

# Parent/Student Handbook

## *Chartering Our Way to Public Montessori School Success*

Innovation Montessori High School  
1475 E. Silver Star Rd  
Ocoee, FL 34761



Innovation  
**Montessori**  
High School

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### SCHOOL INFORMATION

**PHONE:** 407-601-3950      **FAX:** 407-654-2046 (IMO)  
**Executive Director:** Patrice M. Cherico (All schools)  
**Principal:** Jared Stewart (IMHS)  
**Assistant Principal:** Lashae Copeland (IMHS)

**School Colors:** Kelly Green and Silver  
**Mascot:** Florida Panthers

## **ABOUT INNOVATION MONTESSORI, Inc.**

*Innovation Montessori, Inc., conceived and approved in 2010.*

*The school was founded by a group of devoted and supportive parents. All three schools are governed by a school board of parents and community members. Our Charter is granted through Orange County Public Schools (OCPS).*

### ***Our overall Vision and Purpose for IM, Inc. schools***

In accordance with its mission, the goal and purpose of the educational program at Innovation Montessori (IM) is to ensure that all students meet or exceed rigorous academic, personal and social/ emotional objectives. This will be accomplished using a curriculum that effectively aligns the research-based Montessori Primary through High School curriculum with the state standards. Montessori's holistic, comprehensive, individualized curriculum, and integrated character education make it well suited to achieving the mission.

Further, Innovation Montessori defines a joyful, authentic public Montessori education to include the following ten elements:

- Beautifully and thoughtfully prepared classrooms, designed with a complete collection of developmentally appropriate Montessori learning materials.
- Montessori “materials” that, at the secondary level, include authentic field experiences, student-centered inquiry-based projects, Socratic Seminar discussions; weekly community meetings, a prepared secondary guide who understands the developmental needs of adolescents.
- Multi-age classrooms consisting of 9<sup>th</sup>-12<sup>th</sup> integrated learning opportunities.
- Teachers who are both Montessori and state-certified, possess a passion for seeing adolescents flourish, and are strongly committed to the school’s mission.
- Individualized education founded upon differentiated instruction using study guides.
- Frequent observations and assessment of student learning outcomes throughout the year, faculty collaboration, active parent partnership, participation and a student led environment will provide the momentum for our Montessori 9-12 program.
- Individual and small group lessons with ongoing assessment, and student reflection embedded in meaningful lessons that support mastery of content across state standards and Montessori curriculum.
- Joyful, self-directed, exploratory learning leading to personal responsibility and intrinsic motivation in students.
- Long, uninterrupted work cycles and project-based learning that encourage concentration and focus on students.
- An emphasis on stewardship and respect for the natural world, with a global awareness and appreciation for the interconnectedness of all of life.

IMHS’s additional instructional emphasis includes the following: Our **vision** is that students master critical thinking, problem-solving, creativity, adaptability, a global perspective, purpose, and the ability to transfer knowledge and skills across subject matter lines in order to become the visionary creators of the fluid and fast-paced future. Our **mission** is to provide a game-changing High School education to cultivate **independent, inspired, and innovative** leaders through purpose-driven Project-based Learning, a Montessori focus on a global perspective, and a four-year-long Innovation Incubator.

*We hope you find this Alphabetical Guide to Innovation Montessori, Inc., student policies helpful. This is not intended to be an all-inclusive list. If you have questions about our Charter, the Montessori curriculum, ESE (Exceptional Student Education), MTSS (Multi-Tier System of Support), Gifted Services, or any other information not listed, please contact the front office. We are happy to provide additional information.*

*The purpose of the handbook is to provide parents and teachers with a quick guide to the most relevant day-to-day information. In addition, our "Notification of Rights under FERPA for Elementary and Secondary Schools" can be found at the end of this handbook. If you have any questions, please contact the front office.*

#### **ADDitions (VOLUNTEERS)**

IM, Inc., students need you! Parents and friends of INNOVATION MONTESSORI, Inc., can help our school through the ADDITIONS Volunteer Program. We encourage you to become involved. Younger siblings will not be allowed to accompany parents to the classroom during volunteer times. ADDITIONS is where you log in your Volunteer Hours. If you have any questions, please ask the staff in the front office.

##### **Volunteer Guidelines**

Volunteering at school is one way to get involved in your child's education. Volunteers contribute in many ways, including accompanying classes on field trips, helping to make materials, or organizing and taking part in events. Parent volunteers get a close-up view of their child's school. Seeing how students are engaged at school may also give you insight and ideas on how to support your child at home.

The school charter requires that families support the school by volunteering their time. Almost every charter school in Florida has this policy, with most requiring 50 or more hours per year. INNOVATION MONTESSORI HIGH SCHOOL families are only required to contribute 20 hours per family. If the volunteer hour requirements are not fulfilled, your student may lose re-enrollment in IM, INC. for the subsequent year. Note that it is parents' responsibility to record hours online through OCPS ADDITIONS. If you have any questions regarding volunteering at INNOVATION MONTESSORI HIGH SCHOOL, please contact the front office. Please remember that you need to reapply to ADDitions each year.

Only adult family members will be credited with service hours.

All volunteer hours must be fulfilled prior to May 15. Please plan accordingly. Remember, this is a commitment of less than seven minutes per school attendance day.

##### **EXAMPLES OF VOLUNTEER OPPORTUNITIES:**

*Material Making \* Classroom Support (Seasonal Activities) \* PTO Activity Assistance*

*Teacher Appreciation Week \* School Field Trips \* Volunteer Coordinator \* Fundraising Events \*student clubs & organizations*

#### **ADDRESS/TELEPHONE NUMBER**

Please keep us informed of any changes in address, telephone number, or parent's work location. It is important for us to be able to contact you in case of an emergency. If you have an e-mail address, we will add you to our e-mail list providing weekly newsletters (also published in ParentSquare). Please email all contact information updates to [cyndi.maners@innovationmontessori.com](mailto:cyndi.maners@innovationmontessori.com).

#### **ARRIVAL AND DEPARTURE**

PLEASE BE ON TIME! Please make every effort to have your student here on time. Please be aware 5 tardies is equal to 1 absence according to Florida State attendance guidelines. During the first few days, we will be directing traffic and providing directions as needed for parking. If the car line is closed, your student MUST sign themselves in to the main office to receive a tardy slip to enter class.

## SCHOOL HOURS

### IMHS

Drop Off	8:00 AM - 8:25 AM
Student Day	8:30 AM - 3:00 PM (2:00 PM on Wed)
Pick Up	3:00 PM - 3:30 PM (2:00 PM - 2:30 PM on Wed)

#### Car Line Protocol

1. Do not use cell phones in carline, including for texting.
2. Please pull as far as possible before loading/unloading.
3. Place car in park when you are loading or unloading children.

#### Early Check Out/and Late Drop off

1. When checking students out early please pick them up by 2:45 PM (1:45 PM on Wednesdays) at the latest.
2. Students must be signed out in the front office– please be prepared to show ID. If students are under the age of 18 and you would like them to self-sign out, you must communicate this in writing to the front office.
3. Students arriving after 8:30 AM must sign in at the front desk.

If a student is to be picked up by anyone other than the parent or designated driver, **those arrangements must be made in writing, in advance.** Please email [IMHSoffice@innovationmontessori.com](mailto:IMHSoffice@innovationmontessori.com) from your email on file. No student will be released to a person not on their authorized pick-up list, without prior written permission. **Phone calls will not be accepted for dismissal arrangements. Administrators may make an exception in case of an emergency.**

### ATTENDANCE

As we know student attendance is an integral part of your student’s social, emotional, and academic growth. Ultimately, student attendance is the responsibility of the student and parent/guardian. Please use this link below to read Florida Law regarding compulsory school attendance. <http://www.fldoe.org/how-do-i/attendance-enrollment.stml> Students must be in class, ready to learn by 8:30 AM. If your student will not be in school from 8:30 AM -3:00 PM (2:00 PM on Wednesday) - tardy, absent or leaving early - please complete the attendance form located on our school’s website.

### BACKPACKS

Students in high school are welcome to bring backpacks to school.

### BULLYING POLICY

The OCPS Code of Student Conduct outlines the policy that INNOVATION MONTESSORI, Inc., follows to comply with the state’s Anti-Bullying Policy. The policy can be found in the Innovation Montessori Discipline policy/OCPS Code of Student Conduct below. Bullying is defined as "targeted behavior towards another person that causes that person to be afraid either on school property or off school grounds. This may include, but is not limited to, unsolicited physical interactions as well as name calling with or without cursing, or verbal cruelty."

### CODE OF STUDENT CONDUCT

Florida law outlines both the rights and responsibilities of students. While the student has the right to expect a good education, the school has the right to expect appropriate behavior and responsibility from the student. Specific information is printed in the Code of Student Conduct which works cohesively with the Innovation Montessori discipline policy found on the school website. Students who choose to continually be disruptive, disrespectful, or discourteous will be disciplined in accordance, when applicable, primarily with the Innovation Montessori discipline policy which highlights restorative practices and with the Orange County Code of Student Conduct. The Code of Student Conduct describes the procedures that must be followed as well as the consequences if procedures are not followed. All parents receive the link for reading the policy. This link is provided to parents as an ‘acknowledgement page’ in the beginning of the school year. Parents and students sign this page, acknowledging they have read the policy. OCPS typically provides paper copies when needed. Please inquire at the front office if you would like a paper copy. A link may also be found on our website. If you have any questions on this Code of Student Conduct, please contact the principal.

Due to FERPA (below) we will never communicate with you about any child(ren) other than your own. This includes discipline consequences.

## COMMUNICATIONS

Newsletters These summary newsletters are the most comprehensive look at the past week and what is upcoming at Innovation Montessori, Inc. Posted in ParentSquare, these newsletters include information from administration along with updates from the PTO.

SchoolMint This system is used by the school office staff to send official school communication related to forms, activities, and other important requests on a periodic basis. Keep an eye out for emails from [noreply@schoolmint.com](mailto:noreply@schoolmint.com)

### Online Resources

- o School website: [www.innovationmontessori.com/imhs/](http://www.innovationmontessori.com/imhs/)
- o PTO website: [www.ptoowls.com](http://www.ptoowls.com)
- o Online school calendar: [www.innovationmontessori.com/calendar](http://www.innovationmontessori.com/calendar) – linked to both the school and PTO websites, this Google calendar is updated regularly with all school holidays, events, and meetings. Add it to your own Google calendar with the click of a button and help line up your schedules!

Sign Ups are within ParentSquare This is the primary place for finding and signing up for helping with activities, in the classroom, and for bringing in donated items.

ParentSquare – the hub for parent online communication. Each class has their own private page which they use to share information with families. We recommend that you download the app and adjust your notification settings to your liking.

## COVID-19

Efforts to protect the health and safety of our students and staff from COVID-19 will have impacts on the school's policies and procedures, which we will be communicated through ParentSquare.

## CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

The school maintains and regularly practices emergency procedures including the "[i love you guys foundation](#)" protocols as adopted by OCPS. The following drills include procedures for fire (evacuation), severe weather, and 'i love you guys' protocols. The principal has developed a crisis management plan and a crisis team for use in the event of any emergency situation and/or crisis. Specific procedures for evacuations are posted in every room. Training for all school personnel on these procedures is conducted annually.

## CUSTODY OF STUDENTS

School staff is required to release students to either of their natural parents unless we have a copy of a court order that grants custody to one of the natural parents or to someone else. If you have a court order, please give a copy to the office staff. All students must be signed out at the office by a parent, legal guardian, or designated adult listed in the emergency form.

## DRESS FOR SUCCESS

**IMHS Students:** IMHS students are expected to wear appropriate dress, as outlined in the OCPS code of conduct dress code. Cleanliness, good hygiene, and neatness are important standards of appearance for everyone. Please see the dress code policy located on the school website. [www.innovationmontessori.com/imhs/](http://www.innovationmontessori.com/imhs/)

## EDUCATIONAL TRIPS

Educational trips may be taken throughout the school year. Permission slips and fees need to be returned at least two weeks before the trip is to take place.

## E-MAIL

Please ensure that you provide current parent/guardian email addresses to the school. Teachers will communicate with parents via the email registered with the school. Teachers will communicate with students through their school Outlook portal @innovationmontessori.com

## LUNCH

Innovation Montessori, Inc., does have a school cafeteria. We do offer a lunch provider or students may pack their own lunch. Students who qualify for “free or reduced” lunch will be afforded the opportunity to participate in the program. IMHS students will have an opportunity to utilize the microwave during the lunch time block. Students may also collaborate with the school lunch committee to have lunch delivered to campus. Students should not order lunch outside of the designated lunch block.

## MESSAGES

Plans for transportation home, and other after-school activities should be made before the student comes to school. Calls to the school with requests to deliver a message to students should occur only in case of emergency.

## PARENT LIAISON

Pursuant to Section 1002.33 (7)(d)(1), Florida Statutes, each charter school’s governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. The representative must reside in the school district in which the charter school is located and may be a governing board member, charter school employee, or individual contracted to represent the governing board. If the governing board oversees multiple charter schools in the same school district, the governing board must appoint a separate individual representative for each charter school in the district. The representative’s contact information must be provided annually in writing to parents and posted prominently on the charter school’s website if a website is maintained by the school. The sponsor may not require that governing board members reside in the school district in which the charter school is located if the charter school complies with this paragraph. Kavita Ramsingh, is the parent rep, may be reached at imhsoffice@innovationmontessori.com

## PARKING

INNOVATION MONTESSORI, Inc., is growing and, to accommodate our growing population and limited parking we ask that you are mindful of where you park and that you don’t linger on campus longer than necessary. There are times when we may have access to additional parking, and we will let you know in advance when this is the case.

## PTOSO

Innovation Montessori Ocoee/High School’s Parent Teacher Student Organization is a group of dedicated parents working to enrich our students’ school experience. PTO meetings will be shared on the PTO calendar and ParentSquare.

## RESTORATIVE JUSTICE

At IMHS we have implemented Restorative Practices designed to address the unique needs of students (Grades 9-12) who have violated the OCPS Code of Conduct. The foundation of Restorative Justice (RJ) blends respect for community safety and a systemic understanding that builds on strengths of the participants, employs a System-of-Care team approach, embeds Multi-Tier System of Support (MTSS) practices, and identifies clear and specific expectations and outcome measures to help students develop more effective coping skills and pro-social behaviors. Restorative justice focuses on repairing harm through inclusive processes that engage all community members. Restorative Justice shifts the focus of discipline from punishment to learning and from the individual to the community. In our school, the practice of RJ starts with an emphasis on community building. IMHS has a discipline policy that interfaces with OCPS. You can find the is policy on our **website**: [www.innovationmontessori.com/imhs/](http://www.innovationmontessori.com/imhs/)

## **SICKNESS, MEDICATIONS, and ALLERGIES** (PLEASE refer to information under COVID-19 and Contagious Diseases in this handbook)

When NOT to send your adolescent to school:

- Red rashes, bumps.
- Fever, nausea, and vomiting.
- Red, itchy eyes with yellow discharge.
- Swollen glands.
- Cramping, diarrhea.
- Nits and live lice.

Actions you should take:

- Keep child at home until free of fever (without medication) for 24 hours.

Illness or injury during school hours

- In emergencies, staff will call 911 and alert the office.
- Parents will be notified.
- No student will be released to anyone except parents or authorized adults (unless release to emergency medical personnel is necessary).
- Keep emergency contacts and medical information up to date.

Guidelines for Prescription Medication

- Notify the office in writing of all prescription medications being taken by a student, so we may advise first responders in the event of an emergency.
- When possible, medication should be administered outside school hours.
- If medication must be sent to school, the following legal requirements must be met:
- For each prescribed medication, the student's parent or guardian must complete an AUTHORIZATION FOR MEDICATION FORM and sign-in the medication on a clinic log, which is available in the office, and personally deliver the medication to the office.
- All prescribed medication must be received in the ORIGINAL container. The prescription label must show date, student's name, dosage, and time to be administered.
- If it is necessary for medication to be taken home, the parent or guardian must pick it up after dismissal. Parents or guardians are responsible for transporting medications to and from school.

Guidelines for Non-Prescription Medication

Any over the counter medication brought to school to administer to students must be unopened. The over-the-counter medication seal must not be broken. Parents must bring it to the office and complete AUTHORIZATION FOR MEDICATION FORM. For the purposes of school, medicine is considered anything that goes in or on the body that is not also considered food.

- Students are prohibited from keeping non-prescription medication in their backpacks.
- Students are prohibited from providing such medication to fellow classmates.

Students with Severe Food Allergies

- Fill out the following forms:
- Authorization for Emergency Care of Children with Severe Allergies.
- Acknowledgement of Receipt of Policy for Administering Emergency Treatment.
- Release and Hold Harmless Agreement.
- Provide updated and current information.
- Keep the teacher aware of a child's food allergies.
- It is the parent's responsibility to provide medication, as prescribed by the physician.
- Two sets of current medication must be provided to the school and on hand always.
- When the student is on a field trip, an additional set of medication must be provided to the clinic for the trip.
- No sharing of food or snacks among students.

## **SNACKS**

Snacks are welcomed and encouraged throughout the day.

## STUDENT PROGRESSION PLAN

We will adhere to all provisions under Florida Law for Pupil Progression. Orange County Public School's Pupil Progression Plan will be used as a framework while provisions of Florida Law will be the final arbitrator in decisions and policies around Pupil progression.

## STUDENT PROPERTY

IMHS students are responsible for all personal items brought on campus. IMHS will not be responsible for lost, stolen, damaged or misplaced items.

## TECHNOLOGY

Innovation Montessori, Inc., follows the OCPS Code of Student Conduct for the appropriate use of the internet, "for limited educational purpose." Students found to be using the internet and or technology devices inappropriately will be disciplined in accordance with the Code of Student Conduct.

If students choose to bring cell phones to school, they must be silenced and kept out of view during direct instruction. It is up to the teacher and administration discretion on when cell phones can be utilized in the classroom outside of direct instruction. Permission may vary based on the academic needs of the student. Managing the use of cell phones in the classroom environment is a practice of freedom within limits. Should the freedom to use technology (phones, laptop, internet etc.) be abused, limits around phone usage and technology will be put in place to help students navigate their usage.

## VISITING SCHOOL

All parents are encouraged to visit our school. However, for the safety of our children, we must insist upon everyone registering in the front office and wearing a visitor's badge during the visit. Arrangements for classroom visits must be made in advance with the teacher. This policy ensures each child's uninterrupted instruction. Parent conferences should be scheduled for times other than student instructional times. Teachers are responsible for the safe arrival and dismissal of students to and from their classrooms. Please schedule conferences with teachers when they are not responsible for supervising children.

## WITHDRAWAL

Please let the registrar know as soon as possible if you will be moving or withdrawing your child from school.

**One Final Note...***We anticipate that you and your child will have a wonderful experience at INNOVATION MONTESSORI, Inc. But, in case conflicts arise, please note the following protocol which will help you navigate through those times. If the problem has to do with your child's classroom, the students in the class, the teacher or teacher assistant, please talk with the teacher first and share your concern. We always want to foster open communication. After communicating with the teacher, if you still have concerns, please contact the Assistant Principal, or Principal. Our Board President is also available after you have spoken with the principal.*

**On the next page, you will find our Parent Student School Agreement. Please sign and return during the first 10 days of school. On the last page you will find our "Notification of Rights under FERPA for Elementary and Secondary Schools". If you have questions about either of these documents, please email [imhsoffice@innovationmontessori.com](mailto:imhsoffice@innovationmontessori.com).**



**Innovation Montessori, Inc. (IM, Inc.)**

**Parent-Student-School Agreement**

IM, Inc., are communities committed to providing a strong Montessori foundation in a public-school setting that enables our students to achieve their full potential, develop curiosity, creativity, imagination, and become responsible citizens of the world. Our students flourish when their homes and schools operate harmoniously with each other.

I/we, the parent(s)/guardian(s) of \_\_\_\_\_, have read and agree to the following. I/we will:

- Make every attempt to learn Montessori principles and use them in the home.
- Attend all conferences scheduled with any member of the Innovation Montessori Ocoee/High School staff.
- Engage in the culture of giving; share my time, talents, and resources to support the best educational experience possible for all students of IMO/IMHS.
- Provide transportation to and from school for my/our child.
- Ensure that my/our child abides by the dress code of Innovation Montessori Ocoee/High School.
- Supply lunch/snack, either from home or purchased through the school’s lunch provider.
- Annually review the Parent Handbook, OCPS Code of Conduct and my child’s classroom’s expectations.
- Model grace and courtesy when interacting with members of Innovation Montessori community and resolve any problems respectfully.
- Communicate respectfully, directly, and actively with the school. This includes bringing all problems and concerns directly to the school where they can be resolved, rather than broadcasting them in places where they cannot. (Our goal is that our community be a positive one where we model positive and productive communication for our children).

Innovation Montessori will:

- Provide a genuine Montessori environment in our public-school setting.
- Nurture curiosity and initiative so your adolescent develops strong work habits, a sense of purpose, and the will to learn and grow.
- Encourage students to take on work and projects that require them to stretch.
- Communicate as partners, working hard to provide open, timely, respectful information and insight into your child and the school community.
- Be professional and courteous, providing mutually respectful communication with all our community members. We are striving to be a model of grace and courtesy that guides Montessori curriculum and culture.
- Work to balance the individual needs of the child with the needs of the classroom and school community.

We look forward to a working partnership to provide both an outstanding educational experience and warm, welcoming community for both you and your child.

\_\_\_\_\_  
Parent Name (Please Print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (Please Print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## -Notification of Rights under FERPA for Elementary and Secondary Schools

This notification is intended to inform you of certain rights that you have under the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law requiring that the School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. Your rights under FERPA include:

### **1. Right to Inspect and Review Records:**

FERPA gives parents the right to inspect and review the student's education records within 45 days after the day Innovation Montessori ("School") receives a request for access.

Parents who wish to inspect their child's education records should submit to the school's principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent of the time and place where the records may be inspected.

### **2. Right to Request Amendment to Records:**

FERPA gives parents the right to request the amendment of education records that the parent believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents who wish to ask the school to amend their child's education record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent, the school will notify the parent 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 when notified of the right to a hearing.

### **3. Right to Consent to Disclosures:**

FERPA gives parents the right to provide written consent before the school 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 school officials with legitimate educational interests. A school official includes a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel). A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school 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 school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school may disclose education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. The school will make a reasonable attempt to notify you of any records request from another school or school district prior to releasing the records.

**The school may disclose appropriately designated “directory information” related to your student without written consent, unless you have notified the School in writing that you do not wish for us to do so no later than October 1st.**

The primary purpose of directory information is to allow the school to include information from your child’s education records in certain school-related publications. Directory information is considered not to be harmful or an invasion of privacy and includes:

- Student's name
- Address
- Telephone number
- Email address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Honors and awards received
- The name of the most recent educational institution attended
- Student ID number

If you do not want the school to disclose any or all of the types of information designated above as directory information from your child’s education records without your prior written consent, you must notify the school in writing by September 15, 2021.

FERPA permits the disclosure of PII from students’ education records, without consent of the parent, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent’s State under certain circumstances.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released.

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met.
- To appropriate officials in connection with a health or safety emergency.
- Information the School has designated as “directory information.”
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.

**4. Right to File a Complaint:**

FERPA gives parents the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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 Avenue, SW  
 Washington, DC 20202

If you would like additional information on FERPA, you can visit the U.S. Department of Education’s website here:  
<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>