



Family Handbook

Fall 2023



General Information:

Wines Elementary School

1701 Newport Rd.

Ann Arbor, MI 48105

734-994-1973

www.a2schools.org/wines

Principal: David DeYoung, deyoung@aaps.k12.mi.us

Office Professional: Robin Moore, moorero@aaps.12.mi.us

Office Phone: 734-994-1973



2023-2024 Wines Elementary CALENDAR HIGHLIGHTS

School Hours: 8:45-3:48

Doors open at 8:42

Dismissal begins 3:40

First Day
of School



Last Day
of School



Make Plans For School Breaks

Fall Break
Oct. 13th-16th

Thanksgiving
Break
Nov.
22nd-24th

Winter Break
Dec. 25th-
Jan 5th

Mid-Winter
Break
Feb 16th-19th

Spring Break
Mar.
25th-29th

Early Release Dates (Dismissal at 1:00)

Sept. 27, Oct. 31, Dec. 6, Jan. 31,
Mar. 6, April 10, May 15

Other School Closings

September 1st-4th: Labor Day Break
November 7th: No Students-Staff PD
January 15th: MLK Day
May 7th: No Students-Staff PD
May 27th: Memorial Day

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For more information:
(734) 994-1973
www.a2schools.org/wines



Table of Contents

School Hours	4
Attendance	4
Volunteering at Wines	4
Arrival, Departure, and Parking	5-7
Transportation	7-8
Health and Wellness	8-9
Breakfast and Lunch Program	9
Nut Restricted Building	9
Wines Snack Policy	10
School Dress	10
School Supplies/Packing Your Child's Backpack	10
Personal Communication Devices	10
Recess	10-11
Frequently Called Phone Numbers	

School Hours

8:42am: First Bell.

8:45am: Instruction Begins

3:40 PM: Driveline Dismissal begins

3:48 PM: Official end of school day

Attendance

Teachers take attendance each morning and afternoon. If your child will be absent or tardy from school, please call the school office at (734) 994-1973. There is voicemail available to record messages when the office is closed or when the office staff is unavailable to answer the phone. While alerting the teacher of absences is nice, official attendance verification is done at the office so it is critical that you communicate with the office. You can also email Robin Moore at moorero@aaps.k12.mi.us to alert her of an absence. If your child arrives after 8:45 am, they must get a tardy slip from the office before going to class.

Parents who wish to pick up their child during school hours should notify the school in advance by phone, email, or written notice. When you arrive at the building, please call from the parking lot or ring the buzzer to let the office staff know you've arrived. Students will only be released to those listed in a student's emergency contacts and you may be asked to show your ID. Please note that we will not release students to minors. This includes older siblings.

If you need to make a change to your child's end-of-day plan, please contact the office **before 2:30 pm**. Examples might include changing the plan from riding the bus to going to parent pickup. The earlier you can alert us the better. **We are unable to retrieve students after 3:15.**

Volunteering at Wines

Wines is fully open to volunteers! All building doors will remain locked throughout the day. If you are volunteering in a classroom, arrangements must be made in advance with the classroom teacher. All visitors must come to the main entrance of school and check into the office. Please ring the doorbell where you will be greeted and then buzzed into the building. Visitors need their state issued ID to be run by our visitor management system. Volunteers will need to complete the volunteer registration and permission for a background check. This will be shared with families via email.

Arrival, Departure, and Parking

Arrival

- The arrival window is between 8:40am and 8:45am. Families are NOT permitted to drop their child at school any earlier than 8:40am.
- Parents can pull up in front of the school or the Cooley lot front door, allow their children to exit the car, and proceed out of the parking lot. Please wait to be greeted by a staff member at the front of the building or at the Cooley school doors who will indicate to you that your child may leave the car. Please do not release your child until instructed.
- Parents who wish to walk with their children to their designated entrance can park in one of the available parking areas. **DO NOT leave your car unattended along any curb.** Students proceed directly to their classroom. Teachers will open the doors and allow students to enter. After the first day of school, we ask that parents not accompany your child to the classroom.
- Students should not play on the playgrounds before school.
- Students who ride the bus will unload at the bus entrance near the dumpsters.

Dismissal

- Dismissal is the busiest time of day in our parking lot. PLEASE USE EXTREME CAUTION when driving through the lot. Be patient! Safety is our most important priority.
- Dismissal will begin at 3:40pm for car riders via Driveline. Please note that this time may change as the Driveline system is fully implemented.
- All students must depart immediately. Students are not allowed to remain on the playground after school.

Bus Riders

- Students who ride the bus will load at the bus entrance near the dumpsters.
- Bus riders will be dismissed at 3:48pm

Walkers

- Children can walk home from school. If students need to access the sidewalk through the Forsythe fields to Hillridge, **they cannot cross the crosswalk.** They must walk around the lot on the sidewalks. Students walking home without an adult will be dismissed at 3:48.
- If you greet your child to walk home, please present your Driveline number to our assigned staff which will alert the teacher to dismiss your child. This allows us to continue to stagger dismissal. See below for Driveline procedures.

Parent Pick Up: DRIVELINE

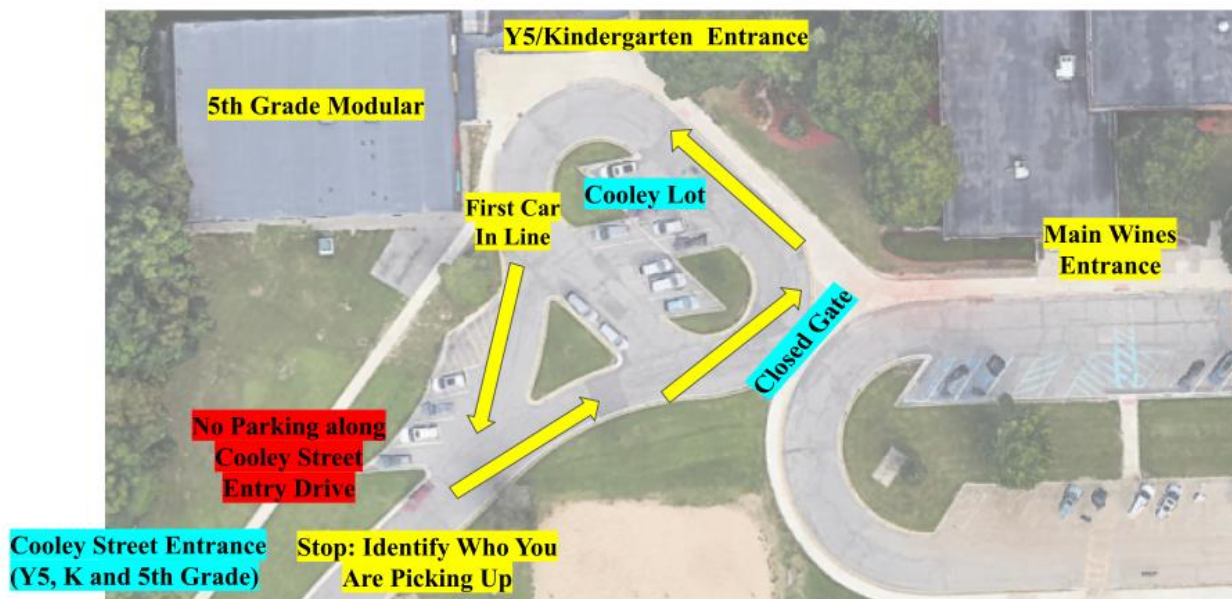
- Parents should arrive at 3:40pm.
- We will use the Driveline app to manage dismissal for students being picked up. Please watch [this video](#) to learn how Driveline works.
- All families will be given a Driveline code. Upon arrival, staff will enter family codes into the system. This will alert the teacher that the child's parent/guardian has arrived. Your child's teacher will send them to one of two designated pick-up locations (see map below).
- Students will remain in the classroom during dismissal until their parent arrives at school.
- Please have your Driveline code prominently displayed in the window so the staff can alert the teacher of your arrival.

Pickup and Drop off Locations

The picture below shows the entire parking lot view for your reference.

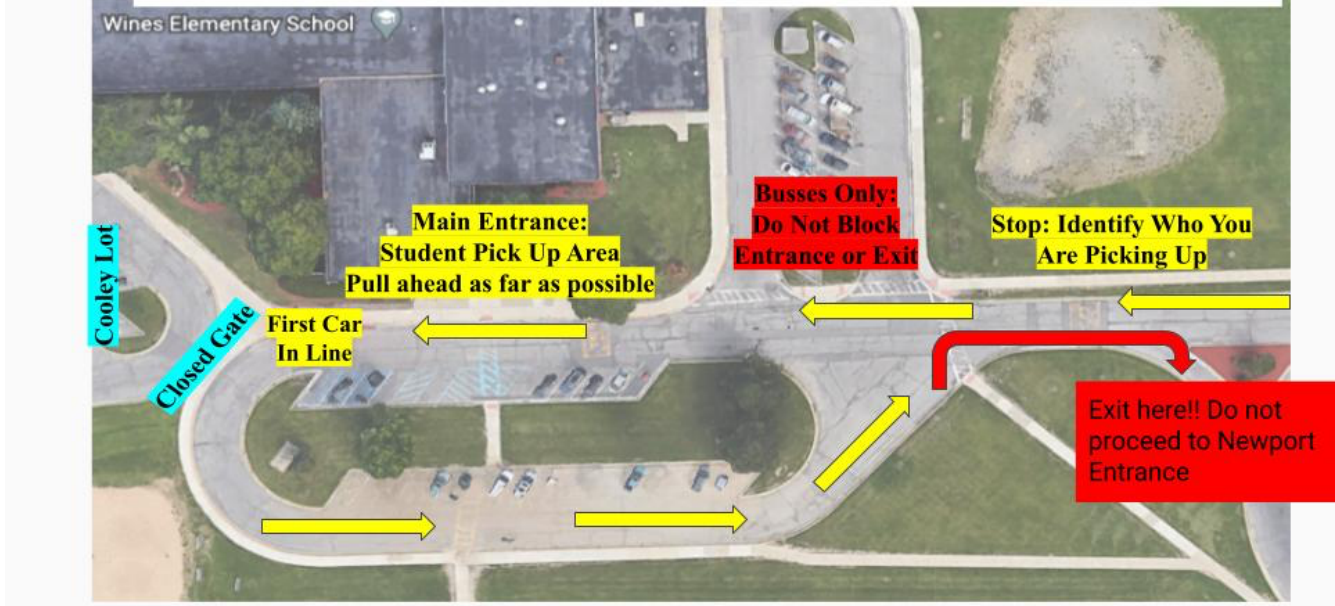


Y5, Kindergarten and 5th Grade Car Rider Flow Entry From Cooley Street



The pick up and drop off locations are the same. The only difference is that at pick up, you will be stopped in advance with your Driveline Code to identify which students you are picking up. There is no stop in the morning so just proceed to the door for drop off.

1st, 2nd, 3rd and 4th Grade Car Rider Flow Entry From Newport Road



Parking

Parking at Wines is limited. The Forsythe overflow lot near our Newport entrance is the best place to find parking. There is no parent parking in the Cooley lot. **IT IS CRITICAL THAT NO ONE PARK ALONG ANY CURB AS THIS WILL DISRUPT OUR FLOW OF DROP OFF/PICK UP TRAFFIC**

Pick Up/Drop Off Sibling Information

Please utilize the pick-up/drop off location of the youngest sibling. For example, if a 5th grader's youngest sibling is in 1st-4th grade, please use the main entrance and not the Cooley lot. If a 1st-4th grader's youngest sibling is in Kindergarten, please utilize the Cooley lot.

Transportation

The Ann Arbor Public Schools provides bus transportation to each student who lives one and a half or more miles from school. Bus service is not available to School of Choice families or In-District Transfer families. Bus routes and schedules are published on the district's website.

All students living within the Wines attendance area, and at least 1.5 miles from the school, are assigned a bus stop. Students living closer should walk or use alternate transportation. Please ensure safety by having an adult at the bus stop with children each morning and afternoon. Students should be courteous and safe while awaiting the arrival of the bus.

Alternate Bus Plans

For the beginning of the school year, alternate bus plans will not be permitted as drivers and riders are still familiarizing themselves with established routines. We anticipate allowing students to ride with other students for playdates, etc. at some point this fall. We will need a letter from each parent (regular rider and guest) brought to the office.

Bus Rules

The first responsibility of bus drivers is the safe transportation of passengers. If any student's behavior endangers the safety of others, the driver will issue misconduct reports. These reports can result in bus suspension. The school administrator is responsible for any disciplinary action for misbehavior on the bus and at the bus stop. Riding privileges may be suspended for up to ten days at a time for serious offenses. Expulsion from riding privileges may also occur.

Wines Bus Routes

Our routes can be found at <https://www.a2schools.org/Page/10472>

My Stop Bus Arrival App

My Stop is a free desktop and mobile app that provides parents access to bus route information such as a child's assigned bus, bus stop location and updates on the estimated time of arrival at the bus stop. My Stop allows parents and students to plan for late or on-time arrival and prevent missed pick-ups. More information can be found at: <https://www.a2schools.org/domain/2385>.

Health and Wellness

Medication

Occasionally, children may need to take medication during the school day. In accordance with district policy, no medication of any kind may be given in the school unless a physician prescribes it. This includes prescription medicine and over the counter medicine. The medicine must be in the original container from the pharmacy. Medication must be accompanied by the written, signed instructions from the physician prescribing the medication and must be specific as to the time, method, and dosage to be administered. Please request the proper form from the school office. It can also be found [here](#). Written permission from parents must accompany the medication. Instructions on the medication label prepared by a pharmacist, are not sufficient. This policy also applies to all "over the counter" medication, including aspirin, ibuprofen, acetaminophen, cold pills, and medicated lozenges.

Emergency Cards

Emergency cards will be online through each student's PowerSchool account, so that the school has a contact person for your child in the event of illness or an accident. Please assist the school staff in keeping the names and telephone numbers of the contact persons current. Any changes should be immediately reported to the school office i.e., home phone, work, cell phone changes, e-mail addresses.

Illness and Injury

A student who is injured or reports not feeling well at school is monitored in the school office for a short period of time. Minor cuts and scrapes are cleaned and attended to as needed. Parents may be notified at the discretion of the office staff if the condition is mild. Parents are always notified and the child is sent home if (s)he has a fever or if there is an injury or other condition that prevents the student from a productive return to class. The school nurse is notified and consulted whenever there is a serious

injury or apparent medical condition. Students who have been ill must be fever-free — without fever-reducing medication — for 24 hours before returning to school, unless they have been directed to quarantine by a school contact tracer, the Washtenaw County Health Department, or your family physician. Students who have vomited must wait 24 hours from the last episode before returning to school.

Emergency Situations

We have established procedures to follow in the event of an emergency at school. Fire, severe weather, lockdown, and indoor emergency drills are held to ensure that children know what to do in these circumstances. During an emergency situation, all occupants of the building are expected to respond to instructions of the school staff.

Breakfast and Lunch Program

For the 2023-2024 school year, the Michigan Legislature has approved a bill allowing all Michigan students to receive free breakfast and lunch at school. This is a great move for our children, but also means some logistical changes to how we serve and some items for parents to complete. As part of our participation in this program, it is necessary for **EVERY** family to fill out what has previously been known as the Free and Reduced Lunch Application. Even if your family does not qualify for Free/Reduced lunch and even if you do not plan on having your child eat school provided lunch or breakfast, it is crucial that every family fill out this form. Below is a link to a letter with more information and directions for completing this application.

https://docs.google.com/document/d/17bdafb6UMmPr-OkSKDSNpKggjwomen9UhWw_KeXOIss/edit?usp=sharing

Please note that students are not required to eat school provided meals and can continue to bring lunch from home if your family prefers. Also, while complete school breakfasts and lunches include milk, if your child only chooses milk and not a meal, there is a charge for milk served a-la-carte.

Nut Restricted Building

Wines Elementary School is a “nut restricted” building, which means that specific areas have been designated as being free of peanuts or foods processed in factories that may contain nuts. Students may bring nuts in their lunches but will be asked to refrain from sitting at Nut Restricted Tables.

We do have several students with severe allergies and want to make sure these students are provided with a safe and healthy learning environment. We will individualize any child’s allergy care plan depending on the child’s need. This could mean that a specific classroom will be designated a “No Nut Zone” and children with nut allergies will have the opportunity to sit at a “No Nut” table during lunchtime. All special area classrooms are also “No Nut Zones.” Classrooms with students who have nut allergies will be “No Nut” rooms and will have signs posted. All snacks are fruit and vegetable only (see snack policy below) so no nuts will be eaten in any classroom whether the classroom is designated as nut free or not. Please be advised the school lunch menu will continue to exclude items that contain nut/peanut products.

Wines Snack Policy

The decision to allow snack in the classroom is made by each individual classroom teacher. If snack is permitted in your child's classroom, we ask families to send only fresh fruit or vegetables. Whenever possible, if snacks take place, they will be eaten outside. Young 5's and Kindergarten classrooms participate in a "Community Snack" approach. The classroom teachers will communicate with parents about this system unique to those classrooms.

School Dress

Wines Elementary School students are expected to come to school in clean and comfortable clothing appropriate for the classroom. Please help your child consider the weather when choosing clothes for the day. Layers are often a good choice. We will be going outside even if it is rainy (within reason). So please make sure your child comes to school ready to go outside in inclement weather.

School Supplies/Packing Your Child's Backpack

We will provide everything your child needs for daily work in the classroom. There is no school supply list and you don't need to do any shopping! From time to time, teachers will send out wish lists for community items for the classroom, but this is optional and again, we will provide all materials for your child's school day.

We recommend that every family sends the following items to school with the children.

- Their school issued device (Chromebook): Chargers do not need to be sent to school, but families should make sure the device is charged each night. Devices will be distributed likely the second week of school.
- Water bottle
- Lunch (if bringing from home)
- Math Journals and other curriculum materials as outlined by the classroom teacher.
-

Personal Communication Devices

All students are expected to care for their school-issued device. These devices will be transported to and from school daily. Devices will be distributed likely the second week of school. Possession and/or use of a personal communication device (PCD) by a student while at school is a privilege that may be forfeited by any student who fails to follow these guidelines. PCDs include computers, tablets, e-readers, cell phones, and iPods (and other similar devices). Unless approved by the teacher, PCD devices must be kept in student backpacks during the school day. The school assumes no responsibility for theft, loss, damage to, or misuse or unauthorized use of PCDs brought onto its property. Students and parents are strongly encouraged to take appropriate precautions to make sure the devices are not left unattended or unsecured. Failure to follow these guidelines may result in loss of this privilege, additional disciplinary action, and confiscation of the PCD (to be returned to the parent or guardian only).

Recess

Recess is held outdoors when the weather permits. As a general rule, we feel that if students are well enough to be in school, then they are well enough to go outside for recess. Requests for indoor recess must be accompanied by a physician's statement.

During recess, the children are always supervised by teachers or lunchroom supervisors. The supervisors' relationship with the children is the same as a teacher's. The students are expected to be cooperative with and obey the supervisors.

At Wines, we believe strongly that recess is part of the curriculum and we intend on students going outside even in inclement weather within reason. We will go outside for recess as long as the windchill is zero degrees or above and we will go outside in light rain. Students should come to school prepared to go outside in all kinds of weather.

Conclusion

We hope that the 2023-24 handbook helps to inform families of basic protocols and procedures. As always, if you have any further questions, please feel free to contact your child's teacher, the office, or Dr. DeYoung.

Frequently Called Numbers

Wines Elementary	734-994-1973
Family Tech Support	734-997-1222
Durham Transportation	734-994-2330
School Closing Hotline	734-994-8684
Community Education and Recreation	734-994-2300

