

# Lakewood Family Handbook 2025-26



344 Galake Ave.  
Ann Arbor, MI 48103  
734-994-1953  
[lakewood@azschools.org](mailto:lakewood@azschools.org)

## Contact at reception

Principal: Airess Stewart, [stewart@aaps.k12.mi.us](mailto:stewart@aaps.k12.mi.us)

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

Office Professional: Nina Johnson, [johnsonni@aaps.k12.mi.us](mailto:johnsonni@aaps.k12.mi.us)

Teacher Clerk: Catheryn Snyder, [snyderc@aaps.k12.mi.us](mailto:snyderc@aaps.k12.mi.us)

Lakewood Support Email: [lakewood@aaps.k12.mi.us](mailto:lakewood@aaps.k12.mi.us)

Main Office phone: 734-994-1953

Office fax: 734-994-1952

Airess Stewart's Cell: 734-474-9352

## Stay Connected

Click here for the Lakewood Elementary School website: [Click here](#) for Lakewood Elementary website

Click here for the Lakewood PTO website [Click here](#) for Lakewood PTO website

[Lakewood PTO Facebook Group](#): Lakewood PTO Facebook Group: There are many Lakewood elementary schools, including more than one in Michigan. Look for a logo with 2 hands making a heart. The page has been set to private due to images of children being posted on the page. Please ask to join! It is a good source of information about upcoming events in Lakewood.

## The table of contents

Vision/Mission	Page 4
School Information/Attendance	Page 5
Arrival/Departure/Transportation	Pages 6-9
Health/Wellness/Safety	Pages 9-11
Food Service	Page 11-12
School Attire/Packing Your Student's Backpack	Page 12
Technology	Page 13
Birthdays/Celebrations	Page 13-14
Social Emotional Learning	Pages 14-16
Recess	Page 16

## OUR MISSION STATEMENT

Lakewood inspires a love of learning and develops global citizens by embracing diverse strengths and backgrounds to support the whole child.

## Our shared vision

Lakewood is a community where students grow and belong

## EXPECTATIONS OF OUR SCHOOL

At Lakewood, we operate with three guiding expectations:

Safe

Respectful

Responsible

These expectations are connected throughout our school spaces and are posted as a reminder. Some common space expectations are outlined later in this document for your review.

## FAMILY ASSOCIATIONS OF OUR SCHOOL

We believe that partnering with families and the community is the key to our students' success. Weekly school-wide communication will be sent on Sundays via School Messenger. Additionally, teachers will communicate weekly with classroom families. Families are encouraged to contact classroom teachers if they have specific questions or concerns. The best way to communicate with staff members is through the school phone or email address. Please understand that you are important to us, however, some responses may take 24 hours due to personal and class schedules.

The Lakewood PTO is a great way to be a part of our school community. Our PTO is committed to supporting all students to have access to field trips, spirit days, assemblies, and special classroom projects. PTO hosts school-wide events and fundraisers throughout the year.

Click here [pto.lakewood.com](http://pto.lakewood.com) to Get information about PTO, including membership and volunteer opportunities.

## SCHOOL INFORMATION

### SCHOOL SCHEDULE

8:05 a.m. Preschool Arrival

\*\*Students receiving breakfast may enter the building at 8:35 a.m.

\*\*Students may be dropped off after 8:38 a.m.

\*\*Students arriving after 9:00 a.m. They must be checked in by a parent or guardian in the main office and will be considered late.

3:30 p.m.- Preschool dismissal

3:53 p.m. – Departure

AAPS District Calendar: Click here [AAPS District Calendar: Click here](#)

Google Calendar Lakewood Events: Click Here [Click here](#)

## School Attendance

Teachers take attendance every morning and afternoon. If your child will be absent or late to school, please email our attendance line at [lakewood@aaps.k12.mi.us](mailto:lakewood@aaps.k12.mi.us) and your child's classroom teacher. . You may also call the school office at 734-994-1953 before the start of the school day. Voicemail is available to record messages when the office is closed or when office staff are not available to answer the phone. If your child arrives after 9:00 am, please accompany them to school to register them. You must obtain a tardy note from the office before going to class. If your child is absent due to a positive COVID test of your child or a household member, you must inform the office immediately. If your child is absent due to any other communicable illness (strep, influenza, conjunctivitis, chickenpox, etc.), please let us know so we can alert other parents in the class to watch for symptoms.

Families wishing to pick up their children during school hours must notify the school in advance by phone, email, or written notification. Students will be dismissed early before 3:25 p.m. Students must sign out of the office and will only be released to those listed in the student's emergency contacts and may be asked to show identification. Please note that we will not release students to minors.

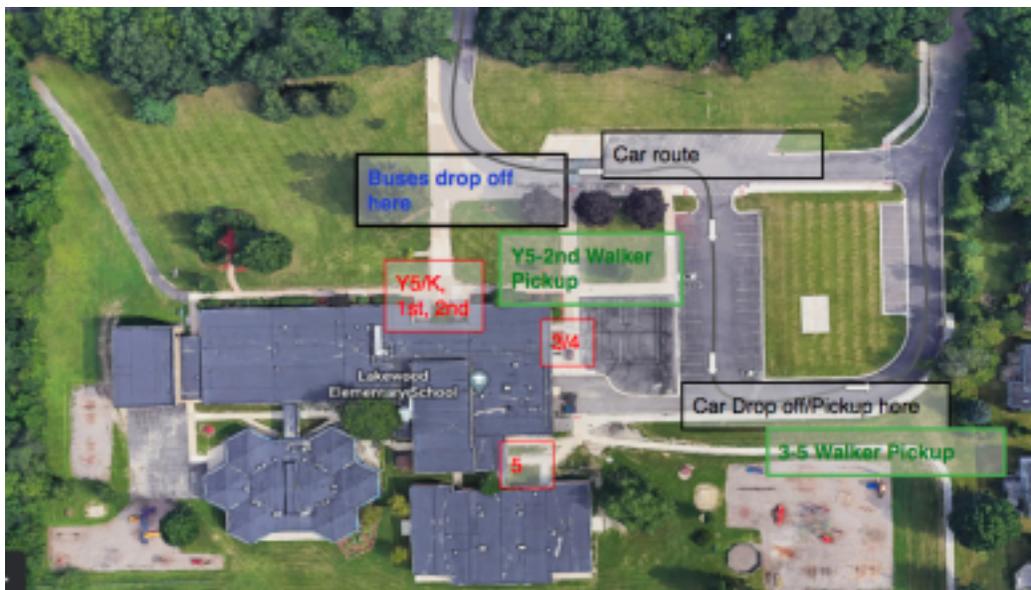
If you need to make a change to your child's end-of-day plan, please contact the office before 2:00 p.m. Examples could include changing the plan from riding the bus to picking up parents.

## Visiting Lakewood

Our office is open to drop off materials and help with questions during school hours. We welcome volunteers and visitors to our building! We require pre-arranged appointments with staff members for meetings and volunteer opportunities. In order to volunteer, you will need to complete a background check form and return it to the main office. [background check form](#). Volunteers will need to sign in at the main office and show their ID.

All doors to the building will remain closed throughout the day. Visitors must be notified at the main entrance. All visitors will be greeted by intercom and asked to explain the purpose of their visit. Visitors who are allowed to enter the building should go directly to the office.

## ARRIVAL/DEPARTURE/PARKING



**Please note:** Lakewood'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 neighborhood and the parking lot. **The speed limit in the neighborhood is 25 mph.** This image shows the traffic flow patterns. Please read the guidelines below:

### Arrival

- The arrival window for preschool students is 8:05 a.m.-8:15 a.m.
- The arrival window for Y5-K students is between 8:35 am and 8:50 am.

Families are NOT permitted to drop their child at school any earlier than 8:35 am.

- Parents pull up in front of the playground, allow their children to exit the car, and proceed out of the parking lot. Parents who wish to drop their children off should pull all the way to the end of the driveway allowing other cars to pull up behind you. DO NOT stop in front of the school, this location is reserved for buses only.
- Parents do not need to walk with their children to their designated entrance, adults will be stationed outside to greet and supervise all students going into the building.
- Parking is permitted in the neighborhood streets behind the designated sign. DO NOT park in the driveway, bus lane or the parking lot.
- Students proceed directly to the exterior door for their grade level. Parents will not be permitted to enter the classroom without prior arrangements.
  - Y5/K: main front door
  - 1st: main front door
  - 2nd: main front door
  - 3rd: side door by Art room
  - 4th: side door by Art room
  - 5th: side door in A Centrum hallway
- Students line up in front of designated doorway to enter the building
- Students are not permitted to play on the playgrounds during arrival and dismissal.
- Students who ride the bus will unload on the yellow curb out in front of the building. This is a no parking/drop off zone.

## 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 3:45 pm. All students must depart immediately. Students are not allowed on the playground during dismissal and without adult supervision after dismissal.

## Bus Riders

- Students who ride the bus will load along the driveway in front of the building. This is a no parking zone.
- Bus riders will be dismissed at 3:53pm

## Walkers

- It is recommended that children walking home from school use the sidewalk on the west side of the building.

## Parent Pick Up

- Parents should arrive at 3:45 p.m. Dismissal bell rings at 3:53 p.m.
- We will use [Driveline](#) to manage dismissal for students being picked up.
  - All families will be given a Driveline number. Upon arrival, staff will enter the family number into the system. This will alert the teacher that the child's parent/guardian has arrived. Your child's teacher will send them to the designated pick up location.
- Students will remain in the classroom during dismissal until their family member arrives at school.
- Parents will wait in the car for their children and remain in the right lane when entering the parking lot driveway. Please have your Driveline code prominently displayed in the window so the staff can alert the teacher of your arrival. Students will load along the sidewalk as you exit the parking lot. Students must enter their vehicles on the right side of the car. Cars MUST pull all the way forward to the end of the sidewalk . This helps prevent traffic from backing up into the parking lot.
- Parents who wish to park and walk their child to the car can park in the neighborhood on side streets. At no point should anyone park in the staff parking lot or in the bus lane.
- Parents who are walking with their children can proceed to either the Y5-2nd Walker pickup area (front of building) or the 3-5 Walker pickup area (path to track by playground)."
  - When crossing the street and driveway, please use the crosswalk.

## Parking

Parking is available in the neighborhood on Mason or Gralake. At no time should anyone park in the driveway entering and exiting Lakewood's parking lot. The parking lot is for staff only and visitors should refrain from parking there. Please reserve handicapped spaces for those vehicles allowed to legally park there.

## 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. Families must register for bus service. 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.

All students living within the Lakewood 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. Students are to adhere to bus expectations. Expectations are printed clearly on all buses and reinforced at school. Click link for [Lakewood Bus Expectations](#)

No toys, trading cards or electronic games are allowed on the bus. Please do not bring expensive toys to school.

### **Message from AAPS Transportation**

AAPS will use [My Stop](#) –bus route location and arrival app.

My Stop is a free desktop and mobile app that provides parents access to bus 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.

Families who have students assigned to a bus route have or will receive a Schoolmessenger email from your school containing information on how to download the My Stop app and connect your student(s). All you need is your student(s) number and Family ID which will be provided to you.

### [My Stop App FAQs](#)

Please be aware that bus route information coming from My Stop may sometimes have a 1–2 minute lag as the bus route is being processed and transmitted to the app from the GPS system. We continue to work with My Stop to improve this issue.

## **HEALTH AND WELLNESS**

### **Health Guidance**

Our goal is to **keep students learning in school** while balancing the risks of illness and transmission among students and staff at school. Families can refer to [this guide](#) when making decisions about staying home from school due to illness.

We continue to be grateful for family and community support and partnership. We are confident that by working together, we can support the health and safety of our students, staff and families throughout this school year.

## Wellness

AAPS embraces a whole child approach to student health and wellness, using the Centers for Disease Control's *Whole School, Whole Community, Whole Child* model as a framework. [Click here](#) for more information.

## 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, and labeled with the name of the student. Medication must be accompanied by the written, signed instructions from the physician prescribing the medication and must be specific as to the time, method, route and dosage to be administered. Please request the AAPS Medication Administration 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 sent home to be completed and returned the first week of school. Please complete immediately 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, home address and email 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. Students who have a stomach virus also need to be vomit/diarrhea free for 24 hours before returning to school. Please reference [When a Child Should Stay at Home](#) for reference.

## 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.

## Threat Assessment Protocol

The Ann Arbor Public Schools is dedicated to student and school safety. Click here for the [Threat Assessment Protocol](#).

## AAPS Securly Tip Line

AAPS is pleased to offer this anonymous tip line for students, staff and families to address bullying, mental health concerns or the important “See Something, Say Something”.

The Securly Tip Line can be downloaded from the AppStore or Google Play and a bookmark will be placed on all student chromebooks.

Students, staff and parents can initiate an anonymous tip outside of the app via:

- 1-833-300STOP
- [tipline@securly.com](mailto:tipline@securly.com)
- [securly.com/tip](https://securly.com/tip)
- QR code



The AAPS Securly Tip Line is another step that we know will assist our students, families and staff to ensure appropriate support and safety in our schools.

## FOOD SERVICE

Breakfast and lunch are provided free to all students this year.

Click below for more information

[English](#)

[Spanish](#)

[Japanese](#)

Breakfast is available at the beginning of the day and will be eaten in the cafeteria.

Free lunch is available for all students. Students may bring lunch from home if they prefer. A la carte items, such as milk will be charged to the students' Meal Magic account. Meal Magic Family Portal provides an easy-to-use, efficient way to make payments quickly and

securely anytime using a simple internet connection for a la carte items.

[Click here to access the Meal Magic Family Portal](#)

Lunch will be eaten in the cafeteria or outdoors when weather permits.

### **Nut Restricted Building**

Lakewood 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. They may also bring nuts in their snacks unless their classroom has been designated a “No Nut Zone.”

### **Lakewood Snack Policy**

Each classroom will have its own individual snack policy. We ask families to send healthy snacks. Options include fruit, vegetables, dairy items such as cheese or yogurt, meat options such a rolled piece of lunch meat, or a whole grain snack. Please remind your child not to share/touch their fellow classmates’ snacks.

Additionally, there may be more restrictions in your child’s classroom based on the specific food allergies that are present in their class. If restricted items are brought into the classroom, your child will be asked to put it back into their backpack for after school and you will be notified. Every attempt will be made to provide them with an allergy safe alternative to ensure that they have a snack.

## **SCHOOL DRESS**

Lakewood 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 and all clothing should be labeled. Children will have outdoor recess every day unless it is heavily raining or the temperature or wind-chill drops below zero degrees Fahrenheit. During rain and snow conditions, it is important to have boots available to wear outdoors and a pair of indoor shoes to change into.

- Hats will be permitted at the discretion of the teacher.
- NO WHEELIES are allowed on shoes.
- Crop Tops that show midriff are not permitted.
- Please review any sayings on your child’s clothing before sending him/her to school. Those that are disrespectful/intimidating to marginalized groups or inappropriate images depicting drugs should not be worn to school.

## PACKING YOUR CHILD'S BACKPACK

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

- 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
- Water bottle
- Lunch (if bringing from home)
- A change of clothes labeled with full name (for all grade levels)

## TECHNOLOGY

All students will be issued school-issued devices and are expected to care for this device. These devices are expected to come to school everyday. 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, watches 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).

## BIRTHDAYS/CELEBRATIONS

Acknowledging or celebrating holidays and birthdays in elementary school can bring joy to the students, families and staff and help build connections between school and families. We will honor these special events using an anti-biased and equitable lens.

### **Birthdays:**

- Classrooms can celebrate these special days with non-edible/gift items.
- Teachers will communicate their birthday celebration details.
- Party invitations will not be passed out during school.

## Classroom Celebrations

- Classroom celebrations will be contained within the classroom
- May include unique class celebrations
- Teachers will communicate classroom celebration expectations to families.
- Anyone interested in volunteering or participating in classroom celebrations need to follow volunteer and visitor protocols.

## SOCIAL EMOTIONAL LEARNING

Safety and social emotional wellbeing continue to be one of our primary focuses. We strive for Lakewood to be a safe environment for everyone, physically, emotionally and academically. All staff are committed to using the *Responsive Classroom* and *Zones of Regulation* practices to ensure we have school wide systems and structures in place to support each and every student.

### Responsive Classroom

- *Responsive Classroom* is a student-centered, social and emotional learning approach to teaching and discipline. It consists of a set of research, and evidence-based practices designed to create safe, joyful, and engaging classrooms and school communities for both students and teachers. For a detailed parent letter [click here](#).
- Words Matter
  - Words have power.
  - What we say to people has a lasting impact.
  - People remember how we make them feel more than what we did for or to them.
  - We need to consider how our words might affect others.

### Social Emotional Learning Curriculum

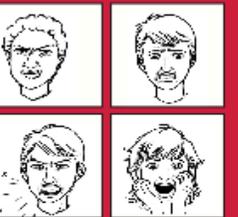
- **Second Step:** Students in Preschool and Y5 will receive social emotional instruction using the Second Step curriculum. Lessons are designed for students to receive explicit skill building to listen, pay attention, behavior management and getting along with others.
- **T.R.A.I.L.S.:** Students K-5 will receive social emotional instruction using the T.R.A.I.L.S. curriculum. Lessons are aligned to the CASEL standards. [Click here for the Family Frequently Asked Questions.](#)

### Zones of Regulation

An important component of social emotional learning is understanding our own emotions and the emotions of others. The Zones of Regulation is a school-wide initiative to foster self-regulation. The GOALS are to teach our students:

- To identify their feelings and levels of alertness
- Effective regulation tools
- When and how to use tools
- Problem solve solutions
- Understand how their behaviors influence others' thoughts and feelings

## The **ZONES** of Regulation®

			
<b>BLUE ZONE</b>	<b>GREEN ZONE</b>	<b>YELLOW ZONE</b>	<b>RED ZONE</b>
Sad Sick Tired Bored Moving Slowly	Happy Calm Feeling Okay Focused Ready to Learn	Frustrated Worried Silly/Wiggly Excited Loss of Some Control	Mad/Angry Terrified Yelling/Hitting Elated Out of Control

### Behavior Response Procedures

We understand that there are moments when students have difficulty following the classroom/school expectations (Safe, Respectful, Responsible). Teachers will respond with discipline that is firm but kind and positive. The two goals when responding to behavior are (1) to stop the misbehavior as quickly as possible so that the child (and classmates) can return to learning and (2) to teach the child to reflect on and control his or her own behavior.

### District Behavior Policies

The Ann Arbor Public Schools' Discipline Policy is published in the [Student's Rights and Responsibilities handbook](#). This booklet is available on the district website and in the School Office. The Ann Arbor Board of Education has declared its commitment to exercise fair and

impartial treatment of all students, parents and employees of the Ann Arbor School District.

### **Application of School Rules**

District rules apply to students wherever they are including:

- Any school or on property of the school district.
- At any school-sponsored activity, regardless of its location.
- Traveling directly to and from school.

## **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), extreme icy conditions or when it is raining heavily.

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 follow directions given by the supervisors.

### [Outdoor Recess Expectations](#)

No toys, trading cards or electronic games are allowed on the playground. Please do not bring expensive toys to school.

### **District Recess Policy**

The Ann Arbor Public Schools is committed to supporting whole child development.

Student health and wellbeing is at the core of our mission. Research supports the positive impact of regular free play on peer interactions, focus, engagement, and academic performance. Therefore, all elementary school students will have at least 20 minutes per day of supervised recess, during which moderate to vigorous physical activity will be encouraged. Recess will only be withheld in the event of extreme weather or when student safety is of significant concern. Recess will not be withheld for academic purposes.

### **Conclusion**

We hope that the 2025-2026 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 administrators.