

**Paddock  
Elementary School**

**Family Guide  
2009-2010**

**Paddock Family Guide  
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## The Board of Education

Chuck Bushart -President  
Diane Hovatter -Vice President  
Mary Mehringer -Secretary  
Dawn Kanitz-Treasurer

Janice Kiger-Trustee  
Eric Peacock-Trustee  
John Leacher- Trustee

The community elects members of the Milan Board of Education. Individuals do not need to be parents to serve on the Board. There is an election every two years; terms are staggered so that Board members serve for four years.

The Board of Education is responsible for decisions that impact the entire district. They decide when and where to build new facilities, provide course materials and other services, hire the superintendent, manage all school funds and property, set rules and regulations for school property management, transact business for the district, establish qualifications for employees, set rules for student conduct, and deal with programs and facilities that affect students district wide.

## The Central Administrative Office



Bryan Girbach  
Superintendent



Julie Helber  
Assistant Superintendent

Dee Fleszar  
Finance Director

Superintendent Bryan Girbach is the executive officer of the Milan Board of Education. Mr. Girbach and his staff operate from the school's central office, which is located in the Milan High School Administrative Offices. They work to keep the school district running smoothly, including everything from paying the staff to implementing the directives of the Michigan Department of Education and the Federal Government.

## The Principal



Tonya Saragoza has taught in Milan since 2000, mostly at Symons Elementary. She graduated from the University of Michigan with degrees in English and Education, and also received her Master's degree in Educational Administration and Policy from U of M. Mrs. Saragoza has loved working with the students and families in Milan, and is thrilled to remain here for her administrative career.

## Beginning and Ending the School Day

School begins at 8:50 a.m.

School ends at 3:35 p.m.

### Arrival Procedures

- Students who take the bus will be dropped off at the Michigan Avenue entrance (south end) of the school.
- Students arriving by car must be dropped off at the Marvin Street (main) entrance of the school. For your child's safety, it is very important that you drop off or pick up your student **only** at the curb and instruct him/her to walk on the sidewalk. **Parking is not permitted anywhere along the sidewalk at the front of the school.**
- Parking is available for parents at the front of the building (Marvin Street), either in the lot or on the street. Additional parking is available in the Milan Middle School lot, just north of Paddock Elementary.
- In an effort to avoid classroom distractions and ensure security, we ask that parents who enter the building with their children drop them off in the main (uncarpeted) hallway by the main office. Students should wait in the Multipurpose Room until the start of school.
- Walkers should enter the building through the Marvin Street entrance and go directly to the Multipurpose Room.

### Dismissal Procedures

- Please wait for your child in the Multipurpose Room. For security reasons, we do not want adults going to classrooms to pick up their child.
- Drivers picking up children after school should do so in the front lot by forming a single line of moving vehicles along the curb. **PLEASE DO NOT LEAVE YOUR CAR STANDING UNATTENDED OR PARK AT THE CURB!**
- For safety reasons, parents/children walking home should exit the building at dismissal through the main entrance. Thank you!

### Early and Late Arrival

- In general, **students should not be brought to school before 8:45 a.m.**
- Students arriving late must report to the office. **Parents are asked to sign in students at the office.**

### Leaving School Early

There is a lot to learn in school, and we keep a busy daily schedule! Whenever possible, please try to plan doctor and dentist appointments and extra trips outside of school hours as it is difficult to make up missed instruction. A full day of learning is very important to your child's development.

*Parents who need to pick up a child from school during the instructional day must come to the office and sign their child out. **Photo identification is required.***

## Student Attendance

### Absences

Good attendance is crucial to a good education. All children need to attend school on a regular basis. A parent must excuse any child who is absent. This can be done by calling the child's teacher or the school office, or by sending a written and signed excuse when the child returns to the school.

#### ***Please Note:***

- *Students arriving after 9:00 will be marked tardy.*
- *Students arriving after 9:10 will be marked half-day absent.*
- *Students leaving prior to 3:15 will be marked half-day absent (prior to 11:40 on half days).*

#### ***Kindergarten:***

- *Tardy if arriving after 9:00 (AM group) or 12:42 (PM group).*
- *Half-day absent if arriving after 9:10 (AM group) or 12:52 (PM group).*
- *Half-day absent if leaving before 11:32 (AM group) or 3:15 (PM group).*

### Habitual Attendance Problems

Excessive absences, tardiness and truancy are the responsibility of the parents or guardians of the child. If attendance problems are not corrected after contact from school authorities, necessary legal action will be taken.

## School Security

**Building Security:** All building doors, except for those at the main (Marvin Street) entrance are locked. Please use the Marvin Street entrance and sign in and out at the office when visiting Paddock Elementary School.



### Picking Up Children

*Parents who need to pick up a child from school during the instructional day must come to the office and sign their child out.* Children will be called down to the office when you arrive. We will not call children down to the office early. **Photo identification is required.**

### Transportation Changes

For your child's safety, please try to stick to your regular transportation plan whenever possible. If there is a change, please notify the teacher in writing. **If your plans change during the day, you must notify the office by 3:15pm!** Changes cannot be made after 3:15. Last minute changes can create an unsafe situation for your child.

## **Student Pick-Up Authorization**

If you would like a friend or relative to sometimes pick up your child, please list them on the authorization card you received in the mail as part of the registration packet. In case of an emergency, you may also call or send a note to the office listing the full name of the person picking up your child. Please sign and date the note. **YOUR CHILD WILL BE RELEASED ONLY TO THOSE ADULTS LISTED ON THE FORM.** Please notify those you have authorized that they will need to show a photo ID when picking up your child.

## **Criminal Background Checks Required for Volunteers and Chaperones**

All volunteers in classrooms or chaperones on field trips must agree to a criminal record background check prior to helping in classrooms or chaperoning field trips. This is a simple process that will be done in the office using a free, state system. Each potential volunteer or chaperone must sign a release and present photo identification in person. *Thanks for helping keep Paddock safe!*

## **School Visitors**

*All visitors to Paddock Elementary School must sign in at the office.* For the safety of our students, all visitors, including volunteers, are asked to sign in upon entering the building and sign out upon leaving. Visitors will be given a badge to wear while in the building. Please return the badge as you sign out.

## **School Dress**

### **Dress and Grooming**

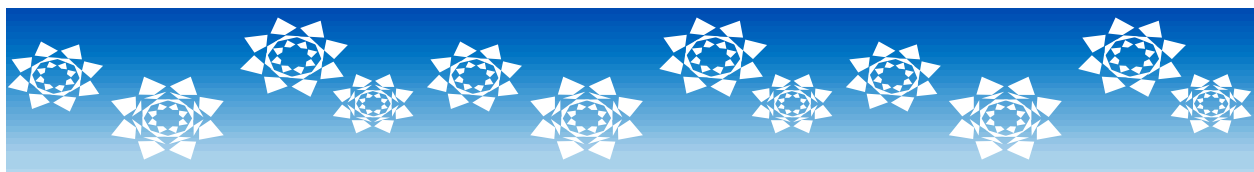
Studies show that children who come to school appropriately dressed and well groomed are more motivated to learn and are better behaved. Paddock Elementary School students are expected to come to school in clean and comfortable clothing appropriate for the classroom. Good health habits and neat appearance help create a healthy classroom environment.



- Hats and other head coverings should be removed during the school day.
- NO WHEELIES are allowed on shoes.
- Please consider the “two finger rule” for tank tops: straps should be at least the width of two fingers.
- Please consider the “fingertip rule” for shorts and skirts. These items should be no shorter than a child’s fingertips when arms are extended down their sides.
- Please review any sayings on your child’s clothing before sending him/her to school. Those that are disrespectful or contain inappropriate language should not be worn to school.
- Please help your child consider the weather when choosing clothes for the day. Layers are often a good choice.

**Dress for Safety** – Certain clothing items have caused some children injuries. Cords hanging from hoods on jackets and “flip-flop” type sandals can make playing hazardous. If your child likes to wear flip-flops or sandals in warmer weather, please allow him/her to bring tennis shoes to wear on the playground and in PE class.

## Cancellations and Delay of School



**Please do NOT call the school for cancellation information.**

If, for any reason, school is cancelled, the announcement will be made on radio stations. WJR (760 AM), WEMU (89.1 FM), WAAM (1600 AM), WTKA (107 FM) and WWWW (102.9) and WWJ (950). Announcements will also be made on Television Stations Channel 2 WJBK-FOX, Channel 4 WDIV, and Channel 7 WXYZ-TV. School delays will be for the amount of time announced and will affect **all** students. AM Kindergarten and Preschool Parents: If school is delayed for two hours, the AM Kindergarten/Preschool is cancelled for the day.

Additionally, this year we are implementing a new Instant Alert system that will allow parents to be notified by phone or email when school is closed or delayed. More information will be available in the fall.

Our lines are often busy, so we encourage you to listen to one or more radio stations for information, particularly on foggy, icy, or snowing mornings. As we all know, the weather can change on a dime. Some days the bad weather gives us plenty of notice and on other days it arrives just as our buses are beginning their runs. Please know our first concern is the safety of the children.

## School Pictures



School pictures are taken in the fall and spring of each year. An informational letter and envelope for payment will be sent home before picture day. Payment is to be made on picture day. **This year parents will also have the option of ordering and paying online before picture day.** Directions will be included in the information packet.

Paddock picture packets include class composites, rather than yearbooks. Only fall pictures will be in the class composite.

## Fine Arts

All students at Paddock participate in a series of fine art performances, which are paid for by our fall candy sale fundraising event.



## School Cafeteria Information



Breakfast and lunch are served daily to students at Paddock Elementary School. Milk is available to students who bring their lunch from home. Breakfast costs \$1.00 and lunch costs \$2.00. A carton of milk costs \$0.50. Free and reduced price meals are available to children who qualify. Applications are available in the principal's office, or you can apply online at [www.lunchapp.com](http://www.lunchapp.com). Menus are distributed monthly for children to take home.

### Breakfast/Lunch Debit Accounts

Breakfast and lunch sales are computerized at Paddock Elementary School. Each student is given his/her own debit account. Parents deposit money in the account and each time the student purchases a meal or buys milk, his/her account is debited. Each student is given a debit card with a bar code that designates his/her account number (this is the child's student number). The cashier in the cafeteria scans the student's debit card, and the student's account is charged for the meal. Debit cards are passed out in the classroom before lunch; debit cards are collected at the cash register and returned to the classroom the following morning.

### Deposits

To add money to your child's account, please put the deposit in a **sealed** envelope with your **child's name** and **room number** on it and return it to your child's classroom. We encourage parents to make weekly or monthly deposits. The cafeteria will not be responsible for lost cash, so a **check is preferred**. Checks should be made out to **Milan Area Schools Lunch Program**. There is a basket in each classroom for deposits. A cafeteria employee will pick up deposits each morning.

### Free and Reduced Price Lunches

Free and reduced price meals are available to children who qualify. Applications are available in the principal's office. If a student qualifies for free or reduced price meals, the computer recognizes this when his/her card is scanned. There is no identification of students receiving free or reduced price meals. Students approved for free lunch are also eligible for free breakfast. Students approved for reduced price meals pay \$.30 for breakfast and \$.40 for lunch.

### Paddock's Nutrition Program

Paddock believes in teaching our young children healthy eating habits that can become lifelong habits. We will be talking about healthy eating in the lunchroom all year, and teachers stress healthy eating in classrooms as well. Thank you for supporting our efforts at home.

## Lunchroom Rules

1. Please remain in your seat while eating.
2. Speak quietly while in the lunchroom.
3. Do not share your lunch or eat food outside of the lunchroom.
4. Remember to clean up after yourself. Don't leave anything on the table or benches.
5. Breakfast and lunch are important meals! Eat a healthy meal and don't waste food.
6. Use your best table manners and respect other students.
7. Pack your lunch bag with healthy food and drinks.



### PADDOCK HAS A “NO POP” POLICY!

Please do not send pop to school with your child. Pop will be sent home and juice will be substituted. We encourage students to help parents pack a lunch with the healthy choices we will talk about in the lunchroom all year.

### Classroom Snacks

If your child's teacher allows you to send in a snack, please be sure to send in a healthy snack. Your child's teacher will give you suggestions of what is allowed.

### Classroom Treats

Children enjoy celebrating birthdays and bringing in a treat for the class or class party. We would appreciate it if you and your child plan something special that involves healthy treat.

## Taking the Bus

Any child living 1 ½ miles or more from Paddock Elementary School may take the bus to school. Bus routes start at 7:35 a.m. and bring all children to school by 8:45 a.m.

- To find out the time and location of your child's bus stop, please call the Transportation Manager, Cheryl Mayher, at 439-5252. Bus routes change every year to accommodate new students.
- Students must ride the bus to which they are assigned unless parents make specific arrangements with the transportation department (439-5252) and notify the teacher of any change.
- By your request, **in emergency situations only**, your child can get off the bus at a different bus stop or ride a different bus. You must call the Transportation Department first at 439-5252.
- For your child's safety, a parent or guardian must be present when he/she arrives home by bus. If the bus driver cannot locate a parent or guardian, he/she will bring the child back to Paddock's After School Child Care Program. There will be a charge for this service.

## School Bus Safety Procedures



The right of a student to ride school buses is contingent upon good behavior and observance of rules and regulations. Students who violate the rules will be subject to disciplinary action at the discretion of the bus driver. Students shall obey the directions of the driver promptly and courteously. Students will occupy the seat designated for them by the driver.

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.

Every student who rides the bus will receive a list of rules as well as contact information. All students will be expected to sign a contract stating they will abide by the bus rules.

### **Students shall observe the following bus rules:**

- Walk on the left side of the road, facing traffic, and stand 20 feet off the roadway while walking.
- If you must cross the street, wait for the bus to stop completely and turn on the flashing red lights. Wait for the driver to signal that it is safe to cross. Look both ways, and then walk around the front of the bus to get on.
- Wipe your feet before entering the bus.
- Do not throw waste paper or rubbish on the floor.
- Do not mark or deface the bus.
- Do not eat on the bus.
- Avoid unnecessary conversation with the driver.
- Keep arms and head in the bus at all times.
- Report any damage to the bus driver.
- Never bring glass objects on the bus.
- Carry all food and beverages in a closed lunch box or bag.
- Never bring animals, including reptiles and rodents, on the bus.
- Do not bring medicine on the bus.
- No balloons or other items that might block the driver's view.
- Scuffling or fighting on the bus is cause for disciplinary action.
- Obey the school bus driver at all times.

## Emergency Procedures

### **Fire, Tornado, and Lockdown Drills**

Fire, tornado, and lockdown drills are held regularly throughout the year to teach children how to calmly and quickly react in the case of an emergency.

### **Emergency Numbers and Authorized Pick-Up**

Please notify the school of **any** changes in names, addresses and telephone numbers. **It is vital that we are able to reach you in an emergency.** If you need to change any information, please stop by the office or call us at 439-5100. All families are asked to fill out an Authorized Pick-Up Information card that will give the school names of persons who have permission to pick-up your child from school.

## **Cell Phones**

Cell phones are not allowed in class. If you require your child to have a cell phone, it must be kept in his/her school bag and turned off during the school day. Remember, any emergency phone call to your child or from your child to home has to go through the office. There is no need for your child to use a cell phone during the school day.

## **Newsletter**

All Paddock families will receive a newsletter periodically to inform you about activities within the school, give a calendar of events, and include articles with useful information.

## **Illness, Medication and Head Lice**

### **Colds**

We encourage you to keep your child home from school if he/she is coughing and congested. This helps stop colds from spreading and keeps everyone healthier. Remember that a child who is already sick is more likely to catch another strain of cold or flu than a healthy child. We encourage all our families to frequently wash their hands and regularly clean all common-use surfaces (such as door knobs, the telephone, etc.) during the cold and flu season.



### **Fever**

If your child's temperature is 99.5 or higher, he/she is very likely to be contagious. Fever (body temperature) is lowest in the morning. During the day the body's temperature rises, peaking in the early evening. Your child may have a slight temperature in the morning, but a high temperature in the afternoon. For this reason, we ask that when your child has been sick with a fever, you keep him/her home for at least 24 hours after his/her temperature returns to normal (98.6).

### **Other Illnesses**

If your child has **strep throat, pink-eye** or **impetigo**, please keep your child home for 24 hours after he/she has started taking medication.

### **Ear infections**

These can be very painful but are not contagious. If your child is not in pain, he/she should come to school.

### **Medication**

Medications are not allowed on the school bus, so an adult must bring a student's medication to the office. All medications, including **over-the-counter**, must be accompanied by a physician's release form. A copy of this form is in the back of this handbook.

**Prescription medications, accompanied by a physician's release form, should be brought to the office in a current pharmacy-labeled container.** Refills must also be brought in a pharmacy-labeled container. The pharmacy label should have the following information on it: Date of prescription, first and last name of student, name of medication, dosage, time when the medicine is to be given.

**Over the counter medication must be brought in the original container**

## **Head Lice**

Head lice are a common parasite. Anyone, regardless of age and income, can get them. Getting rid of them can be an extremely frustrating ordeal. The best way to prevent head lice from becoming a problem is to check your child's hair regularly. If you find nits (lice eggs) or lice in your child's hair, please contact the school immediately so that we can alert other parents in your child's classroom. All personal information will be kept strictly confidential. If you would like further information about head lice, finding them, and treating them, please do not hesitate to call Paddock's office at any time.

If your child is found to have **live** head lice you will be asked to come to school to remove and treat your child. If your child is found to have nits (eggs) you will be notified and will need to treat their hair. Students will be allowed to stay in school with **nits only**. Students who have had live lice will not be allowed to return to school until checked by school personnel and found to have a decreasing number of nits (eggs) and no live lice.

## **School Nurse**

Nurse Judee is at Paddock one to two times a week and is in the district three times a week. If you have questions for Nurse Judee she can be contacted at 439-5127.

## **Board of Education Policies on Sexual Harassment and Weapons**

### **Sexual Harassment**

The sexual harassment of a staff member or student of the district is strictly forbidden. Any staff member, student, board member or agent of the district who is found to have sexually harassed a staff member, student, agent, administrator, board member or other individual who is lawfully on district premises will be subjected to disciplinary action, up to and including suspension or dismissal.

### **Weapons**

The board, as both an employer and a public school district, is concerned with and interested in protecting the health, safety and welfare of students, employees, and visitors. The board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the education process in the absence of threats to physical well-being and safety.

Individuals possessing weapons of any kind, including knives or pocketknives, on district property or at school-sponsored events, may be suspended for three days from school. Individuals possessing a weapon with the intention of harming someone will be expelled 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 reach the teens or colder (including wind chill).

During recess, the children are always supervised by teachers and playground 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.

### **Playground Rules**

1. **Wear the right clothes for the weather!**
2. Be courteous and respect others. Don't interrupt other children's games.
3. Only safe play is allowed. That means no throwing snowballs, sticks or stones, no pushing, shoving, fighting, tripping, wrestling, tackling, or pulling on clothes.
4. Be careful on swings and slides. Stay seated!
5. Do not play tag on any of the play structures.
6. Do not pick up stones or sticks.
7. Throwing snow is not allowed.
8. Stay outdoors for the entire recess period, except for emergencies.
9. Tell the teachers or supervisors if you see an accident or misbehavior.
10. Talk nicely to each other! Bad language, mean teasing and harassing other students are not permitted at any time during school.
11. Please do not bring expensive toys to school. No toys or trading cards are allowed on the playground.
12. Game Boys, even though allowed on school busses, are not allowed out of school bags in school.

### **Inside Recess Rules**

1. Students must remain within their own classroom.
2. Loud talking, shouting and running are not permitted.
3. Remember to use indoor behavior: move about the classroom slowly and quietly.

**Students who don't follow rules will be subject to disciplinary action.**

## Milan School Age Child Care

Paddock has three childcare programs to offer families attending school in the Milan district. Programs are in service starting the first day of school, and continue until the last day of school. These programs are not in service when the school is closed for any reason.

**Breakfast Club** begins at 6:30 a.m. and ends just before the school day begins. Kindergarten through second grade students will have breakfast, participate in organized games, work on projects, or finish homework. They can read stories, sing songs and share ideas. Children are dismissed from Breakfast Club directly to their classes.

**Kinder Club** is for kindergarten students whose parents need child care during the morning or afternoon. Students are brought in by parents or picked up from their kindergarten class. They may bring a lunch from home or purchase a hot lunch from the school cafeteria. Activities include outdoors or gym time, rest time, stories, games, songs, and finger plays. Parents have the option of enrolling kindergarten students until 3:30 or 6:00 p.m.

The third program is **Prime Time**. Elementary students arrive at the end of the school day and may remain until 6:00 p.m. The children will have a nutritious snack, play outdoors or in the gym, play games, enjoy educational activities and do homework. Additional childcare is available to currently enrolled families when the Paddock calendar has morning half-days of school scheduled.

**In any of these programs, a student must be signed in and out by an adult daily.**

Parents can arrange for their child to attend childcare by contacting Lisa Mellinger at **439-5159**. Mrs. Mellinger will have you fill out a Registration Form, Child Care Contract, and Child Information Card. Enrollment is limited in each program. Registration forms and fee schedules are available in the Child Care office located in the Paddock Office.

### First Steps



Paddock has a birth to age 5 programs for the youngest of our children and their parents. The First Steps program offers 4-5 playgroups during the week, right here in the school. The program also offers free developmental screenings (which parents can complete themselves), parent meetings on a variety of childhood topics, and home visits. The fee is minimal and based on family size and income. All families are welcome to join! Come and visit a playgroup with your child and see how great this program is. For more information call Pam Schelkun at **439-5151**.

## **Parent Involvement**

Children do better in school when their parents are active and involved. We welcome and encourage your involvement in Paddock Elementary School. Parent volunteers are a vital part of our teaching team. Volunteers can work directly with students, helping children to learn to read, solve math problems, and guiding them through various activities. Volunteers can help with special classroom projects. They can share information about a special interest or hobby. They can help the teacher by preparing learning materials either at home or at school. The opportunities to help are vast. If you are interested in volunteering, please talk with your child's teacher or call the office at 439-5100. **Please remember that all volunteers are now required to agree to a criminal record background check prior to working in classrooms or chaperoning field trips.**

## **Paddock PTO**

**The Paddock PTO is organized to model the value of learning by promoting community engagement in our children's school experiences.** Basically, by actively engaging in our children's school experiences, they will see that parents love learning and they will love it (even more), too! For general information, please feel free to contact Paddock PTO at [paddockelementarypto@gmail.com](mailto:paddockelementarypto@gmail.com), or visit the website at [www.ppto.weebly.com](http://www.ppto.weebly.com).

## **Parent – Teacher Conferences and Report Cards**

Report cards are issued three times a year. Good parent/teacher communications are extremely important to every child's success at school. We schedule conference times twice a year. If you desire an additional conference, please contact your child's teacher to arrange an appointment. Do not wait for report card or conferences if you have a question or concern. Feel free to contact your child's teacher anytime during the school year! It is important that you become familiar with your child's books, homework assignments, special projects, test grades, progress reports and report cards.

## **Placing Students for the Next School Year**

The staff at Paddock Elementary devotes a great deal of time to forming classes for the next school year. Our primary goal is to place each child in the learning environment that encourages his/her best growth academically, socially, and emotionally. We work carefully to develop balanced classes, considering such factors as academic strengths, personalities, girl/boy ratios, behavior, and the requirements of special needs students.

**Please understand that you are not allowed to request a specific teacher.** Rather, we have a student information form available to parents who may feel the need to give input about their child. You may secure this information form at the end of the school year by contacting the office or by visiting our website.

## Holidays and Celebrations

We take special joy in celebrating various holidays and celebrations. The goal of these celebrations is to enrich the learning experience of our students. These are special days that require extra hands, so teachers always look for volunteers. Our Newsletters will keep you advised of upcoming holidays and celebrations.

### **Student Birthdays:**

A birthday is fun and exciting for everyone. When selecting treats to share with classmates please look for healthy options and check with the classroom teacher for food allergies.



*We are very happy to have your child here at Paddock  
Elementary School!*

*If we can be of assistance,  
please don't hesitate to contact us.*