



# **Anderson Elementary**

## **2024-2025**

### **Parent and Student Handbook**

**1921 E 29th Street N  
Tulsa, OK 74110  
918-925-1300**

## Welcome

The faculty and staff at Marian Anderson Elementary School extend an Eagle welcome to each student and parent. We believe that you are the ones who make our school a unique and welcoming place. The purpose of this handbook is to help students and parents become acquainted with school and district procedures.

### **Vision:**

At Anderson Elementary School we believe each child can and will succeed. We have grit and integrity. We celebrate our successes, achieve our goals, and honor our community.

<b>E</b>	<b>veryone's</b>
<b>A</b>	<b>accountable for</b>
<b>G</b>	<b>rowth</b>
<b>L</b>	<b>earning</b>
<b>E</b>	<b>equity and</b>
<b>S</b>	<b>uccess</b>

# **ANDERSON'S FACULTY AND STAFF**

## **2024-2025**

**Principal** – LaJuanna Waddell  
**Assistant Principal** – Patrice Henry  
**Dean**-Britni Troglin

### **Pre-K**

Kassie Cole  
Christine Fautch

### **Kindergarten**

Jacob Brockunier  
Anna Dan-Reese

### **First Grade**

Marlena Gastineau  
Dana Story

### **Second Grade**

Bev Rasmussen  
Steven Wolf

### **Third Grade**

Krshika Carter  
Alexis McCant

### **Fourth Grade**

Abra Haynes  
Sara Stick

### **Fifth Grade**

Ashley Alexa  
Tajiana Wilson

### **ELD Teacher**

Lincoln Cochran

### **Art**

### **Physical Education**

Bethany Morgan

### **Reading Interventionist**

Cheree Green

### **ESS Teachers**

Vickie Troxell  
Kathy Davis

### **Autism Teacher**

Pennie Bennett

### **Gifted and Talented**

Stephanie Keester

### **Teacher Assistants**

Amber Banks  
Alicia Scott  
Cortland Weaver  
Starla Thompson  
Jasmine Powell  
Destiny Parnosky

### **Paraprofessional**

Candice Francis  
Cathy Sims  
Laresa Cox  
Alejandra Nevarez  
Danielle Hammond-Williams  
Landon McQuarters  
Evonne Spencer  
Linda Graham  
Gayla Carter

### **Speech**

Chrissy Anderson

### **School Psychologist**

Heather Hale

### **Principal Secretary**

Latonya Evans

### **Attendance Clerk**

Lisa Gaines

### **Parent Facilitator**

Tyseeke Edwards

### **Head Custodian**

Maria Espinoza de Sotela

## **SCHOOL HOURS**

Our school hours are 7:30 a.m. to 2:35 p.m., Monday through Friday. Our main doors are opened daily at 7:25 and instruction will begin at 7:30. We greet each student with a smile and a fist bump.

Student dismissal begins at 2:25 p.m.

### **Arrival and Departure Locations:**

All cars arriving/departing for school should enter the driveway closest to the building. During dismissal, the second lane is reserved for daycare vans. We ask that you remain in your vehicle and wait for your child to come to you. If you would like to pick your child up at the door, please park in the parking lot or on a sidestreet.

### **Attendance:**

Regular and punctual attendance is mandatory for student success. To receive instruction, a student must be in class. There is no way to make up the instruction presented on any specific day. A good education requires continuity of instruction. We will follow all School Board Policies regarding attendance. There is a limited number of days a student may be absent before retention in a grade level is mandated. If your child is ill and unable to attend class, please contact the school office (918-925-1300). He/she must make arrangements with the teacher to make up class work for the day/days missed.

### **Students Late for School:**

A tardy slip will be issued to students arriving at or after 8:00 a.m. The tardy slip will serve as a pass to class. Chronic tardiness (excused or unexcused) not only deprives your child of valuable classroom experiences but also disrupts the continuity of the lesson for the other students. Please help your child develop a responsible work ethic by making sure he/she is present, on time, and ready to learn. If a student is late by more than two hours, he/she will be counted absent one-half day.

### **Early Release of Students:**

NO dismissals are made after 2:00 p.m. Any adult picking up a student must provide a valid photo ID and be on the student's approved pick-up list. The student will be called from the classroom to the office. All students must be signed out through the office. Students are expected to remain on school grounds unless proper check-out procedures have been followed. We start our dismissal at 2:25 p.m. When a child is picked up early, he/she is missing last-minute instruction and the whole class is

disturbed. Please make every effort to schedule doctor and dentist appointments after school hours. If a student is picked up more than one hour early, he/she will be counted absent one-half day.

**Birthday Celebrations:**

Cupcakes will be allowed during their lunchtime only. No balloons, ice cream, or other treats are permitted. Please supply enough cupcakes for the entire class.

**Strong Start of the Day:**

Minute of Silence will be held daily in each classroom, along with other strong start activities.

## **MEALS**

**Breakfast:**

Anderson Elementary offers a free, universal breakfast for all students. Breakfast is served in the classroom from 7:30 to 8:00 a.m. Students arriving after 8:00 a.m. will risk not receiving breakfast.

**Lunch:**

Lunch is free to all students. The lunch menu is available at this link: [Child Nutrition - Tulsa Public Schools \(tulsaschools.org\)](http://ChildNutrition-TulsaPublicSchools.tulsaschools.org).

## **DRESS CODE**

**Student Dress Code:**

Anderson Elementary School will follow the district-wide student code for Tulsa Public Schools set forth by the Board of Education. Tulsa Public Schools has adopted a mandatory uniform policy. Students may wear any color of shirt. You may view the full student dress code requirements on the TPS website at [www.tulsaschools.org](http://www.tulsaschools.org).

***General Rules about Student Dress:***

- No shoes with wheels (wheelies or similar); slides or bubble slides. Closed-toed shoes are recommended.
- Excessively large or baggy clothes are prohibited.
- Scarves, curlers, bonnets, bandanas, sweatbands, or other similar head coverings shall not be worn in class or within the school building.

- Caps, hats, or similar head coverings shall not be worn to class. If **a hoodie is worn to school, a student can not have the 'hood' on their head in the building. A student will receive a warning to remove the hood. If they continue they will have to put the hoodie away.**
- Sunglasses (unless prescribed by a physician) shall not be worn to class or within the school building.
- Shorts and skirts must be of modest length defined as a maximum of 6-in. above the knee of the wearer or not above the fingertip of the wearer with the arm fully extended, whichever is longer.
- Students shall wear footwear for protection and hygienic reasons while on school grounds. House slippers and flip-flops are not acceptable footwear.

## **SAFETY**

### **Visitors:**

Outside doors will remain locked during school hours. All visitors must enter the school via the main doors. Visitors will be admitted to the office and asked to sign in. All visitors will receive a “Visitor” badge to wear. If you have any security concerns, please contact the school office (918-925-1300) at any time.

### **Volunteers:**

Any parent or adult volunteering for study trips, classroom assistance, or any other contact with students must complete a background check before volunteering. These forms are available in the main office.



**See. Hear. Share.**

You can help keep your school community safe. If you see or hear something concerning, call 918-480-SAFE, text 480SAFE, email [share@tulsaschools.org](mailto:share@tulsaschools.org), or share it with a trusted adult. Our See.Hear.The share hotline is staffed around the clock.

## **ACADEMICS**

**Progress Reports:**

Progress reports will be sent home quarterly to all parents. This will keep you informed of your child's progress between report cards.

**Parent-Teacher Conferences:**

Conferences are scheduled with every parent twice a year. Special conferences may be scheduled at any time by calling the school office (918-925-1300) or by contacting your child's teacher. Conferences are designed to promote maximum understanding and cooperation between home and school for the benefit of the child.

**Reading Sufficiency Act (RSA):**

According to the Reading Sufficiency Act (RSA), all 3rd-grade students in Oklahoma must meet a minimum of 40th percentile on the MAP Growth Assessment to be promoted to 4th grade. Students who do not meet that requirement will be considered for retention. Other factors will be considered in deciding whether to promote 3rd graders. Starting in kindergarten, students who are below the 40th percentile on the MAP Growth Assessment will have an Academic Progress Plan to support their academic growth. You can read more about RSA at the state education website: <https://sde.ok.gov/reading-sufficiency>.

## **OTHER INFORMATION**

**Medications at School:**

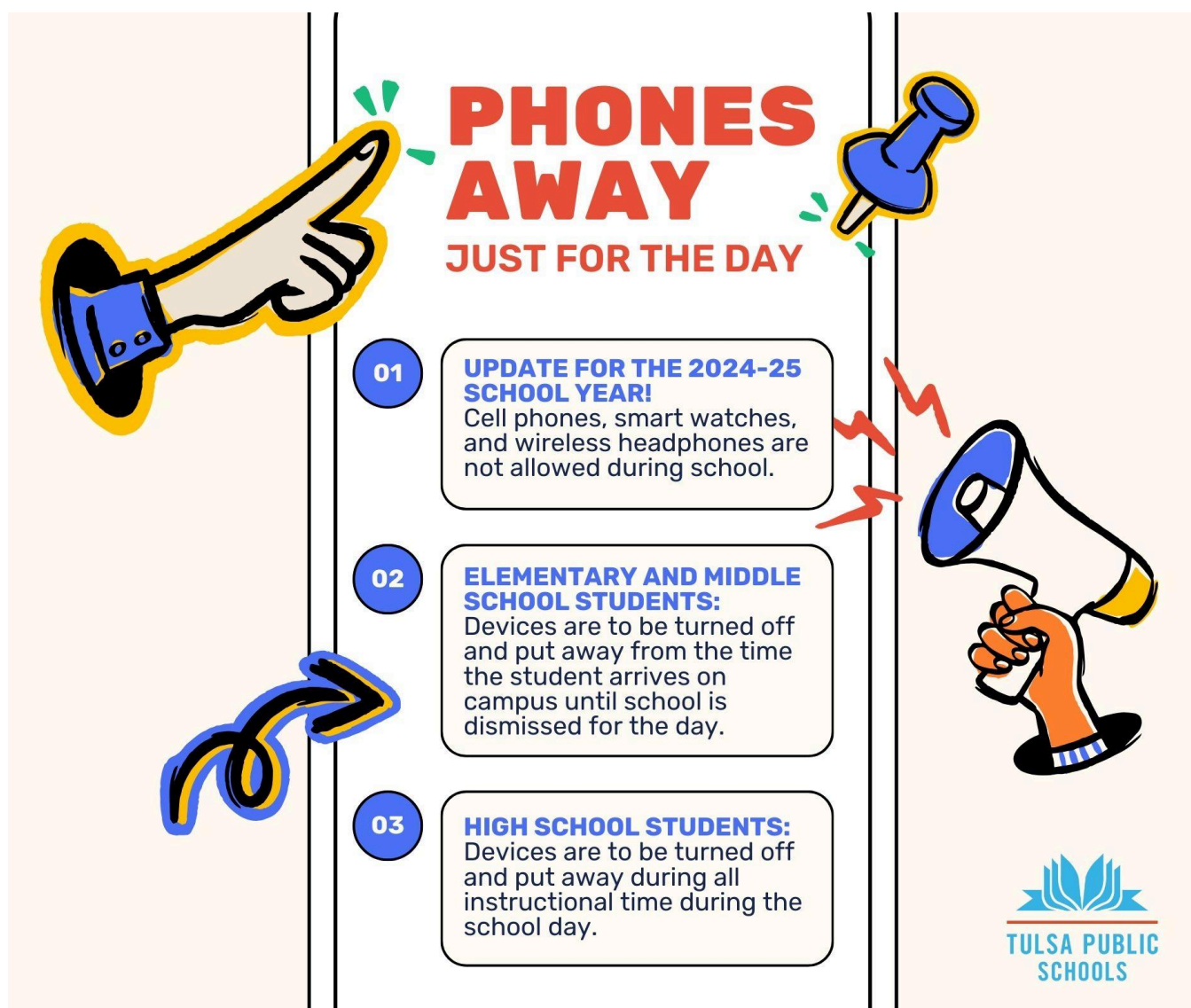
Students should not bring their own medicine or have it with them. All medications must be administered through the school health assistant.

**Toys, Blankets, and Other Belongings:**

Students cannot bring toys, toy-like jewelry, or trading cards (such as Pokémon) to school. In addition, students are not allowed to bring blankets or stuffed animals (PreK is an exception).

### Cell Phones:

All student cell phones **MUST** be stored in their locker. It is your responsibility to have a lock for your locker. We are **NOT** responsible for misplaced cell phones. We realize that having a cell phone may be necessary for a child's before or after-school safety.



**PHONES AWAY**  
**JUST FOR THE DAY**

- 01 UPDATE FOR THE 2024-25 SCHOOL YEAR!**  
Cell phones, smart watches, and wireless headphones are not allowed during school.
- 02 ELEMENTARY AND MIDDLE SCHOOL STUDENTS:**  
Devices are to be turned off and put away from the time the student arrives on campus until school is dismissed for the day.
- 03 HIGH SCHOOL STUDENTS:**  
Devices are to be turned off and put away during all instructional time during the school day.

**TULSA PUBLIC SCHOOLS**





### Lost and Found:

The Anderson Lost and Found is located in the front of the building. Clothing and coats may be claimed from this location. Be sure to mark school supplies and apparel with your child's name.

### Field Trip Policy:

Field trips or study trips serve as an important “being there” experience for students and are a vital part of the curriculum. Anderson Elementary School must have parental permission to transport students off school property. Field trip permission slips must be signed and be in the school's possession before the trip. The official Tulsa Public Schools permission document must be used. **Handwritten notes and verbal approval cannot be accepted. Permission slips must be received before the date of the field trip.**

## BEHAVIOR GUIDELINES

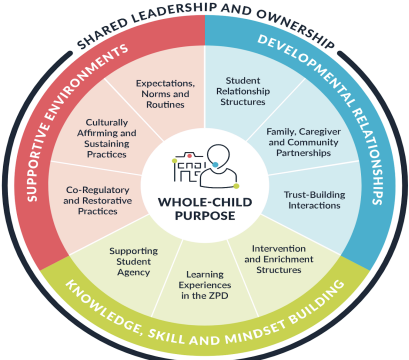
The goal at Anderson Elementary is to provide students with a quality education and environment that enables all students to succeed both academically and behaviorally.

Our district has a whole-child-focused approach to creating and sustaining a culture of learning. Our discipline approach is restorative and strives in all cases to promote the *safety, dignity, and sense of belonging* of every individual.

**Students are expected to engage in prosocial behaviors at all times.** Students who demonstrate inappropriate behaviors will be given learning opportunities to practice appropriate, pro-social behaviors and/or correct the problem caused by the inappropriate actions.

Other behaviors that may result in a student being referred for intervention may include, but are not limited to:

- Fighting or aggressive behavior toward another person
- Possession of a dangerous object
- Disrespect to teachers or staff
- Inappropriate language (including profanity)
- Destruction or vandalism
- Behavior that is disruptive to the learning environment



All policies established in the [2023-2024 Student and Family Guide to Success](#) will be followed. The TPS Behavior Response Plan is published as part of the 2023-2024 Student and Family Guide to Success.

## 5 • 5 • 5 – Shared Commitments for Safety

## **5 commitments from families and caregivers:**

- Update your contact information
- Promote *See. Hear. Share.*
- Monitor your student's social media
- Sign up for and read our updates
- Promote think before you speak or share

## **5 commitments from students:**

- Be kind
- Be tolerant
- Think before you speak or share
- Practice safe and respectful online and social media habits
- Be respectful of everyone

## **5 commitments from Tulsa Public Schools:**

- Create safe and welcoming environments for students and staff
- Families are our equal partners and valued
- Lead by example
- Every child can have a trusted adult they can reach out to
- Identify safe spaces at every site

# See. Hear. Share.

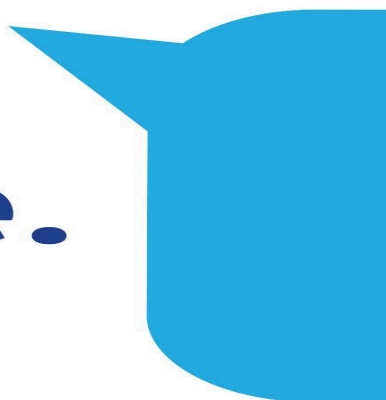
**Call or Text**

918.480.SAFE (7233)

**Email**

[Share@tulsaschools.org](mailto:Share@tulsaschools.org)

If you see or hear something concerning, let us know. Our hotline is confidential and staffed 24 hours a day.



# See. Hear. Share.

**Call or Text**

918.480.SAFE (7233)

**Email**

[Share@tulsaschools.org](mailto:Share@tulsaschools.org)

If you see or hear something concerning, let us know. Our hotline is confidential and staffed 24 hours a day.



# Discipline Reminders- Fighting

1. **Fighting** is strictly prohibited on campus, whether physical or verbal, as it makes our learning environment unsafe and prevents students from being able to participate in their coursework. Students who are caught in an altercation *can and will receive* severe consequences, including suspension, and removal from attending extra-curricular activities such as games, dances, clubs, etc.

2. **Encouraging/recording violence**: this is another reminder that student safety is our primary concern. Students who encourage violence to take place on campus, run to a fight, or record a fight *can and will receive severe consequences* such as suspension and removal from extracurricular activities.

## COMMUNICATION WITH FAMILIES

Anderson Elementary uses several methods to stay in touch with families. They include:



**SchoolMessenger** is used for email, text messages, and voice messages to families from the school principal or school office.



**ClassDojo** features communication at the classroom level as well as a schoolwide message board and calendar. This is a private system, not open to the public like other social media platforms. ClassDojo has messaging features that allow you to communicate directly with your student's teacher. Teachers who use ClassDojo will share login information directly with you.



**TalkingPoints** may be used with families for whom English is not the primary language. TalkingPoints features dozens of languages including Spanish, Arabic, Urdu, Pashto, Dari, and others. TalkingPoints is accessible through a student's Clever login.



**PowerSchool** is used by parents to view grades, monitor attendance, and view report cards. If parents need a new login for the Parent User Account, they may request it from the Anderson office.



**Facebook** is used for general messaging but will not be used for messages directed at or about specific students or families. It promotes the good things happening at the school. You can follow our Facebook page at ***facebook.com/AndersonElementaryTulsa***.

# **Bus Rider Guidelines**

## **A Guide for Students and Parents 2023-2024**

**Parents Responsibilities:** The task of transporting students safely and efficiently can only be successfully accomplished with the cooperation and help of parents, who are encouraged to reinforce safety guidelines with their children. All of these policies are designed to help insure a safe and pleasant ride for all students. Knowledge and support by parents concerning student responsibilities and disciplinary guidelines will help the children retain their privilege of riding a school bus.

### **Student's Responsibilities: Before Bus Arrives**

1. Arrive at the bus stop five minutes before the bus is due. Dress appropriately for the weather. You may have to wait in the rain or cold.
2. Wait for the bus at least ten feet back from the roadway and wait until the bus comes to a complete stop before approaching.
3. Form a single line and enter the bus in an orderly manner(with no pushing or shoving).

### **While on the Bus**

1. All rules for the classroom apply to the bus. No loud talking or yelling is permitted.
2. Always cooperate with the bus driver and other school officials.
3. Remain seated facing forward at all times, do not change seats, and keep feet out of the aisle. Bus seats are designed to protect you in an accident and can only do so if you are sitting properly.
4. Do not be destructive. Throwing objects on or off the bus is strictly prohibited. Students and their parents may be held responsible for damage to the bus or property outside the bus.
5. Harmful items, such as drugs, vaping, tobacco, alcohol, knives, weapons, etc., are strictly prohibited.
6. Be courteous to your bus driver and fellow passengers. Use no profane language or gestures.

7. Help keep the bus clean.
8. Keep all parts of the body inside the bus at all times.
9. No food or beverages of any kind are permitted. Lunches may be taken to school if kept inside a lunch box or in a backpack/book bag

### **Disciplinary Guidelines**

A student's behavior on the bus directly impacts the safety of all other students on the bus. To safely transport students, the bus driver must be able to concentrate on driving the bus without distractions from students who are misbehaving; therefore, unacceptable behavior by students will not be tolerated and will ultimately result in loss of bus-riding privileges. Parents are requested to instruct their children in appropriate bus behavior and tolerance. Please help reinforce the authority of the bus driver just as you would a teacher's authority in the classroom. Drivers are trained to recognize and deal appropriately with misbehavior. Many times, the best way to keep children out of trouble is to separate them from other children who cause trouble or cause them to act out. For this reason, the bus driver's first level of disciplinary action is a verbal warning. Parents or the child may request an assigned seat to keep the student out of trouble. Generally, but not in all cases, the bus driver may take the following approach in handling many bus discipline problems:

**First Offense** - Verbal warning or correction by driver. Documentation of the drivers' steps will be sent to the school principal.

**Second Offense** - Assigned seat and an unsafe conduct report is sent to the school principal.

**Third Offense** - Parent contacted by phone or mail. Unsafe conduct report will be sent to the school principal. The third offense may result in a loss of bus privileges.

**Fourth Offense** - Unsafe conduct report will be sent to the school principal or assistant principal which may result in loss of bus privileges.

**\*\*If** student behavior has not changed after these steps, students may lose bus privileges for the remainder of the school year. The consumption of food and or drinks is not permitted on school buses. Failure to comply may result in loss of bus riding privileges for three days or more. Students who severely misbehave, directly jeopardize the safe operation of the school bus, or directly challenge the authority of, or make disrespectful comments or actions toward the bus driver or other school official will lose



their riding privilege without receiving warnings! A partial list of severe violations includes, but is not limited to: vandalism, fighting, gang-related involvement, failure to cooperate with driver or other official, abusive or defiant language, threats, gestures, written words or pictures directed toward driver or other official, and the possession or use of tobacco, drugs, alcohol, or weapons of any kind. Severe violations may also result in immediate disciplinary action up to and including school suspension and/or legal action.

### **Late Buses:**

Despite everyone's best efforts to keep the buses on time, it is inevitable that buses will sometimes be late. Route sheets distributed at the beginning of each school year list estimated pick-up times at each bus stop. As the school year proceeds, passengers will get a more realistic idea of when the bus will actually arrive. Sometimes unforeseen situations occur that prohibit the bus from being on time, such as a mechanical breakdown or traffic congestion due to an accident or inclement weather. When these situations occur, the transportation department makes every effort to get a bus back on schedule; however, it is not always possible. Each bus will go by all bus stops, regardless of how late the bus is running. Parents are encouraged to wait with their children at the bus stops. Parents who cannot stay at the bus stop with their children should have contingency plans with neighbors and with their children on what to do if the bus is late or if the child should miss the bus.

### **Health Services:**

1. Each school has a health assistant on duty during school hours to handle accidents and illness, administer medication, and monitor contagious conditions.
2. Schools do not have facilities to take care of children who are ill for an extended period of time.
3. If a child becomes ill at school, a parent or parent designee must come to school to pick up the child. Photo ID will be required to release the child.
4. Children who are ill may not return to school until their temperature has remained normal (below 100°) for 24 hours without fever-reducing agents.
5. Every effort should be made to give children their medication at home to avoid disruption of the educational process. The school does not stock any medications for student use. It is the parent's responsibility to supply any medication they want their child to receive and to complete the necessary forms for medication administration.
6. If a child requires medication during the school day, a Parental Authorization Form must be completed and accompany all medications sent to school. Medications given on a daily basis for longer than two weeks will also require written consent from a physician.

Medications must be in the original containers with dosage and prescribing directions in place. Over-the-counter medications must have directions specifying a children's dosage. Over-the counter medications without directions for children will not be administered without a written order from a licensed physician.

Parental authorization must include the following information:

- A. Name of child to receive medication.
- B. Name of medication.
- C. Dosage and any special instructions.
- D. Date(s) and time(s) medication is to be administered.
- E. Signature of legal guardian

**Legal Custody:**

A parent or guardian who has legal custody of a child and does not wish the other parent, parents, or persons to have access to the child should present the proper legal documents to the principal to establish custody rights. All parents, custodial and non-custodial, have a right to view student records unless the proper legal documents have been presented to the building principal prohibiting such action.

**Parent-Teacher Conferences:**

Parent/Teacher conferences are scheduled twice per year. These conferences are designed to promote understanding and cooperation between home and school for the benefit of students. Additional conferences may be scheduled at the request of the parent, teacher, or principal.

**Grading Scale:**

Grades PK-3 use a mastery reporting system which indicates a student's mastery of skills, or progress on the development of skills. PK-3 teachers provide information to parents about report cards and assessment of students.

**Grading Scale for Grades 4-5:**

- 100% - 90% = A
- 89% - 80% = B
- 79% - 70% = C
- 69% - 60% = D
- 59% - 0% = F



# 2024–2025 STUDENT CALENDAR

FIRST DAY OF CLASSES: AUGUST 20  
LAST DAY OF CLASSES: MAY 21\*\*

» First Day of Quarter Last Day of Quarter «

Parent Conference Days Oct. 11, March 17

Commencement Week May 12–18

Holiday/Break – No Classes

## CLASSES NOT IN SESSION

Labor Day ..... September 2  
Fall Parent/Teacher Conferences\* ..... October 11  
Indigenous Peoples' Day ..... October 14  
Teacher PD day ..... October 15  
Civic Engagement ..... November 4–5  
Thanksgiving ..... November 25–29  
Winter Break ..... December 23–January 3  
Teacher PD day ..... January 6  
Martin L. King Jr. .... January 20  
President's Day ..... February 17  
Spring Parent/Teacher Conferences\* ..... March 17  
Spring Break ..... March 18–21  
April Holiday ..... April 25

\* Please check with your school for exact dates and times

\*\* Any additional calendar days beyond May, naturally occurring or other, will result in an extension of the calendar or distance learning days could be declared.

The Enrollment Center is closed each Wednesday, February 17-21, and March 17-21.

## AUGUST 2024

SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	»20	21	22	23	24
25	26	27	28	29	30	31

## SEPTEMBER 2024

SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## OCTOBER 2024

SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10«	»11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## NOVEMBER 2024

SU	M	TU	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## DECEMBER 2024

SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20«	21
22	23	24	25	26	27	28
29	30	31				

## JANUARY 2025

SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	»7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## FEBRUARY 2025

SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## MARCH 2025

SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14«	15
16	»17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## APRIL 2025

SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## MAY 2025

SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21«	22	23	24
25	26	27	28	29	30	31

## JUNE 2025

SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## JULY 2025

SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

TulsaSchools.org

Tulsa Public Schools

@TulsaSchools

@TulsaPublicSchools

Tulsa Public Schools