

A.L. Lotts Elementary School
Handbook
For
Parents and Students



2025-2026

At 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,

I am honored to begin my fourth year as principal of A. L. Lotts Elementary School. 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. I am committed to continually exploring new ways to meet all students' needs and more effectively communicate with parents and community members. I am fortunate to have a wonderful administrative team working with me to support the needs of our school community. Binta McClendon and Tracy Frady are returning as assistant principals this year.

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

I look forward to celebrating our successes during the 2025-2026 school year. Thank you for allowing us to be part of your family.

Tracy Marsh, Ed.S.

After-School Dismissal

Please review the following dismissal procedures that have been established to help facilitate a safe departure from the school campus.

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

Bus Riders

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 one or more “second load” buses, which are buses that return to the school shortly after dropping off their 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

Car riders are dismissed by announcement after the 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 drive to “Cone 0” or 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 who has permission to pick up the child. During car dismissal, parents must remain in their cars.

Walkers

Walkers will be brought to their designated location by our school staff, which will be indicated in the walker parent letter/permission form. Due to busy traffic patterns, the possibility of a crossing guard’s absence, and our desire to keep our students safe, we ask that an adult meet their student with their pick-up tag*.

Please be reminded that parents of *walkers* may pick up their students at the **designated walker dismissal area**. Due to limited parking availability, **walker parents may not park on campus** during dismissal. If you wish to pick up your child by car on campus, you must designate them as a **car rider** and proceed through the **official car line** for dismissal.

*Walker pick-up tags will be distributed by our office staff after the appropriate walker permission forms have been completed by parents/guardians.

On-Site “YMCA” After-school Program

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.

Daycare Students

Other daycare students (who are not enrolled in the on-site YMCA after-school program) are escorted to the gym at after-school dismissal time. Those students will remain under school staff supervision until their daycare vans arrive for pick-up. Students must follow school expectations and staff directions during this time.

Student Check Out Before Dismissal Process Begins

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. (Students will be transitioning between classes to prepare for dismissal during this time frame, and we do not want you to be late to your appointment.) 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).

Birthday Celebrations

If you would like to send in a treat for your child’s birthday, please contact his/her teacher for guidance on what is permitted. The treat should not interfere with class instruction. Ice cream that is purchased/ordered at least two weeks in advance* from the school cafeteria is the only treat that is permitted for students at lunch time. (*Please coordinate this with your child’s teacher. He/She will communicate the “advance” order timeline per guidance from our cafeteria manager.) In addition, please coordinate any foods that you wish to bring in with your child’s teacher in advance. Be mindful that some students may have food allergies.

All food treats should follow [KCS Wellness Policy \(I-440\)](#) and the “Smart Snacks in Schools” nutrition standards, which include fresh fruits and vegetables, whole grains, water, low-fat milk, and other foods low in fat, sugar, sodium, and caffeine.

Students should not distribute party/event invitations at school unless every child in the class is included.

Calls To The School

We are happy to take parent/guardian phone calls. However, instruction is a top priority during the school day. Therefore, teachers will not be called from their classroom duties to speak with parents/guardians 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 staff.

Caring For Our Wonderful Staff: “Quiet Hours”

Our staff work hard each day to care for your precious children, and we want them to be at their best each day. Please note that staff contract hours are 7:30 AM - 3:15 PM. Staff will work hard

to return messages within 24 hours when possible. This year we will continue our practice of “quiet hours” from 6:00 PM until 6:00 AM on weekdays and from 6:00 PM on Friday until 6:00 AM on Monday morning to allow our staff to rest and recharge. This means that Emails, “Parent Square” messages, and/or phone calls received from parents and the school community during “quiet hours” will be returned the next “school day” (when school is back in session for students.) We would like the staff to use this time to be with their personal families and disconnect from work.

Changes In Students’ Transportation

Any time a child goes home from school in a manner that differs from his or her “regular” documented 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, dated, and signed by the parent/guardian. 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, on a teacher’s email, or via “Parent Square”.

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 to have conferences during student arrival time. 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, “Parent Square” message, or email to the teacher. The teacher will contact you 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 the “Resolving Complaints and Parental Concerns” section below. Conferences should be scheduled in advance, as principals are supporting students and teachers throughout the school day. Mrs. Tracy Marsh (principal) will be the contact for kindergarten and second grade. Mrs. Binta McClendon (assistant principal) will be the contact for first and third grade. Mrs. Tracy Frady (assistant principal) will be the contact for fourth and fifth grade.

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.

A.L. Lotts utilizes Positive Behavior Interventions and Supports (PBIS). PBIS is a process of creating proactive, school-wide systems that focus on preventing inappropriate behaviors and recognizing appropriate behaviors. All of our school expectations focus on the following:

- Be Respectful.
- Be Responsible.
- Be Remarkable.

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 support. 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 Restorative Learning Classroom (RLC).

Please note that toys, electronic devices, and chewing gum are not allowed at Lotts. In addition, students are not permitted to use wireless communication devices (such as cell phones, smartwatches, smart glasses, and tablets) during the school day. If your child brings a cell phone or other wireless communication device, it should be kept in their backpack in the “off” mode. Students may continue to use their district-issued Chromebook for instructional purposes when applicable.

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.

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 considered “rude” or “mean” if done once, either intentionally or unintentionally*. (**See chart on next page for definitions and examples*) 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, and Federal and State statutes. To view this policy in its entirety, visit [J-211 at www.knoxschools.org](http://www.knoxschools.org)

Rude, Mean, Bullying, or Conflict: What's the Difference?

Rude, Mean, Bullying, Conflict: What's the Difference?



Rude: accidentally or unintentionally saying or doing something that hurts feelings or embarrasses someone	Mean: Saying or doing something on purpose to hurt someone; happens once or twice
Bullying: Behavior that is on purpose, repeated over time and involves an imbalance of power (*power = older, bigger, stronger, social power). Types of bullying include physical, verbal, relational, and cyberbullying.	Conflict: Conflict is a disagreement between friends or peers who are equal in power. There is always a solution to work through conflict, although it can take practice and isn't always easy!

When our children can correctly identify a behavior, then they can use the appropriate tools to handle the situation. Encouraging resiliency and empathy are cornerstones in how you can help.



Bullying

Teaching our children to be "up-standers" and support a classmate is the best way to help in a bullying situation. When a child feels they are being bullied, they can use HA-HA-SO to help themselves:

Help: Ask friends, teachers, and parents for help

Assert Yourself: Use an "I-message" in a calm voice

Humor: Make a joke about what was said, not who said it

Avoid: Stay away from those who are mean

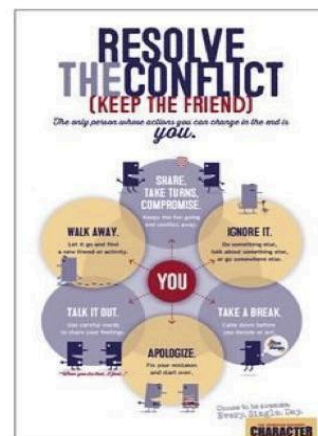
Self-Talk: Think positive thoughts about yourself

Own it: Minimize it by agreeing, showing they don't affect you

Conflict

Conflict is often labeled or misunderstood as bullying. Conflict is a natural part of life and a natural part of friendships. Our children need the skills to deal with conflict in a safe and reasonable way. AA students are taught that there are at least six ways to handle conflict, through classroom guidance lessons and with visual aids around school:

- Share, take turns, compromise
- Ignore it
- Take a break
- Apologize
- Talk it out using an "I-message"
- Walk away



Dress Code

Elementary School Dress Code - [School Board Policy J-260](#)

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.
7. No costumes or costume pieces can be worn on school days unless specified in the classroom or a school-wide special event.

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

Dropping Off Forgotten Items

Please encourage your child to be responsible for bringing the items he/she needs for the day with him/her in the morning. Necessary "forgotten" items such as glasses, lunches, and Chromebooks 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 for a day, it is OK.

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.

Field Trips

In all cases, children must have written parental consent in order to participate in any field trips. While on field trips, our students represent A.L. Lotts Elementary School and our community. We want to represent ourselves as leaders and respectable individuals. Therefore, any student who is continually struggling to follow expectations and is exhibiting unsafe behavior may lose the privilege of attending field trips or special events. These are administrative decisions that will be communicated to families in advance.

Behaviors that could prohibit your child's participation in a field trip or special event include, but are not limited to:

- Bullying/Harassment
- Fighting or threatening to fight
- Continued classroom disruptions that keep teachers from teaching and students from learning
- Disrespect toward teachers and/or staff

Half-Day Dismissal Days

Scheduled Half-Day dismissal days will occur on the following dates for the 2025-2026 school year:

- Thursday, August 7th
- Wednesday, September 17th
- Wednesday, November 19th
- Friday, December 19th
- Wednesday, January 28th
- Wednesday, March 25th
- Thursday, May 21st

Half-Day Dismissal time is **11:15 AM** for grades K-5.

If Your Child Becomes Ill At School

Lotts Elementary is very fortunate to have a School Clinic, sponsored by our PTO 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 higher, 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.

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. 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 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 from the teacher and the administration. If permitted, all KCS guidelines must be followed.

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.

Parent/Guardian Volunteers

For any parents/guardians serving as volunteers in the building, chaperoning field trips, etc., an updated confidentiality agreement will need to be signed prior to any school activities where you wish to volunteer. This agreement is available in the school office, and a copy will be available in your student's beginning-of-the-year school folder.

PTO

We have a supportive and involved PTO (Parent Teacher Organization) at A.L. Lotts. The PTO is a VITAL part of our school! Our PTO is the primary channel for parent involvement in a host of school programs and activities. Without the support of our PTO, our school could not have attained its present level of success. Please consider joining and supporting our outstanding PTO! Our faculty and staff support are supported by your efforts and the efforts of our PTO.

Report Cards

Report Cards in Grades K-5 will be issued by the school for each of the four nine-week grading periods. These grading periods are defined by the Knox County Schools annual system-wide

school calendar. Report cards are issued via the “Aspen” Family Portal. Interim reports will also be available in the Aspen Family Portal at the midpoint of each nine-week period. Information for accessing the Family Portal is available on the Knox County Schools website.

Kindergarten Proficiency Levels

ME = Meets Expectations

DE = Developing Understanding of Expectations

LE = Limited Understanding of Expectations

Grades 1-2 Academics

The grade scale for Reading, Language/Writing, Art, Mathematics, Music, Social Studies, ELL, Physical Education, Science:

E (Excellent) = 93-100

S (Satisfactory) = 92-75

N (Needs Improvement) = 74 and below

Work Habits (Grades 1-5)

E (Excellent) = 93-100

S (Satisfactory) = 92-75

N (Needs Improvement) = 74 and below

Behavior/Conduct (Grades 1-5)

A, B, C, D, and U

A = Excellent = 93-100

B = Good = 85-92

C = Average = 75-84

D = Below Average = 70-74

U = Unsatisfactory = Below 70

Grades 3-5 Academics

The Grade Scale for Reading, Language/Writing, Art, Mathematics, Music, Social Studies, ELL, Physical Education, Science, and Behavior:

A, B, C, D, and U

A = Excellent = 93-100

B = Good = 85-92

C = Average = 75-84

D = Below Average = 70-74

U = Unsatisfactory = Below 70

Resolving Complaints And Parental Concerns

Our teachers will work closely and cooperatively with parents/guardians. If you have questions or concerns regarding your child, please communicate your concerns directly to the teacher through a handwritten note, “Parent Square” Message, 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 “Parent Square”, email or a phone call. Contact information can be located on the website under the “Our School” tab.

School Attendance Policies

Absences are classified as either excused or unexcused. Absences will be excused or unexcused according to [KCS Board Policy J-120](#).

When a student returns to school following an absence, the student must bring to his/her teacher a signed note stating the date(s) of the absence(s) and explaining the reason for the absence(s). 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 on 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 (10) 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. Please give teachers 24 hours (after you make your request) to prepare make-up work.

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 the 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”](#) (or [use the link here](#)) 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 charge of the bus and the students, and any student who is reported by the bus driver for a safety rule violation will 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 as 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.

School Hours

Regular school hours are 7:45 AM - 2:45 PM for all students in Grades K-5.

Half-Day dismissal time is **11:15 AM** for grades K-5. (See the section above entitled "[Half-Day Dismissal Days](#)" for a list of scheduled half days for the current school year.)

Special Notes for Kindergarten

During "staggered enrollment days" at the beginning of the year, hours for Kindergarten students will be 7:45 AM - 12:00 PM. (Each kindergarten student will be given two designated dates to attend school for staggered enrollment during the first two weeks of school.) There is no afternoon bus service provided during staggered enrollment days for kindergarten students. Parents are responsible for providing transportation for their kindergarten child at the 12:00 PM staggered day dismissal time.

On the first full day of kindergarten (Thursday, August 21st) and for the remainder of the school year, all kindergarteners will follow the 7:45 AM – 2:45 PM schedule.

School Meals Program

The KCS Nutrition Department will continue to use an online payment system for school meals and a website to apply for free or reduced-price meals. The portal is called LINQ Connect, and users can register for an account at linqconnect.com. Paper applications are also available by calling the KCS Food and Nutrition Services Department at (865) 594-9563.

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

Breakfast – \$2.25 Elementary Lunch – \$3.25

To apply for free and reduced-price meals for the 2025-2026 school year, please visit linqconnect.com or pick up an application in the school office. The only students who will receive no-cost or reduced-price meals during the 2025-2026 school year are those whose free and reduced-price meal application has been approved. Reduced pricing for breakfast: \$0.30, and reduced pricing for lunch: \$0.40.

Parents may choose to deposit money into their child's cafeteria account in the form of cash, check, or online payment via linqconnect.com. If submitting a check or cash for payment, please include a note or place it in an envelope with the child's first & last name and the homeroom teacher's name.

Ice cream (and other "extras" such as potato chips, Rice Krispy treats, etc.) will not be sold to individual students in the cafeteria this year. The only exception for ice cream is for "birthday celebrations". (See the "[Birthday Celebrations](#)" section above.) Milk will be available for purchase for students who bring their lunch.

Breakfast is available to students each morning from 7:05-7:35.

Visitors During Lunchtime: Due to limited seating, we will not be able to accommodate parents/guardians or other visitors during lunch.

Student Car Arrival

Students may arrive beginning at 7:05 a.m. Please do not drop your children off and leave them on the school campus until you see staff members on the front sidewalk to greet students at 7:05 a.m. To promote student safety and supervision, the front doors will remain locked until 7:05 a.m. All students (including 5th Grade Student Leadership Team members) must remain in their guardian's vehicle until 7:05 a.m. when our School Security Officer unlocks and opens the doors.

Entering & Exiting the drop-off Zones

We want to continue to allow vehicles to use both the east and west driveway entrances to drop off students.

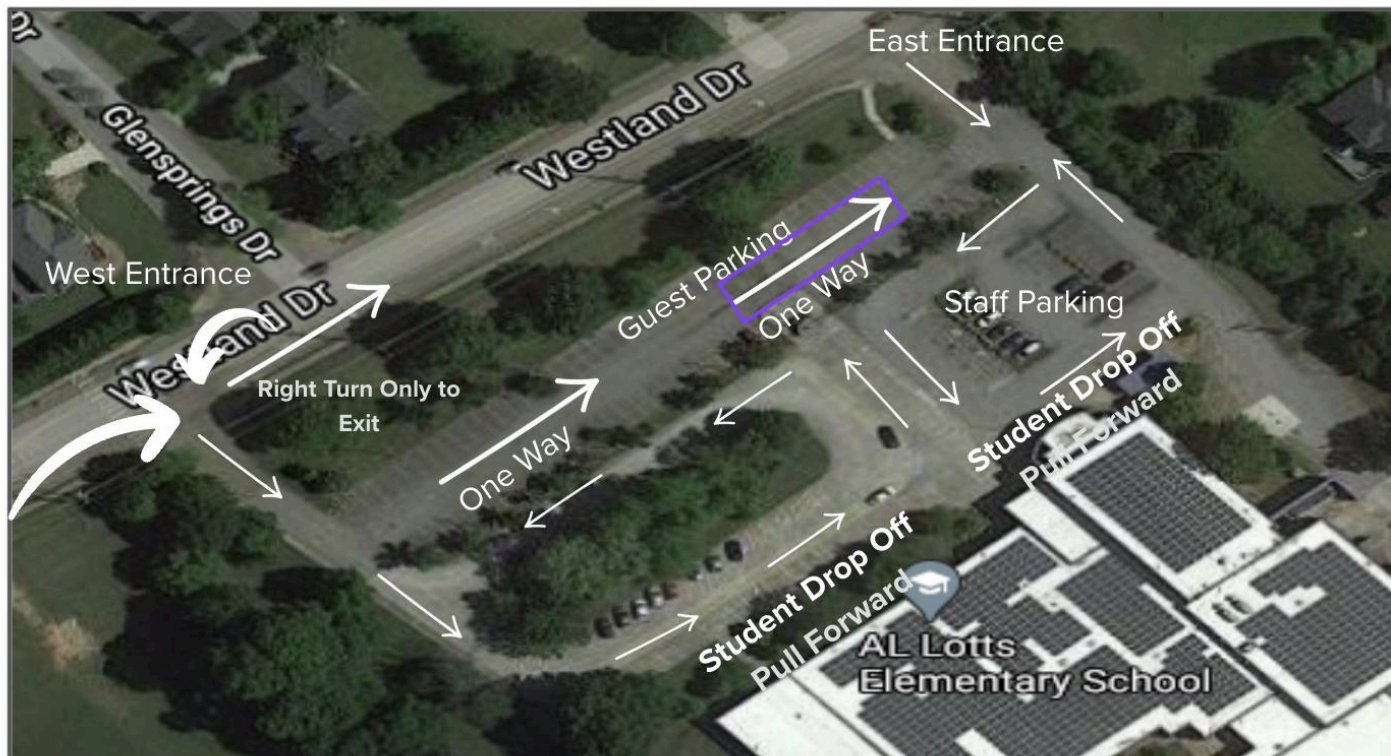
Buses utilize the east driveway to drop off students in the morning. No vehicles are allowed to pass any bus that is unloading or has a stop sign out. On the east entrance, please pull forward as close as possible to the mailbox so that buses may drop off students, as well. If car traffic causes problems with buses 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 each morning and afternoon unless inclement weather or freezing temperatures are a factor. Students should exit on the passenger side of the vehicle for safety. To keep traffic flowing in the mornings, pull forward as far as possible 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 Team member opens the door. In the afternoons at the west entrance, please pull forward to the next open numbered cone to wait for your student to enter your vehicle. Parents are not permitted to exit their vehicle to assist their student in the car pick-up line due to maintaining safety for all. Please utilize the open parking spaces that run alongside the car pick-up line if your student requires assistance. Student Leadership car door openers will not be able to step off the curb, so please be sure to pull as close to the curb as possible. Parents of younger students, please practice unfastening seat belts or car seats.

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. No left turns exiting the campus are allowed from the west entrance. If you wish to make a left turn, you must exit from the east entrance.

A.L. Lotts Traffic Flow Map



Tardiness

All children should be in the building by 7:45 AM. If your child arrives after 7:4 AM, you must accompany your child to the office to sign them in. Please bring your photo I.D. to show to our office staff.

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 (865-539-8611).

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 interior set of front doors to alert office staff of your arrival. All visitors must show a valid photo ID via the camera on the buzzer and indicate the reason for their visit before being permitted to enter the building. Upon entry, visitors should first go to the office. 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 PTO 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 “Parent Square” message, a handwritten 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 by a parent/guardian 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 for any reason.
9. Visitors During Lunch: Due to limited seating, we will not be able to accommodate parents/guardians or other visitors during lunch.

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 an electronic copy on our school’s website.

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.