading offensive, harassing, or  
 40 disparaging materials  
 41
  - 42 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data;  
 43 impersonating other users, or sending anonymous email;  
 44
  - 45 3. Damaging computer equipment, files, data, or the network in any way, including intentionally  
 46 accessing, transmitting, or downloading computer viruses or other harmful files or programs,  
 47 or disrupting any computer system performance;  
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1  
2 4. Using any computer or other electronic device to pursue “hacking”, internal or external to the  
3 District, or attempting to access information protected by privacy laws;  
4

5 E. Using the network or Internet for Commercial purposes, such as:

- 6 1. Using the network for personal financial gain  
7  
8 2. Using the network for personal advertising, promotion, or  
9  
10 3. Conducting for-profit business activities and/or engaging in non-government related  
11 fundraising or public relations activities such as solicitation for religious purposes, lobbying  
12 for personal political purposes.  
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#### 15 **INTERNET FILTERING**

16  
17 The District will use technology protection measures on all district networks for all Internet-enabled  
18 devices to block or filter the access of material that is obscene, pornographic, and harmful to minors. The  
19 District reserves the right to monitor users’ online activities and to access, review, copy, and store or  
20 delete any electronic communication or files and disclose them to others as it deems necessary. Users  
21 should have no expectation of privacy regarding their use of District property, network and/or Internet  
22 access or files, including e-mail.  
23

24 The categories of material considered inappropriate and to which access will be blocked will include, but  
25 not be limited to nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal  
26 use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing  
27 criminal acts, and online gambling.  
28

29 The Director of Schools or the Director’s designee will consider requests from users who wish to use a  
30 blocked site for bona fide research or other lawful purposes. This permission will be granted for a specific  
31 period of time and internet activity will be logged and reported to the District Network Administrator  
32 during this period.  
33

#### 34 **PENALTIES FOR IMPROPER USE**

35  
36 Any violation of District technology resources or violation of this policy by students may lead to  
37 disciplinary and/or legal action including, but not limited to, suspension or expulsion.  
38

39 Any violation of District technology resources or violation of this policy by staff may lead to reprimand,  
40 suspension, dismissal from District employment, or criminal prosecution by government authorities.  
41

#### 42 **PARENTAL RESOURCES**

43  
44 Parents and students will be given access to materials to raise awareness of the potential dangers posed  
45 by Internet use and manners in which the Internet may be used safely.  
46

47 Parents of students in the Knox County School District shall also be provided with the following  
48 documents:  
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1. Refusal of Access to Electronic Media (for Students) (MC-107)
2. Guidelines for Acceptable Use of Electronic Media (MC-108)

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Legal Reference:

1. T.C.A. § 49-1-221.

Approved as to Legal Form  
By Knox County Law Department 11/17/2021  
*/Gary T. Dupler/Deputy Law Director*