THIS DOCUMENT WAS UPDATED July of 2026.
Our Handbook is a living document and is subject to change as we strive to be responsive to a variety of situations that may arise.

2026-2027

ELEMENTARY HANDBOOK

MILAN AREA SCHOOLS

Welcome

Welcome to a new school year at Milan Area Schools!

Dear Families,

As the new school year begins, we want to extend a warm welcome to all of our students and families. Whether you are returning to our school or starting your journey with us for the first time, we are excited to have you as part of our community.

Our staff has been working hard to prepare for the new year, and we are eager to help your child grow academically, socially, and emotionally. Our commitment to excellence is reflected in everything we do, from our curriculum to our extracurricular activities.

We believe that education is a partnership between the school, families, and the community. Our goal is to work together to create a positive and supportive learning environment where all students can thrive. We encourage parents to get involved in their child's education by attending school events, volunteering, and communicating regularly with teachers.

We are also committed to ensuring that our school is a safe and inclusive place for all students. We will continue to promote respect, kindness, and empathy throughout the school year, and we encourage parents to reinforce these values at home.

We look forward to getting to know each and every one of our students and families throughout the year. Thank you for choosing our school, and we wish you a successful and enjoyable school year.

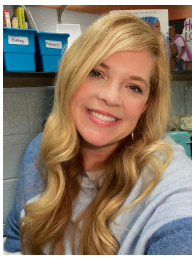
Sincerely,



Brandi Ignagni

Paddock Principal

(734) 439-5100



Kristi Schwartz

Symons Principal

(734) 439-5300

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Vision – Mission Statement – Belief Statements

Vision: Partnering together as a community, all individuals will achieve their greatest potential.

Mission: Milan Area Schools prepares individual learners to realize the best version of themselves, by creating a supportive, caring, and inclusive educational community.

We believe...

- All individuals have equal value and unique gifts
- In providing a safe and nurturing environment that contributes to successful learning
- In utilizing instructional strategies that are based on best practice
- In offering relevant learning
- In fostering an inclusive and affirming school culture
- In investing in student capacity to learn and in personal success
- In engaging the entire community to maximize student learning and preparedness

Milan Area Schools

Founded on Tradition. Focused on Excellence.

General School Information

Paddock Elementary
707 Marvin St., Milan, MI 48160
(734) 439-5100

Start Time: 9:00 a.m.
End Time: 3:45 p.m.
Half day: 9:00 a.m. – 12:10 p.m.

Symons Elementary
432 S. Platt Rd., Milan, MI 48160
(734) 439-5300

Start Time: 8:50 a.m.
End Time: 3:35 p.m.
Half Day: 8:50 a.m.-12:00

2026-2027 Calendar for Milan Area Schools

Milan Area Schools 2026-2027 School Calendar

August
25 Staff PD Day
26 Staff PD Day
27 Staff PD Day
31 First Student Day

September
4-7 No School - Labor Day Break

October
12 No School – Staff PD Day
28 Evening PT Conferences
29 AM Classes / PM - Evening PT Conferences
30 AM Classes / PM No School

November
25-27 No School - Thanksgiving

December
21-31 No School - Winter Break

January
1 No School - Winter Break
15 No School – Staff PD Day
18 No School – Martin Luther King Day

February
12-15 No School - Mid Winter Break

March
8-11 PT Conferences Occur
12 AM Classes / PM No School
15 No School – Staff PD Day
26-31 No School - Spring Break

April
1-2 No School - Spring Break

May
14 No School – Staff PD Day
31 No School - Memorial Day

June
11 Last Student Day /AM Classes / PM Records

August 2026

S	M	T	W	T	F	S
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30	31					

September 2026

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October 2026

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November 2026

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December 2026

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January 2027

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February 2027

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28						

March 2027

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April 2027

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May 2027

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30	31					

June 2027

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July 2027

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11	12	13	14	15	16	17
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25	26	27	28	29	30	

176 Student Days (172 Full / 4 Half)
183 Teacher Days
(See contract for Details)

Trimester Dates
11-24-26 End of Trimester 1
3-12-27 End of Trimester 2
6-11-27 End of Trimester 3

Semester Dates
1-14-27 End of Semester 1
6-11-27 End of Semester 2

Frequently Called Phone Numbers

District Nurse	(734) 439-5858
Milan Middle School	(734) 439-5200
Milan High School	(734) 439-5000
Before/After School Child Care	(734) 439-5118
Community Education	(734) 439-5278
Superintendent's Office	(734) 439-5050
Bus Garage	(734) 439-5900
Food Services	(734) 439-5011

Stay connected with us:

Milan Area Schools
Facebook: Milan Area Schools - Connected
Instagram: milan_area_schools_connected

Symons Elementary
Facebook: Symons Elementary

Paddock Elementary
Facebook: Paddock Elementary

Milan Elementary PTO
Facebook: Milan Elementary PTO

Paddock Elementary:

Arrival Procedures

For security reasons adults may not enter the building to drop off students.

Paddock's main doors will open daily at 8:50am. Please do not drop children off before 8:50am. Staff are busy preparing for the school day before that time, so there is not adequate supervision for children.

Students who arrive by bus will be dropped off at the Michigan Avenue entrance (south end of the school). Staff are stationed outside to help students get inside the building. Staff inside will assist students in walking to their classrooms or lunchroom for breakfast.

Students arriving by car must be dropped off at the Marvin Street entrance (main front doors). Please refer to the Map For Traffic Flow to ensure efficiency and to be respectful of all families. For your child's safety, it is important that you drop off your student only at the curb and instruct them to walk on the sidewalk. Staff will be stationed along the sidewalk to open vehicle doors and guide your child into the building. **Parking is not permitted anywhere along the sidewalk in front of the school.** For the safety of our students, staff and community please stop on Marvin Street at the Paddock parking lot apron to wait for the driveline to begin. To help keep the arrival procedure moving efficiently, we ask that adults remain in the car and your child is ready to exit the car on the right side when greeted by a staff member. It helps tremendously if the backpack is zipped, coats are on and "goodbyes" are quick. We want our students ready to Storm the Beaches of Paddock! :)

Students that are walking to school with their family will cross at the crosswalk at the front entrance. A staff member will cross them safely. We ask that parents say their goodbyes at the crosswalk and not gather at the front entrance. Please understand we are trying to safely assist students out of cars as well as provide specific support for our special needs students.

Late Arrivals

If a student arrives after 9:00, an adult must accompany them to the front door and ring the doorbell for entry to the building. Please do not leave until the student is in the building.

Paddock, cont.: Dismissal Procedures

For security reasons adults may not enter the building to pick up students.

Families picking up their students by vehicle will be using the *Drive Line* Dismissal System. Please refer to the Map For Traffic Flow to ensure efficiency and to be respectful of all families. Please hang the *Driveline* Tag on your rearview mirror so that staff can quickly enter your assigned number into the system. Your child will then be dismissed. Drivers picking up children after school should do so in the front lot by forming a single line of moving vehicles along the curb. Adults should remain in the vehicle. Staff members will open the vehicle doors and assist the child getting in. Please do not leave your car standing unattended or parked at the curb. For the safety of all, please do not pass other cars while in line.

Families wishing to walk up and pick up their students at dismissal: The staff has worked hard to designate a safe location for families wishing to walk up and pick up their students at dismissal . By releasing "walkers" on the back side of the school, we can keep those students safe from trying to cross between Driveline traffic in the front. To help this system to be efficient and safe while not interfering with other dismissal procedures, we ask for your support in following these important guidelines;

- We will be releasing "walkers" to the fenced in blacktop area on the south side of the building.
- ***Please do not enter this area before 3:45***. We are loading buses before that time and we need the area to stay orderly for our students.
- The gate will be opened by a staff member when it is safe for adults to enter.
- **Please do not walk in between our buses!** This is not safe, and we are trying to keep their routes on schedule.
- Please be respectful of our students and staff loading our school buses by not walking through their lines.
- Please do not park in our bus loop.
- It will be important for our students to be able to see their grown up picking them up. Please gather between the cones and fence designated for each grade level. We will walk students to you.
- We ask that once you pick up your student that you exit the area and not stay to use the playground. Please understand that our staff is focused on making sure each student connects safely with their adult. This is difficult to do if students are running around. In addition, our after school program will be needing that area for after school activities.

Paddock, cont.: Changes in Your Child's Dismissal Routine

For your child's safety, please try to stick to your regular transportation plan whenever possible. In the event that you need to change the dismissal procedure that your child normally has, please first inform the main office and then your child's teacher. If you need to change your child's bus route, contact Transportation directly. Their number is 439-5900. Once the change has been approved, please contact the office at Paddock and let us know. **Phone calls cannot be accepted after 3:20 for end of school dismissal changes, except in an emergency. Last-minute changes can create an unsafe and upsetting situation for your child. Thank you!**

Riding the Bus to Paddock Elementary School

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 8:40 a.m.

- To find out the time and location of your child's bus stop, please call the Transportation Manager, Jeannie Baber, at 439-5900. 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 (439-5900) and notify the teacher and office 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 439-5900.
- For your child's safety, a parent or guardian must be present when they arrive home by bus. If the bus driver cannot locate a parent or guardian, they will bring the child back to Paddock's ' After School Child Care Program. There will be a charge for this service.

Childcare Services

MAS has before & after-school childcare programs to offer families attending Young 5's/Kindergarten - age 12. Programs start the first day of the school year and continue until the last day of school. All dates follow the district calendar but are open for care on district half-days and district closure days for Professional Development. These programs are **not in service when the school is closed** for any reason, such as holidays, emergency weather closures, or summer break. MAS runs a separate Summer Camp during summer months. Call 439-5118 or visit the MAS Website for more information.

Symons Elementary:

Arrival Procedures

- For security reasons adults may not enter the building to drop off students.

- **Students may enter the school beginning at 8:40am**. For safety reasons, students should not be dropped off before this time. Staff are busy preparing for the school day before that time, so there is not adequate supervision for children.

- Bus transportation is available for any student living one mile from the school. Students must ride their assigned bus unless arrangements are made with the transportation department.
- **Students who arrive by bus** will be dropped off in front of the school.

- **Students arriving by car** should be dropped off at the **back** of the building. Please refer to the Symons Map For Traffic Flow to ensure efficiency and to be respectful of all families. Staff will be stationed along the sidewalk to open vehicle doors and guide your children. Please pull as far forward as possible and follow the directions of staff members to help us provide safety for students and families. To help keep the arrival procedures moving efficiently, we ask that adults remain in the car and your child is ready to exit the car on the right side when greeted by a staff member.

- **Students that are walking or riding their bikes** to school should cross Platt Road **only** at the crosswalk at the intersection of Platt Road and Riverbend Drive. Crossing Guards are provided by the Milan Police Department. Students riding their bikes should lock their bike in the bike rack provided by the playground.

- **Late Arrivals:** If a student arrives after 8:50am, an adult must call the office and the student can ring the bell by the front door for entry to the building. **Please do not leave until the student is in the building.**

Symons, cont.: Dismissal Procedures

- **Dismissal at Symons is at 3:35pm.**

- **Students riding buses** will be dismissed by bus route through the Driveline system.

- **Students leaving by car** will exit at the **back** of the building. We use the Driveline system for students. Each family will be given a hang tag with a number. When you arrive at the back of the school, display this tag and a staff member will enter it into our system. Your child will be notified that you have arrived and will exit out the back doors. Please refer to the Symons Map For Traffic Flow to ensure efficiency and to be respectful of all families. Please pull as far forward as possible and follow the directions of the staff members. Once your child is safely in your vehicle, you may pull out of line and exit the parking lot. Please use caution and drive slowly as other vehicles may be moving as well.

- **Students walking/biking or parents wishing to park, walk up and pick-up their student,** should exit through the back doors and walk around the building by the playground or go with a parent who parked in the lot.

Changes in Your Child's Dismissal Routine

For your child's safety, please try to stick to your regular transportation plan whenever possible. In the event that you need to change the dismissal procedure that your child normally has, please inform the main office at (734) 439-5300. Teachers are not always able to check their email during the school day. If you need to change your child's bus route, contact Transportation directly. Their number is 439-5900. Once the change has been approved, please contact the office at Symons and let us know. **Phone calls cannot be accepted after 3:00 for end of school dismissal changes, except in an emergency.** Please also make sure your child knows how they will get home at the end of each day, especially in situations that change frequently.

Symons, cont.: Riding the Bus to Symons Elementary School

Any child living one mile or more from Symons Elementary School may take the bus to school. Bus routes start at 7:35am. and bring all children to school by 8:40am.

- To find out the time and location of your child's bus stop, please call the Transportation Manager, Jeannie Baber, at 439-5900. 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 (439-5900) and notify the teacher and office 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 439-5900.
- For your child's safety, a parent or guardian must be present when they arrive home by bus. If the bus driver cannot locate a parent or guardian, they will bring the child back to the After School Child Care Program. There will be a charge for this service.

Childcare Services

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Both Schools: 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 bus driver's discretion. 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.

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.
- Do not throw waste paper or other garbage on the floor.
- Do not mark or deface the bus.
- Do not eat or drink on the bus. All water bottles should be in backpacks-this includes Stanley cups.
- Avoid unnecessary conversation with the driver.
- Keep your 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.
- Roughhousing or fighting on the bus is cause for disciplinary action.
- Obey the school bus driver at all times.

School Safety

Building Security

All building doors are locked. Please use the bell at the main entrance to request entry to the building. Once buzzed in, you are required to sign in and out at the office. **Please know for the safety of our students and staff, we will ask for photo identification and the reason for your visit.** Visitors will be given a badge to wear while in the building.

Early Pick Up

Parents who need to pick up a child from school during the instructional day must contact the office. Children will be called to the office when you arrive. **Photo identification is required when signing a child out of school.** If you would like a friend or relative to pick up your child, their name must be on the data form that you completed at the start of school. 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 only be released to those listed on the form. Please notify those you have authorized that they will need to show a photo ID when picking up your child. No student may be picked up by someone other than the parent/guardian without the parent/guardian notifying the office first.

ICHAT

For the safety of our students, all adult volunteers and chaperones must undergo a background check for each school year before volunteering, chaperoning, or visiting the building. This check is good for the entire district. The background check that Milan Area Schools requires is the Internet Criminal History Access Tool (ICHAT), the sex offender registry list, and the offender tracking information system provided by the Michigan State Police. In order to ensure that you are cleared to volunteer, chaperone, or be in our school, come to any school office and request an ICHAT background check form. You must fill out the form while in the office and sign the form in the presence of a staff member. You will also need to provide photo identification such as a driver's license so that staff may make a photocopy.

Animals on School Grounds

While we love our pets, there is a Milan Area Schools district policy that prohibits animals to be on school property unless they are licensed service animals or prior permission is obtained. This is to protect students who may have allergies or are fearful of dogs or other pets. In addition, animals can at times display unpredictable behavior and we want our students to remain safe.

Emergency Procedures

Fire, tornado, and lockdown drills are held regularly throughout the school year so that students and staff can practice how to quickly and safely respond to emergency situations. These drills are conducted using calm, developmentally-appropriate, age-appropriate strategies. In the event of a real emergency, please understand that our staff will strictly follow emergency procedures to keep children as safe as possible. In the event of a real lockdown, children will not be released from school until it has been established by the proper authorities that the surrounding areas are safe.

Inclement Weather Arrival and Dismissal Protocols

Tornado Watch (*Activated when the National Weather Service* (NWS) *issues a Tornado Watch that includes the local area.*)

- **Arrival & Dismissal:** Proceed as scheduled with normal operations and heightened staff awareness; staff should be prepared to activate emergency protocols immediately if conditions worsen.
- **Parent Action:** Monitor district communications for potential updates. No operational changes to standard student pickup or drop-off procedures.

Tornado Warning (*Activated upon an NWS Tornado Warning for the district area or the activation of local Outdoor Emergency Warning Sirens.*)

- **Arrival & Dismissal:** All pickup, drop-off, and student releases are immediately paused. Students, staff, and visitors move directly to interior shelter locations.
- **Building Access:** No students will be released to vehicles or allowed to leave the building while a warning is active.
- **Visitors on Grounds:** Anyone arriving at school during a warning will be ushered inside to take shelter; please do not remain in vehicles.
- **Buses in Transit:** Buses en route will seek shelter at the nearest school or other secure building. If no sturdy structure is immediately available and there is imminent danger, buses will pull over safely and execute emergency vehicle hold protocols.
- **Parent Action:** Remain in a safe location and await district text/email updates. Please avoid calling the main office so phone lines remain clear for emergency operations.

Active Lightning (*Activated when lightning is observed within the area, initiating a 30-minute safety hold.*)

- **Vehicle Pickups:** Dismissal transitions to an indoor process. Staff call students individually from classrooms/indoor staging areas to vehicles as cars reach the curb.
- **Bus Riders:** Students wait indoors until their specific bus is parked at the curb, then load directly through the doors.
- **Walkers & Bikers:** Students who walk or ride bikes home are held safely indoors until 30 minutes pass without thunder or lightning, or until a parent/guardian picks them up.
- **Parent Action:** Remain in your vehicle for student pick-up or alert office staff via the main entrance intercom to sign out walking students directly.
- **Protocol Escalation:** If there is persistent and dangerous lightning in the immediate area, Tornado Warning protocols may be initiated.

Cancellations and Delay of School

If school is canceled, the announcement will be made on local TV stations. Information will also be available at MAS Website through the School Messenger System, and on our school and district social media pages. School delays will be for the amount of time announced and will affect all students.

Health and Wellness

Snacks

The decision to have a snack is set by each classroom teacher. When sending a snack with your student, please make sure the snack can be managed by your student without adult assistance (they can easily open it by themselves), they have all the proper utensils (spoon, straw, napkin), and they can clean up by themselves.

Snacks provided must be healthy and can include:

- Protein– hard-boiled eggs, cheese, yogurt/gogurt, meat sticks, rolled lunch meat
- Fresh fruit or fruit cups
- Fresh vegetables
- Pretzels
- Single serving crackers (Wheat Thins, Goldfish, Triscuit)

No Pop/Energy Drink Policy

Please do not send soda pop or energy drinks to school with your child. This includes caffeinated waters, drinks, and powdered drink mixes. These types of beverages will be sent home. We encourage students to help parents pack a lunch with healthy choices.

Water Bottles

Water is the only beverage allowed for students outside of the cafeteria. Students are strongly encouraged to bring a water bottle to school. There are multiple water bottle filling stations available. Please do not send in glass water bottles or inserts.

Birthday Celebrations

Birthdays are very special and exciting days for everyone. It is a time to celebrate with friends and family. As a school, we want to continue recognizing our students' special day while being sensitive to guidelines in Milan Area Schools Health and Wellness Policy, student allergies, equity for students, and the loss of instructional time.

We respectfully ask that you do not send in any food, drinks, or toys for the class on your child's special day. This is a policy that our school has adopted for **all** classrooms.

Teachers will continue to make sure your child is recognized in special ways on their actual birthday. Summer birthdays will be included in these celebrations. More specific information will be provided by your child's teacher. Birthday and other invitations should be sent from home unless every student in the class gets an invitation.

Holidays and Celebrations

Classroom celebrations may be held at the teacher's discretion to celebrate learning successes and holidays. The food and drink during these celebrations shall comply with the food and beverage standards approved by the building principal. If your child has a dietary restriction, please alert your child's teacher and the office so a note can be added to your student's profile to ensure there are options available.

Attendance & Student Illness

One of the most important things families can do to support their child's academic success is to ensure that their child has consistent attendance. In fact, research has shown that your child's attendance record may be one of the biggest factors influencing their success in school. For this reason, we encourage families to do what they can to limit absences and make school attendance a priority. Whenever possible, please plan medical appointments and trips outside of school hours, as it is difficult to make up missed instruction and negatively impacts your child's academic growth.

Attendance and Access to Interventions

Regular school attendance is essential for student success. Students who are identified as needing academic, behavioral, or social-emotional intervention services must be present to receive those supports. Consistent participation is necessary to ensure interventions can be implemented with fidelity, monitored appropriately, and adjusted based on student progress.

Students who are chronically absent may be unable to participate consistently in intervention services. When excessive absences prevent the collection of sufficient data to determine the effectiveness of an intervention or significantly limit a student's ability to benefit from the support being provided, the school may modify, suspend, or discontinue intervention services until regular attendance is established.

Families are encouraged to work closely with school staff to support regular attendance and ensure students have access to the instructional and intervention opportunities needed for success.

This provision applies to general education intervention supports and does not apply to services required through an Individualized Education Program (IEP) or Section 504 Plan.

Reporting Absences

If a student is unable to come to school, the parents must notify the school and leave a message as soon as possible. If the school is not notified, a call will be made from our system to alert you. If your child is absent due to illness, please report symptoms, especially respiratory concerns, fever, and vomiting as well as any confirmed diagnosis (strep throat, pink eye, impetigo, etc.) to the office. This helps us know when to notify

other families and the health department about illness and also aids us in tracking illness trends at school and in the greater community.

Excused and Unexcused Absences

A student's absence may be considered excused when the parent or guardian communicates the reason for the absence to the school. The following circumstances are generally considered excused absences:

- Student illness, including physical or mental health concerns. Absences of four (4) or more consecutive school days due to illness require verification from a physician, physician assistant, or nurse practitioner.
- (MD) - Medical, dental, or therapeutic appointments for the student.
- Death or serious illness of an immediate family member.
- (MT) - parent/guardian's military service
- (FN) - Attendance at a funeral, wedding, graduation, or other significant family event.
- (CT) - Court appearances or other legal obligations.
- (R) - Observance of religious holidays or religious practices of the student's faith.
- College planning or college visitation activities.
- Personal or family vacations.
- (SB) - Participation in school-related activities or school business approved by school administration.
- (H) - status as a homeless student

Parents or guardians are encouraged to notify the school as soon as possible regarding any absence. The school reserves the right to request documentation when appropriate to verify the reason for an absence.

Please Note: Under Michigan law, a student may be identified as chronically absent when they miss 10% or more of the school year, **regardless of whether the absences are excused or unexcused.** While the school recognizes that many absences occur for legitimate reasons, excessive absences can still impact a student's academic progress, access to interventions and support services, and overall school experience. Families are encouraged to schedule appointments and vacations outside of school hours whenever possible and to work closely with the school when extended absences are unavoidable.

Chronic Absences and Truancy

A student is considered chronically absent when a student is absent for 10% or more of the days in a school year, whether absenteeism is due to unexcused, excused, or disciplinary absences. Students are considered chronically absent when any of the following occurs:

- missing 3 days of school within the first month of the year
- missing 7-8 days of school within the first half of the year
- missing 18 days of school in the entire school year

A student is considered truant when they have 10 or more unexcused absences at any point in the school year.

Attendance Intervention Process

After a month into the school year, when a student is considered chronically absent (definition above), the building principal or designee will provide written notice to the parent/guardian encouraging regular attendance and explaining the truancy process.

If a student continues to have repeated unexcused absences, academic concerns, or attendance-related issues, school staff may request a meeting with the parent/guardian to discuss concerns, identify barriers to attendance, and develop a plan to improve attendance.

When a student accumulates more than twenty (20) unexcused absences during a school year, the school may refer the matter to the Washtenaw County Attendance Officer in accordance with Michigan law. Following a referral, the Attendance Officer may investigate the case and take any actions authorized by law.

The school may implement additional supports, interventions, or consequences related to excessive absenteeism in accordance with district policies, school procedures, and applicable law.

Please Note: A student may be identified as chronically absent when they miss 10% or more of the school year for any reason, including excused absences. Chronic absenteeism can negatively impact academic achievement, access to intervention services, social development, and overall school success.

Tardies, Late Arrivals, and Early Dismissals

According to the Milan Area Schools Attendance Policy, a student who arrives later than 50 minutes past the school start time is considered absent for the morning. If a student arrives after the designated school start time up to 49 minutes past the school start time is considered tardy. A student who leaves school 50 minutes prior to the end of school is considered absent for the afternoon.

Paddock Elementary School

- Students arriving between 9:01 - 9:49am will be marked tardy.
- Students arriving after 9:50am will be marked half-day absent.
- Students leaving prior 2:55pm will be marked half-day absent (prior to 11:20am on half-days).
- Students leaving after 2:55pm, but prior to the end of the day, will be considered an early pickup.

Symons Elementary School

- Students arriving between 8:51 - 9:39am will be marked tardy.
- Students arriving after 9:40am will be marked half-day absent.
- Students leaving prior 2:45pm will be marked half-day absent (prior to 11:10am on half-days).
- Students leaving after 2:45pm, but prior to the end of the day, will be considered an early pickup.

Student Illness and Absence

When To Keep a Sick Child Home

Children are most successful in school when they are present for as many days as possible. However, children who are sick need to stay home if they will not be able to concentrate sufficiently on learning or if they may cause others to become sick. To help reduce the spread of illness to students and staff, please keep your child home for the following reasons:

1. **Fever**: Your child should be fever free (without being medicated) for 24 hours before returning to school.

2. **Rash**: Check with a doctor before bringing a child to school with a rash.

3. **Vomiting**: A child may return to school after s/he has not thrown up for 24 hours and is back on a regular diet.

4. **Diarrhea**: A child who has a loose stool more than two times in 24 hours, should stay home. S/he may return to school after being diarrhea free for 24 hours.

5. **Cough/Cold**: A child with a severe or frequent cough and a runny nose is likely not to feel well enough to concentrate sufficiently on learning. S/he would benefit from more rest and fluids at home.

6. **Lice:** A child with head lice should have this treated at home with head lice treatment shampoos and cream rinses before sending the student back to school. Be sure to read all and follow all instructions provided in the lice treatment product. Parents will be notified if their child has nits or lice detected.

7. **Doctor Recommendation**: If a child has been prescribed an antibiotic, check with the doctor to see if the child needs to be on medication 24 hours prior to returning to school.

Medication Administration

Whenever possible, medications should be given at home either before or after school hours. We understand that there are times when it is necessary for students to take medication at school.

Medications, prescription, and non-prescription, **(including cough drops, Tylenol, and cough medicine)** require a medication permission form to be filled out and signed by a parent and physician before medication can be administered at the school. The medication permission form is available in the main office or can be found online on the MAS Health and Wellness portion of our website.

Important information regarding medications:

- All medication must be brought to school by a parent/guardian in the original container and stored in the school office (not by the child in their backpack).
- Any changes in medication or dosage must be accompanied by written instructions from the doctor and a doctor's signature.
- **Students cannot possess or use any medication, even non-prescription medication such as cough drops, Tylenol, or cough medicine, without a signed medication permission form.**
- Medication cannot be stored in the school office over the summer months. A parent/guardian must pick up the medication at the end of the school year. Medications not picked up will be disposed of according to Washtenaw County Waste procedures.

Injuries

Emergency procedures are in place for injuries that occur during school hours. Whenever an injury occurs at school that is serious enough to require referral to a healthcare provider, the parent or guardian will be contacted. Parents will also be contacted for head injuries. In the event of a life-threatening emergency or serious injury, emergency medical services will be contacted first.

Immunizations

The Michigan Public Health code requires that a student must have an up-to-date certificate of immunization or a waiver **at the time of registration or no later than the first day of school** for entry into kindergarten and 7th grade, and for enrollment into a new school district, grades 1-12. Please refer to Vaccines Required for School Entry in Michigan for more detailed information and talk with your child's primary care provider to ensure that vaccines are up to date. If you need help obtaining free or low-cost vaccines for your child, please contact our district nurse.

District Nurse

The school nurse is available to discuss health concerns and answer student/parent questions. Please contact the nurse at 734-439-5858 or through email. The duties of the nurse include follow-up on health concerns and medication, individual counseling regarding health concerns, co-facilitating groups, and teaching classes related to health. Please contact the school nurse if your child has a health condition that requires an emergency plan to be in place for his/her care and treatment. Examples of such conditions include: insulin-dependent diabetes, seizure disorders, severe asthma, anaphylactic reactions to foods or insect stings, etc. The nurse is on call for medical concerns/injuries such as asthma attacks, sprains, strains, etc. In the event of a serious emergency, 911 is called. Parents are contacted in the event of an injury or an emergency.

Health and Medical Limitations

A letter from a doctor must be submitted to the school office requesting a change in a student's schedule at school if a student cannot participate in physical activity because of health or physical limitations. A current letter from a doctor must also be on file if a child needs to stay inside the school building during recess.

Code of Conduct

We believe in using positive behavior intervention supports. As an elementary team, we have a consistent set of positive behavior expectations: BE Respectful, BE Safe, BE Responsible and always BE Kind.

Elementary Behavior Expectations

	Be Respectful **In our language and actions**	**Be Responsible** **With our things and time**	**Be Safe** **With personal and physical space**
Arrival and Dismissal	-Follow adult directions -Use an inside voice	-Take care of your belongings -Go directly to your destination -Know your plan	-Watch out for others -Stay in your own space
Hallways	-Use quiet voices and actions -Close lockers quietly -Enjoy displays with eyes only	-Go directly to your destination -Go only where you have permission to go	-Walk -Keep hands, feet and objects to yourself -Stay a safe distance from others
Lunch Room	-Follow adult directions -Use inside voices	-Clean up after yourself -Get what you need in line the first time -Eat your own food (do not share food with others)	-Stay in your seat until dismissed -Walk and carry your food with both hands
Bathroom	-Respect the privacy of others -Keep the bathroom clean -Use quiet voices	-Flush toilet -Wash hands with soap -Throw trash in the trash can	-Use the designated bathroom -Keep body and objects to self -Return directly to class
Recess	-Take turns and share -Include others -Use kind language	-Resolve conflicts peacefully or seek adult help -Take care of belongings and equipment	-Stay in play areas -Use equipment appropriately -Line up when called -Follow safe play rules

Discipline

Student misbehavior may result in the student being verbally corrected/warned, the sending home of a disciplinary referral for parent information, a phone call to parents, restorative practice measures, in-school suspension, out-of-school suspension, or expulsion. When administering discipline to a student, the following factors must be considered:

- The student's age
- The student's disciplinary history
- Whether the student has a disability
- The seriousness of the behavior
- Whether the behavior posed a safety risk
- Whether restorative practices are a better option
- Whether lesser interventions would address the behavior

Additionally, before suspending a student for any length of time, the building administrator must provide the student with due process. If the student is a student with a disability, the student's discipline is also subject to additional considerations.

Restorative Practices

Consistent with Michigan law and in every case, Milan Area Schools will consider restorative practices as an addition or alternative to suspension or expulsion. Restorative practices are "practices that emphasize repairing the harm to the victim and the school community caused by a pupil's misconduct" as determined by the restorative practices team (MI Revised School Code, Section 380.1310c).

Specific Incidents/Prohibited Acts

Milan Area Schools are obligated to maintain safety and a conducive educational environment with the obligation to teach appropriate behavior to students who engage in misconduct and appropriate behavior.

The prohibited acts listed in this Student Code of Conduct are not to be considered as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of the school's individual rules and regulations, or other types of conduct which interfere with the good order of the school, the proper functioning of the educational process, or the health and safety of the students.

Aggressive Behavior
An act of violence and aggression is any expression, direct or indirect, verbal or physical, of intent to inflict harm, injury or damage to persons or property. A student shall not intentionally cause or attempt to cause fear, apprehension, or concern of danger of bodily injury or harm through any act, oral, or written means.

Bullying
Bullying is defined as repeated actions which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying and/or cyberbullying.

Damage of Property / Theft
A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

Dangerous Materials & Weapons
A student shall not manufacture, sell, possess, use, or deliver any materials that could cause harm to individuals or facilities. A student shall not possess a dangerous weapon in a weapon free school zone, (any item intending to cause harm). This includes any object that is a "look-alike" weapon or instrument (e.g., rubber knife, toy gun, etc.).

Discriminatory Harassment
A student shall not engage in unwelcome unlawful advances, either verbal, non-verbal, and/or physical. A student shall not engage in verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.). The Board of Education has adopted a policy on harassment as a part of Policy 4362.

Disruption of School
A student shall not, by any type of conduct (violence, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption of any function of the school. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption.

Electronic Communication Devices (see more detail under "Electronic Device Policy")
Students are prohibited from using personal communication devices, including but not limited to phones, tablets, Smart watches, and those with a camera, in any school situation where a reasonable expectation of privacy exists such as in locker rooms, restrooms, offices, and other locations.

Failure to Comply with Directions of School Personnel / Insubordination
A student shall not be insubordinate or fail to comply with instructions and directions of school employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory role.

False Alarms
A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.

Fighting and Physical Harm
A student shall not physically fight or harm another person-behave in such a way to cause, or threaten to cause physical injury to another person. "Play fighting" is prohibited in the school environment due to safety concerns.

Improper Communications and Confrontations
A student shall not make harmful, racist, threatening, or obscene communications, verbally, in writing, or by gestures, to students or school employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.

Recording
A student shall not use any device, electronic or otherwise, to capture, record, or transmit sounds or words (i.e., audio) or images (i.e., photographs or videos) of any person while at school or school-related events, unless the student is given express consent by that person and building administration.

Scholastic Dishonesty
A student shall not engage in academic cheating. Cheating includes, but is not limited to: the actual giving or receiving or any unauthorized aid or assistance or the actual giving or receiving of unfair advantage of any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and represent it as the student's own original work.

Threat
Students are prohibited to make threats to any other person. A threat occurs when a student uses words or actions to place students, staff, or school property guests in apprehension of harm, or to interfere with or disrupt an educational institution.

Violation of Acceptable Use Policy
A student shall not violate or attempt to violate the district's policies, administrative regulations, and directives concerning district or personal computers, networks, and telephone systems. Violation of any of the rules and responsibilities may result in a loss of access privileges / technology privileges / computer usage and may result in other disciplinary or legal actions including restitution.

Dress and Grooming

Elementary School students are expected to come to school in clean and comfortable clothing appropriate for the classroom.

- Hats and hoods must be removed during the school day.
- Masks, dark glasses (unless there is a note from a physician), tails, gloves, or costumes of any kind should not be worn during the school day due to the disruption. Exceptions could be made on holiday and special occasions as approved by the administration.
- Please make sure your child has tennis shoes for daily trips to the playground and for PE class. Slides, sandals, Crocs, or open-toed shoes can be a safety hazard when students are playing at recess or during PE.
- Please consider covering up to shoulders for tank tops. Side cuts-out tank tops are not allowed.
- 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. This includes shorts and skirts.
- Shirts and sweaters need to cover the midriff; no crop tops.
- Please review any sayings and images on your child's clothing before sending him/her to school. Those that are disrespectful or contain inappropriate language or references 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 as classroom temperatures can fluctuate during the day.

We do not want any child to become embarrassed or uncomfortable while at school. If needed, a small supply of clean used clothing is available in the office in case your child's clothing becomes soiled during the day. Please wash and return any borrowed clothing as soon as possible to the school office (with the exception of undergarments).

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.

- Appropriate footwear for your child's safety includes closed-toe shoes that stay securely on your feet. Flip flops, Crocs, and slide-on sandals are discouraged as they may compromise your child's safety and mobility on the playground.
- **NO WHEELIES** are allowed on shoes.

Electronic Device Policy

Cell phones, smart watches, Air pods, gaming systems, and other electronic devices are not allowed to be used during the school day. If a student brings a personal communication device to be used before or after school hours, it must be turned off and kept in his/her backpack in their locker. Students should not call or text from their cell phones and/or watches during the school day. All messages to and from students should be routed through the office.

The school assumes no responsibility for theft, loss, damage, misuse, or unauthorized use of personal communication devices brought onto our property. Failure to follow these guidelines may result in the loss of this privilege, additional disciplinary action, and confiscation of the personal communication device to be returned to the parent or guardian only.

Technology/Email Use

Students are expected to be safe, responsible, and respectful when using technology in our classrooms. Students should only use the technology for educational purposes only - not communication - assigned by the teacher. If a student chooses not to use technology safely, responsibly, respectfully or for a purpose other than what is assigned by the teacher, the student will lose the privilege to use technology for an amount of time to be determined by the teacher and/or the principal and may experience other consequences if deemed appropriate. Cyberbullying, which includes the use of technology to bully someone, will result in consequences to be determined by the teacher and/or the principal. The complete Student Acceptable Use Policy is available online.

Toys and Personal Items

Toys or personal items should not be brought to school. Toys are by nature of high interest to children and can be very distracting to our learning environment and often cause conflicts among students. Classroom rules will guide this practice with special permission granted as needed by the classroom teacher for defined items. We appreciate the assistance of all parents in making sure that toys or personal items do not come to school.

Food Service Program

School Breakfast and Lunch Information

Breakfast and lunch are served daily to students. Milk is available to students who bring their lunch from home for an additional charge. Menus are available online at Nutrislice, which you can access through the Milan Area Schools website.

Online Deposits

Parents may deposit funds in their child's account using the Meal Magic online system. Please allow 24 hours for funds to appear in the account. Families can receive a weekly notification if their child's lunch account runs low. To turn on the email notification, follow these steps:

- Log in to Meal Magic
- Click the 3 lines in the top right corner
- Click Settings
- Click Notifications
- Unselect the box that says Do not send email
- Emails should be sent on Thursdays to alert you if the balance is low

Student Accounts

Families who do not have online access may deposit funds in their child's account using cash or check. Please put the deposit in a **sealed** envelope with your **child's first and last name** and **teacher's name** on it and return it to your child's classroom. 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**.

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. Pop/energy drinks/caffeinated beverages are not allowed at school-including caffeinated powder drink mixes.

Recess

It is important that students go outside for recess. Fresh air and an opportunity for exercise and unstructured play complement curriculum and daily activities. Be sure that your child is dressed appropriately for the weather conditions. When the weather is extremely cold, we refer to the current temperature and wind chill factor, using weather.gov for guidance. Students will go outside for recess if the temperature is 10 degrees F or above including the wind chill. 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 current letter from your child's doctor, confirming the need.

Playground Rules

1. Wear the right clothes for the weather. Students will go outside if the temperature feels like 10 degrees F or above, snow and all. Coats, snow pants, hats/gloves, and boots will be necessary.
2. Be respectful of 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. Use the slides correctly. Slide down on your bottom. Do not run up the slide. Wait for other students to get off the slide before going down
6. Do not play tag on any of the play structures.
7. Do not pick up stones or sticks.
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, teasing, and harassing other students are not permitted at any time during school.
11. Please do not bring toys to school. No toys or trading cards are allowed on the playground. This includes masks and/or costumes.
12. Electronic games, Smart watches, and phones, even though they may be allowed on school buses, are not allowed out of school bags in school.
13. Line up quickly when the adults end recess

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.

Parent Involvement & Communication

Visitors and Volunteers

Teachers individually determine the number of volunteers needed in their class. We cautiously guard the confidentiality of each family and sincerely ask all who work in our schools to abide by privacy regulations. As teaching time is limited valuable time, and the teacher's attention must be on the students at all times, we ask that you not visit with the teacher during a time when the class is in session.

Parent visitors are always welcome at our school. Parents should first arrange for the visit with the classroom teacher or the school principal. Scheduling visits by all volunteers and visitors will limit the random interruptions during your child's instructional time. In addition, safety and security are easier to monitor when the office can quickly identify any visitors in the building. We have a sign-in clipboard in the office where you must also pick up a self-adhesive Visitor Badge. Please remember that all adult volunteers (working with students) must be ICHAT approved.

Communication

We encourage positive and frequent communication between home and school. All certified staff have a school email account, as well as a phone with voicemail. Please understand that there is a 24-48 hour return-call policy, except on weekends and holidays.

Emergency messages for students should not be left on a teacher's voicemail. These calls are best directed to the school office where someone is available to answer calls in person. Same day changes to the dismissal routine should be communicated to the main office.

For a staff directory of teachers and extensions, please visit our district directory:

Paddock's Staff Directory

Symons' Staff Directory

Please provide an email that can be added to our School Messenger system to receive frequent internet notices and communication. If you change your email address during the school year, **please** notify the office.

The classroom teachers will do their best to keep you informed on school-wide activities. Please **check your email** and **child's backpack** daily for notes or flyers.

Resolving Problems at School

Parents who feel there may be a problem at school should contact their child's teacher. Many times what a parent perceives as a "problem" turns out to be no more than a misunderstanding regarding what is actually happening at school.

Be watchful of problems and don't let too much time pass before taking action. You may leave a message on the teacher's telephone voicemail, leave a message with the school secretary, or email the teacher. If the teacher doesn't respond to your message within a day or so don't hesitate to call or email again. If you are not able to resolve the issue with your child's teacher, please contact the building principal.

Issues regarding bus transportation, or peer conflicts on the bus, should be addressed with the transportation director by calling (734) 439-5900. Issues regarding food services should be addressed with the food services manager by calling (734) 439-5011.

Report Cards and Conferences

Paddock and Symons Elementary Schools send home report cards three times a year. You will see report cards come home at the end of each trimester. Parent and Teacher conferences are held twice a year. We require that all students are represented by a parent or guardian at fall conferences. Spring conferences are scheduled per the request of the parent and/or the teacher.

Standardized Testing

Testing is an important part of the school program. Parents can help their child do their best by ensuring that students are in attendance the day of the test, go to bed early the night before, and have a good breakfast. Students in Young Fives through 4th grades take the Reading and Math NWEA test in the fall, winter, and spring. Parents will be notified of the test dates by their child's teacher. The State of Michigan also requires all students to participate in the state assessments (M-STEP) in Math, English Language Arts, Science, and Social Studies beginning in 3rd grade (assessments given vary by grade). In addition, all students will be tested in literacy (reading and writing) and math using alternative assessments administered in the classroom throughout the year.

Homework

Homework expectations vary by school and grade level and will be communicated by your child's teacher. When homework is given, it is expected to be a reinforcement of content taught during the school day and should not be an unmanageable burden on families. If your child struggles with homework, please contact your child's teacher.

Reading At Home

Research shows that students who practice reading at home have much greater success academically. **We encourage all students to read for at least 20 minutes each night at home**. Reading can include listening to someone else read to you, listening to an audiobook, reading to a family member, or reading independently. If you do not have access to books at home, please contact your child's teacher or our office and we will provide them.

PTO

Our schools have a Parent Teacher Organization (PTO) that meets regularly and invites parents to join in on the fun! Together this parent group plans and organizes a variety of events for the student body. Membership in the PTO is open to all parents, guardians, and family members.

Milan Elementary PTO Email: milanelementarypto@gmail.com

Field Trips

Many wonderful field trip experiences are provided for students. These field trips are educational experiences that enhance our curriculum. Field trips make concepts alive and more meaningful to our students.

Chaperones

We appreciate and need parent chaperones for field trips. The number of adults needed will be dictated by the age of the children, and the requirements of the facility visited. Many times the number of adults interested in chaperoning exceeds the number needed. In this case, the classroom teachers will conduct a random drawing to determine chaperones. At all times, our first priority is the safety and comfort of our students. Parents selected to chaperone a field trip **may not** bring siblings on the trip as chaperones need to give their full attention to the students. All chaperones must be ICHAT approved at least 2 weeks prior to the field trip.

Field trips are instructional activities. All students are expected to ride the transportation provided by the school **to and from** the trip. In extenuating circumstances, if the parent wishes to transport the child home from the field trip, they must sign out the child on the form provided by the classroom teacher. We ask adults to drive in their vehicles and meet the group at its destination.

When there is a cost related to a field trip, we ask for donations to cover admission and/or transportation. If a family is unable to make a contribution, PTO and school funds are available to help in these situations. Be assured that these matters are handled in a confidential manner. Please contact your child's teacher regarding these situations.

When field trip notices come home from your child's teacher, please return them on or before the date requested. Our staff spends considerable time planning for these meaningful trips. Returned permission slips, contributions (if needed), and acknowledgment of special needs such as appropriate dress and lunch/snack needs are important to a safe and smooth experience for students.

District Policies

District policies outline the rules, procedures, and expectations that guide how our schools operate—covering topics such as student conduct, attendance, safety, and parent rights. For a full list of these policies, please visit the district website at MAS Board Policies