

Dear Andersen Elementary Families,

Welcome to the 2019-2020 school year! To our new families, welcome to Andersen Elementary. You are joining a top-notch school full of highly qualified teachers who are committed to achieving excellence in and out of the classroom. To our returning families, welcome back to what promises to be an amazing school year.

The administration and staff at Andersen Elementary are committed to providing all of our learners with the best instructional practices that will lay the foundation to become lifelong learners, as well as prepare them for the real world. In addition, we will continue our work to cultivate responsible student leaders through the Leader in Me program. We believe in educating our students that they can learn anything through persistence and hard work.

Student safety is our first priority. The beginning and the ending of the school day can be both exciting and hectic, especially in the parent drop off/pick up areas. If you are using our drop off and pick up lanes, please make sure you pick up a tag for your car during *Meet the Teacher* and display it in your window as you proceed through pick up "A" and "B". Having your child's name displayed on the tag in your car helps the line move quickly. All kindergarten students must be picked up at area "B". If you are walking, please remember to only cross at Pennington with our crossing guard at the cross walk. Parents and students are not allowed to cross the driveway to access the greenbelt at any time. Permission from a parent is required if a student is crossing at Pennington and Ironwood. Permission slips are available in our front office. Kindergarten will dismiss at 2:35 to allow them to get to their dismissal destination and alleviate congestion at pick up area "B".

Communicating with parents is essential for our school. Please make sure we have your most up to date information including address, phone number and email address. This year we will utilize the Remind App, please sign up during Meet the Teacher. We will also utilize email communication to provide the most up to date information including newsletters and emergency communication. Our teachers will utilize email correspondence whenever possible.

We look forward to seeing our Andersen families on our first day of school, Tuesday, July 23. I am thrilled to be part of the Andersen Community and am looking forward to a successful school year.

Sincerely,
Kristin Kinghorn
Kristin Kinghorn, Principal
Andersen Elementary

ACKNOWLEDGEMENT

Your signature below indicates you have read and discussed with your child (ren), the Andersen Elementary policies, rules and regulations.

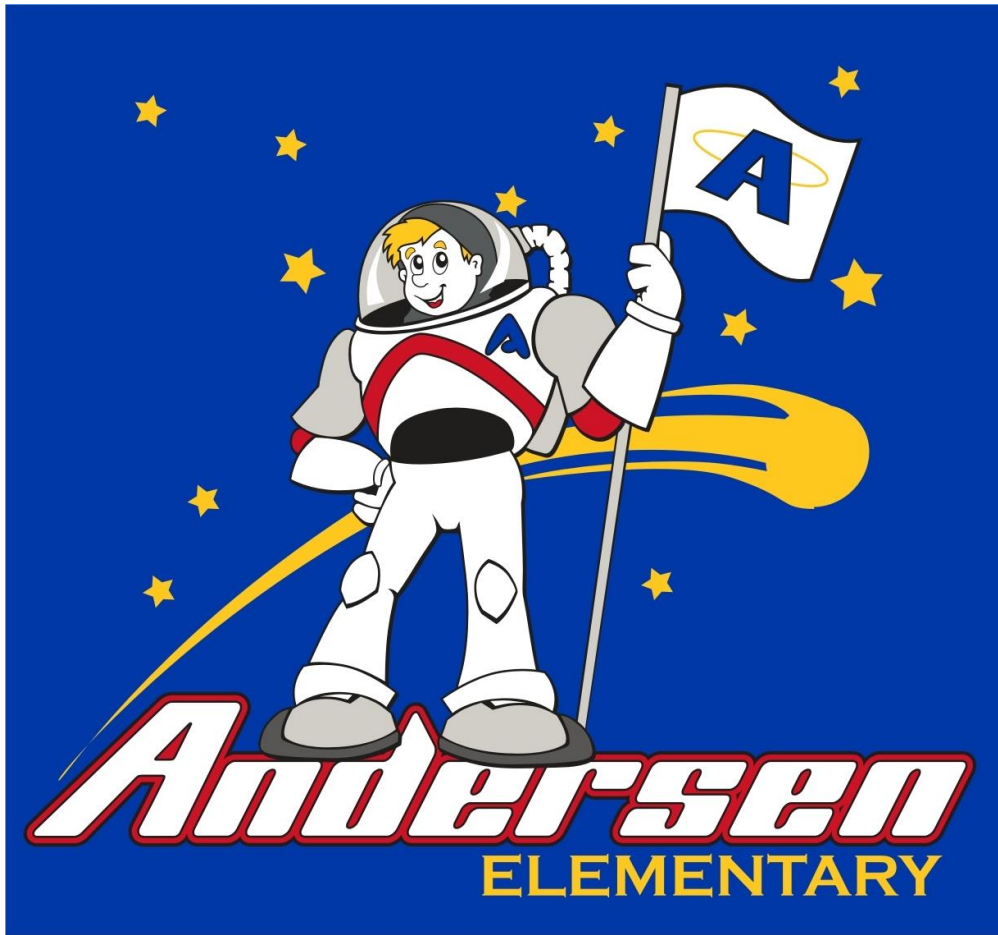
Student's Name _____ Grade _____

Student's Signature _____

Parent/Guardian Signature _____

Date _____

Return this page to your child's teacher by Friday July 26th.



2019-2020

Office: (480) 812-6000
Health Office: (480) 812-6002
Attendance: (480) 812-6003
Cafeteria: (480) 812-6004
FAX: (480) 224-9200

www.cusd80.com/andersen

School Address:
1350 N. Pennington Dr.
Chandler, AZ 85224

Parent & Student Handbook

ANDERSEN ELEMENTARY SCHOOL IMPORTANT INFORMATION 2019-2020

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STUDENT INSURANCE

Your child's school does not provide medical insurance coverage for school accidents. This means that you are responsible for the medical bills if your child gets hurt during school activities. The student accident/health insurance plans are available online are offered to help you pay those bills.

You may use the link to enroll online at www.studentinsurance-kk.com and click the ‘Enroll Now’ button. K&K Insurance Group, Inc. services this insurance and their phone number is 855-742-3135.

Please read the insurance brochure carefully. If you have any questions, please call the plan administrator.

With the signing of receipt of this handbook, you are acknowledging you have been notified of this matter.

ANDERSEN ELEMENTARY SCHOOL
STAFF LISTING
2019-2020
Kristin Kinghorn, Principal

Preschool

Megan Soltero

Kindergarten

Kelly Chandler
Angie Wagner
Beth Padilla
Kelsey Crawford

First Grade

Rina Paulk
Deb Couturier
Shelly Dow
Lori Levine

Second Grade

Ana Casillas
Brook Myers
Taylor Wilson
Christen Morton

Third Grade

Melinda Miller
Pam Coffaro
Barbra Richardson
Becky McClain

Fourth Grade

Valerie Zieglofsky
Kimberly Marlar
Rebekka Heredia
Amanda Whitaker

Fifth Grade

Jessica Colker
Kim Dougherty
Monique Jaffe
Danielle Williams

Music Department

Jennifer Chastain, General Music
Scot Lewis, Band
Jonathan Gott, Orchestra

Physical Education

Garrick Parker

Instructional Aides

Pamela Watkins
Laurie Mckenzie
Maria Diaz
Michelle Slawnikowski
Lisa Buscaglia
Rhonda Andre'
Nicole Peraud

Administrative Assistant

Melynda Pew

Attendance Clerk

Stacy Schraufnagel

Office Clerk

Neja Croneberger

Health Assistant

Johanna Ramos

Media Specialist

Sarah Appel

Media Assistant

Nikisha Kowlessar

Counselor

Angelica Canchola

SPED General Clerk

Mary Garcia

Resource

Christina MacDonald

Yvette Stene

Special Services

Psychologist - Annie Lattuca

Self-Contained - Amber Gaylord

Self-Contained - Dawn Bojanowski

Self-Contained - Amber Albertini

OT - Jenna Schroeder

Speech - Jessica Rudloff

ELL - Kristine Nelson

Food Service

Alejandra Magana, Manager

Shelly Bagnoli, Assistant

Andrea Price, Assistant

Custodians

Andres Meza

Guadalupe Meza

Rosa Meza

Crosswalk Guard

Rosa Meza

Lunch Aides

Nicole Wester

Mary Garcia

Rosa Meza

Thomas Gleason

VISION/SONG/VALUES



School Song

**We're from Andersen
And we're the ASTRONAUTS,
We wear silver and blue.
We all UNITE for a common cause,
And that is ME and YOU.
School Spirit and our pride is
Why we always try
To REACH FOR THE STARS
'Cause we're
ANDERSEN ASTRONAUTS.
BLAST OFF!**

Core Values

**Respect
Responsible
Safe**

DAILY SCHEDULE

7:50 Playground Bell
8:05 First “warning” morning bell
8:10 School begins
2:35 Kinder & daycare van dismissal bell
2:40 School ends

EARLY DISMISSAL SCHEDULE:

All students will be dismissed at 11:10 am for conferences on the following days during 2019-2020: Aug. 28 & 29 and Feb. 12 & 13

NOTE: Supervision is not available before 7:50 am and students are not to be on campus before that time unless they are either enrolled in the ‘Kids Express’ before school program or planning to purchase breakfast. Students wishing to purchase breakfast in our cafeteria may arrive at 7:45 am. Those students must remain in the cafeteria until the 7:50 am playground bell sounds.

ATTENDANCE

As a parent or guardian, please prioritize attendance and help your student develop a sense of responsibility and good habits by **arriving to school on time**. Students should arrive no earlier than 7:50 AM with the exception of the *Kids Express* enrollees and those having breakfast in the cafeteria. The playground bell will signal students that it is safe to arrive at **7:50 AM**. The line-up bell rings at **8:05 AM** and the tardy bell rings at **8:10 AM**. Arriving after the last bell will affect your child’s attendance record. He/she will need to report to the office and obtain a late pass before going to class. If your child is absent, please remember to call the **attendance line recorder (480-812-6003)**, and report the reason for absence.

Appointments: Please make every effort to schedule family vacations during intersession breaks. Medical and dental appointments should be made before or after school hours whenever possible.

PARENT/VISITOR CAMPUS SECURITY REGULATIONS

Campus visitors are required to sign in and out at the front gate and office and wear a badge while on campus. **NO EXCEPTIONS** to this policy. If you are seen on campus without a visitor’s badge, you will be to the office. Thank you.

STUDENT RELEASE PROCEDURE

When it is necessary for a student to leave prior to 2:40 pm, the student must be signed out at the front office. **Written permission, signed by a parent/guardian, must be provided to the school office before your child will be released to anyone other than those individuals listed on your child’s Emergency/Health Card. Please make sure you bring your ID in order for us to release your child early.**

COURTESY COUNTS

If you have advance notice that it is necessary to check your child out before dismissal time, please send an email to your child's teacher in advance so that homework and instruction may be prepared in advance. Whenever you call the office to request homework for an ill child, please allow up to 24 hours to pick up your child's missed work. Your child's success is our utmost concern and any work missed must be completed.

Cafeteria

Parents are always welcome to eat lunch with their children. Please call the cafeteria at 812-6004 to reserve your entree selection. Please check this link for information regarding pricing, menu choices, etc. <http://cusdnutrition.nutrislice.com/>.

Nutritious school meals are available free or at a reduced price depending on family income and size. For more information, talk with the Cafeteria Manager or school office personnel.

LUNCH SCHEDULES

Lunch/Playground Hours	
Grade	Time
4	11:00 - 11:40
K	11:15 - 11:55
5	11:30 - 12:10
1	11:45 - 12:25
3	12:00 - 12:40
2	12:40 - 01:00

Note: These times are approximate. Call our Office for current times. Subject to change.

Cafeteria Expectations

1. Enter and exit the lunchroom in an orderly fashion.
2. Line up in alphabetical order and wait behind the red line for cashier.
3. Food is to be eaten in the lunchroom **ONLY**.
4. All students will remain seated during lunch and must request permission to leave their table.
5. When finished, put trash in container provided.
6. Tables and surrounding area are to be left free of food and trash.
7. Students will be dismissed by a noon aide.
8. Exit to playground through west gate **ONLY**.
9. Students are not allowed in the classroom unless a teacher is present.

Parent tables are available for you to enjoy lunch with your child. We enjoy having you visit during this time, however we ask that you keep your visit in the cafeteria and allow your child to play with their classmates during recess.

Behavior Intervention:

Each teacher will implement his or her own classroom discipline procedures. The primary focus is to catch students while they are following the rules. When a teacher has exhausted his or her classroom discipline procedures, he or she may implement the school-wide discipline program. Consequences for students who choose to disregard school expectations are:

1. Warning
2. 30-minute after-school detention
3. 1-hour after-school detention

4. 1-day In-school suspension (assigned to alternate room)
5. Out of school suspension (student not allowed to be on campus)

Parent-Teacher Communication

We believe in ongoing communication with families in order to best meet the needs of our students. All communication between families and staff will be returned within 24 hours. If you have a concern always go to the teacher first. If your concern continues please contact administration. Administration staff is available by email, phone or scheduled appointments. In order to keep communication open and meaningful, please be respectful and refrain from using profanity or vulgar language.

HEALTH SERVICES

**SICK CHILDREN BELONG AT HOME
WELL CHILDREN BELONG AT SCHOOL**

One of the problems most often confronting parents of school-age children occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school. If a child has a fever, they can return to school once they have been fever free for 24 hours without any medicine.

Do not send a sick child to school for the health aide or teacher to decide whether s/he should be in school. If in doubt, call the family doctor or check with the nurse at a local clinic.

SAFETY DRILLS AND PROCEDURES

We conduct a fire drill once a month. Each semester we conduct safety lock-down drills and bus evacuation drills. These drills are conducted during class time. Students periodically review exit routes and safety procedures for evacuating the building and the lock-down drill procedures. Perimeter gates open from inside of campus but are locked for outside entry when closed. Please come to the front entrance (north) gate when visiting the campus. **All visitors must come to the office and sign in and obtain a badge before proceeding to their campus destination.**

HIGH HEAT POLICY

- Weather website will be checked at 10:30 a.m. during the months of July through September
- If the **Heat Index** (the combination of the actual temperature and the humidity) is 105 degrees F or higher, students' recesses will be adjusted accordingly. Playground

supervisors may restrict students to play in the shaded areas only with restricted playground activity, or to the courtyards allowing for quiet activities only, or to classrooms, depending on the severity of the weather.

- Students are encouraged to bring water bottles, hats and also drink plenty of water on high heat days.
-

Chandler Unified School District Returned Check Policy

STUDENT EXPECTATIONS

BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS

Students who ride a bike, skateboard, rollerblades or scooters to school must:

1. Be in **grades 2-5** (district policy)
2. Bikes should be **LOCKED** in our bike area on the west side of our school. Students must walk their bikes across the crosswalk.
3. Skateboards and scooters **must be stored safely in the classroom.** (If storage becomes a safety issue, skateboards, rollerblades and scooters will not be allowed)
4. Scooters **must be folded and carried** (not rolled) at all times while anywhere on campus. Motorized scooters are not allowed on campus.
5. We highly urge all students who use any of these modes of transportation to wear a **helmet.**

CORRIDORS

1. Students must walk quietly and in a single file line when in a large group, through corridors, and the multipurpose room. Running in hallways is not allowed.
2. Students are not allowed to walk on the grass inside the school area.
3. Be courteous when going past windows and open doors.
4. Keep hands, feet and objects to self.
5. Loitering is not allowed.

OUTDOOR LUNCH – COURTYARD

Students may:

1. Sit single file along edges of the corridors and the walkways.
2. Not sit or stand behind the pillars or the walls.
3. Not be on the walkway behind stage.

PLAYGROUND

General

1. The morning playground arrival time is 7:50 AM. NO EXCEPTIONS due to safety concerns.
2. Play safely and cooperatively with others. Hurting or bullying others is not allowed.
3. Playground equipment will be used safely and appropriately.
4. No personal items such as toys, sports equipment, cell phones or other technical devices allowed.
5. Balls provided by the school are to be used on the field and courts.
6. Walk around the games of others and class lines.
7. Walk, rather than run, on the sidewalks and the gravel fire lane.

8. Adult permission must be given to use the bathroom.
9. Respect playground monitors, aides and duty teachers.
10. Absolutely no tackling.
11. No buying, selling or trading of anything at school.
12. No rock throwing
13. No somersaults, hand springs, cartwheels, front flips or back flips allowed.
14. No standing on the benches in the dugouts.
15. No climbing fences.
16. Food may not be eaten on the playground.

Large Equipment

1. Running, tag or chasing games are NOT allowed on equipment.
2. Slides are one-way, down, in a seated position with feet first one at a time with no climbing upwards.
3. Jumping off large equipment is prohibited.
4. One student at a time on traveling bars/ladder.
5. **Up** is the only direction on ladders; **down** is the only direction on poles or corkscrew.
6. No hanging upside down on spider web apparatus.

Swings

1. All students on a swing set must face the same direction, facing the school building.
2. Students will not push people who are swinging.
3. Students will not walk or run through swings.
4. Twisting around in swings or swinging sideways is not allowed.
5. Stay off swings if there is water under them.
6. Throwing the swings up over the top is not allowed.
7. Students will not stand up in or jump out of swings.

Kindergarten Playground

1. Do not hop over or sit on the brick fence.
2. No one should be standing on or jumping off any piece of equipment.
3. First & Second graders are allowed in the kindergarten playground only when kindergarten is not using the area.
4. Students on swings must face the school building.

Shade Covering

1. No climbing poles.
2. Throwing objects on canvas is prohibited.

Chin-Up Bars

1. Students will not sit on top of the bars.
2. One student at a time per section.
3. Students will not hang by their legs on bars.
4. No front flips or back flips.

Parking Lot

1. Students are **Not Permitted** to go in the parking lot for any reason.
2. Students must stay off the curb.

Picnic Tables

1. Area to work or rest
2. No more than 8 people at a table.

Basketball Courts

1. No hanging on basketball rims.

Miscellaneous Equipment

1. **Jump ropes** are allowed under the Ramada.
2. **All equipment** must be returned to the recess cart.

Noon aides and staff will make the final decision when determining if an act is unsafe.

SCHOOL CLEANLINESS

Andersen Elementary has received the “Clean School Award” for the past several years. Students, staff and visitors are asked to help maintain our clean campus by utilizing the trash cans placed throughout the campus. Andersen students learn to take pride in their environment by helping to maintain the grounds and keeping it free of debris.

In order to maintain our school property and cleanliness on campus, gum chewing is not allowed.

VOLUNTEERS

Parents and community members are welcomed and encouraged to actively participate in their child’s educational process at Andersen. Opportunities for involvement include helping the classroom teacher within the classroom, field trip chaperone, or assist with workroom duties. The office staff, health aide, media specialist, PE teacher, and music department often have projects which depend on volunteer involvement for their success. The Art Masterpiece program is dependent on volunteer participation and are a unique opportunity for parents to present lessons in the classroom. After school clubs are a popular addition to our calendar, but many would not be possible without volunteer sponsorship.

Each year our volunteers are asked to complete a volunteer information sheet, which is kept on file in the front office. Safety and emergency preparedness require that we keep these forms current.

PARENT TEACHER ORGANIZATION

The Andersen PTO is actively committed to supporting the students, staff and families. There are several opportunities for volunteer involvement throughout the year with many activities planned.

The PTO plans several family events* such as

- ❖ **Family Dinner Nights**
- ❖ **Family Skate Night**

- ❖ Dance
- ❖ Carnival

*Please note that an adult **must accompany students during the events.**

Parents are encouraged to attend the general meetings. Important agenda items include event planning, fundraising, and dedication of funds. Additional information may be obtained in the office. Feel free to contact PTO with any questions or if you are interested in helping with an activity etc. at jennifer.lukepto@gmail.com.

SCHOOL TAX CREDIT INFORMATION

The Arizona legislature allows Arizona taxpayers to donate per year up to \$200 to a K-12 school (or \$400 for married couples filing jointly) and deduct that donation straight from the amount of state income tax paid. Your tax dollars support many student extracurricular activities including clubs, enhanced music programs and field trips, which are planned to compliment student curriculum. You can designate how you would like your donation to be used in the space provided on the donation form. Donation forms are available in the office. You may write your check payable to Andersen Elementary School and send it to the school office. We will send you a receipt for your tax records. Thank you in advance for supporting our school in this manner.

STUDENT EXTRA CURRICULAR ACTIVITIES

Examples of after school clubs that may be available include:

- Astro-notes Choir
- Robotics Club
- Garden Club
- Running Club
- Tutoring Club
- Student Council

STUDENT FIELD TRIPS

The teachers and school officials feel that the students can profit greatly by planned and supervised field trips, excursions, and athletic events. However, children will not attend field trips without your knowledge and consent.

Andersen Elementary will follow the Chandler Unified School District's Governing Board Policy for all off campus trips. Tax Credit donation's make field trips available for our students. Thank you for your contributions.

We respectfully request that parents who are not selected as chaperones refrain from attending and make separate arrangements to attend with the child at another time.

Please note, an extracurricular activity fee for class field trips and clubs will be assessed at the beginning of the year. This fee will be explained in a letter to you and the fee will be visible and payable on our parent portal, Infinite Campus. You will pay online via InTouch.

ANDERSEN TRAFFIC PATTERN AND DIRECTIONS

The traffic pattern at Andersen Elementary is designed as separate areas to ensure student safety and consistent parent accessibility:

1.	Traffic entering and exiting is one way only off Pennington
2.	STUDENT DROP OFF is at the right side curb of the east sidewalk or north sidewalk. (Pulling ahead of another vehicle creates an unsafe hazard). Come to a complete stop before letting a child exit or enter the vehicle. Cars must not be left unattended. Children will only be allowed to enter/exit from the passenger side of the vehicle from the sidewalk. At no time should children be in the street. Carefully check for oncoming vehicles before pulling out into the exit lane that returns to Pennington. KINDERGARTEN drop off and pick up will be at pick up "B" near our main entrance, north sidewalk ONLY.
3.	The STUDENT BUS drop off and pickup area is at the northeast circular turnaround . Parent vehicles are restricted from this area and must yield the right-a-way to exiting buses. (Arizona School Bus Standards 17009-104).
4.	Parents who need to enter the building for official school business only, will park their vehicles in the front visitors parking lot . This lot (office/visitor parking lot) will be CLOSED during pick up and dropp off times to accommodate safety for our students. Again, visitors are welcome to use the front parking area outside of these times.
5.	WALKERS and STUDENTS ON BICYCLES use the bike path (north sidewalk) off Pennington to proceed to the playground or exit from school.

Neighborhood carpooling is encouraged whenever possible to reduce the number of vehicles traveling in and out of our school. If parents choose to walk their child, we ask that you please **model safe procedures** for all students (especially those unescorted) **by only using the designated crosswalks** at Highland/Ironwood or the supervised crosswalk at Manor Street. **Thank you** for the careful adherence of our established traffic patterns so that our staff can safely monitor and protect every child. Please note: Our front gates near the Andersen Elementary sign on the East side will be locked. Students who will not be out of their vehicles before the 8:05 bell sounds, should be dropped off at car drop off B or the student should walk around to the north gate to enter the school.

Andersen Elementary

Student Drop Off and Pick-Up Procedures

Morning Drop Off:

Morning drop off begins as early as 7:50am and school starts at 8:10am. All students should be dropped off prior to 8:10am. There are two designated areas to drop off your student(s), Area “A” or “B.” Please plan with your child how they will be dropped off and picked up each day from school. All kindergarten students being picked up or dropped off via vehicle must do so in area “B.”

Area “A” is on the east side of the school near the John M. Andersen sign. Students can be dropped off here and must go to the playground until the 8:05 bell rings. The gates at this entrance are not open, so students must walk around the building to the playground. A duty person is designated for this area.

Area “B” is near the office entrance/north side of the school. Drivers can pull right into the drop off area to let their child out of the car. **All kindergarten students are required to be dropped off in this area.** A duty person is designated for this area.

***Please remain in your vehicle at all times and pull forward.**

Front/North Parking Lot This lot will be open during drop off and pick up time. Please sign in at the office if you are staying with your child until school begins.

Back/West Parking Lot This lot will be closed from 7:45 am to 2:15 pm

There is no student drop off in the back/west parking lot near the playground. Please use drop off “A” or “B” when dropping your student(s) off in the morning.

Bus Drop off Area (Near the Marquee) Drivers are not to enter the bus drop off area at any time. This must be left open for busses. Vehicles must yield the right-of-way to exiting buses. (Arizona School Bus Standards 17-09-104).

Daycare Vans and Buses If your child is dropped off in the morning via daycare van or bus, these drivers are to use area “A” when dropping off.

Walkers and Bike Riders Walkers and bike riders must use the north sidewalk and/or crosswalk to proceed to the playground. Walkers must use the crosswalk with the crossing guard is they are crossing Pennington.

Afternoon Pick Up:

School ends at 2:40pm and students are released to walk home, ride the bus or are picked up at area “A” or “B.” All Kinder and daycare van riders will be dismissed at 2:35pm. All kindergarten students that are being picked up in a vehicle must do so in area “B.” Kindergarten students are escorted to their designated pick up area each day and a duty teacher is always available in these areas. Parents may also park in the back/west lot and walk to pick up their student(s).

Area “A” is on the east side of the school near the John M. Andersen sign. Drivers must pull up to the sidewalk and come to a complete stop to allow their child to get in. Please pull as far forward as you can to allow for more cars to pick up. A duty person is designated for this area.

Area “B” is near the office entrance/north to the school. All drivers must drive to the back of the school and around the back/west parking lot to form a line for pick up “B.” **This is different from morning drop-off. There is no pulling into drop off “B” in the afternoon. You must loop around the back/west parking lot to form a line to pick up.** Follow the line to the pick-up area. Please do not cut in front of other cars and do not for any reason get out of your car while in line. Once you reach the pick-up area, pull as far ahead as you can and a duty teacher will help locate and assist your child into the car. **All kindergarten students being picked up by a vehicle are required to be picked up in area “B.”**

Front/North Parking Lot This lot will be closed during pick-up time. All parking will be in the back rear parking lot.

Back/West Parking Lot This lot will open in the afternoon at 2:15 pm for parents to park and walk to pick their child up.

There is no student pick-up in the back parking lot near the playground. Please use pick-up areas “A” or “B” when picking up your student(s) after school.

Bus Drop off Area near Marquee Drivers are not to enter the bus pick-up area at any time. This must be left open for busses. Vehicles must yield the right-of-way to exiting buses. (Arizona School Bus Standards 17-09-104).

Daycare Vans and Buses If your child is picked up in the afternoon via daycare van or bus, these drivers are to use area “A” when picking up.

Walkers and Bike Riders When on school campus, walkers must use the crosswalk with the crossing guard if they are crossing Pennington. If your child is crossing Pennington at Ironwood, **a parent must complete the dismissal form granting permission as we do NOT have a crossing guard at Ironwood. This form is given to you by the teacher. Be sure to ask if you do not get it.**

Neighborhood carpooling is encouraged whenever possible to reduce the number of vehicles traveling in and out of our school. If parents choose to walk their child, we ask that you please **model safe procedures** for all students (especially those unescorted) **by only using the designated crosswalks** at Highland/Ironwood or the supervised crosswalk at Manor Street.

Help Make Loading Faster and Easier

In order to safely assist our students into vehicles at the end of each day, we have designed a system to increase the effectiveness of our pick up procedures for Area “B.” Each family will receive an orange colored paper with your child’s name and grade for their car window/visor to help us identify the student(s) that are to be picked up. When the orange paper is in your window and visible to the duty teacher, we will call for your student(s) on the megaphone and assist them into the car.

Thank you for taking the time to read this with your child (ren).

Please sign the Acknowledgement located on the first page and return it this week to your child’s teacher.

The Staff at Andersen Elementary