

# **STUDENT HANDBOOK**



## **Little Dragon Learning Centers**

**SWARTZ CREEK COMMUNITY SCHOOLS**

**2018-2019**



## **Swartz Creek Community Schools Mission, Vision & Belief Statements**

### **Mission:**

**Swartz Creek Community Schools inspires our learners to embrace challenges, set goals, grow their talents, and realize their dreams for success in a global society.**

### **Vision:**

Swartz Creek Community Schools provides a world class education through innovative experiences while developing the unique talents of our learners.

### **Belief Statements:**

- We believe in a culture of learning.
- We believe that student learning should be the primary goal for all decisions made affecting the school district.
- We believe the climate and culture of the school is engaging, nurturing, challenging, and inspires students to express their personal ideas.
- We believe curriculum is integrated, differentiated, meaningful, and pertinent to life.
- We believe in culturally relevant education that provides the knowledge and skills to meet the global challenges and opportunities of the 21st Century.
- We believe in continuous improvement informed by critical evaluation and reflection.
- We believe expanding technologies enrich how teachers teach and students learn.
- We believe in building relationships and sharing resources with our community, parents, and staff members.

### **Board of Education**

Mrs. Carrie Germain- President

Mr. Brian E. Sepanak- Vice President

Mrs. Stacey Glynn- Secretary

Mr. Michael Ahearne- Treasurer

Mr. Ken Engel- Trustee

Mr. Tony Jones - Trustee

Mr. Tony Paul - Trustee

### **CENTRAL OFFICE ADMINISTRATION**

#### **Superintendent**

Mr. Benjamin Mainka

#### **Asst. Superintendent of Instruction**

Mr. Rodney Hetheron

#### **Executive Director of Technology**

Mr. Travis Smith

#### **Executive Director of Special Services**

Mr. Derrick Bushon

#### **Executive Director of Finance**

Ms. Stacy Witt

## TABLE OF CONTENTS

Mission of the School .....	Page 2
Board of Education .....	Page 2
Central Office Administration .....	Page 2
Table of Content .....	Page 3

### Section I - District Information

Forward .....	Page 4
Title IX Coordinators .....	Page 4
McKinney-Vento Homeless Assistance Act .....	Page 5
Memorandum to Parents .....	Page 5
Parent Involvement .....	Page 6-7
Student Rights and Responsibilities .....	Page 8
Student Well-Being .....	Page 8
Understanding Concussion .....	Page 8-10
Pesticide Notification .....	Page 11

### Section II – Little Dragon Learning Center Information

Philosophy .....	Page 12
Program Goals .....	Page 12
Programs and Rates .....	Page 12-15
Licensing .....	Page 15
Payments and Fees .....	Page 15-17
Enrollment and Withdrawing .....	Page 17
Hours of Operation .....	Page 18
Inclement Weather and Parent Notifications .....	Page 18-19
Dismissal .....	Page 19
Arrival and Departure .....	Page 20
Food Services .....	Page 20-22
Immunizations .....	Page 22
Child Good Health, Accidents, and Incidents .....	Page 23
Use of Medications .....	Page 24-25
Infectious and Communicable Diseases .....	Page 25-27
Control of Casual-Contact Communicable Disease and Pests .....	Page 27
Control of Non-casual-Contact Communicable Diseases .....	Page 27
Discipline .....	Page 27
Clothing, Personal Possessions, and Valuables .....	Page 28
Photos .....	Page 29
Lost and Found .....	Page 29
Field Trips .....	Page 29
Parent Involvement and Visitors .....	Page 29
Fire/Lock Down/and Severe Weather Drills .....	Page 29
Individuals with Disabilities .....	Page 29-30
Limited English Proficiency .....	Page 30
Student Records .....	Page 30
Directory Information .....	Page 30
Family Education Rights and Privacy Act .....	Page 30-32
Student Privacy and Parental Access to Information .....	Page 32-33
Review of Instructional Materials and Activities .....	Page 33
Security and Video Surveillance .....	Page 33-34
Emergency Closings and Delays .....	Page 34
Preparedness for Toxic and Asbestos Hazards .....	Page 34
Computers Technology and Networks .....	Page 34
Directory of Swartz Creek Schools .....	Page 35
2018-2019 School Directory .....	Page 36

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# **LITTLE DRAGON LEARNING CENTER**

## **SECTION I - DISTRICT INFORMATION**

### **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you may have during the year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your child's teacher or the program director.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2018. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2018 the language in the most current policy or administrative guideline prevails.

### **Title IX Coordinators**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officers listed below:

Ms. Stacy Witt  
**Executive Director of Finance**

8354 Cappy Lane  
Swartz Creek, Michigan 48473  
Phone: (810) 591-2300  
Fax: (810) 591-2784

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officers can provide additional information concerning equal access to educational opportunity.

## **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

The purpose of McKinney-Vento is to ensure that students who are homeless may continue their education with as little disruption as possible. Questions regarding the McKinney-Vento Homeless Assistance Act can be direct to the District Liaison listed below:

Mr. Derrick Bushon  
Executive Director of Student Services  
8354 Cappy Lane  
Swartz Creek, Michigan 48473  
Phone: (810) 591-2389  
Fax: (810) 591-2784

Upon enrollment of a homeless child, the District Liaison will coordinate with appropriate administrative staff to assure that the school last attended by a homeless child is immediately contacted to provide academic or other relevant records. If upon enrollment the homeless child is found to be in need of any immunization required for enrollment by State law or any other medical records, the Liaison will assist the family or student in obtaining the immunizations or necessary medical records. The Liaison will also contact the Director of Transportation to assure transportation of the homeless student is provided in accordance with the Board's Transportation Policy.

Any disputes regarding the enrollment or assignment of a homeless student will be referred to the Liaison for expeditious resolution. The Liaison should attempt to resolve disputes within five (5) school days. Any dispute which cannot be resolved by the Liaison should be reported to the State Coordinator for the Education of Homeless Children and Youth at the Michigan Department of Education. According to State guidelines, the State Coordinator has an additional five (5) school days from the time of notification to bring about resolution. Individuals not satisfied with the State Coordinator's proposed resolution can appeal such decision to the State Superintendent of Public Instruction within five (5) school days for final resolution of the dispute.

## **MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

## **PARENT INVOLVEMENT**

### **Parent involvement in the School program as cited in Board policy 2112.**

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the School and the student's parents and family. Such a partnership between the home and School and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

#### **A. Relationships with Families**

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools;<sup>1,2</sup>
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;<sup>1,2</sup>
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.<sup>2</sup>

#### **B. Effective Communication**

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities;<sup>1,2</sup>
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable;<sup>1,2</sup>
5. providing information and involving families in monitoring student progress;<sup>2</sup>
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;<sup>1,2</sup>
7. preparing families to be involved in meaningful discussions and meetings with school staff.<sup>1,2</sup>

#### **C. Volunteer Opportunities**

1. providing volunteer opportunities for families to support their children's school activities;<sup>2</sup>
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.<sup>2</sup>

#### **D. Learning at Home**

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;<sup>1,2</sup>
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home.<sup>1</sup>

#### **E. Involving Families in Decision Making and Advocacy**

1. involving families as partners in the process of school review and continuous improvement planning;<sup>2</sup>
2. involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families.<sup>1,2</sup>

#### **F. Collaborating with the Community**

1. building constructive partnerships and connecting families with community-based programs and other community resources;<sup>1,2</sup>
2. coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.<sup>1,2</sup>

### **Implementation**

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

<sup>1</sup>Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

<sup>2</sup>Indicates Title I Section 1118 parent involvement requirements

Sec. 1112, 1118 ESEA  
M.C.L.A. 380.1294

Adopted 1/05  
Revised 7/8/10  
Revised 11/18/10

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the parents should seek help from the teachers and building administrator.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and severe weather drills, and accident reporting procedures.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Parents of students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

## **UNDERSTANDING CONCUSSION**

Public Acts 342 and 343 (Concussion Law) became effective June 30, 2013, and requires all levels of schools and youth sports organizations to educate, train and collect forms for non-MHSAA activities including physical education classes, intra-mural and out-of-season camps or clinics.

If a student is injured at school during physical education class, recess, or other school related activities and shows symptoms of a concussion, the student must be withheld from physical activity until the medical clearance to return to play form is signed by an appropriate health care professional.

If a student communicates with an adult at school that he or she was injured outside of a school related activity and shows signs of a concussion, the same procedures apply and the student must be withheld from all physical activity until the medical clearance to return to play form is signed by an appropriate health care professional.

**Educational Material for Parents and Students  
(Content Meets MDCH Requirements)**

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

**UNDERSTANDING CONCUSSION**

**Some Common Symptoms**

Headache  
Pressure in the Head  
Nausea/Vomiting  
Dizziness

Balance Problems  
Double Vision  
Blurry Vision  
Sensitive to Light

Sensitive to Noise  
Sluggishness  
Haziness  
Fogginess  
Grogginess

Poor Concentration  
Memory Problems  
Confusion  
“Feeling Down”

Not “Feeling Right”  
Feeling Irritable  
Slow Reaction Time  
Sleep Problems

**WHAT IS A CONCUSSION?**

**A concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

**IF YOU SUSPECT A CONCUSSION:**

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

**SIGNS OBSERVED BY PARENTS:**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can’t recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

### **CONCUSSION DANGER SIGNS:**

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

<ul style="list-style-type: none"><li>• One pupil larger than the other</li><li>• Is drowsy or cannot be awakened</li><li>• A headache that gets worse</li><li>• Weakness, numbness, or decreased coordination</li></ul>	<ul style="list-style-type: none"><li>• Repeated vomiting or nausea</li><li>• Slurred speech</li><li>• Convulsions or seizures</li><li>• Cannot recognize people/places</li></ul>	<ul style="list-style-type: none"><li>• Becomes increasingly confused, restless or agitated</li><li>• Has unusual behavior</li><li>• Loses consciousness (even a brief loss of consciousness should be taken seriously.)</li></ul>
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### **HOW TO RESPOND TO A REPORT OF A CONCUSSION:**

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

### **PESTICIDE NOTIFICATION**

Swartz Creek Community Schools utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize pest exclusion and biological controls. However, as with most pest control programs, chemical controls may also be utilized.

When any application of an insecticide, fungicide or herbicide is to be made to the school grounds or buildings during this school year, Little Dragon Learning Center parents and legal guardians will be notified using two methods 48 hours prior to any application. Methods of notification will be posting a notice at entrance doors, and at least one of the following:

- A telephone call or direct conversation with parents and legal guardians.
- Posting a notice in a public, common area.
- Providing a written notice to be directly given to parents and legal guardians.
- Email or text to parents and legal guardians.

You have the right to be informed in writing prior to any application of an insecticide, fungicide or herbicide made to the school grounds or buildings during this school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application. If you need written prior notification, please complete the form below and give it to the staff in the Little Dragons Learning Centers' Main Office.

# ADVISORY TO ALL PARENTS

NEOLA 8431A F1

Dear Parent or Guardian:

Swartz Creek Community Schools utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize pest exclusion and biological controls. However, as with most pest control programs, chemical controls may also be utilized.

You have the right to be informed prior to any application of an insecticide, fungicide or herbicide made to the school grounds or buildings during this school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application. If you need prior notification, please complete the information below and submit it to:

Swartz Creek Community Schools  
Director of the Little Dragons Learning Centers  
8354 Crapo Street  
Swartz Creek, Michigan 48473

## PRIOR NOTIFICATION REQUEST

Parent Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

I wish to be notified in writing prior to a scheduled pesticide application inside the school building.

I wish to be notified in writing prior to a scheduled pesticide application on the outside grounds of the school building.

Both of the above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **SECTION II - LITTLE DRAGON LEARNING CENTER INFORMATION**

### **PHILOSOPHY**

Educational research has shown that high quality, early childhood and childcare programs help children become well-adjusted, successful, and effectively functioning members of society. Children who attend quality programs are more likely to be successful in school, be more competent socially and emotionally, and have greater opportunities for good health. The Swartz Creek Community Schools Little Dragon Learning Centers are dedicated to providing high quality programs that benefit children, their families and the community.

### **PROGRAM GOALS**

- To provide experiences for children that stimulates learning in all developmental areas – cognitive, social, emotional and physical health.
- To design appropriate activities for children in response to individual differences in abilities and interests.
- To develop children's self-esteem and positive feelings toward learning.
- To create an environment that is literacy-based learning and nurturing.
- To provide available, accessible, and affordable programs that are licensed, regulated and dedicated to quality.
- To enable parents to be employed or participate in educational or job training programs while providing educational experiences for their children.
- To encourage parent involvement in the education of their children.
- To work in partnership with parents in building mutual understanding and consistency for children.
- To have a positive effect on the children's school performance by providing activities which promote healthy growth and development and are coordinated with the K-5 literacy-based curriculum.
- To demonstrate a commitment to children based on the needs of families.

### **PROGRAMS AND RATES**

Paid Tuition Pre-Kindergarten Program is a parent paid tuition Pre-Kindergarten program for children who will be four (4) years old, but not five (5) years old, by December 1<sup>st</sup> of the year they are enrolling. The class is taught by an elementary certified teacher and an assistant with a minimum of a CDA in Child Development. This program uses the High Scope curriculum and emphasizes cognitive, social, emotional, and physical health development as well as a detailed plan for preparing children for the transition to Kindergarten. Parent-teacher conferences are required. Parents are encouraged but not required to volunteer in the classroom.

#### Schedule & Rates:

- The Paid Tuition Pre-Kindergarten Schedule is Monday-Thursday, 8:30am-3:30pm. Children are

required to attend all four (4) days every week and do not report to school on Friday. Fridays reserved for teacher professional development, lesson planning, and parent conferences.

- The Paid Tuition Pre-Kindergarten Program follows the Swartz Creek Community Schools Calendar. If the elementary schools are closed or have a half day, the Pre-Kindergarten Program will follow the same schedule.
- The Paid Tuition Pre-Kindergarten Rate is \$37.50 per day.
- The Paid Tuition Pre-Kindergarten Program is an eight (8) month program and runs from October 1, 2018 to Thursday, June 6, 2019 and mirrors the GSRP Pre-Kindergarten Program.
- Parents are required to sign a 4-month contract in both September and January to enroll their child in the Paid Tuition Pre-Kindergarten Program during the first and second half of the 8 month program.
- Breakfast, lunch, and snack are provided.

Great Start Readiness Program (GSRP) is a state funded Pre-Kindergarten program for children who will be four (4) years old, but not five (5) years old, by December 1<sup>st</sup> of the year they are enrolling. The class is taught by an elementary certified teacher and an assistant with a minimum of an CDA in Child Development. The GSRP Program is free to qualifying families. This program uses the High Scope curriculum and emphasizes cognitive, social, emotional, and physical health development as well as a detailed plan for preparing children for the transition to Kindergarten. Home visits and parent-teacher conferences are required. Parents are encouraged but not required to volunteer in the classroom. An interview with the GSRP Coordinator is required to go over qualifying factors and enroll in the program.

Schedule & Rates:

- The GSRP Pre-Kindergarten Schedule is Monday-Thursday, 8:30am-3:30pm. Children are required to attend all four (4) days every week and do not report to school on Friday. Fridays are reserved for teacher professional development, lesson planning, and parent conferences.
- The GSRP Pre-Kindergarten Program follows the Swartz Creek Community Schools Calendar. If the elementary schools are closed or have a half day, the Pre-Kindergarten Program will follow the same schedule.
- The GSRP Pre-Kindergarten Program is an eight (8) month program and runs from October 1, 2018 to Thursday, June 6, 2019.
- The GSRP Pre-Kindergarten Program is a grant funded free program to those children whose family qualify. Program eligibility is based on family income and other qualifying factors. Contact the GSRP Coordinator in the Little Dragons Learning Center Office for details and eligibility review.
- Breakfast, lunch, and snack are provided.

Pre-School Child Care Program is a full or partial day childcare program for children 2½ years – 5-years old. This program uses the High Scope curriculum to guide staff-planned learning activities and child-initiated opportunities. Daily routines and activities focus on cognitive, social, emotional, and physical health development preparing children for the transition into a Pre-Kindergarten program.

Schedule & Rates:

- The Pre-School Child Care Program is available Monday-Friday, 6:00am-6:00pm.
- The Pre-School Child Care Rate is \$38.00 per full day and \$26.00 per half day. A full day is considered when a child scheduled for more than 5 hours in a day. A half day is considered when a child scheduled for 5 hours a day or less.
- All Pre-School Child Care children must be scheduled for a minimum of 2 days per week during each month's block schedule, even when the normal scheduled day falls on a holiday or "no school" day. Exceptions are the weeks of Spring Break and Winter Break.
- Parents are required to sign a 1-month contract for each month that the child is enrolled. By turning in a monthly block schedule, parents/legal guardians are agreeing to pay the entire 1-month of tuition payments and will be responsible for the entire 1-month of tuition if the child is unenrolled prior to the end of the month.
- Breakfast, lunch, and snack are provided, if the student is scheduled in the program the time that breakfast, lunch, and/or snack is served.

Infant/Toddler Child Care Program is a class for newborn to 2 1/2-year old children. We provide a nurturing, caring, and loving environment in which each child can explore, learn, and grow. Each child works with a

primary caregiver for the purpose of forming that special bond. The program provides children a balance of indoor/outdoor play periods, active and quiet activities, and child-initiated and staff-planned learning opportunities. Children learning through play with a goal to become self-reliant problem solvers who can set goals and follow through.

Schedule & Rates:

- The Infant/Toddler Care Program is available Monday-Friday, 6:00am-6:00pm.
- The Infant/Toddler Child Care Rate is \$45.00 per day. Only full day child care is available. If a parent only needs partial day child care, they may pay for a full day of child care and only bring the child for those times needed.
- All Infant/Toddler Child Care children must be scheduled for a minimum of 2 days per week during each month's block schedule, even when the normal scheduled day falls on a holiday or "no school" day. Exceptions are the weeks of Spring Break and Winter Break.
- Parents are required to sign a 1-month contract for each month that the child is enrolled. By turning in a monthly block schedule, parents/legal guardians are agreeing to pay the entire 1-month of tuition payments and will be responsible for the entire 1-month of tuition if the child is unenrolled prior to the end of the month.
- Breakfast, lunch, and snack are provided, if the student is scheduled in the program the time that breakfast, lunch, and/or snack is served.

GSRP Wrap Around Care Program is a before and/or after school childcare program for children in the GSRP program. This program is housed only at the Little Dragon Learning Center on Morrish Road. Any GSRP child needing GSRP Wrap Around Care will be required to be enrolled in a GSRP classroom at that location. This program provides activities to engage students before and after school and provides the opportunity for the child to form friendships and develop interests.

Schedule & Rates:

- The GSRP Wrap Around Care Program is available Monday-Thursday, 6:00am-8:30am (morning session) and 3:30am-6:00pm. (afternoon session)
- The GSRP Wrap Around Care Rate is \$8.00 per individual session, morning or afternoon, and \$16.00 for morning and afternoon sessions on the same day.
- All GSRP Wrap Around Care children must be scheduled for a minimum of 2 days per week during each month's block schedule, even when the normal scheduled day falls on a holiday or "no school" day. Exceptions are the weeks of Spring Break and Winter Break.
- Parents are required to sign a 1-month contract for each month that the child is enrolled. By turning in a monthly block schedule, parents/legal guardians are agreeing to pay the entire 1-month of tuition payments and will be responsible for the entire 1-month of tuition if the child is unenrolled prior to the end of the month.

Elementary School Wrap Around Care Program is a before and/or after school childcare program for children enrolled in one of the Swartz Creek Elementary Schools. This program is housed at the elementary school at which the elementary student currently attends. This program provides homework help and activities to engage students before and after school and provides the opportunity for the child to form friendships and develop interests.

Schedule & Rates:

- The Elementary School Wrap Around Care Program is available Monday-Friday, 6:00am-8:30am (morning session) and 3:30am-6:00pm. (afternoon session)
- The Elementary School Wrap Around Care Rate is \$8.00 per individual session, morning or afternoon, and \$16.00 for morning and afternoon sessions on the same day.
- All Elementary School Wrap Around Care children must be scheduled for a minimum of 2 days per week during each month's block schedule, even when the normal scheduled day falls on a holiday or "no school" day. Exceptions are the weeks of Spring Break and Winter Break.
- Parents are required to sign a 1-month contract for each month that the child is enrolled. By turning in a monthly block schedule, parents/legal guardians are agreeing to pay the entire 1-month of tuition payments and will be responsible for the entire 1-month of tuition if the child is unenrolled prior to the end of the month.
- Morning Breakfast and Afternoon Snack will be provided sessions in the correlating session.

Camp Creek Program is a summer child care program for elementary school age children enrolled in one of

the Swartz Creek Elementary Schools. This program is housed at the Little Dragon Learning Center on Morrish Road. This program provides activities to engage students and provides the opportunity for the child to form friendships and develop interests. All students will participate in scheduled Friday Field Trips.

Schedule & Rates:

- The Camp Creek Summer Program is available Monday-Friday, 6:00am-6:00pm, Mid-June through Late-August for all elementary age students who have completed Kindergarten.
- The Camp Creek Rate is \$38.00 per day.
- All Camp Creek children must be scheduled for a minimum of 2 days per calendar week during each month's block schedule, even when the normal scheduled day falls on a holiday or "no school" day.
- This document represents a continuous 1-month contract for each month that the child is enrolled. By signing this document and turning in a monthly block schedule, parents/legal guardians are agreeing to pay the entire 1-month of tuition payments and will be responsible for the entire 1-month of tuition if the child is unenrolled prior to the end of the month.

## **LICENSING**

### **PARENT NOTIFICATION OF THE LICENSING NOTEBOOK**

Child Care Organizations Act, 1973 Public Act 116

**Michigan Department of Human Services**

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## **PAYMENTS AND FEES**

The Child Development Center operates on monthly block system. Parents must submit a schedule and pre-pay for one month of services. When you submit your schedule you are reserving time, space, staffing and supplies.

- Month block schedules and pre-payment must be made by the 25th of the month which is previous to the month of service. If the 25th of the month falls on a weekend, the schedule and pre-payment must be made on the Friday before.
- When completing a block schedule, all days the child will be scheduled and the approximate times of the child's attendance are required. All charges are figured by the submitted block schedule on the 25th of each month. Adjustments in fees are made only if the child attends additional days or more hours than he/she is scheduled. The additional amount must be paid that day. There will be no pro-rated weeks for non-attendance.
- Child care days in the month block schedule may vary each week, but must be scheduled when each block schedule is due. No changes may be made to your month's block schedule after the 25th due date. On an emergency basis only, unscheduled days may be added with pre-authorization when present or scheduled staff is sufficient to meet licensing requirements.
- The registering parent is responsible for the entire month's block schedule payment. Personal checks are made payable to Little Dragons Learning Center. Cash, Visa, MasterCard and Discover are also accepted. All payments are made online or at the Little Dragons Learning Center Office. The state maximum charge will be assessed for all checks returned to us by the bank, for each time presented. Only cash will be accepted to replace the returned check and all associated fees. After the second NSF

check, parent must pay with money order, cash, or charge. The Center is unable to accept post-dated checks or to hold payments.

- There are no refunds for scheduled days not used which include absences, school activities, illness, hospitalization, and vacation.
- When it becomes necessary for Swartz Creek Community Schools to close because of inclement weather, power failure, etc., ALL Little Dragon Learning Center programs will be closed as well, unless the Superintendent decides to keep the Infant/Toddler and Pre-School Child Care Programs open. For any programs closed, credit will be given for those scheduled days if care is not provided.
- Parents must notify the office in writing when a child will no longer be attending the Little Dragon Learning Center Programs. Any child not re-scheduling for the next monthly block schedule will be considered dis-enrolled and will need to re-enroll and pay a re-enrollment fee to attend if space is available. Non-payment will result in dismissal of the child from the program. Any credit balance must be used by the time a child leaves the program. No monies will be refunded for credit balances not used.
- There are no payments accepted for less than a full month's block schedule. There will be no refund of monies paid for that full month's block schedule even though a child withdraws during the middle of a block schedule. Charges will be assessed for any weeks in the full month's block schedule that are not scheduled.
- When two or more children from the same immediate family are in attendance in the Wrap-Around Care and Pre-School Child Care Programs, the child in attendance the most hours (usually the younger child) is charged the 1st child rate and all others are charged the 2nd child rate.
- Elementary Wrap-Around Care Program children attending the Center during no/half school days, i.e., winter break, spring break, conference days, will be charged the same daily rate as the Pre-School Child Care Program children.
- Two calendar weeks of vacation may be used during the summer session with no charge. A calendar week is considered Monday through Friday. Any fraction of a week will be considered a whole week.
- The Department of Human Services (DHS), or other third-party payments will be accepted with the following conditions:
  - You must comply with all rules and regulations as outlined above. This will include scheduling your child(ren) for the monthly block schedule.
  - Payments must be made at the beginning of the monthly block schedule for any charges not covered by the amount authorized. This will be the difference in the charges for your schedule and your authorized payment.
  - A refundable deposit of \$25.00 per monthly block schedule for the 1st four monthly block schedules (\$100.00 total) will be charged to help offset any unpaid account balance accrued. Any unused portion of the deposit amount will be refunded when child leaves the program.
  - It is your responsibility to keep all authorizations current and accurate. All monies owed are your responsibility.
  - Children may attend only when a current authorization is on file.
  - DHS covers \$2.75 (or \$3.75) an hour for children 2 1/2 and older when calculating your copay. The formulas are as follows:

$$\begin{aligned} & \text{Hours In Care} \times \$2.75 \text{ (or } \$3.75) = \text{Amount Paid by DHS} \\ & \text{Total Block Schedule Charge} - \text{Amount Paid by DHS} = \text{Parent Copay} \end{aligned}$$

A **Registration Fee** of \$30.00 per child, or \$55.00 per family, is required each year to cover the cost of processing and is due at the time of enrollment. Registration fees are non-refundable and due at the time of enrollment. A "year" is determined from the beginning of the summer program to the end of the school year. A Re-Registration fee of \$50.00 for each child is required if your child has been dropped or has not attended a full month block.

A **Schedule Change Fee** of \$5.00 per child will be automatically charged for every full or half-day added to a

monthly block schedule.

A **Late Fee** of \$1.00 per child will be automatically charged for every 1 minute or fraction thereof for children picked up past the stated closing time. This fee will automatically be added to the child's account.

A **Graduated Late Schedule/No Schedule/No Payment Fee** will be automatically charged when the month block schedule and payment are not turned in on time by the 25<sup>th</sup> due date each month. The graduated fee is as follows: 1st day late \$15.00, 2nd day late \$20.00, 3rd day late \$25.00, etc.

A **Non-Sufficient Funds Fee** of \$30.00 will be automatically charged each time a personal check is returned by the bank for insufficient funds. Only cash will be accepted to replace the returned check and all associated fees. After second occurrence, parents will be required to make payments using a money order, cash, or charge.

Parents and legal guardians are responsible for all payments and fees associated with their child's enrollment. Failure to pay account balances are subject to Swartz Creek Community Schools filing for payment with a collection agency or in small claims court, especially if the child is withdrawn before the end of the program's 1-month or 4-month time commitment.

## **ENROLMENT AND WITHDRAWING**

The Little Dragons Learning Centers operate on a non-discriminatory basis, affording equal treatment and access to services without regard to race, color, religion, national origin or ancestry. Parents are welcome to tour or visit the centers at any time, however, please check in with the Main Office for available times. To enroll a child, parents must complete the registration forms required for state regulations and pay a non-refundable registration fee. Parents are required to keep children's records up to date with changes in phone numbers, addresses, employers, etc.

Only parents and legal guardians can enroll a child in a Little Dragon Learning Center program. Parents and legal guardians must submit the below documentation upon enrolling. If any of this documentation is not provided before the first day of attendance, the enrollment agreement may be voided.

- A legal birth certificate
- Court papers allocating parental rights and responsibilities, or custody (If appropriate),
- Two proofs of residency (Non-residents may also enroll)
- A record of immunizations
- Special education IEP if applicable.
- For infants through preschool age children, an evaluation of the child's health, signed and dated by a licensed physician, is required. (The health evaluation must be submitted within 30 days of the first day of attendance.)

Enrollment inquiries are received year-round. Enrollment is on a first come first serve basis. There are limits to the number of children that can be served in each program. Where demand for a program exceeds the enrollment limit in a program, a waiting list will be created and used to fill open spots in the program as they become available. Students seeking full-time enrollment in a program will take priority over those seeking part-time enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another childcare facility or program in Michigan may be temporarily denied admission to the Little Dragons Learning Center Programs. Prior to denying admission, however, the Center's Director shall offer the an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Director determines to be relevant.

When withdrawing a student, parents are required to notify the Little Dragons Learning Center in writing, so records can be adjusted accordingly to comply with licensing requirements. Any child not re-scheduling for the next month's block schedule will be considered dis-enrolled and will need to re-enroll and pay a re-

enrollment fee to attend if space is available.

### **HOURS OF OPERATION**

Early Childhood Education and Child Care Programs operate Monday through Friday from 6:00 am to 6:00 pm. Services are provided during the year except for the following major holidays and school related activity days as determined by the Swartz Creek Board of Education. See Appendix A for the current Board adopted calendar. Hours may be shortened if enrollment is low during certain times.

### **INCLEMENT WEATHER AND PARENT NOTIFICATIONS**

If Swartz Creek Community Schools are closed because of inclement weather conditions or utility emergencies, then the Swartz Creek Little Dragons Learning Center will also be closed. The local radio stations (WFDF-AM 910, WWCK-FM 105, WCRZ-FM 108) and local television stations (WEYI-25, WJRT-12, WNEM-5, and WSMH-FOX 66) will carry the announcement. Due to the fact that the Center opens at 6:00 am, there may be times that the Center has opened but may be closed shortly thereafter due to inclement weather. The Swartz Creek Community Schools govern this decision. In order to serve you better, we have created a texting option for our families to receive notifications via text on their phones. This is an opt in program. You may opt in by texting @swcrkCommunity to 23559. The texting program allows for Swartz Creek Schools to send text out only, this is not a program that allows Swartz Creek Schools to receive texts.

The Little Dragon Learning Centers also utilizes the Remind App to disseminate information and communicate to important information to families. It is highly recommended that all parents and legal guardians download and signup for the Remind App. Below are the instructions to sign up to participate in the 2018-2019 Remind App announcement distribution:

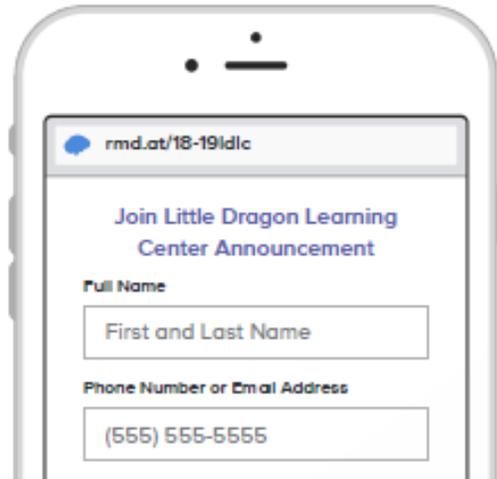
Pick a way to receive messages for Little Dragon Learning Center Announcement:

**A** If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/18-19ldlc](http://rmd.at/18-19ldlc)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



**B** If you don't have a smartphone, get text notifications.

Text the message @18-19ldlc to the number 81010.

If you're having trouble with 81010, try texting @18-19ldlc to (810) 207-0903.

\* Standard text message rates apply.



Don't have a mobile phone? Go to [rmd.at/18-19ldlc](http://rmd.at/18-19ldlc) on a desktop computer to sign up for email notifications.

**DISMISSAL**

No student will be allowed to leave a Little Dragons Learning Center building without being accompanied by a parent or guardian or a person whose name is on file in the Center's Main Office. No student will be released to a person other than a custodial parent(s) without custodial parent(s) or guardian permission. If a custodial parent is not available, the Center may contact and obtain permission from an alternative person listed on the student's emergency contact list.

Children are released only to those persons who are on the child's registration form as authorized for pick-up and have a valid photo I.D. If a child is to be picked up by someone other than an authorized person, the parent must notify the Center in writing or by calling as to who that person will be. If there is a situation where a child is not to be released to a particular person, parents must notify the Director as well as listing the information on the child's registration form. Copies of court orders must be on file in the office.

## **ARRIVAL AND DEPARTURE**

Parents of children attending the Little Dragons Learning Center Early Childhood Education and Child Care Programs must accompany their children to their class and notify the teacher of their presence. Parents seeking to be in the classroom more than 5 minutes before the beginning of class must get the classroom teacher's approval and complete a volunteer form beforehand. At the end of class, parents are to promptly pick up their child and notify the teacher that they are leaving. Children who are dropped off or picked up more than 5 minutes prior to or after the end of class will be charged a Late Fee.

To assure the safe arrival and departure of your child at all the Little Dragon Learning Centers, the following procedures must be followed:

- Parents must notify a caregiver of their child's arrival or departure each day in person.
- Children are not to be dropped off in the parking lot or come into the building unattended.
- All parents, grandparents or other persons picking up a child must have and be able to show a photo ID at the time of picking up their child to a caregiver.
- When picking a child up from a room, the gym, cafeteria or playground, adults must check in with a caregiver and present a photo ID before taking the child.
- When issues of custody exist, legal paperwork must be on file in the Main Office.

Parents of children in the childcare programs are requested to call the Center if they are going to be later than usual picking up their child. This allows the staff to assure the child that the parent is safe and explains what is causing the delay. Late Fees may still be assessed.

To gain access to the Little Dragons Learning Center, you will need to use the security access system or doorbell and camera system located at the front of each building in which the program is being housed.

## **FOOD SERVICES**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

Children attending Little Dragons Learning Center Early Childhood Education and Child Care Programs are provided breakfast, lunch, and afternoon snacks that meet the children's nutritional requirements as recommended by the State of Michigan's Child and Adult Care Food Program (CACFP), in accordance with the time the children spend at the Center. All students in our Early Childhood Education and Child Care Programs are required to participate in family style meals and snacks, ensuring proper social, emotional, and physical development. Conversation and independence are encouraged among children during snack and meal times. Each year, families are required to complete a Family Size and Income Data Sheet in order for the Center to be reimbursed for serving nutritious meals and snacks. Special dietary needs are to be brought to the staff's attention upon registration. Menus are planned in advance, dated, posted and available by request.

Parents are welcome to acknowledge their child's birthday, if desired, and are encouraged to discuss with the staff ideas for special treats rather than sugary sweets. Due to certain food allergies, only store bought, prepackaged items are allowed. Fire regulations prohibit the use of candles at any of the Little Dragon Learning Centers.

Any child with food allergies or any food intolerance must present a statement signed by a physician for any

changes in their dietary needs to the Little Dragons Learning Centers' Director.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

Michigan Department of Education  
Child and Adult Care Food Program

*Where Healthy Eating Becomes a Habit*  
Parent Information Sheet

This child care center is a participant in the Child and Adult Care Food Program (CACFP), a United States Department of Agriculture (USDA) program. The CACFP provides cash reimbursement to child care centers for nutritious meals and helps children develop healthy eating habits. The CACFP is administered by the Michigan Department of Education (MDE).

Through the Child and Adult Care Food Program you can be assured that your child is getting balanced, nutritious meals and developing healthy lifelong eating habits. Proper nutrition during the early years ensures fewer physical and educational problems later in life.

As a participant in the CACFP, your child care center receives reimbursement for serving nutritious meals and snacks. Meals and snacks must meet the USDA meal pattern requirements listed below.

Breakfast	Lunch and Supper	Snack (serve 2 from the 4 food groups below)
Milk Fruit, Vegetable, or Juice Grain/Bread	Milk 2 Fruit/Vegetable servings Grain/Bread  Meat or Meat Alternate	Milk Fruit, Vegetable, or Juice Grain/Bread  Meat or Meat Alternate

*Children less than one year old:* Foods in the infant meal pattern vary according to the infant's age. If your child is less than one year old, please request the infant meal pattern requirements from our center.

MDE is required to verify the enrollment, attendance and meals/snacks typically consumed by children while they are in care. MDE staff may contact you regarding your child's participation in our day care center.

If you have any questions about the Child and Adult Care Food Program, please contact:

*Food Services*  
8336 Cappy Lane, Swartz Creek, MI 48473  
810.591.1858

Child and Adult Care Food Program  
Michigan Department of Education  
P.O. Box 30008  
Lansing, Michigan 48909  
(517) 373-7391

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic

information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.



S:CACFP/FORMS/PARENT INFORMATION SHEET CENTERS  
REV 8/2014

## IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the Director may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Genesee County Health Department.

State regulations require the Little Dragons Learning Center to obtain, and keep on file, health information on all children enrolling in Early Childhood Education and Child Care Programs. Parents of children enrolled in these programs must submit a record of immunizations before the first day of attendance, and an evaluation of their child's health signed by a licensed physician within 30 days of the first day of attendance. Exceptions are granted only where such health practices are against the religious beliefs of the family, in which case School-age children who attend a Little Dragons Learning Center, must submit a record of current immunizations and an evaluation of their child's health before the first date of attendance in accordance with State Licensing Regulations.

The Swartz Creek Community Schools, in accordance with the Department of Public Health, Act #368, Section 9201, Immunization Requirements, are enforcing the state's minimum immunization standards, which are stated as follows:

1. All students **MUST** be immunized against the following diseases: diphtheria, pertussis (whooping cough), tetanus, polio, rubella (German measles), mumps, haemophilus influenza Type b (HIB), hepatitis B, pneumococcal conjugate (PCV7) and varicella (chicken pox).
2. Beginning January 1, 2000, children between 15 months and five years of age enrolled in childcare centers must be vaccinated for varicella (chicken pox) or show proof of immunity. Children may receive vaccine after their first birthday. A parent's statement that the child has had chicken pox is sufficient documentation.
3. Students "identified" as not having the proper immunizations will be excluded from attending the Center unless arrangements have been made to obtain the proper immunizations or a religious exemption form, signed by the Health Department and on file.

## CHILD GOOD HEALTH, ACCIDENTS, AND INCIDENTS

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

If a child becomes ill while at the Center, the child will be taken to the Main Office and the parent will be contacted. Provisions will be made for the child to rest comfortably, and be supervised while waiting for a parent or designated person to come.

Sick children cannot be brought to the Center. If the child is too sick to go to school or too sick to play outdoors, the child should not come to the Center.

Any of the following are reasons to keep the child at home:

- Fever of 100 degrees or higher (may return after 24 hours of maintaining a normal temperature without medication)
- Heavy nasal discharge
- Constant coughing
- Rash
- Vomiting/diarrhea- night before or prior to attendance
- Earache
- Sore throat
- Red or watery eyes
- Contagious disease
- Draining sores

A student who becomes ill during the school day will be taken to the Main Office by a teacher or staff member. An appropriate adult in the Main Office will determine whether or not the student should remain in school or go home. If it is determined a student should go home, a parent will be contacted and appropriate arrangements will be made.

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

If a child sustains a minor injury (scraped knee, scratch, bruise, etc.) while at the Center, the child will be given appropriate first aid. The caregiver will complete an Ouch Report and provide a copy to the parent or legal guardian when the child is picked up. Whenever possible, the caregiver will also contact the parent or legal guardian prior to pickup to inform them of the injury. If it is the judgment of the staff that a child sustains a major injury and is in need of immediate medical attention is necessary, the parent or legal guardian will be contacted immediately. If necessary, the paramedics will be called to the Center and then the parent or legal guardian will be contacted by the Center's Main Office staff.

All outdoor playground equipment used by children attending a Little Dragon Learning Center will be inspected by a licensed playground inspector and licensed for our children to use. Per the State of Michigan's Licensing Rules for Child Care Centers, school age children may use playground equipment at a school building that may not meet the child care licensing playground safety requirements. This will only apply to children of Kindergarten age or older attending school at an elementary school building. (Dieck, Elms, Gaines, Morrish, Syring) However, this will not apply to school age children attending the Little Dragon Learning Center located on Morrish Road as it is licensed as a child care facility and not a school building.

If there is an allegation of inappropriate discipline, contact, or supervision, a parent or legal guardian will be called by the Center's Main Office staff and a full investigation will be completed as required by the Swartz Creek Community Schools' Bylaws and Policies.

## **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed or an over the counter medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. Parents who wish to have any type of prescription or non-prescription medication dispensed to their child must provide written authorization to the Little Dragon Learning Center by completing a Medication Permission and Instructions Form (BCAL-1243 Form) and having it on file in the LDLC's Main Office.
- C. The Medication Request and Authorization Form 5330 F1, F1b, or F1c must be filed with the Center's Main Office secretary before the student will be allowed to begin taking any medication during school hours.
- D. All medications must be registered with the Center's Main Office and is to be in original prescription container with student's name, prescribing doctor, name of medication and dosage area displayed on container.
- E. Medication must be brought to the Main Office by a parent or guardian and will be properly secured. Medication MAY NOT be sent to the center in a student's pocket, backpack, coat, or other means on or about his/her person, and must be given to the main office in conjunction with notifying the child's classroom teacher, especially those emergency medications for allergies and/or allergic reactions.
- F. Any unused medication unclaimed by the parent will be destroyed by center's Main Office personnel when a prescription is no longer to be administered or at the end of a school year.
- G. A log for each prescribed medication shall be maintained by the center's Main Office and teaching staff which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions on the original medication container and the parent's written permission release on a BCAL-1243 Form.
- H. The Little Dragon Learning Centers will be able to dispense baby wipes, ointment/diaper rash cream, sunscreen, and bee sting relief wipes if a Non-Prescription Medication Form is signed and submitted to the Little Dragon Learning Centers' Main Office.
- I. The Center will supply sunscreen for the children to use. If you would like to supply your own sunscreen for your children to use, you may give it to the classroom teacher at the time of arrival. The Little Dragon Learning Centers are not responsible for any allergic reaction that may occur due to the application of sunscreen. If your child is allergic to sunscreen of any type, please notify the Center's Main Office immediately.
- J. Any student who is found with medication in their possession and/or has not registered that medication with the center's Main Office is subject to review of having their enrollment discontinued in the Little Dragons Learning Center program.
- K. Where a student is of elementary school age and is attending one of Swartz Creek elementary schools, that school's Elementary School Student Handbook medication and discipline policies shall override these medication and discipline policies. In those instances, that elementary school's Principal and Main Office staff shall review any related issue and conduct any discipline and due process hearings.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

Elementary Grades K to 5

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under Use of Medications will also apply to nonprescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Sunscreen

Parents who wish to have sunscreen applied to their children must fill out a medication form. The Center will supply sunscreen for the children to use. If you would like to supply your own sunscreen for your children to use, you may give it to the classroom teacher at the time of arrival. The Little Dragon Learning Centers are not responsible for any allergic reaction that may occur due to the application of sunscreen. If your child is allergic to sunscreen of any type, please notify the Center’s Main Office immediately.

**INFECTIOUS AND COMMUNICABLE DISEASES**

Please notify the school if your child has contracted an infectious or communicable disease and **fax a doctor’s statement**. The school is obligated to report all communicable diseases to the health department each week. The following form may be used as a guide for re-admission to school after communicable and infectious diseases:

Disease & Incubation Period	How the disease is spread	Early signs	Those in Contact With Ill or Infected Person	Return to School
Chicken Pox 2-3 Wks	Secretions from the nose and throat; discharges from skin lesions	Mild fever at time of eruption, lesions may look like water blisters or pimples	Exclude with first signs of illness	When lesions are dry and crusted, at least 1 week after eruption first appears. Scabs are not infectious.
Common Cold 1 ½-3 days	Direct contact, secretions of nose and throat	Running nose, watery eyes, slight fever, feels “bad”	Exclude with first signs of illness	Minimum of 3 days
Fifth Disease 4-15 days	Personal contact by droplet spread	Usually lace-like rash (slapped cheek) which may spread to the extremities and trunk. Fades but may reappear 1-3 weeks.	With first sign of symptoms, have parents check with physician to rule out other rash illnesses	Children who feel well need not be excluded from school upon recommendation from their physician.
German Measles 14-21 days	Secretions of nose and throat	Mild symptoms of head cold for 1-2 days followed by rash on face and body	Exclude with first signs of illness	Upon recovery with minimum of 4 days
Impetigo	Discharge from lesions	Blister appearing sores on the skin, usually round nose or mouth	Exclude with first signs of illness	Upon satisfactory medical treatment from a medical physician

Influenza 1-3 days	Discharge from nose and throat	Fever, headache, cough, muscle aches and sore throat	Exclude with first signs of illness	When recovered
Hepatitis A 15-50 days	Contaminated food and water, items and feces from infected person	Fever, tiredness, lack of appetite, nausea, yellowish skin	Exclude with first signs of illness. Household contacts should have medical care	Written approval from physician with statement on any limitation of activity
Measles 10-15 days	Excretions from the nose and throat	Moderate fever, puffy watering eyes, Lines of cheeks and lips studded with bluish white spots 1-2 days later rash appears on skin	Exclude with first signs of illness	When swelling and fever have gone down
Mumps 12-26 days	Excretions from the nose and throat	Swelling of glands in neck below and in front of ears with fever	Exclude with first signs of illness	When swelling and fever have gone down
Head Lice	Infected persons and/or their clothing	Lice and nits in the hair	Observe daily. Check family members	After prescribed treatment and when free from lice and nits
Pink Eye (Conjunctivitis) 2-5 days	Discharge from eyes and nose	Red eyes and eye lids with discharge	Observe daily. Exclude with first signs of illness	When eyes are clear or child is receiving treatment from a physician. Must be on a prescription for 24 hours or more.
Ringworm of skin and scalp	Direct contact with infected articles. Personal contact	Circular patches of dry skin on any part of body and/or scalp.	Inspect skin for evidence of infection	As directed by a physician. Exclusion from showers and pools
Scabies 2-6 Wks	Close contact with source	Pimple or blister-like lesions & tiny burrows with extreme itching	Exclude with first signs of illness	After prescribed treatment by a physician
Scarlet Fever-Scarletina 2-5 days	Discharge from upper respiratory tract of cases and carriers	Sudden onset, usually with fever, sore throat, vomiting and headache	Family may be isolated and/or treated with antibiotics and observed daily for symptoms	Upon recovery when signs of illness are completely gone
Shingles 2-3 Wks	Person to person by direct contact or airborne	Painful small waterlike blisters in groups on the skin along nerve pathways	Exclude with first signs of illness	When lesions are dry and crusted, at least 1 week after first eruption
Strep Sore Throat	Discharge from upper respiratory tract of cases and carriers	Rapid onset with fever, sore throat and exudative tonsillitis or pharyngitis	Exclude with first signs of illness	After seen by a physician and under antibiotic treatment for 24 hours
Whooping Cough 7-10 days	Discharge from nose and throat	Begins as irritating cough, becoming more persistent and worse at night with vomiting	Children not immunized shall be excluded from school and contact with others for 14 days after exposure	Upon recovery with a minimum of 21 days after development of violent cough

Special Note: When children experience a fever, vomiting, and diarrhea, they may return to school after having these symptoms have stopped and they maintain a normal

temperature for 24 hours without medication.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

## **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **DISCIPLINE**

It is the policy of the Child Development Center to promote the development of children's consciences and self-control through positive guidance techniques. Age appropriate methods such as: modeling and encouraging expected behavior, redirecting children to an acceptable activity, anticipation of and elimination of potential problems, setting clear and consistent limits, involving children in establishing rules and in problem solving of misbehavior, and meeting with a child who is having problems. In the instance of biting, each incident will be handled on an individual basis.

As children's capabilities increase, they are guided to become responsible for their own actions and grow in respect for the rights and feelings of other people and property. Conflicts are viewed as learning opportunities for children to develop skills such as cooperation, negotiation, and communication with the person involved.

The following steps are taken when resolving conflicts:

- Approaching calmly, stopping any hurtful actions
- Acknowledgement of the child's feeling
- Gathering information
- Restating the problem
- Asking the children for ideas for solutions and choose one together.
- Giving follow up support

When serious behavior issues arise:

- Conference with parents to discuss further action.

- Parents will be expected to remove the child from the Center.
- Parents are asked not to use physical punishment, such as spanking, on the childcare premises. By law, Protective Services must be called if the Center suspects physical abuse of a child.

To prevent conflict, our center will provide:

- Spacious work areas with enough materials for all children
- Predictable daily routine
- Children carrying out their own plans during work time
- Children having choices during group times and transitions
- Group activities being planned around children's interests
- Little or no waiting before getting started on activities
- Adults helping children identify and express their feelings
- Adults making daily observations and anecdotal notes about children

Children may be terminated from the program for the following reasons:

- Past due account. Your account must remain current for your child to attend.
- Serious inappropriate or disruptive behavior.

Suspension from the program:

Every effort will be made to modify inappropriate behavior using the procedures outlined in the discipline policy. In the event that these methods are no longer effective, the Director maintains the right to suspend any student that exhibits inappropriate or disruptive behavior that interferes with other children's safety or the quality of the childcare program.

## **CLOTHING, PERSONAL POSSESSIONS, AND VALUABLES**

It is the Little Dragon Learning Center's belief that children benefit from even a short trip outside in winter weather. We ask that you have your child bring appropriate clothing for both inside and outside, every day you bring them to school. This includes for winter a warm coat, snow pants, boots, mittens and a hat. Children are required to bring in an extra set of outside winter clothing to be kept in their locker. We strongly encourage children to wear closed toe shoes for outdoor play. Children are responsible for storing their clothing, tote bags, lunch pails, etc. All parents are advised to label clothing and other personal possessions whenever possible.

Children in all of our Early Childhood Education and Child Care Programs will be given an opportunity to rest on a cot provided by the Center every afternoon they are in attendance. Parents are requested to provide their children with a small blanket and pillow to use during rest periods and to clean the items each week. Specific licensing regulations and requirements set forth by the State of Michigan will govern the proper use of these items during rest time.

Students should not to bring items of value to the Center. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion and can get broken very easily. The Center cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

Toys and electronic devices should not be brought to the Little Dragon Learning Centers. The Center cannot be responsible for lost or broken items. No trading cards and toy weapons such as guns, knives, etc. are not allowed. Electronic hand-held games such as Nintendo DS or tables are not to be brought to the Center without written parental permission. Due to their developmental level, it is requested that children enrolled in Early Childhood Education and Child Care Programs keep their toys at home; however, books to share are always welcome.

## **PHOTOS**

Photographs of the children are taken from time to time and may appear in publicity materials. Parent's permission for photographs is part of the enrollment process. Any objections are to be brought to the attention of the Child Development Center Director or enrollment staff at the time of enrollment.

## **LOST AND FOUND**

There is a designated lost and found area for each building. Students and parents who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each school year.

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent and medical release on file. Attendance rules apply to all field trips.

## **PARENT INVOLVEMENT AND VISITORS**

The Center recognizes the importance of the children's families and has developed strategies to work effectively with them. Throughout the year, parents are encouraged to: spend a few minutes each day talking with staff; request a conference at any time; share special skills, interests, and materials; repair and make equipment; serve on an advisory committee; and/or bring thoughts, suggestions, and concerns to parent meetings. The success of the Center depends on the cooperative effort of the children, parents, and staff.

Parents are informed about the Center's programs through text alerts, brochures, newsletters, bulletin boards, and memos. All communication is based on the concept that parents are the principal influence in children's lives.

Visitors, particularly parents, are welcome at the Center. In order to properly monitor the safety of students and staff, each visitor must report to the Center's Main Office upon entering the school, sign in, and obtain a pass. Any visitor found in the building without a pass shall be reported to the Center's Director. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the Center, in order to schedule a mutually convenient time.

## **FIRE, LOCK DOWN AND SEVERE WEATHER DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Severe weather drills will be conducted during the school year using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and consists of a public address announcement.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm signal for a school lock down is different from the alarm signal for fires and tornadoes and consists of a public address announcement.

## **INDIVIDUALS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Executive Director of Special Education, Derrick Bushon at (810) 591-4347 to inquire about evaluation procedures and programs.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact school administration to inquire about evaluation procedures and programs offered by the District. If at any time parents would like to speak with a school staff member or have a conference using translation, please ask for translation or for **LANGUAGE LINES TRANSLATION SYSTEM**.

### **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

### **DIRECTORY INFORMATION**

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which is listed below and can also be found in the August edition of the Swartz Creek Community Schools **CHRONICLE**.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

In compliance with the Federal Family Educational Rights and Privacy Act of 1974, notice is hereby given that the school district intends to release the following student directory information: Name, address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, major field of study, date of graduation, awards and recognitions received, honor rolls, scholarships, and telephone numbers only for inclusion in school or PTO directories.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within fourteen (14) days after receipt of the District's public notice.

All questions, requests for information, or complaints relating to the Family Education Rights and Privacy Act in Swartz Creek Community Schools should be directed to:

Mr. Derrick Bushon Executive, Director of Special Services  
Swartz Creek Community Schools

8354 Cappy Lane  
Swartz Creek, MI 48473  
Phone: (810) 591-2300  
Fax: (810) 591-2784

Other than directory information, access to all other student records is protected by FERPA and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to building administrator. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if any unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of student enrolled in the District of the

substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled;

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U. S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue,  
SW 20202-4605 Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov)

## **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board of Education respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the District's curriculum, without prior written consent of the student, (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

To insure the right of parents, the Board directs building and program administrators to:

- A. Notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students.
- B. Allow the parents the option of excluding their student from the activity.
- C. Report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students.
- D. Treat information as identified in A-H above as any other confidential information in accordance with Policy 8350.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the Center's Director. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); and
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

20 USC 1232(a)(b)(g)(h)

## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the Center. They also may observe instruction in any class. Any parent who wishes to review materials or observe instruction must contact the Center's Director prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **SECURITY AND VIDEO SURVEILLANCE**

The Board of Education provides notice to all students, the public and its employees of the potential use of video surveillance and electronic monitoring in order to protect District property, promote security and protect the health, welfare, and safety of students, staff and visitors.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors and District property and to require prosecution of those who bring harm to persons and

property. The Board will seek repairs to rectify the damage or payment of a fee to cover repairs. A reward may be offered for apprehending such persons. Appropriate authorities may be contacted in the case of serious offenses. Only appropriate district personnel will be allowed to view camera footage. Students and parents will not be allowed to view camera footage due to student privacy.

Video surveillance will not be used in bathrooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms.

The District will post signs at the main entrances to buildings stating that video surveillance cameras are in use to monitor activity within buildings for security purposes. All building practices and use of video surveillance camera systems will comply with Board Policy #7440-*Security and Video Surveillance*.

**EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will posted information on the district website, [www.swartzcreek.org](http://www.swartzcreek.org) and notify the following radio and television stations:

CBS Channel 5 WNEM	ABC Channel 12 WJRT	NBC Channel 25 WEYI
WFLT 1420 AM	WDZZ 92.7 FM	WFBE 95.1 FM
WHNN 96.1 FM	WKCQ 98.1 FM	WOWE 98.9 FM
WKMK 99.1 FM	WIOG 102.5 FM	WRSR 103.9 FM
WWCK 105.5 FM	WCRZ 107.9 FM	

Parents and students are responsible for knowing about emergency closings and delays.

**PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

**COMPUTER TECHNOLOGY AND NETWORKS**

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of operations within the school system.

However, the use of the District's network and technology resources by students is a privilege, not a right. As a prerequisite, students and their parents must sign and submit a *Student Network and Internet Acceptable Use and Safety Agreement 7540.03 F1* annually. (See also, Policy 7540.03).

Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parent agreement will be distributed at the beginning of the school year.

Since this policy relates only to elementary age children enrolled in the Little Dragon Learning Center Programs, the *Student Network and Internet Acceptable Use and Safety Agreement* forms completed by these students at their associated elementary school will extend to entail technology use at any and all Little Dragon Learning Centers.

## DIRECTORY OF SWARTZ CREEK COMMUNITY SCHOOLS

<p><b>Swartz Creek High School</b>          One Dragon Drive          Swartz Creek, Michigan 48473          (810) 591-1800 Fax: (810) 591-1895          Jim Kitchen, Principal          Tony Suchanek, Asst. Principal          Shauntel Manning, Asst. Principal          Sue Calvo, Athletic Director/Asst. Principal</p>	<p><b>Swartz Creek Middle School</b>          8230 Crapo Street          Swartz Creek, Michigan 48473          (810) 591-1703 Fax: (810) 591-1712          Kevin Klaeren, Principal          Melissa Titsworth, Asst. Principal          Jodie Morgan, Asst. Principal</p>
<p><b>Swartz Creek Virtual Learning Center</b>          8230 Crapo Street          Swartz Creek, Michigan 48473          (810)591-4380 Fax: (810) 591-4348          Daniel Nolan, Director of Online Learning</p>	<p><b>Little Dragon Learning Center</b>          4437 Morrish Road          Swartz Creek, Michigan 48473          (810)591-4346 Fax: (810) 591-4343          Dave Simancek, Director</p>
<p><b>Dieck Elementary School</b>          2239 VanVleet Road          Swartz Creek, Michigan 48473          (810)591-5270 Fax: (810) 591-5273          Bruce Fuller, Principal</p>	<p><b>Elms Road Elementary School</b>          3259 Elms Road          Swartz Creek, Michigan 48473          (810)591-1249 Fax: (810) 591-1274          Dave Simonsen, Principal</p>
<p><b>Gaines Elementary School</b>          300 E. Lansing Street          Gaines, Michigan 48436          (989)271-8329 Local Number          (810) 591-1075 Fax: (810) 591-1099          Katie Prieur, Principal</p>	<p><b>Morrish Elementary School</b>          5055 Maple Road          Swartz Creek, Michigan 48473          (810) 591-0581 Fax: (810) 591-0580          Michele Corbat, Principal</p>
<p><b>Syring Elementary School</b>          5300 Oakview Drive          Swartz Creek, Michigan 48473          (810)591-1300 Fax: (810) 591-1303          Michelle Telliga, Principal</p>	<p><b>Special Education Department</b>          Administration Building          8354 Cappy Lane          Swartz Creek, Michigan 48473          (810)591-4347 Fax: (810) 591-4376          Derrick Bushon, Executive Director</p>
<p><b>Food Services</b>          8336 Cappy Lane          Swartz Creek, Michigan 48473          (810)591-2113 Fax: (810) 630-1056          Michael Wensel, Director</p>	<p><b>Transportation/Maintenance Department</b>          8261 Crapo Street          Swartz Creek, Michigan 48473          (810)591-2121 Fax: (810) 630-0193          Richard Hunt, Director</p>
<p style="text-align: center;"><b>Performing Arts Center</b>          One Dragon Drive          Swartz Creek, Michigan 48473          (810)591-1948</p>	

## 2018-2019 Calendar

Monday, August 27, 2018	Teacher Professional Development Day 8-3 pm; Elementary Open Houses
Tuesday, August 28, 2018	Students' First Day (1/2 day PM) Full day for teaching staff; Middle School Open House/Parent Night 6:00 – 7:00 p.m.
Friday, August 31, 2018	No School - K-12
Monday, September 3, 2018	Labor Day - No School – K-12
Tuesday, September 4, 2018	High School Open House
Tuesday, October 9, 2018	Elementary School Parent/Teacher Conferences – 5:00- 8:00 (full day for students)
Thursday, October 11, 2018	Elementary School Parent/Teacher Conferences – 1:00–3:30 & 5:00-7:00 (½ day for K-5 students only)
Friday, October 12, 2018	No School -K-5 Only
Friday, November 2, 2018	End of First Marking Period (½ day for K-8 students)
Monday, November 5, 2018	High School Parent Teacher Conferences - 3:00-6:00 (full day for students)
Tuesday, November 6, 2018	Middle School Parent Teacher Conferences – 4:00-7:00 (full day for students)
Wednesday, November 7, 2018	High School Parent Teacher Conferences - 5:00-8:00 (full day for students)
Thursday, November 8, 2018	Middle School Parent Conferences - 12:30-2 & 4-7 pm (½ day middle school students only)
Friday, November 9, 2018	No School – 6-12 Grades Only
Wednesday, November 21, 2018	Thanksgiving Break – No School K-12
Thursday, November 22, 2018	Thanksgiving Break – No School K-12
Friday, November 23, 2018	Thanksgiving Break – No School K-12
Friday, December 21, 2018	Winter Break begins at the end of the day (full day for students)
Wednesday, January 2, 2019	Classes Resume
Wednesday, January 16, 2019	High School Exams (½ day 9-12)
Thursday, January 17, 2019	High School Exams (½ day 9-12)
Friday, January 18, 2019	End of 1 <sup>st</sup> Semester (½ day K-12)
Monday, January 21, 2019	ML King Day – No School K-12
Thursday, February 7, 2019	Elementary Parent Conferences 1-3:30 p.m. & 5-7pm (1/2 day for K-5 students)
Friday, February 15, 2019	No School - K-12
Monday, February 18, 2019	President's Day – No School - K-12
Friday, March 22, 2019	End of third marking period (1/2 day a.m. K-8) Spring Break begins at the end of the day.
Monday, April 1, 2019	Classes Resume
Friday, April 19, 2019	Good Friday – No School - K-12
Monday, May 27, 2019	Memorial Day – No School - K-12
Friday, May 31, 2019	Teacher Professional Development Day - No School K-12
Wednesday, June 5, 2019	Final Exams (½ day grades 6-12 only. Full day grades K-5)
Thursday, June 6, 2019	Final Exams (½ day grades 6-12 only. Full day grades K-5)
Friday, June 7, 2019	Final Exams (½ day K-12). End of second semester – last day of school (full day teaching staff)

### Start & End Times for Students

High School:	7:30 a.m.-2:20 p.m.
Middle School:	7:40 a.m. -2:30 p.m.
Elementary:	8:40 a.m.-3:40 p.m.

### AM ½ Days

7:30 a.m. – 10:41 a.m.
7:40 a.m. – 10:51 a.m.
8:40 a.m. – 11:55 a.m.

### PM ½ Days

11:16 a.m. – 2:20 p.m.
11:26 a.m. – 2:30 p.m.
12:30 p.m. – 3:40 p.m.