

Joy in Jesus!



NOTRE DAME

ND

ELEMENTARY

**Notre Dame Elementary Preschool
Parent-Student Handbook
2022-2023**

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NOTRE DAME ELEMENTARY PRESCHOOL

OUR MISSION

Celebrating God's goodness and provident care, Notre Dame Elementary School educates children by nurturing dreams, excellence and success for transforming their lives and our world.

OUR VISION

Notre Dame Schools will engage students from preschool through high school in an exceptional Catholic education.

We will focus on loving, respecting, and educating all to discover and develop their God-given talents.

We will challenge our students to respond faithfully to Jesus' call to transform the world by consciously doing good and bringing hope to the hearts of all.

OUR CORE VALUES

Justice

Inspiring all to work toward a more just and peaceful world, especially through service to those on the margins of society and by caring for all God's creation

Respect

Cherishing and honoring the God-given dignity of each person

Integrity

Challenging and supporting students to live authentic, virtuous lives

Community

Welcoming and connecting persons so that all may live in love with one heart and soul

Excellence

Continuing and ever-renewing the highly esteemed tradition of Notre Dame education

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INTRODUCTION

Welcome to Notre Dame Elementary Preschool! Our Parent-Student Handbook is designed to familiarize our parents and children with the foundational statements of NDES, its activities and consequent responsibilities so that parents can support our efforts to educate children in their faith formation and education.

This handbook serves as the “written agreement” between the family and school in terms of the expectations we have for the relationship between the school, parents and their children.

Parents are responsible for understanding and following the information contained in these pages. During a school year, a policy may be amended, revised, or deleted. If this occurs, the school will attempt to give prior written notice and continuously update on our website www.ndes.org. It remains the prerogative of the school administration to implement and interpret the provisions of the handbook. Parents are requested to indicate their acceptance of all handbook policies by signing Final Forms online form.

FAITH FORMATION

Notre Dame Elementary Preschool strives to provide the children with a tangible experience of God’s goodness and love. Ultimately, we encourage and nurture the children to grow in friendship with Jesus.

SCHOOL PERSONNEL OVERVIEW

Notre Dame Elementary School, preschool through grade 8, is sponsored by the Sisters of Notre Dame and governed by the Notre Dame Schools Board of Directors. One Board oversees NDES, NDMS, and Notre Dame-Cathedral Latin High School.

The President, hired by the Board of Directors, is the chief executive officer of Notre Dame Schools leading the senior management team responsible for external and internal operations. The finance and advancement departments assume a major responsibility for assuring that Notre Dame Schools are fiscally responsible and intent on giving visibility to the mission, vision and core values.

The Principal, working closely with the preschool director, accepts the responsibility for the Catholic identity of Notre Dame Elementary Preschool. Together they accept their call to guide and form the children as they grow in their relationship with Jesus, devotion to Mary and service to others.

The support staff assists teachers and staff in caring for and educating the children.

LICENSED CENTER

Notre Dame Elementary Preschool complies with the laws of the State of Ohio, the Federal Government and the guidelines from the Office of Catholic Education of the Cleveland Diocese.

Notre Dame Elementary Preschool is licensed and annually inspected by the Ohio Department of Education. The Preschool is included on the State Charter of Notre Dame Elementary School. The facility is inspected by the health, fire and building departments. The Department of Education in Columbus has an Ombudsman to entertain questions and concerns (614) 466-0224. If you have any questions related to the reviews, please contact the preschool office. Licenses are posted in each facility. Parents can obtain copies of inspection reports by contacting the preschool supervisor.

PARENTAL COMMUNICATION AND PARTICIPATION

Parent-Teacher Conference

Progress on mastery of the preschool curriculum is reported at parent/teacher conferences, scheduled in November. If a parent wishes to see a teacher at another time, an appointment may be made.

Preschool Electronic Family Directory

Each year Notre Dame automatically enrolls each child in the online school directory. This online directory will not be furnished to any persons other than parents of children enrolled in our program. The electronic directory will include the following demographics:

Name, address, phone number, e-mail of parents;

Name of child (children) in school.

Should a parent not want all or part of the information available, a parent can edit what is shown to the school community on PlusPortals. We understand that all parents and students will be listed in the electronic school directory and it will be the responsibility of the parent(s) to edit their settings on PlusPortals if they choose not to be listed.

Address, email address and phone numbers can also be changed by emailing sluck@ndes.org.

This online directory is confidential and is intended for the exclusive use of the Notre Dame Elementary School and Preschool families. It may not be loaned, rented, sold, reproduced or used for commercial purposes either by ND families or others without the expressed written consent of the principal of Notre Dame Elementary School. Parents are requested to indicate their acceptance of electronic family directory procedures by signing Final Forms online form.

Orientation Of Parents And Children

August 15, 2022 is designated for Student Orientation. Parent and child come to the Preschool to meet the teachers and teacher aide. This gives the child an opportunity to see other children and the school before coming on the first day.

Parent Association

All parents of Preschool children are invited to join the Notre Dame Parent Association (NDPA). Information regarding the NDPA can be found on the Parent Association link under the Parent Connections heading of the website.

Parent Responsibilities

Parents are the primary educators of their children. Parents partner with the school by:

- Promoting the religious development of their children
- Supporting the school and staff in word and action
- Providing a home atmosphere that promotes good study habits
- Encouraging the development of interests and talents
- Participating in school events and fundraisers

Procedure For Addressing Concerns

If a concern arises regarding a teacher and/or a staff member and child, parents should contact the teacher directly involved to discuss the concern. If the concern has not been adequately resolved, parents may contact the NDES principal.

GENERAL INFORMATION

School and Office Hours

Classes begin at 8:00AM and end at 2:30PM. The elementary school office, opens at 7:30AM and closes at 4:00PM on school days. The office phone number is 440.279.1127. Students can be dropped off between 7:30-8:00AM. If you drop your child off after 8:00AM or later you must accompany your child to the classroom.

Attendance Policy

Parents are asked to notify the school office any day that their child will be absent from class. A message may be placed on voicemail at 440.279.1127; this should include identification of who is calling and the reason for the child's absence.

Calendar

A Google based electronic calendar can be accessed from the website. This calendar provides dates, times and locations for all school happenings. It also streams to the PlusPortals system calendar. Families can subscribe to the calendar in an iCal format.

EMERGENCY CLOSING

All families receive text notifications for emergency closings. If school is closed, all scheduled activities are also canceled.

Dress Code

The children wear clothing and shoes that are appropriate for the weather conditions and the relaxed atmosphere of the classroom. Play shoes are recommended for outdoor activities. Socks must be worn with all shoes, including sandals. Coats, boots, hats and mittens must be labeled with the child's name.

Birthday Celebrations

Parents may send a simple treat for the class on the occasion of the child's birthday. Due to allergy concerns, homemade treats must be bagged and sent home with the children, rather than served at school. Prepackaged, healthy snacks may be served at school. Parents can access the "safe snack list" on the Office Forms portion of the website.

Nap/Rest Time

One cot or mat shall be available for each child who remains more than five consecutive hours in the preschool program. Cots/mats will be labeled in some manner as to who is assigned to each cot/mat.

ADMINISTRATIVE POLICIES

Admission Policy

Notre Dame Elementary Preschool does not discriminate in its admission of students on the basis of race, color, religion, sex, national origin, citizenship or disability.

To be eligible for admission, a child must be potty-trained and three years of age by September 30th and four years of age by September 30th, of the respective year.

Formal registration is held in January for the coming year; however, applications for the preschool may be made prior to that time. These applications constitute the waiting list for the appropriate school year.

A place is assured in the preschool class for a child when all of the registration forms are complete.

Registration forms include: preschool application, permanent record card, a copy of the child's birth and baptismal certificates, emergency medical authorization and transportation authorization. If applicable, a copy of appropriate custody papers must be on file with the school. The child's health history/immunization record, signed and dated by the child's physician, is due by the first day of school.

Registration Of Current Students

Registration of current children takes place in January.

Payment Plans

NDES has contracted with FACTS/Nelnet Business Solutions to be the processor of tuition payments. Each family in the NDES community is required to have an account.

Available Tuition Payment Options

Annual payment	Due July	Annual fee \$0
Semester payments	Due July and December	Annual fee \$0
Quarterly payments	Due July, October, January and April	Annual fee \$60
Monthly (12 payments)	Due July through June	Annual fee \$60

Late Tuition Payments

The expectation is that all tuition payments are made on time and according to the selected payment plan. A \$30 late payment fee will be assessed on payments not received by the schedule outlined. The school may, at its sole option and discretion, enforce any or all of the following options:

- For students whose tuition accounts are not current on June 30th, students may not return to school.
- For students whose tuition accounts are not current on December 31st, students will not be able to return to school.
- Transcripts will be withheld for students until all tuition and other payment responsibilities are completed.
- Families selecting single or two semester check payments who do not pay on schedule will be required to convert to the Monthly Payment Plan.
- Instances of NSF checks or funds not available will be assessed a fee of \$30 per occurrence.
- Students whose tuition account is not current may be subject to financial suspension.

Refund Schedule

The following refund schedule applies if a student withdraws at any point during the academic year.

Withdrawal Period		Portion of Tuition Due Refund
Start	End	
8/18/2022	9/15/2022	7/8
9/16/2022	10/15/2022	3/4
10/16/2022	11/16/2022	5/8
11/17/2022	12/31/2022	1/2
1/1/2023	2/7/2023	3/8
2/8/2023	3/16/2023	1/4
3/17/2023	4/20/2023	1/8
4/21/2023	5/24/2023	0

NDES PRESCHOOL PROGRAM

Goals And Objectives

The primary goal of Notre Dame Elementary Preschool is to provide a transition from home to a school atmosphere. We recognize that family relationships provide the young child with the best model for developing attitudes, values and appropriate behavior. In partnership with our families, NDEP offers each child an opportunity for interaction with other children and adults in an atmosphere of trust, love and respect for others in order to build and foster community.

The Notre Dame Elementary Preschool administrators, teachers and staff are committed to assisting the children to:

- Grow in the continued awareness that they are a child of God and loved by God.
- Develop a positive self-image and acknowledge their self-worth.
- Foster development of the five modalities of learning: auditory, fine motor, gross motor, language and visual.
- Nurture a sense of discovery, wonder and desire to learn.
- Learn basic social skills.
- Grow in a sense of age-appropriate independence.
- Willingly interact within a teacher-child relationship.
- Enjoy being a part of a group and accept the need to share and cooperate.
- Respect the rights of others and recognize their own rights.

Curriculum

Notre Dame Elementary Preschool promotes the spiritual, emotional, intellectual, physical and social growth of the young child. The curriculum is not centered around specific subject areas, but rather is developed in a holistic manner using a "hands-on" approach to learning. The preschool curriculum follows the Early Learning Content Standards of the Ohio Department of Education, as well as the guidelines established by the Diocese of Cleveland. The various curricular components addressed in activities are indicated below.

Religion

Religious instruction and classroom prayer help the child to develop a positive self-image in relation to a loving God. Parents have already set the foundation for a sense of God's love. The child's sense of God is further enhanced by the warm atmosphere of love and acceptance in the class where he/she learns about God's wonderful world.

Language

Language is the development of communication skills that enable a child to share his/her world with others. Language skills at the preschool level include listening, speaking and thinking. The child learns to transfer thought into words and to express a sense of self-awareness through the appropriate expression of thoughts and feelings. An awareness of the five senses helps the young child understand how his/her body receives information about life. Visual discrimination and memory, and auditory discrimination and memory are important readiness skills that are taught through play activities. Listening to stories, poetry and finger plays enhance the love of language.

Math

Math readiness, at the preschool level, involves the development of such cognitive skills as colors, shapes, quantitative concepts such as size differences, basic counting skills, classifying, forming sets and recognizing numerals. These concepts are taught through a variety of activities and manipulatives.

Technology

Instruction is integrated with readiness activities. The computer is another tool for children to use in discovering the world about them.

Personal-Social Development

The preschool child needs to understand himself/herself in order to relate to other children and adults. Through basic social interaction (between two children, teacher and child, and child and group) the young child establishes autonomy and learns skills to help relate to his/her world.

Areas of personal development include knowing name and age, eventually learning address, phone number and birthday; care for toileting needs and washing hands; care for belongings; respecting others; separating from parent with relative ease. Social development includes cooperative play; sharing; following directions; initiating conversation and play situations with peers; entering into group activities; developing a positive relationship and caring about others.

Gross Motor Skills

Gross motor skills include large muscle activities such as walking, running, jumping, hopping and skipping. Arm-eye coordination is strengthened by throwing a large ball or bean bag, catching or aiming at a target. Rhythm and movement provide an outlet of creative expression and the joy of using the body in dance, games and organized play.

Fine Motor Skills

Fine motor skills include the development of dexterity and strength of small muscles which enhances the development of readiness for the reading process. Eye-hand coordination is developed through such activities as manipulating clay, stringing beads, hammering, pasting, crayoning, painting, pouring, lacing and using scissors. Eye tracking is another fine motor activity that promotes the left-to-right progression skill required for reading readiness. The child is encouraged to observe his/her natural hand dominance; however, hand dominance is not necessarily achieved, as yet.

Art

Preschool art activities are joyful, creative experiences full of self-expression. Creative art activities center around the use of manipulatives that develop fine motor skills: clay, paint, paste and crayons.

Music

The young child develops a love and appreciation of music through singing, listening to music, using rhythm instruments, making instruments, dancing and other rhythmic activities.

Materials Selection Policy

All materials are carefully selected by the director and the teachers to enhance a creative learning environment in which the children can experience age-appropriate developmental experiences and play activities.

CODE OF CONDUCT

The staff of Notre Dame Elementary Preschool believes that all children are good and that God has gifted each child with a uniqueness all his/her own. All children want to be good and, therefore, want to know what is expected of them.

The goal of discipline is for each child to achieve self-control. Effective discipline is founded on a loving and caring relationship between adults and children. Setting clear and fair behavioral limits that are enforced consistently and regularly are key elements in discipline. Limits are established to prevent children from hurting themselves and others, assure freedom for all to learn and to prevent the destruction of materials and equipment.

To achieve this goal, children are guided to appropriate behavior by setting clear and consistent limits, encouraged to use appropriate behavior, taught strategies for resolving conflict and, when appropriate, redirected to other activities.

Parent conferences may be requested for the following reasons:

- Interfering with the teacher's conducting of a lesson

- Defying a reasonable directive by a person in authority
- Using vulgar and/or obscene language
- Physical or verbal abuse toward another child, teacher, etc.
- Defacing or destroying school property or the property of another person (Restitution is also required)

Non-Harassment Policy

Notre Dame Elementary Preschool does not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Disciplinary action may include being asked to withdraw from the school. Examples of harassment include, but are not limited to: unwelcome advances or other similar verbal or physical contact; verbal or written taunting; bullying, intimidating, annoying or abusing an individual or group.

Elastic Clause

Because it is impossible to foresee problems that may arise, this clause empowers the Principal and Preschool Director to issue consequences for any action that violates the spirit of Notre Dame Elementary Preschool, even though not specified here. The judgment of the Principal in all disciplinary matters is final.

Discipline Policy

Our goal in providing guidance and discipline is to encourage the development of children's self-control and self-discipline. Children will be helped to negotiate conflicts through the use of words and problem-solving strategies. Staff uses constructive language by phrasing guidelines for behavior positively: "Walk in this room" instead of "Don't run". Children will be encouraged to verbalize their feelings.

Children who are motivated and engaged in activities throughout the day, rarely pose major discipline problems, but minor conflicts do arise. Children are encouraged to handle these on their own when practical. If a child is behaving in a way that is potentially harmful to self, others, or property, adults will intervene. Although each problem that arises calls for unique solutions, these guidelines provide clear boundaries and guidance for children:

Step One: Know the child. Is the behavior unusual for this child?

Step Two: Stop the behavior. Use a gentle look, shake of the head, or words to indicate the behavior is inappropriate.

Step Three: Describe appropriate behavior, give rationale, and remind the child of the consequences. For example, "Move the sand carefully. If you throw sand it might get into someone's eyes. You will have to leave the area if you throw sand."

Step Four: Warn only once. If the inappropriate behavior continues, remove the child from the situation. Help the child to describe his or her feelings and understand the feelings of others. Restate the appropriate behavior and discuss strategies the child can use successfully in that situation.

Step Five: The child stays with the teacher or staff member until he or she feels ready to return to the activity. The responsibility for behaving appropriately is placed on the child.

Step Six: Help the child return to the activity successfully. Offer support and acknowledgment of appropriate behavior.

Step Seven: If inappropriate behavior continues, the child loses the privilege of working in the area. Repeat steps four through six, having the child choose a different activity.

If behavior problems persist, the teacher will discuss them with the parent. Together they will develop strategies to enable the child to overcome his or her difficulties.

A preschool staff member in charge of a child or group of children shall be responsible for discipline. The school shall have written discipline policy describing the philosophy of discipline and the specific methods of discipline. This written policy shall be on file at the school for review (see the previous section in this handbook). Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

Methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishment such as but not limited to, punching, pinching, shaking, spanking, or biting.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline that humiliate, shame, or frighten a child will not be used.
- Discipline shall not include withholding food, rest, or toilet use.
- Separation when used as discipline shall be brief in duration and appropriate to the child's age and development ability. The child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well ventilated space.
- The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

The parent of a child enrolled shall receive the school's written discipline policy. All preschool staff members shall receive a copy of the discipline policy for review upon employment.

SAFETY POLICY

Morning Arrival

Preschool students can be dropped off beginning at 7:30AM. Parents need to enter the car-rider drop off-line with the other elementary and middle school families, and pull as far forward as possible before having their child exit the car from the right side in order to expedite the line. Staff members are positioned to assist and guide children into the building. The drop-off line ends at 8:00AM and after that time, parents will need to park and accompany their children into the office for sign in before going to their classroom.

Mid-day Dismissal (3 Year Olds)

Children will be dismissed at 11:00AM. Parents should enter the school parking lot between the two Notre Dame garages, park in the center section, and enter the main doors of the school. Children will be brought to the main lobby and will be released only to parents or those adults already given permission on the pick-up form who show ID and sign them out.

End of the Day Dismissal

At 2:30PM, full-day students will be ready for pick-up. Cars line up and park in designated lanes with parents coming to meet students and teachers directly. The pick-up lanes nearest the building will be designated for preschool families that do not have any other children in the elementary or middle school. As they arrive to pick up their children, these families will be directed to form the beginnings of the first two rows of parked cars. Parents must then exit their vehicles and meet the teacher leading the students out of the building.

Families are asked to return to their cars quickly and be prepared to exit the lot without delay when dismissed. Any preschool family not parked by 2:30PM will need to join the regular elementary pick-up rows. If there is a change in transportation, a note should be written to the teacher with a parent's signature. Only persons stated on the pick-up form will be allowed to take children home. A photo ID is required for pick-up.

After Care

After Care will be available from 2:30 – 6:00PM. Preschool students will be using the Preschool wing for After Care activities. A snack will be provided as well as time for indoor and outdoor play. Children need to be picked up and signed out at the school dining room. The pick-up door of the dining room, at the back of the building, is labeled AFTER CARE.

Drills

The preschool conducts monthly fire drills. Tornado drills are conducted monthly March – May. Lock-down drills are conducted annually.

HEALTH PROCEDURES AND MANAGEMENT OF COMMUNICABLE DISEASES

Staff members are trained in the recognition of signs and symptoms of communicable diseases. All children and staff members follow required hand-washing procedures using antibacterial soap and paper towels. Reminders are clearly posted in the classroom and in all bathrooms. Tables, chairs, equipment and materials are disinfected each day. Due to Health Department regulations, staff members cannot handle or dispose of fecal matter.

Health Guidelines

Please follow these health guidelines to determine if your preschool child should be kept home from school:

- More than a runny/stuffy nose
- If they were ill during the night or upon waking in the morning
- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- An underarm temperature of 100 degrees, particularly in combination with other signs of illness
- NOTE ~ A child must be fever-free for 24-hours without the use of fever-reducing medication before returning to school
- Severe coughing, particularly if the child becomes red or blue in the face or produces a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (pink eye)
- Untreated infected skin patches
- Unusually dark urine and/or grey or white stools
- Stiff neck
- Evidence of lice, scabies or other parasitic infestation
- You are awaiting results of a throat culture for possible strep throat
- Any other communicable illness

Procedures

- Please notify the school if your child has been diagnosed with a communicable illness.
- If your child becomes ill during the school day, or if an illness is suspected, parents will be notified to come for the child. He/she will be isolated from the group until a parent/designated adult comes. The child should be readmitted to school only if he/she is no longer ill and/or upon doctor recommendation.

- If the class is exposed to a communicable disease, parents will be notified as soon as possible.
- If a child requires medication of any kind during class time, parents must have a doctor complete and sign a form giving school personnel permission to administer the medication.

Parents are requested to complete the emergency medical authorization form and immunization schedule located within the Final Forms online forms. Any child who does not have immunizations recommended by the American Pediatric Association timeline, will need the ODJFS “*Explanation of Non-Immunization*” form on file in the preschool office. This form needs to be signed by a physician stating the religious or philosophical reasons for non-immunization.

Communicable Disease Symptoms

The following is a list of the most common communicable diseases and their symptoms:

1. **Chicken Pox:** Feverishness; rash appears in the form of small pimples, which, in a day, fill up with a clear fluid. Incubation period between 14 –21 days. Isolation period of at least 5 days from the time rash appears.
2. **Measles (Rubella):** Head cold, feverish, watery eyes, sneezing, blotchy red rash appears on forehead, face and body. Incubation period between 7 – 14 days. Isolation period of at least 5 days from the time rash appears.
3. **German Measles (Rubella or 3-day Measles):** Mild measles-blotch, fine, red rash on face and abdomen. Swollen glands particularly in the back of neck. Incubation period 14 – 21 days. Communicable for 48 hours after rash appears.
4. **Mumps:** Fever, swelling on side of face and jaws as glands become swollen and tender. Incubation period between 12-26 days. Isolation period until swelling of glands has disappeared.
5. **Scarlet Fever and Streptococcal (strep throat):** Fever, headache, sore throat, vomiting. A fine rash appears with scarlet fever. Incubation period between 2 – 5 days. Isolation for 48 hours after start of antibiotic treatment. Child may be readmitted to school upon receipt of a written statement that the child has been treated. The name of the physician should be included.
6. **Impetigo:** Blister-like lesions which later develop into crusted pus-like sores which are irregular in outline. Incubation period 2 – 5 days, occasionally longer. Communicable from onset of symptoms until sores are healed. Child will be excluded from school until adequately treated and sores are no longer draining.
7. **Conjunctivitis (pink eye):** Redness and swelling of the membranes of one or both eyes with burning and itching, sensitivity to light and a discharge. Immediate medical treatment needed. Exclusion from school until fully recovered. Communicable during the course of the infection and until discharges cease.

OMBUDSMAN POLICY

The Department of Education in Columbus has an ombudsman that would gladly entertain questions and concerns. The ombudsman may be reached at (614) 466-0224.

McKinney-Vento Public Notice

The McKinney-Vento Act, as amended by the Every Student Succeeds Act, ensures all eligible children and youth have equal access to the same free and appropriate public education as other students.

Children and youth who are in the following situations:

Living in a shelter;

Living in a motel or campground due to the lack of an alternative adequate accommodation;

Living in a car, park, abandoned building, or bus or train station; or

Sharing the housing of other persons due to the loss of housing, economic hardship, or a similar reason

Eligible students have the right to:

- Receive a free, appropriate public education;
- Enroll in a school immediately, even if lacking documents normally required for enrollment;
- Enroll in a school and attend classes while the school gathers needed documents;
- Enroll in the local school, or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference and feasible;
- Receive transportation to and from the school of origin, if requested; and
- Receive additional services comparable to those provided to other students, according to the student's needs.

If you believe a student may be eligible for support and services under the McKinney-Vento Act, please contact your district of residence's McKinney-Vento Liaison.

Notification of Rights Under FERPA for Elementary and Secondary Schools:

The Family Educational Rights and Privacy Act (FERPA) affords parent and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the program receives a request for access. Parents or students should submit to the program manager or teacher a written request that identifies the records they wish to inspect. The program official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the program to amend a record should write to the program manager, clearly identify the part of the record they want changed and specify why it should be changed. If the program manager decides not to amend the record as requested by the parent or eligible student, the program will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the program discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to program/school officials with legitimate educational interests. The program manager is a person employed by the program/school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. The program manager also may include a volunteer or contractor outside of the program who performs an institutional service of function for which the program would otherwise use its own employees and who is under the direct control of the program with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another program/school official in performing his or her tasks. A program/school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the program to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Ave, SW

Washington, DC 20202