

Lonsdale Elementary Parent Handbook



*"Championing our students with the courage and skills
to move forward and thrive in tomorrow's world!"*

2025-2026

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1.Knox County Schools Calendar



2025-2026 Knox County Schools Calendar

Thursday, July 31	First Day for Teachers (School Based In-Service Day)
Friday, August 1	Systemwide In-Service Day (PreK-12)
Monday, August 4	Administrative Day (Teacher Work Day)
Tuesday, August 5	Systemwide In-Service Day (½ Day School-based); Administrative Day (½ Day Teacher Work Day); 6 th and 9 th Grade Orientation
Wednesday, August 6	Administrative Day (Teacher Work Day)
Thursday, August 7	First Day for Students (½ Day)
Monday, September 1	Labor Day Holiday (Knox County Schools Closed)
Friday, September 5	End 4½-weeks Grading Period
Wednesday, September 17	Constitution Day (Knox County Schools Open), Half-Day for Students
Monday, October 6 - Friday, October 10	Fall Break
Tuesday, October 14	End First 9-weeks Grading Period
Tuesday, November 4	Systemwide In-Service Day (PreK-12) (Student Holiday)
Thursday, November 13	End 4½-weeks Grading Period
Wednesday, November 19	Half-Day for Students
Wednesday, November 26 - Friday, November 28	Thanksgiving Holidays (Knox County Schools Closed)
Friday, December 19	Half-Day for Students; End Second 9-weeks Grading Period; End First Semester
Monday, December 22 – Friday, January 2	Winter Break
Friday, January 2	Systemwide In-service Day (½ Day School-based; Administrative Day (½ Day Teacher Work Day)
Monday, January 5	First Day for Students after Winter Break (Full Day)
Monday, January 19	Martin Luther King, Jr. Day (Knox County Schools Closed)
Wednesday, January 28	Half-Day for Students
Thursday, February 5	End 4½-weeks Grading Period
Monday, February 16	Systemwide In-Service Day (PreK-12) (Student Holiday)
Monday, March 9 – Friday, March 13	Spring Break
Tuesday, March 17	End Third 9-weeks Grading Period
Wednesday, March 25	Half-Day for Students
Friday, April 3	Holiday (Knox County Schools Closed)
Monday, April 20	End 4½-weeks Grading Period
Tuesday, May 5	Systemwide In-Service Day (School-based)
Thursday, May 21	Last Day for Students (½ Day); End Fourth 9-weeks Grading Period; End Second Semester
Friday, May 22	Administrative Day (Teacher Work Day) – Last Day for Teachers
Friday June 19	Juneteenth Holiday (Knox County Schools Closed)

Calendar Summary

180	Instructional Days*
4	Administrative Days
2	Unscheduled In-Service Days
1	Unscheduled Parent-Teacher Contact Hours Day
6	Scheduled In-Service Days
10	Vacation Days

**In accordance with T.C.A. § 49-6-3004 – 177 student instructional days plus 3 days accumulated under daily 7-hour schedule.*
Note: This calendar allows cancellation of up to 8 instructional days due to inclement weather or serious outbreaks of illness before any make up days will be required.

knoxschools.org

2.School Hours

Lonsdale Elementary is open from 7:10 AM until 2:45 PM. Because there is no supervision, students are not allowed on campus before 7:10 AM. Instruction begins at 7:45 and continues until 2:45. The school day for PreK is short and runs from 7:15 until 1:15 with dismissal beginning at 1:15.

Please make sure your children are at school on time every day so they are not missing any instruction. Even if your child is here every day but comes to school at 8:00 every day, that is already 15 minutes every day that they are missing which comes out to about 6 days of school over the course of the year.

Unless involved in an after-school program, children must be picked up from school by 3:15 PM. **After 3:15, parents must enter the building to sign-out students.**

When school is in session for only a half-day, dismissal is at 11:15 for all students.

When leaving school before 2:45, parents must sign-out students in the office. **Early dismissal is not permitted after 2:15 for Kindergarten through 5th grade and after 1:00pm for PreK because of our end-of-day activities.** For your child's safety, any adult checking out students **must be listed on the emergency card and show proper photo ID.**

3.Communication

We encourage clear and open communication at all times. If you ever need to talk to your child's teacher or to an administrator, please call the school's number at 865-594-1330, and we would be happy to schedule a time to meet with you. Please make sure that your current contact information is up-to-date in our records so that we can return your call as soon as possible. Also, we use that contact information to send out Parent Square phone calls to the whole school to communicate upcoming events and to notify parents if school is closing or letting out early due to inclement weather or another school emergency. Administration also sends home a monthly parent newsletter that will come home in your child's daily behavior folder.

Administrator Contact Information:

Will Smith, Principal: william.smith@knoxschools.org

Dr. Maquila Mills, Assistant Principal: maquila.mills@knoxschools.org

Kayla Montgomery, Assistant Principal: kayla.montgomery@knoxschools.org

4.Attendance

Regular attendance and promptness at school helps develop valuable lifelong habits and supports the attitude that school is important. We ask that parents/guardians contact the school in the event that their child will have an extended absence from school. Please use Parent Square or send a handwritten note with your student upon their return.

Tardiness

A student is tardy if he/she is not in his/her classroom, ready for class to begin at 7:45. Tardiness disrupts not only your child's education, but the education of the other students in the class as well.

Absences

When a child has been absent from school, written notes must be given to the school on the day the student returns. Notes received after 5 days will not be accepted. The note must be signed by the parent or guardian and include the date(s) for the absence and the reason for the absence. Excused absences include the following: personal illness; illness in the family temporarily requiring help from the child; death in the family; recognized religious holidays regularly observed by persons of the student's faith; and a verifiable family emergency. State law requires children be present a minimum of 3 hours and 30 minutes in order to be counted present for the day.

Parents can only use 10 parent notes each school year. After the 10th parent note, all absences will be counted as unexcused. However, you have unlimited doctor's notes. As a result, if it is at all possible and your child is sick, be sure to take them to the doctor so that you can get a doctor's note, and it will not count against your 10 parent notes.

After 10 unexcused absences from school, parents will be contacted by a school administrator to schedule an attendance S-Team. The team is made up of the parent/guardian, principal, and social worker. We will complete an attendance barrier assessment and sign the Truancy Parent Contract. After 20 unexcused absences, the social worker will notify the Knox County Truancy Review Board and a court hearing will be scheduled.

5.Transportation/ Dismissal

To avoid confusion and keep your child safe, if you must change your child's transportation for the day, please send a note to your child's teacher. The principal must approve the change before it can occur. If your child does not bring a note to school, the child will go home his/her usual way.

Early Dismissals

If you need to pick up your child early from school, it must be **before 2:15 p.m.**

Dismissals after 2:15 p.m. will not be allowed unless there is an emergency, as we begin preparing for the regular dismissal process at that time.

For **Pre-K students**, early pickups must occur **before 1:00 p.m.** Dismissals after 1:00 p.m. are not permitted unless there is an emergency.

Bus

School bus transportation is provided by the taxpayers of Tennessee and is a privilege extended to all eligible students. Misconduct on the bus or at the bus stops may result in a loss of privilege. The bus driver and designated bus supervisors are in full charge of the bus and students. The bus driver will report to the principal any child who violates the safety rules.

Bus Rules

- Obey the driver and bus supervisors.
- Stay seated, keeping hands/feet inside the bus.
- No food or drinks permitted.
- No loud, rude, or abusive behavior permitted.
- Parents will pay for acts of vandalism.

Walkers/ Parent Pick-up

Walkers are dismissed at 2:40 from the back of the school on Connecticut Avenue. This is to ensure the safety of all students. If you pick up your child after 3:10, you must pick them up from the front office on the Louisiana Avenue side of the school.

After-School Programs

Dismissal for After-School Programs begins at 2:43. Boys and Girls Club Students report to the cafeteria at that time, and our other afterschool programs pick up students from the back of the school on Connecticut Avenue.

Car Riders

Dismissal for car riders begins about 2:45. The car rider line is in front of the school on Louisiana Avenue. Please stay in your cars to pick up your students and do not park to the side to avoid the car rider line. This poses a safety concern for both students and staff and can cause additional unnecessary traffic delaying the dismissal process further.

During the first week of school, car tags will be distributed to all car riders. **Anyone picking up students must show their car tag labeled with the student's first and last name. Anyone who does not have a car tag must park, enter the building, and show a valid ID to pick up a child.** We appreciate your support in this matter as we work to ensure the safety of all of our students. **After 3:15, all parents must enter the building's main entrance to sign-out students.**

6.School Visitors

Parents and volunteers are welcome at Lonsdale. However, for the safety and security of all students, it is important that access to our school be closely monitored. In addition to the safety of your child, we also value your child's instructional time and work to minimize unnecessary disruptions.

All visitors must report to the school office when entering the school to sign in (exceptions would be public events, such as open house and after school programs). Visitor badges shall be issued for all persons other than students and employees of Knox County Schools.

- * Classroom visits must be scheduled in advance and approved with the classroom teacher.
- * Classroom visits should be scheduled at least 24 hours in advance.
- * The visitor must be a legal guardian, an approved mentor, or other person authorized to visit the student, pre-approved by administration.
- * Classroom visits should be limited to 30 minutes.
- * When you visit the school, you should first report to the school office to sign in and receive a visitor's badge to be worn at all times while on school premises. At the conclusion of your scheduled visit, you should return to the office to let them know you're leaving.
- * Please limit your conversation about your child to scheduled appointments during the teacher's non-instructional time.
- * The principal has the authority to exclude from the school premises any visitor disrupting the school environment. Access to school property is a privilege and can be revoked by school administration at any time.
- * Loud, threatening, or profane behavior will not be tolerated on school grounds. School security and/or law enforcement will be contacted to escort individuals off school property if necessary.
- * To visit your child during lunch, you must be a parent/guardian, mentor, or listed on the child's pick up list. After eating with the child, the visitor should report back to the office to sign out. If you are bringing food from the outside to your child for lunch, only share the lunch with your own child and no other students. This can cause a disruption in the cafeteria and is unfair for other students.
- * If your child forgets something and you bring it from home, please leave it in the office with your child's name and classroom teacher. We will call the student up to receive items. Students may not call home for forgotten items.
- * Routine classroom volunteers are coordinated with the classroom teacher.

During instructional time teachers must focus on teaching and students must be focused on learning. Your child needs and deserves uninterrupted learning time.

7.Student Birthdays

Student birthdays are an exciting time at school. You are welcome to bring store bought items for your child to share with his or her classmates, but you must work the day and time in advance with your child's teacher, and you must provide enough for all students in your child's class. No homemade items will be accepted. Snacks cannot be shared with other students from other classes.

Cupcakes, cakes, or other snacks should only be distributed in the child's classroom and not in the cafeteria during lunch. This can cause a disruption in the cafeteria and is unfair for students from other classes.

Balloons or flowers must remain in the office to help minimize distractions from learning in the classroom. The student will be called to the office to see the balloons or flowers and can then return to pick them up at the end of the day during dismissal.

8.Parent/Teacher Conferences

To arrange a conference with your child's teacher, please call the school office at 594-1330. The teacher will then contact you to make an appointment. If you would like to schedule an appointment with Mr. Smith, the principal, please call the office or email him at william.smith@knoxschools.org

We also have Parent Conferences Nights in the Fall and Spring each year. They are scheduled as follows:

Fall Parent Conference Night (Prek-1st) is scheduled for **Monday, October 20th** from 3:30-6:30 .

Fall Parent Conference Night (2nd-3rd) is scheduled for **Tuesday, October 21st** from 3:30-6:30

Fall Parent Conference Night (4th-5th) is scheduled for **Wednesday, October 22nd** from 3:30-6:30

Spring Parent Conference Night (Prek-1st) is scheduled for **Monday, March 30th** from 3:30-6:30

Spring Parent Conference Night (2nd-3rd) is scheduled for **Tuesday, March 31st** from 3:30-6:30

Spring Parent Conference Night(4th-5th) is scheduled for **Wednesday, April 1st** from 3:30-6:30

9.Report Cards/ Grades

Report cards are issued every 9 weeks. Progress reports are sent home every 4½ weeks. Lonsdale Elementary uses the following grading system:

3rd-5th Grades		1st & 2nd Grades	
93-100	A	93-100	E
85-92	B	85-75	S
75-84	C	0-74	N
70-74	D		
0-69	U		

Kindergarten

Meets Expectations (ME): The student demonstrates proficiency in grade-level expectations. Performance is characterized by the ability to apply skills and strategies with consistency, quality, and independence

Developing Understanding of Expectations (DE): The student is making progress in grade-level expectations. Performance is characterized by the ability to apply skills and strategies with varied accuracy, quality, and support.

Limited Understanding of Expectations (LE): The student has a beginning understanding of grade-level expectations. Performance is characterized by an inability to apply skills and strategies, and students need considerable support and guidance.

Shaded boxes indicate NOT assessed during this marking period

The scale for behavior and work habits grades are the same for all grade levels.

Classroom Behavior Grades

93-100	A
85-92	B
75-84	C
70-74	D
0-69	U

Work Habits Grades

93-100	E
85-75	S
0-74	N

10.Award Ceremonies/ Academic Honors

All awards ceremonies will occur in the gym during the students' Encore time. This will be communicated via Parent Square.

Dates:

First 9-weeks Ends: Tuesday, October 14th

Second 9-weeks Ends: Friday, December 19th

Third 9-weeks Ends: Tuesday, March 17th

Fourth 9-weeks Ends: Thursday, May 21st

*****Academic Honors*****

First Honors

Grades 1-2: All E's. This includes behavior and work habits grades

Grades 3-5: All A's. This includes behavior and work habits grades

Second Honors

Grades 1-2: All E's and S's. This includes behavior and work habits grades

Grades 3-5: All A's and B's. This includes behavior and work habits grades

Kindergarten Honors

Math: Meets expectations on all topics taught during the current nine weeks (student scored 80% or higher)

Reading:

First 9 weeks:

1st honor- 8 sight words, 15 letters, 8 sounds, and all A's for behavior and all E's for work habits

2nd honor- 6 sight words, 10 letters, 5 sounds, and all A's and B's for behavior and all E's or S's for work habits

Second 9 weeks:

1st honor- 15 sight words, 26 letters, 10 sounds, and all A's for behavior and all E's for work habits

2nd honor- 10 sight words, 20 letters, 7 sounds, and all A's and B's for behavior and all E's or S's for work habits

Third 9 weeks:

1st honor- 25 sight words, all letters, all sounds, ONE sentence on topic independently, and all A's for behavior and all E's for work habits

2nd honor- 15 sight words, 30 letters, 15 sounds, and all A's and B's for behavior and all E's or S's for work habits

Fourth 9 weeks:

1st honor- 35 sight words, all letters, all sounds write TWO sentences on topic independently, and all A's for behavior and all E's for work habits

2nd honor- 25 sight words, all letters, all sounds ONE sentence on topic independently,

and all A's and B's for behavior and all E's or S's for work habits

Attendance Awards

Perfect Attendance: A student will have 0 absences in a grading period.

Additional Recognition: An Awards and Recognition program will be held at the end of each grading period to recognize students who have exhibited excellence in a variety of categories!

11.Homework Policy

Homework is assigned to each student on a routine basis. It is an important part of your child's education and does not replace what occurs in class. All assigned homework reinforces previously taught skills rather than introducing new ones and should be a review for the students. Homework varies by grade level. Contact your child's teacher to learn more about their specific homework policy.

12.Knox County Dress Code

- Pants must not sag below the waist and must not touch the floor.
- Shirts, blouses, and dresses must have sleeves and completely cover the abdomen, back and shoulders.
- Head apparel, except for religious or medical reasons or "school spirit days," must not be worn inside the school building.
- Footwear is required and must be safe and appropriate for indoor or outdoor physical activity. Flip-flops, shower shoes, and bedroom slippers are examples of inappropriate footwear for school except on "school spirit days."
- Clothing or accessories may not display offensive, vulgar language or images and must not advertise products which students may not legally purchase.
- "Short shorts," miniskirts, and spandex are deemed inappropriate for students in grades 3-5.
- Coats and jackets exceeding fingertip length are not to be worn in the building.

13.Parent Involvement

Our school has an active Parent Teacher Friend Organization (PTFO). We encourage all family members to join and participate. Dues for membership will be \$5 for the school year, and meetings will take place once or two times a semester and will occur in the evenings. Information and reminders about meetings will come home with students in their folders through the monthly Parent Letter.

Parents wishing to volunteer their time in our school are greatly appreciated. Please contact your child's teacher for additional information.

14.Telephone Calls

Please do not ask our office personnel to relay messages to children except in the case of an emergency. Emergency messages will be relayed to your child and your child's teacher.

Children are not permitted to use the phone without permission from their teacher and office personnel. **Cellphones are also not permitted at school. If students bring their cellphone to school, it must be off and in their backpacks at all times. If students are found with phones, they will be taken by the teacher and given to the office for a parent to come and claim.**

Teachers and students cannot be called to the telephone while classes are in session.

15.Materials and School Property

Textbooks are provided by the taxpayers of Tennessee. Students are responsible for textbooks issued to them. Parents will pay the school for all lost or irreparably damaged textbooks or library books.

Damage to School Property

Parents or guardians are responsible for any destruction of school property caused by or involving their child.

16.Discipline

We are a PBIS School. PBIS stands for Positive Behavioral Intervention and Supports.

Purpose: The purpose of PBIS is to provide a clear and consistent system of expected behaviors throughout the entire school.

The Lonsdale Team has created clear expectations for our students' behaviors in each area of the school. These are taught and reinforced throughout the year using consistent language and a behavior matrix school-wide. Emphasis will be on consistency in reinforcing positive behavior and providing students with the tools necessary to be successful at school and to lay the foundation to become productive citizens.

Daily Affirmations: I matter, I have value, I am loved, I am a leader, I am an overcomer, I am beautifully and wonderfully made, I was created to prosper, and destined for greatness.

Mission: Lonsdale is a safe place where we are all unique and valued.

Our Lonsdale Classroom Expectations

I AM SAFE <ul style="list-style-type: none">• Walking feet• Hands, feet, & objects to self• Bottom in seat, feet on floor• Use materials carefully	C L A S S R O O M
I AM RESPECTFUL <ul style="list-style-type: none">• Maintain personal space• Raise hand before speaking• Be an active listener to others• Follow 1st request	
I AM RESPONSIBLE <ul style="list-style-type: none">• Bring all materials to class• Keep your area clean• Stay on task & do your best• Take care of materials	
I AM KIND <ul style="list-style-type: none">• Use your manners• Respond when spoken to• Encourage & support others• Remember the Golden Rule	

Our Voice Level Expectations - Goal is to stay at 2 or under

Voice Level Chart	
4	Shouting
3	Loud Voice
2	Speaking
1	Whisper
0	Silent

In addition to PBIS, Lonsdale works diligently to adhere to all Knox County Schools

Board Policies. For more specifics about policies and procedures for discipline, please go to <https://www.knoxschools.org/Page/2107>

18.Medication Policy

We understand it is necessary for some students to take medication at school. Our goal is to provide safe administration, storage and handling of medications. No medication, of any kind, will be given or allowed in the school unless these policy guidelines are followed:

- 1 Written orders must be provided by a physician, dentist, or nurse practitioner who has the legal right to write a prescription, detailing the name of the drug, dosage, and time interval the medication is to be given.
- 2 Parents need to bring medication to the school in the current prescription bottle, labeled by the pharmacy or Health Care Provider. Do not send medication with students.
- 3 Written permission must be given by the child's parent or guardian requesting that the school comply with the Health Care Provider's order.
- 4 The School System retains the right to reject requests for administering medication.
- 5 If a student is ill at school, parents will be called to pick up the child. Therefore, please do not send a child to school with known communicable diseases. This includes, among others, fever, pink eye, lice, and ringworm.

19.Emergency Procedures

Emergency Telephone Numbers

It is absolutely necessary to have correct information on each child's emergency card. We must have phone numbers where parents and guardians can be reached. In addition to your own number, please provide numbers of friends, relatives, and neighbors in case you cannot be reached. If these numbers change during the school year, please contact the school immediately. Do not be afraid to give us private numbers since all student information is considered confidential.

Inclement Weather Procedures

Decisions to close school because of inclement weather or disaster are made by personnel at the Central Office of the Knox County School System. Please do not call the school for information on school closings. Listen to the local news on television or radio stations for information concerning school closings.

20. Emergency/Enrollment Forms

Please complete all forms sent home, so we can provide the necessary services that your child may need. Thank you for your cooperation.



Parent Handbook Contract

By signing this contract, I hereby certify that I have read and reviewed the 2025-2026 Lonsdale Handbook in its entirety and pledge to adhere to all school policies and procedures included within.

Student Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____