

A.L. Lotts Elementary School

Handbook

For

Parents and Students



2020-2021

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 Parents and Students,

Welcome to the 2020-2021 A.L. Lotts Elementary school year! I am honored to serve as Principal again this year. I am looking forward to serving the students, staff and the community to continue fostering a positive learning environment to promote student success.

Mrs. Binta McClendon will be with us again for a fifth year at A.L. Lotts as Assistant Principal. Ms. Sarah Mercer will be joining the team as our new Assistant Principal. Ms. Mercer was a Technology, Pedagogy, and Content Knowledge (TPaCK) coach at East Knox Elementary last year. As a new year starts, we will continue to work on academic excellence. We desire to take each student where he/she is and move him/her as far ahead as possible this school year.

Our school continues to grow. We have about 975 students. We are a strong community of learners supported by active parents and generous community members. It is a very exciting time to be part of the Lotts family!

We are looking forward to serving your child and working closely with you. We appreciate your cooperation and trust in advance as we lead children to always do their personal best.

Sincerely,

Melinda Russell
Principal

SCHOOL HOURS

Regular school hours are 7:45 AM - 2:45 PM for all students in Grades K-5. Students enrolled in the virtual learning program will be expected to adhere to the same school hours as “in person” students. 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. (Virtual Students will follow the schedule given to them by their teachers, and will not adhere to the 7:45 AM - 2:45 PM schedule that “in-person” students use.)

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 or on a teacher’s voicemail.

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.

*Please refer to the “Lotts COVID-19 Reopening Plan - At a Glance” document for more information. Refer to the section entitled “Student Arrival and Dismissal Procedures” for guidance when the district is operating on **code “YELLOW”** or **code “RED”**.

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 or on our school website located under the For Families tab.

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 -5th 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 parent volunteers* who have undergone training. We are also fortunate to have a full-time registered nurse. When the district is operating on code “YELLOW” or code “RED” (due to the COVID-19 pandemic) parent volunteers will not be utilized to help staff the clinic.

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 before returning to school.

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.

*Please refer to the “Lotts COVID-19 Reopening Plan - At a Glance” document for more information. Refer to the section entitled “Early Pick Up” and “A. L. Lotts Clinic Set-up” for guidance when the district is operating on code “YELLOW” or code “RED”.

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. (Please refer to the “Lotts COVID-19 Reopening Plan - At a Glance” document for more information about the A. L. Lotts procedure for visitors at school when the district is operating on **code “YELLOW”** or **code “RED”**.)
4. 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.
5. A secure location will be provided for the storage of medications.
6. 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.
7. School Nurses will monitor the administration, documentation, and storage of all medications on a regular basis.
8. Medication forms and administration records will be kept in the student's cumulative record when completed.
9. The school system retains the right to reject requests for administering medications.
10. 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.
11. 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.

SCHOOL 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.

*(Please refer to the “Lotts COVID-19 Reopening Plan - At a Glance” document for more information about the A. L. Lotts procedure for face masks at school when the district is operating on code “YELLOW” or code “RED”.)

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.

*Please refer to the “Lotts COVID-19 Reopening Plan - At a Glance” document for more information. Refer to the section entitled “Early Pick Up” and “A. L. Lotts Clinic Set-up” for guidance when the district is operating on code “YELLOW” or code “RED”.

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. Please note: when the district is operating on code “YELLOW” or code “RED” (due to the COVID-19 pandemic), the distribution of party invitations in any manner is discouraged.

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:

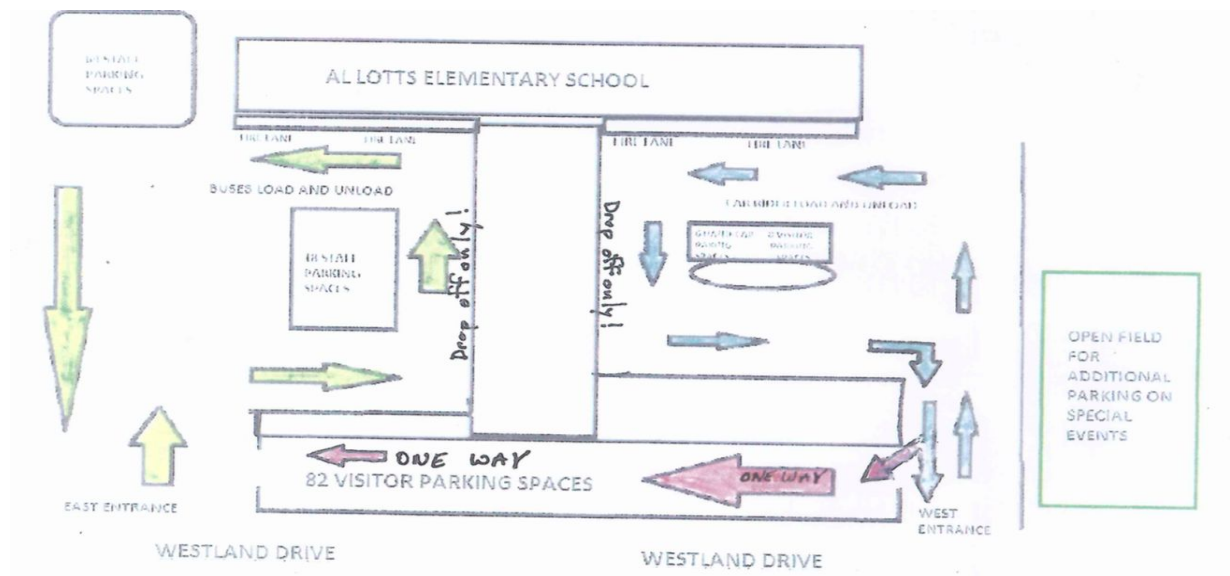
No live animals may be brought to school without prior consent of the teacher and the administration. If permitted, all KCS guidelines must be followed.

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. Please note: when the district is operating on **code "YELLOW"** or **code "RED"** (due to the COVID-19 pandemic), off campus field trips will not be taken. Virtual field trips may be considered by grade levels and will be communicated to parents if scheduled.

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 7:05 a.m.** Vehicles can use the **east and west driveway** to drop off students. For your convenience, the school's Student Leadership Team* will assist with opening and closing car doors on the west driveway. 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 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.

*Please refer to the "Lotts COVID-19 Reopening Plan - At a Glance" document for more information about the student arrival/dismissal procedures when the district is operating on **code "YELLOW"** or **code "RED"**. *When the district is operating on **code "YELLOW"** or **code "RED"** (due to the COVID-19 pandemic) we will not have a Student Leadership Team.

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.

*Please refer to the "Lotts COVID-19 Reopening Plan - At a Glance" document for more information about the A. L. Lotts procedure for visitors at school when the district is operating on **code "YELLOW"** or **code "RED"**.

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. From time to time we have a second load bus, 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 dismissed at 2:45 once the buses have departed and prior to the car rider line beginning. We will continue our system to support walkers during dismissal. All walkers will need to have a walker tag picked up from the front office to allow us to cross check the Parent Responsibility Zone (PRZ). Walker tags will also be available during the student device (chromebook) distribution events.

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 2:20 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.

*Please refer to the “Lotts COVID-19 Reopening Plan - At a Glance” document for more information when the district is operating on **code “YELLOW”** or **code “RED”**. Refer to the following sections: student arrival and dismissal procedures, A. L. Lotts procedure for visitors at school .

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.

*Please refer to the “Lotts COVID-19 Reopening Plan - At a Glance” document for more information about the A. L. Lotts procedure for visitors at school when the district is operating on code “YELLOW” or code “RED”.

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.

*Please refer to the “Lotts COVID-19 Reopening Plan - At a Glance” document for more information about the A. L. Lotts procedure for visitors at school when the district is operating on code “YELLOW” or code “RED”.

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. **Please NOTE when operating on green: For car riders, parents should drop their child(ren) off in the car drop-off line or park in the lower parking lot and allow them to walk to the front door of the school building. Likewise, for walkers, parents should walk their child(ren) to the front sidewalk (beside the car drop off area/flag pole) or at the front doors of the school building. In order to maintain a safe environment for our students, parents/visitors will not be permitted to come inside the building in the mornings at drop-off time. Parents who park in the lower parking lot at drop-off time are welcome to walk their child(ren) to the front door of the school, but parents may not come inside to sit with their child(ren) in the lobby, nor may they walk their child(ren) to the classroom. We realize that this is a different policy than in past years, but we must do everything in our power to maintain a safe and secure environment.**
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. You are welcome to join your Lotts child for lunch in the school cafeteria*. If anyone other than a student's parent or guardian or others on their approved "pick up" list wish to eat lunch with a student; the parents or guardian must send in a signed permission note for that person to eat lunch with that child on that specific day*. They will need a valid photo ID when checking in. This process may require additional time, so we urge you to come to the school 15 minutes before the child's lunch to check in. If we do not have a note, they will not be permitted to eat with the child. Parents are not permitted to walk back to the student's classroom.

8. If you bring children of any age with you to after school activities*, they must be supervised at all times.
9. 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*.
10. 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.

*Please refer to the “Lotts COVID-19 Reopening Plan - At a Glance” document for more information about the A. L. Lotts procedure for visitors at school when the district is operating on code “YELLOW” or code “RED”.

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. If you must bring a necessary item your child has forgotten (like a lunchbox) please drop it off in the office* before 10:00 A.M. It will be delivered to your child’s classroom.

*Please refer to the “Lotts COVID-19 Reopening Plan - At a Glance” document for more information about the A. L. Lotts procedure for visitors at school when the district is operating on code “YELLOW” or code “RED”.

SCHOOL MEALS PROGRAM*

Lotts Elementary School offers both breakfast and lunch daily. The price of a full student lunch (including milk) is \$2.50 daily. Additional milk with purchase of full lunch is 50 cents. Milk may be purchased by itself for 75 cents, and ice cream is also available as a separate purchase* (for 75 cents).

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, at a cost of \$1.75.

Free or reduced-price meals are available to students whose families meet federal eligibility requirements. Applications are on-line at knoxschools.org. Use the following steps to locate the application: (1) Click on the "students" menu; (2) Hover over the "student supports" section; (3) Click on "Nutrition". Once you get to the Nutrition page, applications are located under the section titled "Free and Reduced Applications". Applications must be completed each year within the first 30 days. If you do not have internet access, contact the office for assistance. Reduced prices for breakfast and lunch are 30 and 40 cents respectively.

School Meals For Parents And Visitors*: Parents, grandparents, and other visitors are welcome to eat lunch at school*, at a cost of \$3.75. If you wish to eat lunch with your child at school*, please notify your child's teacher in advance so that seating arrangements can be made.

*Please refer to the "Lotts COVID-19 Reopening Plan - At a Glance" document for more information when the district is operating on code "YELLOW" or code "RED". Refer to the following sections: A. L. Lotts Procedure for Breakfast/Lunch, A. L. Lotts Procedure for Visitors at School.

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](#) at 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. Please see the attached A.L. Lotts Covid-19 Reopening Plan for addendums while operating on yellow or red.

Knox County Schools Website: 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.