

Anderson Elementary Policies and Procedures Quick Reference

Drop Off Procedures: Students may arrive to school as a bus rider, a car rider, or a biker/walker beginning at 7:30 a.m. Doors open at 7:30 a.m. unless extreme weather conditions (temperature below 32 degrees or rain downpour) require students to be let in earlier.

Tardy Procedures: School begins promptly at 8:00 a.m. Students are tardy after that time. When a student is tardy, a parent/guardian must accompany the child to the school office to be checked in. A doctor's note is required for the tardiness to be counted as excused.

Early Dismissal Procedures: If a student needs to be dismissed early, please notify your child's teacher in advance if possible. Students will not be sent to the office to wait for a parent to pick them up. The parent/guardian must come into the office to check the student out. **There will be no checkouts after 1:45 p.m.**

Pick Up Procedures: Students may depart from school as a bus rider, a car rider, a biker/walker or a parent walk up. Dismissal begins at 2:25 p.m. daily.

Transportation Change Procedures: All transportation changes must be made by 1:45 p.m. (10:30 a.m. on half days) by a phone call to the front office or a note written to the teacher. Please do not leave transportation changes on any voicemail as they may not be checked in time for the changes to be made. If a child tells a teacher they need to go home a different way but no note was sent, the child will be sent home the usual way.

Lunch Procedures: We welcome you to have lunch with your child. We do ask that you allow your child time to learn the cafeteria procedures and adjust to their new schedule before your visits begin. Please feel free to join us for lunch after school has been in session for 2 weeks.

Visitor Procedures: All visitors must check in at the office and get a visitor's badge. Visitors will wait in the office or atrium until permission is given to proceed to the classroom. If visiting for lunch please wait in the atrium until your child's class approaches and then proceed to the cafeteria. Upon leaving please return to the office to check out.

Excused Absence Procedures: Students are expected to be at school and arrive on time. Upon return from an absence, please send a note/email within 3 days to the teacher. Please include student's name, date(s) of absence, and a specific reason for the absence. Illness, injury, death in the immediate family, medical appointments, and religious observances are among the valid excused absences. General travel and family vacations will not be excused. If a note is not provided by the third day of attendance, the absence will be marked unexcused.

Birthday/Celebration Procedures: A simple store bought treat at snack time, recess, or lunch is welcomed to celebrate a birthday with prior approval from your child's teacher. Birthdays will not be celebrated during instructional time. Please do not bring presents, balloons or flowers.

Illness Procedures: Students with a fever of 100 degrees or more will be sent home and must remain home and be fever free for 24 hours without the use of any fever-reducing medication before they may return to school. Students who vomit or have diarrhea at school two times will also be sent home and must remain home until symptoms subside.

Contact Information Procedures: Please be sure that you have updated emergency contact information on file at all times. Update this information any time there is a change in address and/or phone numbers. Address changes do require proof of residency. These include current lease agreement, deed, property tax statement or homeowners/rental insurance policy.