

# A.L. Lotts Elementary School

## Handbook

For  
Parents and Students



2022-2023

**A. L. Lotts. . .We ALWAYS do our personal best!**

## Welcome To A New School Year!

*Please read through this handbook and keep it for future reference.*

Dear Lotts Family,

It is an honor to introduce myself as the new principal of A. L. Lotts Elementary School and to join this wonderful school community. I share in this school community's commitment to caring for your children each and every day.

My goal is to continue the tradition of excellence here at A. L. Lotts Elementary School. I am committed to continually exploring new ways to meet all students' needs and more effectively communicate with parents and community members. We are fortunate to have both Binta McClendon and Sarah Mercer back as our assistant principals this year.

I am available to you and your family. I welcome your conversation and positive input throughout this year. Let us keep our students the primary focus of our work.

I look forward to celebrating our successes during the 2022-2023 school year. Thank you for allowing us to be part of your family.

Tracy Marsh Ed.S.

### **SCHOOL HOURS**

Regular school hours are 7:45 AM - 2:45 PM for all students in Grades K-5. During “staggered enrollment” at the beginning of the year, hours for Kindergarten students will be 7:45 AM - 12:00 PM. On the first full day of kindergarten, the schedule will join the other grades at 7:45 AM – 2:45 PM.

Note: Since there is no bus service provided during staggered enrollment for kindergarten students and the hours are 7:45 AM -12:00 PM, parents are responsible for providing transportation for their kindergarten child at 12:00.

### **SCHOOL BUS TRANSPORTATION**

Transportation is provided for children who live one mile or more from the school. This is the policy of the Knox County Board of Education. The Coordinator of Transportation arranges routes and stops. The coordinator can be contacted at 594-1550. The Knox County Board of Education establishes **Parent Responsibility Zones (PRZ)** around all schools. Children who reside within these zones are **not** eligible for school bus transportation.

For all eligible children, school bus routes have been established and are posted at school at the

beginning of the year for your reference. As the community continues to grow, bus routes are subject to revision. Parents and students will be notified of any changes that may occur during the school year. Please refer to the Knox County Schools website to access the "[Bus Stop Locator](#)" link, located under the "Families" tab, to assist with the stop associated with your home address.

School bus transportation is not required by state law, but is a privilege extended to eligible students by our Board of Education. Misconduct on the bus endangers safety and may result in a loss of this privilege.

At the beginning of the school year, each Lotts student receives a copy of the Knox County Bus Rules and the School Bus Disciplinary Code. These rules are strictly enforced in order to promote safety for all students. Both parents and students must understand that the bus driver is in full charge of the bus and the students, and any student who is reported by the bus driver for a safety rule violation will definitely be subject to disciplinary action.

Parents are encouraged to walk their students to the bus stop and remain with them until the bus arrives as well meet students at the bus stop for afternoon drop off. It is recommended that you arrive at the bus stop at least ten minutes early to allow for bus flexibility with the route.

During the school year, all students will participate in 2 bus evacuation drills on campus, which is required by Knox County Schools.

### **CHANGES IN STUDENTS' TRANSPORTATION**

Any time a child goes home from school in a manner that differs from his or her "regular" way, the parent must provide a signed note to be approved by the Principal. This should be done when the child first arrives at school. Changes must be in writing. This is for the safety and protection of your child. Change of transportation requests will not be accepted over the phone, on a teacher's voicemail, or on a teacher's email.

### **TARDINESS**

All children should be in the building by 7:45 AM. If your child arrives after 7:45, please accompany your child to the office so your child can be admitted late to the classroom.

### **SCHOOL ATTENDANCE POLICIES**

Absences are classified as either excused or unexcused. Absences will be excused or unexcused according to [KCS Board Policy J-120](#) which can be located at [knoxschools.org](http://knoxschools.org) under the "Our District" tab (Click on "Board of Education").

When a student returns to school following an absence, the student must bring to their teacher a signed note stating the date(s) of the absence and explaining its reason. The teacher will then send the note to the office to be recorded. If the student fails to provide such a note within five school days following the absence, the absence is classified and recorded as unexcused. Each student in a family must have their own note rather than providing a group note when more than one child is absent for the same day or days.

Absences due to a student's personal illness can be excused in accordance with a note written by the parent -- up to a maximum of ten school days per year.

State Law Defining School Attendance: In order to be counted as present for the full day, a student in Grades K -5<sup>th</sup> must be at school for a minimum of three hours and thirty minutes. Any child not present for these minimum times must be counted as absent for the full day.

Make Up Work While A Child Is Absent: Students will be permitted to make up all missed class work within a reasonable period following their absences, in accordance with deadlines established by their teachers. If your child is out of school for an extended time due to illness and you wish to pick up the child's school assignments, you may contact your child's teacher and place your request.

### **IF YOUR CHILD BECOMES ILL AT SCHOOL:**

Lotts Elementary is very fortunate to have a School Clinic, sponsored by our PTA and staffed by our amazing school nurse.

If your child becomes ill or is injured at school, the Clinic will attempt to contact you in the order you list on the clinic card. If the parent should be called first, please list it this way. This information is very important and must be kept current throughout the school year. The volunteers in the clinic do not have access to confidential information in our computer system. It is therefore vital that you provide up to date telephone numbers.

If any information changes during the school year, please notify your child's teacher so that this information can be updated. The school treats this information as confidential.

By law, any child determined to have a contagious or communicable medical problem cannot remain at school. This includes such common conditions such as, "pinkeye," nausea, or an elevated temperature. If a child has a fever of 100.4 degrees or above, the student will be sent home. The child must be fever free for 24 hours without the use of fever-reducing medication before returning to school. Students must be free from vomiting and diarrhea for 24 hours prior to their return.

If your child has been diagnosed as having a significant medical condition, such as diabetes, epilepsy, or severe allergies, it is imperative that you notify your child's teacher.

### **MEDICATION AT SCHOOL**

No medication of any kind shall be self-administered by students, even with assistance from school personnel. Medications such as Tylenol, aspirin, and other over the counter (O.T.C.) medications are included in these regulations. No student may possess any medication or drugs of any kind while on school property. Any student who is required to take medication during the regular school day on a long-term basis and is necessary to be given during school hours in order

for the student to remain in school must comply with the medication policy. These regulations include the following:

1. Written orders must be provided by a physician, dentist, or nurse practitioner who has the legal right to write a prescription. The orders should include the name of the drug, dosage, and time interval the medication is to be taken by the student. Only one medication per Physician Form is allowed, and each must be renewed each school year.
2. A parent/guardian signature is required on the Physician Form for Administration of Self-Medication before a student can be assisted with self-medication.
3. A responsible adult (parent/guardian) must bring the medication to the school. Students will not be allowed to transport medication to or from school. Any over-the-counter (O.T.C.) medication prescribed for a student must be in an unopened original container with the label listing the ingredients and must be labeled with the student's name.
4. A secure location will be provided for the storage of medications.
5. All medications administered must be given in accordance with these guidelines. Any medication given must be documented on forms provided by the Health Services department.
6. School Nurses will monitor the administration, documentation, and storage of all medications on a regular basis.
7. Medication forms and administration records will be kept in the student's cumulative record when completed.
8. The school system retains the right to reject requests for administering medications.
9. The Parent/Guardian is responsible for picking up any unused medication at the end of the treatment or at the end of the school year.
10. Any medications not picked up shall be destroyed as per Knox County policy. Many medications administered at school are considered Schedule #2 drugs and require special handling.

## **KNOX COUNTY SCHOOLS DRESS STANDARDS**

### **ELEMENTARY SCHOOL DRESS CODE**

The standards for elementary school dress reflect 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 create disruption or display 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 without proper coverage are inappropriate attire.

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. Skin-tight outer materials are prohibited without appropriate coverage.

The school administration reserves the right to determine whether the student's attire and appearance are within the 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.

***Parents of Lotts students are reminded that the dress code works best if parents enforce it before the child leaves home in the morning.***

### **EARLY DISMISSAL:**

The decision to close schools due to weather conditions is made by the Superintendent of the Knox County Schools, not by individual schools. Local television and radio stations will broadcast such information.

When severe weather threatens, please do NOT call our school to find out if it is to be closed or dismissed early. This ties up our limited phone lines and office personnel. If we have an abbreviated day and you come to pick up your child before the new dismissal time, you must have a valid photo ID. If we are in an emergency situation, parents will not be allowed on campus. This includes emergency practice drills. We have strict safety procedures outlined by the county that we are required to follow. We will send out detailed information, such as pick up if needed or details of the emergency once the situation has come to pass.

**REPORT CARDS** are issued to students every nine weeks. Parents or guardians should sign the Report Cards and promptly return them to the classroom teacher. Interim reports will be issued at the midpoint of each nine-week period.

**PARTY INVITATIONS** may only be given out at school if every child in the classroom is to receive one.

### **ILLEGAL OR INAPPROPRIATE ITEMS**

Students must not bring to school any items that violate laws, safety rules, or disrupt learning. Parents and students are especially reminded that no weapons of any kind may be in any student's possession at school. This includes guns (including "toys" or "water guns"), knives, or any items used to hurt or threaten others. The Knox County Schools practice strict procedures with regard to students' possession of weapons of any type, and students - including elementary students - who violate these rules will be subject to disciplinary action.

Other prohibited items include alcoholic beverages, any tobacco products, beverages in glass bottles, radios or similar items, firecrackers, or any other items that threaten safety or produce distractions. Such items will be confiscated and students will be subject to disciplinary consequences. Toys and electronic games are not permitted unless pre-arranged by the child’s teacher.

**LIVE ANIMALS:**

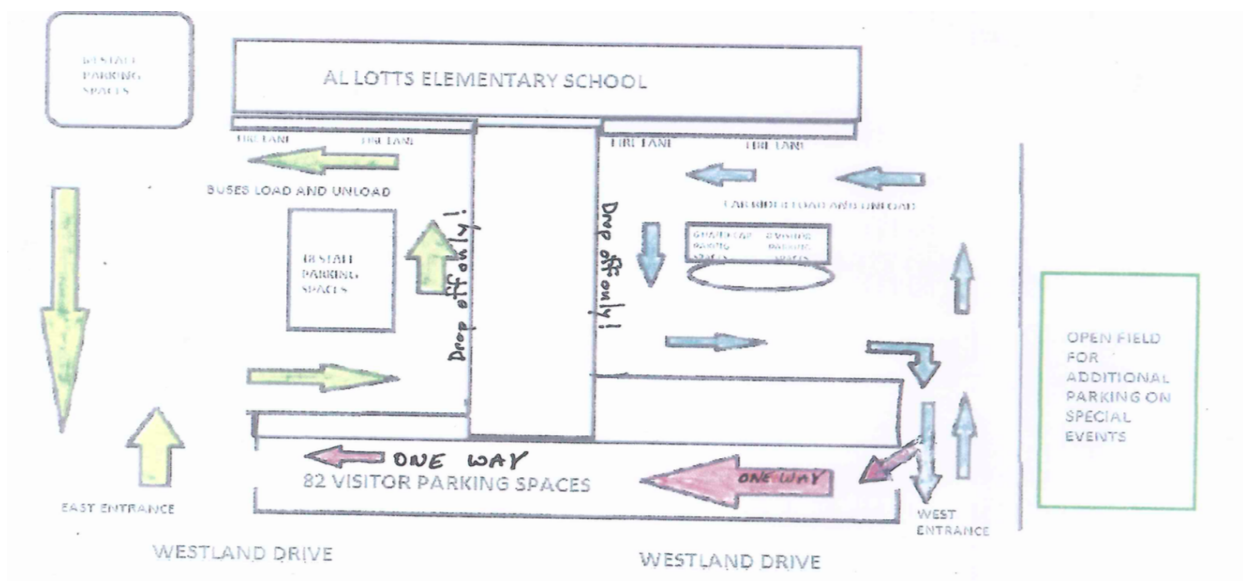
No live animals may be brought to school without prior consent of the teacher and the administration. If permitted, all KCS guidelines must be followed.

**FIELD TRIPS:**

In all cases, children must have written parental consent in order to participate in any field trips. Students who exhibit persistent misconduct, or who exhibit chronic problems with poor work habits, will lose the privilege of participating in field trips.

**TRAFFIC PATTERNS AT LOTTS ELEMENTARY SCHOOL**

**For our children’s safety, please follow the traffic patterns shown below:**



**STUDENT CAR ARRIVAL**

Students may arrive beginning at 7:05 a.m. Do not drop your children off and leave them before you see staff members on the front sidewalk to greet students at 7:05 a.m. We want to continue to allow vehicles to use both the east and west driveway entrances to drop off students. On the east entrance, please pull forward as close as possible to the mailbox so that busses may drop off students, as well. If car traffic causes problems with busses dropping off students, we may need to change the east entrance back to bus drop off only from 7:05 - 7:30. In this case, families would receive a message via “Parent Square”.

For your convenience, the school's Student Leadership Team will assist with opening and closing car doors. Students should exit on the passenger side of the vehicle for safety. To keep traffic flowing, pull forward as far as possible to the numbered cone on the west side entrance or the mailbox on the east side entrance and encourage your riders to have their personal belongings with them before the Student Leadership member opens the door. Student Leadership car door openers will not be able to step off of the curb. Be sure to pull close to the curb. Parents of younger students, please practice unfastening seatbelts or careseats.

Buses utilize the east driveway to drop off students in the morning. No vehicles are allowed to pass any bus that is unloading or has a stop sign out. If you would like to park and walk your student to the front school doors\*, you must travel through the drop off line in the west driveway and park in the lower parking lot. The lower parking lot traffic is restricted to one way. You must enter from the west entrance and exit from the east. Parents will not be allowed to enter the lower parking lot from the east.

### **AFTER-SCHOOL DISMISSAL**

The dismissal of bus riders begins each day at 2:35 PM. Only after all students have boarded all buses are the buses permitted to leave. Due to staffing shortages we will have second load buses, which is a bus that returns to the school shortly after dropping off its first load. This occurs to prevent overcrowding on a bus. If this occurs and you have a child riding the second load, they will have a safe place in our school to wait and will then be able to load the bus once it returns.

**Car Riders** are dismissed by announcement after first load buses have departed. We will have car tags that hang from rearview mirrors for our callers to use for calling your child to the appropriate pickup cone. If you do not have the proper signage when picking up your child for afternoon dismissal, you will be asked by the caller to park and go to the office\*. Please bring your valid photo ID and be aware that you will also need to be listed as a person that is able to pick up the child. During car dismissal, parents must remain in their cars.

Students who are enrolled in the "YMCA" after-school program at Lotts will be escorted to the Cafeteria at dismissal time, and supervised by the "YMCA" staff until they are picked up by parents.

**Walkers** will be brought to their designated location by our school staff. Due to busy traffic patterns, not always having a crossing guard, and our desire to keep our students safe, we ask that an adult meet their student with their pick up tag.

**Other Day Care students** are escorted to the gym at after-school dismissal time, and remain under school supervision until their daycare vans arrive for pick-up. Students must follow school expectations and staff directions during this time.

Parents are not permitted to use our BUS LANE on the east entrance during after-school dismissal. This lane is reserved exclusively for buses and daycare vans.



If you check your child out of school before the dismissal time\*, you must park, come to the school office, and sign your child out of school. PLEASE REFRAIN FROM SIGNING YOUR CHILD OUT BETWEEN 2:15 and 2:45. If your child needs to be dismissed early, please note that the dismissal will be marked as unexcused until appropriate documentation is provided to the office (within 5 days). Students will be transitioning between classes to prepare for dismissal.

Please remember: Our school traffic patterns are designed for SAFETY, not for speed. We expect all parents to respect these requirements.

### **TEXTBOOKS, LIBRARY BOOKS, SCHOOL SUPPLIES, AND FEES**

Textbooks and library books are provided by the taxpayers of our state. Students are responsible for textbooks issued for their use and for library books in their use. All lost or irreparably damaged textbooks or library books will result in payment to the school system by the parent.

A fee of \$25.00 per student, used to purchase technology, school and instructional materials, is requested at the beginning of the school year. Any parents for whom this is a financial hardship should contact the school office (539-8611).

### **RESOLVING COMPLAINTS AND PARENTAL CONCERNS**

Our teachers will work closely and cooperatively with parents. If you have questions or concerns regarding your child, please communicate your concerns directly to the teacher through a note, email, phone call, or scheduled parent-teacher conference\*. This will lead to a positive resolution of most concerns.

If you wish to communicate with the Principal or Assistant Principals, please place your request through email or a phone call. Contact information can be located on the website under the Administration tab.

### **CONFERENCES AT SCHOOL\***

All parent-teacher conferences must be scheduled in advance. Please do not “drop by” or “drop in” classrooms to informally visit with a teacher. This disrupts either instruction or teacher plan time. Teachers are not available during student arrivals to have conferences. This time is for the teacher to make sure the school day starts out smoothly for all students.

If you wish to communicate with a teacher, please send a note or email to the teacher. The teacher will contact you by note, email, or phone to arrange a mutually convenient date and time to talk to you.

If you wish to communicate with the Principal or Assistant Principals, please see “Resolving Complaints and Parental Concerns” above. Conferences should be scheduled in advance. Mrs. Binta McClendon will be the contact for Kindergarten through second grade and Ms. Sarah Mercer will be the contact for third through fifth grade.

### **CARING FOR OUR WONDERFUL STAFF**

Our staff work hard each day to care for your precious children and we want them at their best each day. Please note that staff contract hours are 7:30-3:15. Staff will work hard to return messages within 24 hours. This year, our school will have quiet hours from 6:00 PM until 6:00AM on weekdays and from 6:00 PM on Friday until 6:00 AM on Monday morning to allow our staff to rest and recharge. Administrators would like for the staff to use this time to be with their personal families and disconnect from work.

### **VISITORS: A.L. LOTTS VISITOR POLICY\***

We welcome the community to our school and appreciate the sincere efforts of parents and community members to make our school one of the best in the county. We ask all visitors, including parents and other family members of our students and staff, to observe the following guidelines in order to provide a safe learning environment\*.

1. Upon arrival, all visitors will utilize the buzzer system located on the far right of the doors to alert office staff of your arrival\*. All visitors must first go to the office, show a valid photo ID, and indicate the reason for their visit. Each visitor will receive an identification tag which must be worn during the visit.
2. Volunteer parking is located in the lower parking lot, which is adjacent to Westland Drive.
3. Many of our teachers utilize parent volunteers\*. They will contact you with a specific task, date, and time to enlist your assistance. The PTA also coordinates many volunteer efforts, such as working in the clinic. Please know that we appreciate all of your help very much!
4. Teachers are available for parent conferences by scheduled appointment only\*. Please understand that teachers have scheduled responsibilities throughout the day and are not available for impromptu conferences. If you need a response to a question, please send a note or an email.
5. According to Knox County School's security procedures, we should not have adults in our hallways (including portable classroom areas) unless they are performing a task approved by the administration, (such as volunteering, participating in a conference or meeting, etc.)\*. Please sign out in the office and exit the building after such activity.
6. For safety reasons, please do not enter any classroom in which the teacher is not present, or send your child into an empty classroom. Also, children are not allowed to play on our playground without adult supervision.
7. If you bring children of any age with you to after school activities\*, they must be supervised at all times.
8. A valid photo ID is required when checking out a student whether the office staff is familiar with you or not. A photo ID is required whenever you plan to be in our building\*.
9. In an effort to protect instructional time, the administration reserves the right to limit classroom observations by parents and community members\*. Classroom observations are primarily reserved for KCS employees (Supervisors, administration, central office) as needed.

### **CALLS TO THE SCHOOL**

Teachers will not be called from their classroom duties to speak with parents on the phone. If you wish to speak with a teacher, please place your request through the office. The teacher will return your call when he or she is not responsible for instructing or supervising children; such time is very limited during the school day.

\*Only emergency messages will be relayed to your child.

\*In cases of illness, calls to parents are placed by our Clinic or Office.

\* Teachers will have voicemails setup to allow parents a form of communication during the school day. Teachers are not required to check messages until the end of the workday and have 24 hours to return calls. Please do not leave messages pertaining to change of transportation or urgent items needing to be addressed during the current school day.

### **DROPPING OFF FORGOTTEN ITEMS**

Please encourage your child to be responsible for bringing the items they need for the day with him/her in the morning. Necessary items such as glasses and lunches should be the only items brought to school. Due to limiting disruption to instructional time, we will not be delivering other items to class. If your child forgets homework or a chromebook for a day it is OK.

**SCHOOL MEALS PROGRAM** We have some important updates to share about school meals in the 2022-23 school year.

Since the Fall of 2020, KCS has provided breakfast and lunch meals to students at no cost, regardless of income status or school attended. This was made possible by waivers provided by the federal government.

However, the federal government at this time has not extended the waivers necessary to continue this program. As a result, the only students who will receive no-cost or reduced-price meals during the 2022-23 school year are those whose free and reduced-price meal application has been approved. Additionally, students attending a Community Eligibility Provision (CEP) school will also have access to no-cost meals. More information about CEP schools will be provided in the coming weeks.

In the upcoming school year, the cost for meals will be as follows:

Breakfast – \$2 Elementary Lunch – \$2.75 Middle / High School Lunch – \$3

To apply for free and reduced-price meals for the 2022-23 school year, please visit [www.lunchapplication.com](http://www.lunchapplication.com) AFTER July 1, 2022. Free and reduced-price meal applications will also be available at all school sites over the summer and the beginning of the 2022-23 school year.

Please keep in mind that this change is based on current guidance from the federal government.

Parents may choose to deposit money into their child's cafeteria account in the form of cash, check, or online payment\* which can be located on our school website titled Pay and Check

Cafeteria Balances. Please include the child's first and last name on the check.

Breakfast is available to students each morning, 7:15-7:40.

**Visitors During Lunch:** Due to limited seating, we will not be able to accommodate visitors during lunch.

### **SCHOOL DISCIPLINE POLICIES**

In order to maintain the excellent learning atmosphere of our school, the administration and faculty of A.L. Lotts Elementary School will continue to uphold high standards for the behavior of our students.

Each teacher establishes a set of general classroom rules that are appropriate for the age of his or her students. All teachers will inform parents regarding the rules and consequences established for their classes. If a child exhibits severe or persistent misconduct, he or she will be sent to the Principal or Assistant Principal for correction.

The school staff works together to provide optimal supports. Positive Behavior Interventions and Supports (PBIS) is a process of creating proactive, school-wide systems that focus on preventing inappropriate behaviors and recognizing appropriate behaviors. Any K-5 student is subject to disciplinary action which may include time away from the classroom either in the office, the classroom of a different teacher, or in our Personal Accountability Class, (PAC).

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 40-38-11(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 at 594-1502.

Please note that toys, electronic devices, and chewing gum are not allowed at Lotts. Students are not allowed to use personal communication devices during the school day. If your child brings a cell phone or similar item, it should be kept in the backpack in the "off" mode.

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying. Harassment, intimidation, or bullying 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. When someone intentionally does something to hurt or harm another and continues to do it over a period of time after being told to stop, that is bullying. (Other actions are rude or mean if done once, either intentionally or unintentionally). All Knox County Schools' staff are responsible for ensuring this is implemented in all areas under their purview or direct supervision. "Cyber-bullying" means bullying undertaken through the use of electronic devices; "Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, and 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:

- Physically harming a child or damaging a student's property;
  - Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
  - Causing emotional distress to a student or students; or
  - Creating a hostile educational environment; or
- 
- 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 educational environment or learning process.

Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator, or the office of the Superintendent, using any means of communication with which they feel comfortable. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board Policy, case law, Federal and State statutes.

To view this policy in its entirety, visit [J-211](http://www.knoxschools.org) at [www.knoxschools.org](http://www.knoxschools.org)

### **The Lotts PTA**

The A.L. Lotts PTA (Parent Teacher Association) has been officially recognized in the past as the most outstanding local school PTA in our state! The PTA is a VITAL part of our school! Our PTA is the primary channel for parent involvement in a host of school programs and activities. Without the support of our PTA, our school could not have attained its present level of success. Please consider joining and supporting our outstanding PTA! Our faculty and staff support are supported by your efforts and the efforts of our PTA.

***THANK YOU for taking the time to become thoroughly acquainted with our school policies. The school operates on the reasonable assumption that parents are familiar with the expectations and procedures outlined in this Handbook. Please take the time to review this important information with your child. This handbook is viewed as due notice of the procedures and practices to which those who attend A.L. Lotts are expected to follow. You may access a hard copy from the front office or the electronic copy on our school's website.***

Knox County Schools Website: [www.knoxschools.org](http://www.knoxschools.org) A.L. Lotts Elementary School's Website can be accessed via the KCS website. From the home page, click on the schools tab, then on A.L. Lotts.

The Knox County School System affirms that it will comply with Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title VI and Title VII of the Civil Rights Act of 1964, and Age Discrimination Act in Employment Act of 1967. No person shall, on the ground of race, color, national origin, sex, religion, age, disability or veteran status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or be subjected to discrimination in employment opportunities or benefits.