



# Family Handbook

2021/2022

**General Information:**

Abbot Elementary School  
2670 Sequoia Parkway  
Ann Arbor, MI 48103  
734-994-1901 - Main Office  
734-994-4717 - Fax

Principal: Pamela Sica, [sicap@aaps.k12.mi.us](mailto:sicap@aaps.k12.mi.us)

Office Professional: Shannon Bukis, [bukiss@aapsk12.mi.us](mailto:bukiss@aapsk12.mi.us)

Teacher Clerk: Jenni Hebert

## Stay connected!

Website: <https://www.a2schools.org/abbot>

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**@A2Abbot - Abbot Elementary**  
**@A2Schools (Ann Arbor Public Schools)**

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**@abbot.elementary.pto**  
**@AnnArborPublicSchools (Ann Arbor Public Schools)**



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## School Hours

First Bell: 8:42 - Students should not arrive before 8:42.

Second Bell/Instruction Begins: 8:45

Dismissal: 3:48.

## Attendance

Attendance will be taken every day. Teachers take attendance each morning and afternoon. If your child will be absent or tardy from school, please email Jenni Hebert ([hebertj@aaps.k12.mi.us](mailto:hebertj@aaps.k12.mi.us)) or Shannon Bukis ([bukiss@aaps.k12.mi.us](mailto:bukiss@aaps.k12.mi.us)) or call the school office at 734-994-1901 before the start of the school-day. There is voicemail available to record messages when the office is closed or when the office staff is unavailable to answer the phone. If your child arrives after 8:45 am, he/she must get a tardy slip from the office before going to class. If your child is absent due to a positive COVID test of your child or a member of the household, you *must* inform the office immediately. If your child is absent due to any other contagious disease (strep, influenza, pink eye, etc), please inform us so that we may alert other parents in the class to watch for symptoms.

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. We will escort your child outside to your car or to the door. Students will only be released to those listed in a student's emergency contacts and you may be asked to show your ID.

If you need to make a change to your child's end-of-day plan, please contact the office before 1:00pm. Examples might include changing the plan from riding the bus to going to parent pickup.

## Visiting Abbot

All building doors will remain locked throughout the day. Visitor access to Abbot will be very limited. Visitors must be buzzed in at the main entrance. All visitors will be greeted on the intercom and asked to explain the purpose of their visit. In most cases, visitors will be asked to remain outside while our staff responds to your request. This includes times when you may need to drop something off for your child. We encourage you to call ahead as well. Visitors who are allowed to enter the building must proceed directly to the office. Visitors are not permitted in any other part of the building.

For now, volunteers are only allowed during lunch time. Volunteers must provide proof of vaccination and fill out the pre-screening health form.

# Arrival, Departure, and Parking During In-Person Learning Days

Abbot's parking lot is very busy at the beginning and end of the day. In order to ensure everyone's safety, please take great caution when driving through the parking lot.

## *Arrival*

- Families are NOT permitted to drop their child at school any earlier than 8:42 am.
- The parking lot is closed in the morning. You can drop your child off near one of the cross walks or park and walk with your child to their designated entrance.
- Young Fives-1st grade students enter Door 3 on the West side of the building. Grades 2-5 enter through the main doors. Parents WILL NOT be permitted to enter the building or classrooms.
- Students and families ARE NOT allowed to congregate in groups outside of the building.
- Students who ride the bus will unload in the driveway near the main entrance in the parking lot. The parking lot is closed during this time.

## *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.
- Young Fives - 2nd grade students will be dismissed at 3:45
- 3rd-5th grade students will be dismissed at 8:48
- 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 from the sidewalks in the main parking lot.

## *Walkers*

- Children walking home from school must use the sidewalk leading out to Sequoia Parkway and cross at the crosswalk.

## *Parent Pick Up*

- Parents should arrive no later than 3:45pm.
- Y5, K and 1st grade students can be picked up on the West side of the building.
- 2nd-5th grade will wait on the East side of the building.

Parking is available on Sequoia Parkway and other nearby streets. Parking in the driveway is only permitted after buses leave and cones are removed. The parking lot in the rear of the building is for staff only and visitors should refrain from parking there. Please reserve handicapped spaces for those vehicles allowed to legally park there.



## Transportation

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. If an eligible student opts out of bus service, but your family transportation needs change at a later date, there will be a two-week waiting period to start the student's bus service.

### *Alternate Bus Plans*

Alternate bus plans will not be permitted. Students can only ride the bus to and from their assigned bus stop. Students who do not regularly ride the bus are not permitted to ride the bus this year.

## Breakfast and Lunch Program

During hybrid learning, a breakfast program is available to any student every morning starting at 8:42am. Breakfast is free to all students. Students are permitted to remove their masks to eat. Once they finish eating, they are required to put their masks back on. Students may bring a lunch from home or get a free lunch at school. Students will have assigned seats and be socially distanced.

## **Abbot Snack Policy**

The decision to allow snack in the classroom is made by each individual classroom teacher. Please remind your child not to share/touch their fellow classmates' snacks.

## **Birthday Celebrations**

Teachers can choose special ways to recognize birthdays but children are not to bring in food or items to pass out to the class

## **School Dress**

Abbot 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. Children will have outdoor recess every day unless it is raining or the temperature or wind-chill drops below zero degrees Fahrenheit.

- Masks are required.
- Hats (unless worn for religious purposes) should be removed during the school day.
- Please review any sayings on your child's clothing before sending them to school. Those that are disrespectful or contain inappropriate language should not be worn to school.

## **Packing Your Child's Backpack**

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

- Their school-issued device (iPad or Chromebook): Chargers do not need to be sent to school, but families should make sure the device is charged each night
- Water bottle
- An extra mask in case the one the student is wearing gets damaged
- Lunch (if bringing from home)
- A towel: At times, students may work outside or eat outside.
- A change of clothes
- Boots - the playgrounds get very muddy

## **Personal Communication Devices**

All students are expected to care for their school-issued devices (Chromebook/iPad). These devices will be transported to and from school during hybrid learning. Use of these devices by a student while at school is a privilege that may be forfeited by any student who fails to follow the guidelines. Other devices, such as cell phones, 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 personal devices. Failure to follow these guidelines may result in loss of this privilege, additional disciplinary action, and confiscation of the device 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. Recess is held inside when temperatures drop below zero degrees Fahrenheit (including wind chill) or when it is raining.

## Playground Rules

1. Maintain physical distance from others.
2. Wear the right clothes for the weather!
3. Be courteous and respect others.
4. Only safe play is allowed. That means no throwing snowballs, sticks or stones, no pushing, shoving, fighting, tripping, wrestling, tackling, or pulling on clothes.
5. Stay outdoors for the entire recess period, except for emergencies.
6. Tell the teachers or supervisors if you see an accident or need help solving a problem.
7. Please do not bring expensive toys to school. No toys or trading cards are allowed on the playground.
8. Electronic games are not allowed.

## Indoor Recess Rules

1. Students must remain within their designated classroom or indoor space.
2. Masks are required during indoor recess.

## Frequently Called Numbers

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

# Health and Wellness

## ***COVID Safety Protocols***

- All staff and students are required to wear a mask at all times inside the building, except when eating and drinking.
- Hand sanitizer stations are placed in every classroom and throughout the building. All staff and students are encouraged to use sanitizer upon entry and exit of classrooms and other spaces.
- Seating charts will be established in every classroom to support contact tracing, as needed.
- No visitors are allowed on campus, unless by appointment (dropping off medication, etc.).
- All parent/guardian and other meetings, including school events, remain virtual.

## ***Family Responsibilities***

- Screen your student for symptoms each morning before sending them to school. Do not send them to school with symptoms.
- Immediately notify the building principal if your student or someone in your household tests positive for COVID-19. Speak with a district contact tracer as needed for an investigation.
- Ensure your student has a mask and water bottle every day. Masks will be provided to those who do not have one.
- Be available to pick your student up from school should they begin to show symptoms while at school.
- Understand that students or staff may need to quarantine if there is a classroom case.

## ***Student Responsibilities***

- Wear a mask at all times, except when eating and drinking or when outside.
- Bring a personal water bottle daily.
- Follow school rules and stay in assigned seats.
- Monitor health status and report symptoms immediately to an adult.

## ***What Are The Public Health Protocols for Students & Families?***

The Ann Arbor Public Schools is closely following the Washtenaw Community Health Department guidance administered on August 9, 2021. We can expect to see new research, new guidance and new waves of cases throughout the year. I will certainly communicate any and all changes to Mitchell families.



### ***What Happens If There Is A Confirmed Case?***

Families must notify their principal immediately of a positive case. Families must cooperate with district contact tracers and follow all isolation procedures. The procedures for close contacts and quarantine are as follows:

- A close contact is defined as being within 3 feet for 15 minutes or more, cumulative.
- If asymptomatic, **vaccinated** close contacts can attend school with a PCR test recommended 3-5 days post exposure.
- If asymptomatic, **unvaccinated** close contacts can 1) quarantine at home for 10 days or 2) attend school and get tested twice per week using the Rapid Antigen Test during the quarantine period. **Until a vaccine is approved for those younger than 12, this will be the case for most all elementary students.**
- If symptomatic, stay home through the quarantine period and until feeling better.

### ***What Happens if My Child Develops Symptoms Related to Covid-19 at School?***

1. If your child develops symptoms of COVID-19 at school, they will be brought to our health support room, an isolated location away from the rest of the school population. Children will be supervised.
2. The child's family will be contacted and a member of the family is expected to pick the child up from school immediately.
3. The child must remain home until:
  - They receive a negative COVID test,
  - Receive a differential diagnosis from a physician,
  - 10 day quarantine and symptoms are gone.