

HELPING NEW FAMILIES NAVIGATE THE 2020-21 SCHOOL YEAR



TRANSPORTATION, ARRIVAL, & DISMISSAL

For the first time, MTCES will be using the Pick Up Patrol dismissal app. You should have received an email about the app. Every student's father/mother will have his/her own account and the ability to make changes to their child's dismissal plan through the app.

ACTION ITEM: Register your account and confirm your child(ren)'s default daily dismissal plan.

ARRIVAL

Bus riders will begin to arrive at school at 7:20 a.m. The EARLIEST car riders can arrive is 7:30 a.m. All students must arrive by 7:45 a.m.; otherwise they will be considered tardy.

Upon entering the building, students will report to their respective homerooms and wash their hands. Students in grades five and six will report to the bathroom to wash their hands prior to reporting to homerooms as their homerooms do not have sinks. Teachers will confirm that every student has his/her temperature taken at home. Every teacher will have an infrared no-touch thermometer to use for those students who were not checked prior to leaving home.

The principal and/or a faculty member will begin morning prayer and announcements over the PA system at 7:45 a.m.

Bus Riders

The location of your home determines the bus that picks up your child. Parents must fill out a form with their local public school district to request bus service. The public busing director arranges the routes and sends them home within one to two weeks of the start of the school year. The bus routes can also be viewed online for most public school buses under the public school district website.

Students may ride only assigned buses. Children not assigned to a bus are not permitted to ride home with friends who ride a bus from another district.

The blacktop parking lot off Jackie Drive (the upper lot where outdoor recess takes place) is reserved for bus traffic. Car traffic, including that of staff, is not permitted in this lot.

Car Riders

Please refer to Appendix A which provides the traffic pattern and important details for car rider procedures.

ACTION ITEM: Create a car rider tag to place in your windshield. This is simply a piece of paper with your family's name clearly displayed to assist the car rider staff. An example is included in Appendix A.

Morning

Parents should drop students off at the main entrance of the school located at the front of the building. **Students can be dropped off between 7:30 a.m. and no later than 7:45 a.m.** Car traffic MUST use the Mother Teresa Lane entrance off Yankee Road. If you are dropping off your child after the regular drop off time, park in the lower lot and walk your child to the front entrance.

When dropping off, please follow the cone areas and pull forward to the mailbox (even if no one is behind you). Students will use their assigned entrance to enter the school building:

- Kindergarten:** students will enter via the Kindergarten Wing entrance
- Grades 1-4:** students will enter via the Student Center (gym) entrance
- Grades 5-8:** students will enter via the Main Entrance through the Gathering Space.

Staff will be present to assist, and at least one staff member will be at each entrance. Extra helpers will be on hand the first week of school.

Afternoon

Dismissal begins at 2:20. Students may be picked up between 2:20 pm and 2:30 pm. Those picking students up should enter through the Mother Teresa Lane entrance off Yankee Road, and students will be dismissed as your vehicle pulls up. When waiting in the dismissal line, please be sure to display your family car rider tag in your windshield, and be sure to follow any sign or staff instructions.

Any students not picked up by 2:30 will be sent to Extended Care and the parents will be billed for the time.

DISMISSAL PROCEDURES

Dismissal begins at 2:20 p.m. Staff will dismiss students by grade, beginning with grades K and one, over the PA system. Teachers will guide students to their designated areas for either bus riders, car riders, or extended care.

If you need to pick up your child prior to 2:20, please call the school in advance or send a note to attendance@mtces.org indicating your child's name, homeroom, and the time he/she will be leaving so that your child can be informed of the early dismissal. Park your car in the main parking lot, and come to the office to pick up your child. Parking in the fire lanes, adjacent to sidewalks is prohibited at all times. The school administrative assistant will call the student from the classroom. All students must be signed out before leaving the school.

EXTENDED CARE

MTCES provides extended care to enrolled students. Please refer to Appendix B which contains the Extended Care welcome newsletter, program details, and contact information.

Extended care begins at dismissal and concludes at 6:00 p.m. All students requiring extended care for the 2020-21 school year must be pre-registered prior to the start of school (see registration form in Appendix B). As a result of COVID-19 restrictions, MTCES cannot accept drop-in students this year. Parents will make weekly reservations for care. Extended Care is offered for \$5/hour per child. This fee is billed to your school account.

Each grade level will have its own dedicated room for extended care, with the exception of students in grades 5-8 who will be grouped in a single classroom. The number of students requiring extended care in grades 5-8 is quite low.

ACTION ITEM: If you intend to use Extended Care, register your child using the registration form in Appendix B.

UNIFORM

GIRLS

Blouse/Shirt	White, long or short sleeve blouse. White or light blue polo with collar, long or short sleeve, plain or with MTCES logo (unisex golf style shirt) or turtleneck.
Skirt	(6 th -8 th grades only) Blue plaid, pleated, worn all year, may not be more than 3 inches above the knee. Navy or white leggings or tights only are allowed under the skirt.
Skort/Jumper	(K-5 th grades) Navy, worn all year, may not be more than 3 inches above the knee. Blue plaid, pleated, worn all year, may not be more than 3 inches above the knee. Navy or white leggings or tights only are allowed under the jumper.
Pants	Navy, worn all year
Shorts	Navy, worn from April 1 st through November 30 th .
Sweater	Plain navy or white.
Sweatpants	MTCES spirit wear sweatpants or plain navy or gray sweatpants may be worn under the skirt for arrival and departure from school and during outdoor recess from November through March.
Sweatshirt	Plain navy or white or MTCES spirit wear uniform-approved sweatshirt.
Shoes	No sandals, sling back, or open toes shoes. Shoes must have low heel (gym shoes are required on gym & music days)
Socks	Must be worn at all times.
Jewelry	Limited to watches, simple necklaces, and post earrings
Belt	Simple, flat belts (without large buckles) are mandatory in grades 5-8
Gym (gr. 5-8)	Gym uniform required; sweatpants have been added to the gym uniform--navy blue, gray, or MTCES spirit-wear. Students will report to school in their gym uniforms on the days they have gym class and remain in the gym uniform the entire school day.

BOYS

Shirt	White or light blue, long or short sleeve oxford/dress, polo or turtleneck tucked into pants, plain or with the MTCES logo.
Slacks	Navy, worn all year.
Shorts	Navy, worn from April 1 st through November 30 th .
Sweater	Plain navy or white.
Sweatshirt	Plain navy or white or MTCES spirit wear uniform approved sweatshirt.
Shoes	No sandals, sling back, or open toes shoes. (gym shoes are required on gym & music days)
Socks	Must be worn at all times.
Belt	Flat belts (without large buckles) are mandatory in grades 5-8.
Jewelry	Limited to watches, simple chains.
Gym (gr. 5-8)	Gym uniform required; sweatpants have been added to the gym uniform--navy blue, gray, or MTCES spirit wear. Students will report to school in their gym uniforms on the days they have gym class and remain in the gym uniform the entire school day.

Where to Buy

Pants, polos and shorts can be found at many retailers such as Land's End, Old Navy, Target and JCPenney. Girl's plaid skirts and jumpers can be purchased through Shaheen's (2656 Sharon Rd. Cincinnati, OH 45241). The option to purchase uniform approved sweatshirts that may be worn during the school day will be available via the school website a few times throughout the school year.

Mass Uniform Guidelines

Students are expected to look neat for school each day but especially on Mass days. Only tucked-in polo shirts or blouses may be worn to Mass; uniform-approved quarter zip style sweatshirts and sweaters may be worn to Mass. All other sweatshirts may be worn during the school day but should be removed for Mass.



OPTION C

MTCES utilizes Option C as its online parent portal. In Option C you will find newsletters, forms, billing, lunch order information, your child's attendance record, and report cards. Your child's teacher will notify you if he/she plans to use Option C for the class newsletter.

Option C is accessible via a link under the Current Families menu on the web site (mtces.org) or on the hyperlink at the bottom of mtces.org. You should have received Option C log-in information shortly after registering your child.

Please refer to Appendix C, which provides an overview of the platform.

LUNCH

As a result of COVID-19, lunch will take place in your child's homeroom this year. Students will be supervised during lunch. Students must pack a lunch every day until the hot lunch offerings begin on October 5th. Milk and juice will be available for students every day. Beverage purchases are billed to your school account.

In mid-September, MTCES will post the hot lunch menu for the month of October and parents can place hot lunch orders via Option C. MTCES will notify parents when the menu is posted via the parent e-newsletter. Every Friday, the school offers pizza and a Capri Sun for hot lunch ordering. Proceeds from Friday lunch sales help to fund the 8th grade class trip to Washington, D.C. The first pizza lunch will be Oct. 9.

ABSENCES & ATTENDANCE

Tardy

A student will be considered tardy if he/she arrives after 7:45 a.m. but before 9:45 a.m. The only excused tardies are those that are documented with an original note from a doctor verifying a medical appointment. For all other tardies, the student must have a note from the parent/guardian stating why the student was tardy. Upon receipt of a fifth unexcused tardy in a school year, an advisory letter will be sent to the parents. Upon receipt of an eighth unexcused tardy in a school year, a meeting with the principal may be required.

Absences

It is our expectation that students will be present in school as much as possible.

Excused and Unexcused Absences

A conference and the development of an attendance plan will be necessary when unexcused absences exceed eight. The maximum number of absences that can be excused by a parent note is eight in each trimester. Please refer to the school handbook for additional details.

Excessive Absences

Excessive absence is defined as absences exceeding 15 days for the entire school year. Students with excessive absences may be placed on a probationary agreement. An exception could be made in the event of a student's hospitalization or chronic and prolonged illness following a conference between the parents, administration, and the student's teachers.

Reporting Absences

If it is necessary for your child to be absent from school, please follow this procedure:

- On the day of the absence, email the school office at attendance@mtces.org before 8:30 a.m. giving the reason for absence. MTCES must comply with the "Missing Child Act" which requires daily contacts with the parents of every absent child.

Vacations

Students are excused from school to participate in family vacations. While these absences are excused, they will be recorded on your child's report card. The procedure to request a vacation is the following:

- Present a written request to the school principal and classroom teacher(s) at least three days prior to the vacation. The request must include the dates you intend to be absent, the purpose for the vacation, a parent signature, and a phone number where the parent may be reached to confirm the request.
- E-mail the school office at attendance@mtces.org indicating the dates of the vacation.

Family vacations must be approved prior to the absence. Failure to follow proper notification procedures may result in the absence being unexcused.

Teachers are not required to give work ahead of time for students who will be absent because of a vacation.

VOLUNTEERISM

MTCES was founded by a small group of parent volunteers, and volunteerism continues to be a fundamental part of the MTCES experience. Inspired by Mother Teresa, MTCES families give generously of their time and talent to both the school and broader community. As a beneficiary of this generosity, MTCES is able to keep its tuition increases to a minimum.

MTCES asks that every family volunteer 30 hours per year (July 1-June 30). While volunteers are not permitted in the school building during normal school hours this year as a result of COVID-19, opportunities are abundant. Opportunities include helping office staff prepare mailings, distributing promotional material and posting yard signs around town, assisting with events, serving on a committee, supporting sporting events, helping with school facility and technology needs, and more. Opportunities are included in the weekly e-newsletter.

VIRTUS- VIRTUS is the brand name that identifies best practices programs designed to help prevent wrongdoing and promote "rightdoing" within religious organizations. The VIRTUS programs empower organizations and people to better control risk and improve the lives of all those who interact with the Church. Any volunteer participating in an activity at school with the potential to interact with a child must complete VIRTUS training and a background check. Training is provided online, and more information can be found here: <https://virtusonline.org/virtus/>. The MTCES VIRTUS administrator is Betsy Kessler, bkessler@mtces.org.

EXTRACURRICULARS

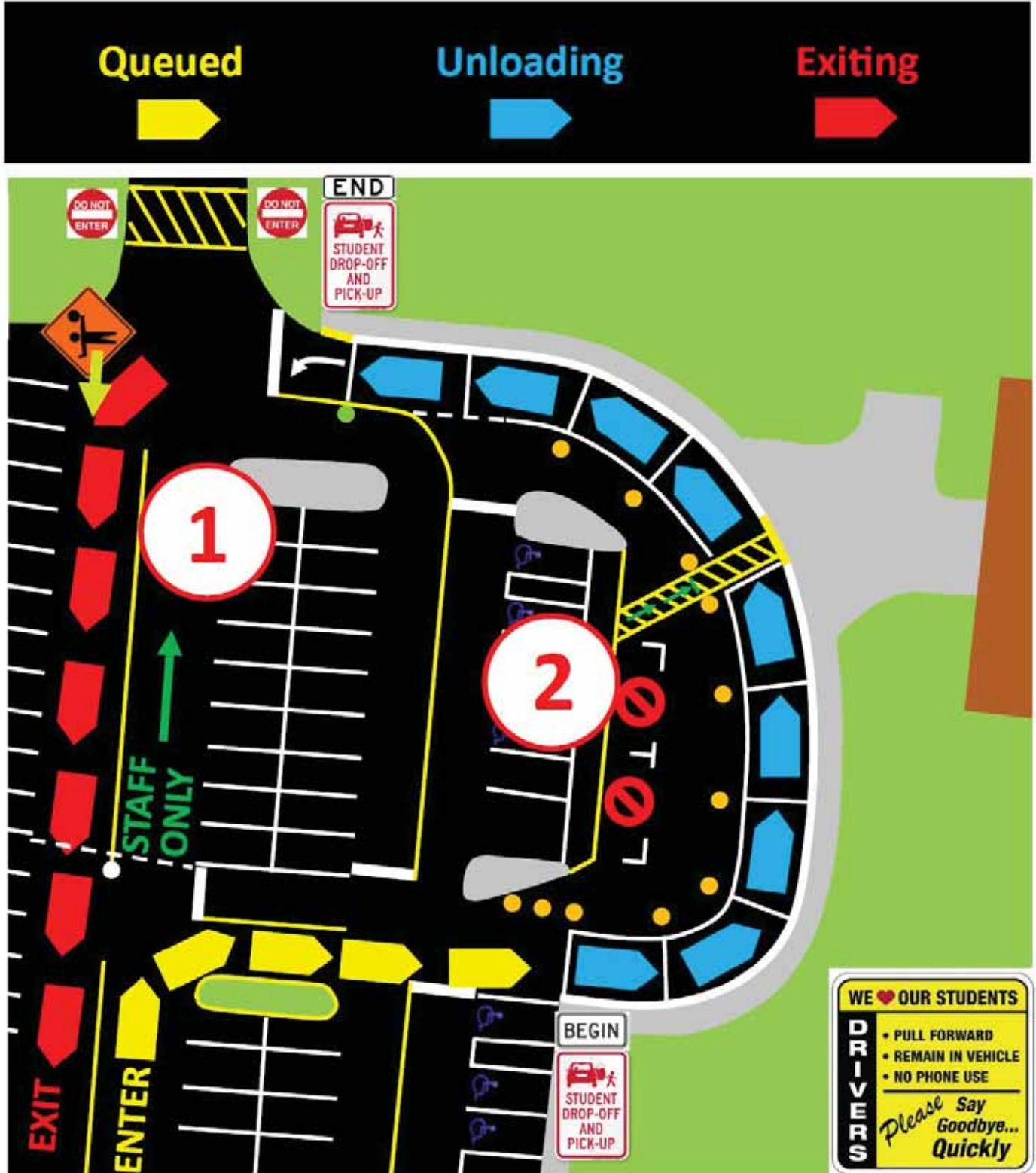
Traditionally, MTCES has a variety of extracurricular offerings (more information is located under the Academics menu at mtces.org). However, as a result of COVID-19, MTCES will not have extracurricular offerings during August and September 2020. MTCES will re-evaluate this policy at the end of Sept. 2020. Cub Scouts and American Heritage Girls Groups are not permitted to hold meetings in the school building until October 2020.

FUNDRAISING

There is a direct correlation between the school's ability to serve its students and the financial resources available to create and sustain its fine educational and faith formation programming. The cost of educating a child at MTCES is largely the same as parish-affiliated schools in the Archdiocese of Cincinnati; however, MTCES is not owned by a parish and therefore does not receive parish subsidies to cover expenses. MTCES has a robust Advancement program that oversees various fundraising initiatives. In fact, very early in this school year, MTCES will announce its new vision for school advancement which involves placing special emphasis on the school's annual fund appeal, the Spirit of Mother Teresa Appeal.

The Advancement Office, under the direction of Noel Balster, the Director of Marketing & Advancement, will be sharing an informational brochure on the state of fundraising at MTCES in the coming weeks.

Morning Drop-Off Reminders



Morning Drop-Off Reminders

1

- Staff Parking Only beyond the dashed line (upper lot).
- **EXIT** at a safe parking lot speed when **SLOW** is displayed.
- Traffic will be stopped only when it is necessary, if you see the **STOP** sign and **RED** light, it is necessary to STOP!

2

- Students MUST exit from the PASSENGER SIDE **ONLY**.
- Please do not block the CROSSWALK.
- NO PASSING, stay in line, NO CELL PHONE USE.
- Staff/Volunteers please use the crosswalk and **wait** until it is safe to cross.



- Morning Student Drop Off Procedures -

- NO cell phone use. Drive SLOWLY and CAREFULLY.
- Students should be prepared to exit before reaching the Drop Off Zone.
- Pull forward to the **END** of the Drop Off Zone, or next available space, at **ALL TIMES**.
- No passing—stay in line.
- Students MUST exit from the **passenger side only**.
- Students MUST walk along the non-pavement edge of the sidewalk.
- Do not block the crosswalk, obey staff/volunteer if asked to stop.
- Exit only when the **SLOW** sign is displayed, stop & wait if the **STOP** sign is displayed.
- **Right Turn Only** onto Yankee Rd, use the roundabout at Millikin Rd if you need to travel south on Yankee Rd.
- School Zone Speed Limit is **20 MPH**.
- Staff/Volunteer parking **ONLY** beyond the dashed line (upper parking lot). Please use the crosswalk, waiting for traffic to stop.
- All other parking **MUST** be in the lower parking lot to avoid conflicts with drop off traffic.
- NO TRAFFIC permitted in the rear (Jackie Dr.) parking lot—**BUSES ONLY!**

CURB SIDE
DROP-OFF
ONLY



Smith

Back to School Newsletter

MTCES Extended Care

Phone: 513-320-6217

Email: extendedcare@mtces.org

Welcome back to school! We are excited to meet our new students and can't wait to see our returning students. We can't wait to have a great year!

CHANGES FOR THE 20/21 SCHOOL YEAR

Temperatures will be taken daily as students are checked into Extended Care.

Masks will be required for all students and staff during Extended Care. Kindergarteners will be required to wear masks.

The rate for Extended Care is \$5.00 per hour. The minimum daily charge per student is \$5.00. You will be charged in 30 minute increments after the initial hour.

Unfortunately, we cannot accept drop ins this year, unless it's an emergency, in which you will be charged at a higher rate (\$7.50 per hour)

Parents will reserve their student's spot in Extended Care each week. The reservation will be made a week in advance. For example, reservations for the week of September 21, 2020 will be made during the week of September 14, 2020. The process for this is being finalized. More information will be available soon.

Extended care will provide each student with a supply box containing pencils, crayons, scissors, glue, etc. There will not be shared supplies.

Students will not be allowed to bring toys from home.



Reminders

August 20

First day of school

October 31

Halloween – Extended Care closes at 5:00pm

Students with Allergies

If your student has any allergies, please send an email to extendedcare@mtces.org and include your child's name, grade, allergies, parent name and contact number.

We will make a list to hang in each room so all staff will be aware of allergies. All Extended Care snacks are peanut free. You are welcome to send snacks from home for your child. You can send them daily, or if you prefer, you can send a larger quantity to be kept in the Extended Care cabinet.

WATER BOTTLES & SNACKS

Students are required to bring a water bottle each day. Please make sure that water bottle is labeled with your child's name.

Daily snacks are provided at Extended Care. Snacks are passed out at approximately 2:30pm – 3:00pm. Some examples of snacks are Goldfish, chips, pretzels, cookies or rice crispy treats. You are welcome to send in an alternate snack with your child each day. Also, if your child will be staying at Extended Care past 5:00 pm, you are welcome to send a second snack for them to eat after 5:00pm. **All outside snacks must be peanut free.**

ELECTRONICS

Extended Care follows the MTCES policy of no electronics or cell phones. Chromebooks will be available to 4th – 8th graders for homework purposes only. If students are found to be abusing the use of chromebooks, they will no longer be allowed to use them for homework.

AGE GROUPS AND HOMEWORK

All groups will have a set time for homework. The amount of time spent on homework will depend on the grades in the group. All students will be expected to remain quiet and seated until the homework time is complete.

PARENT PICK UP/SIGN OUT

All students will be picked up at the front of the building. Parents will not enter the building. Upon arriving at MTCES, the parent will approach the building and ring the buzzer. The parent will then show the camera a paper with your student(s) name. The student will then be escorted to the front of the school. For safety purposes, Extended Care will provide a specific paper for pick up.

STUDENT BELONGINGS

Please make sure that all of your student's belongings are labeled with your child's name.

MTCES EXTENDED CARE

DISCIPLINE POLICY & STUDENT CODE OF CONDUCT

All students are expected to treat and respect the Extended Care teachers in the same manner they treat their classroom teachers. All students are expected to follow and adhere to the schedule of their particular room. All students are expected to treat fellow students with kindness and respect.

THE FOLLOWING WILL NOT BE TOLERATED BY ANYONE:

The use of inappropriate, insulting, disrespectful, bullying and demeaning language or behavior at any point during the Extended Care program is prohibited. Also prohibited are physical intimidation and the use of profane, vulgar, abusive, or sexually-oriented language, in oral, written or electronic forms of communication (such as by texting or email), by anyone that attends Extended Care. Physical aggressiveness of any kind (hitting, pushing, etc) will not be tolerated.

Failure to adhere to the requirements outlined in this Extended Care Student Code of Conduct can result in any or all of the following actions:

First Violation: Written Warning

Second Violation: One week suspension from Extended Care

Third Violation: Removal from Extended Care

***Every incident will be reviewed by the Extended Care staff on a case by case basis and as such, MTCES Extended Care reserves the right to allow a student outside of these parameters. If a first violation is viewed to be so extreme or egregious so as not to be sufficiently covered by the above mentioned one week suspension, Extended Care may choose to impose a harsher sanction up to and including dismissal from Extended Care.

LATE PICK UP POLICY

All students must be picked up no later than 6:00 pm. If a student is picked up between 6:00 pm and 6:15 pm, they will be charged for the full hour. If a student is picked up after 6:15 pm, there will be a charge of \$50. A reminder will be emailed to the parents once the student has been picked up late three times. Once a student has been picked up after 6:00 pm four times, the student will not be allowed to return to Extended Care until a meeting with Extended Care and MTCES administrators has taken place.

**MTCES EXTENDED CARE REGISTRATION & STUDENT INFORMATION
2020-2021**

Student Name: _____

Grade & Teacher: _____

Father's Name _____ Cell # _____

Email Address _____ Home # _____

Step-Mother's Name _____ Cell# _____

Mother's Name _____ Cell # _____

Email Address _____ Home # _____

Step-Father's Name _____ Cell# _____

Guardian's Name _____ Cell# _____

(if other than parent)

Email Address _____

Person(s) who may be notified and to whom your child may be released if we cannot reach you:

1. _____ Relationship _____ Phone _____

2. _____ Relationship _____ Phone _____

Names of Siblings attending MTCES Extended Care

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Allergies: _____

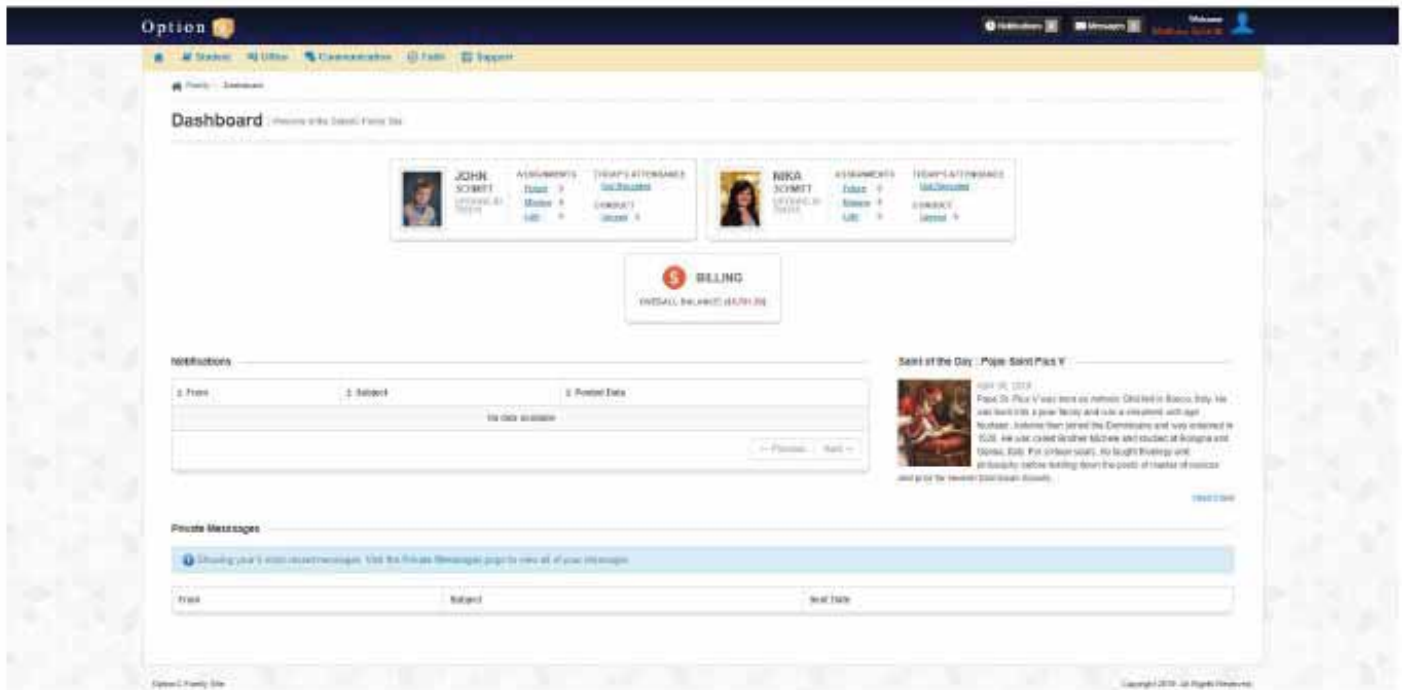
Facts concerning the child's medical history including, medications taken on a daily or frequent basis, medications kept in the nurse's office and any physical impairments that Extended Care staff should be aware:

I have read and agree to the student code of conduct, the discipline policy and the late pick up policy.

Signature

Date

Welcome to the OptionC Parent Portal



The screenshot displays the OptionC Parent Portal dashboard. At the top, there is a navigation bar with the OptionC logo and links for Home, My OptionC, Communication, Tools, and Support. Below the navigation bar, the dashboard is titled "Dashboard" and includes a sub-header "Parents with School Page Set".

The main content area features two student profiles, each with a profile picture, name, and school. For each student, there are three columns: "ASSIGNMENTS", "TEACHER ATTENDANCE", and "TEACHER ATTENDANCE". The first student, JOHN SCHMITZ, has 10 assignments, 100% teacher attendance, and 100% teacher attendance. The second student, NIKA SCHMITZ, has 10 assignments, 100% teacher attendance, and 100% teacher attendance.

Below the student profiles, there is a "BELLING" section with a red notification icon and the text "INSTALL BELLING HERE".

The dashboard also includes a "Notifications" section with a table showing 2 items, and a "Private Messages" section with a table showing 1 item. A "Send of the Day" section features a "Pope Saint Pius V" with a small image and a brief biography.

At the bottom of the dashboard, there is a footer with the text "OptionC Family Site" and "Copyright © 2019 All Rights Reserved".

Accessibility

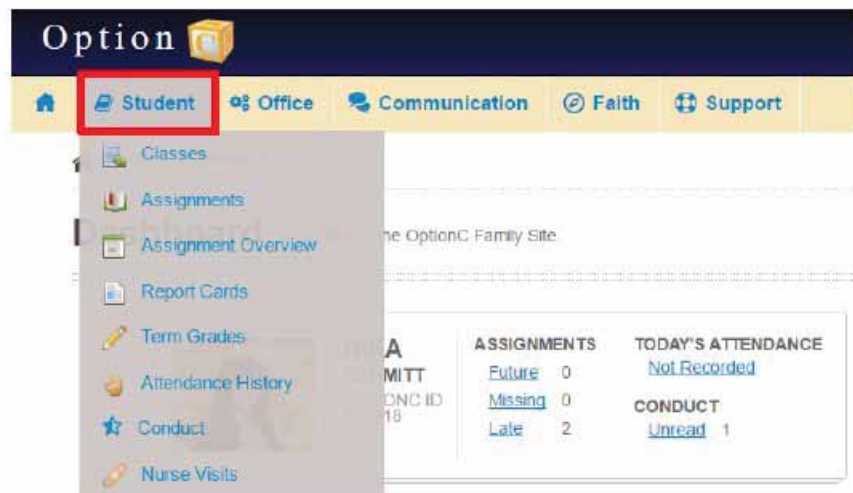
The OptionC Parent Portal works on all devices

- Smart Phones – Mobile Friendly!
- Tablets
- Laptops
- Desktops

Parent Portal Tabs



Student Information



Option 

[Home](#)
[Student](#)
[Office](#)
[Communication](#)
[Faith](#)
[Support](#)

- Classes
- Assignments
- Assignment Overview
- Report Cards
- Term Grades
- Attendance History
- Conduct
- Nurse Visits

Direct Links to Assignments

	<p>NIKA SCHMITT OPTIONC ID 442918</p>	<p>ASSIGNMENTS Future 2 Missing 0 Late 0</p>	<p>TODAY'S ATTENDANCE Not Recorded BEHAVIOR Unread 1</p>
	<p>JOHN SCHMITT OPTIONC ID 385773</p>	<p>ASSIGNMENTS Future 3 Missing 0 Late 0</p>	<p>TODAY'S ATTENDANCE Not Recorded BEHAVIOR Unread 2</p>

Assignments

Assignments | View the current year assignments


Select a student → **Nika Schmitt** | **John Schmitt** | Change the filter to view graded, missing, and late assignments

Status Key: Included in Calculated Grade Late Missing Excused

Assignments Future ▾

Search:

[Copy](#) [CSV](#) [Excel](#)



Status	Class	Assignment	Type	Start	Due	Grade	%	Comment
	Reading 4	Novel Test	Test	9/18/2014	9/18/2014			
	Reading 4	Read chapters 4-6 of Bridge to Terabithia	Homework	9/12/2014	9/16/2014			
	Mathematics 4	P. 67 # 1-25	Homework	9/12/2014	9/16/2014			

Paperclip indicates that a document has been attached to the assignment

Classes



Parents can select either student with a single login → **Nika Schmitt** | **John Schmitt**

Current grades are based on the current average of graded assignments. These are not considered final grades for report cards. Teachers may make adjustments on final grades based on other factors that are considered when evaluating a student's total performance in class.

Classes	Current Class Average	Teacher	Teacher Email
 Algebra 8	A 98%	Mr. Stanley Jones	ss@stj.gmail.com
Art 8		Mr. Stanley Jones	ss@stj.gmail.com
Catechetics (Religious Education) 8		Mr. Stanley Jones	ss@stj.gmail.com
 Computer 8	A 98%	Mrs. Patty Shafer	
English 8		Mr. Stanley Jones	ss@stj.gmail.com

Click book icon to view assignments

Attendance & Behavior Notifications

	<p>NIKA SCHMITT OPTIONC ID: 442918</p>	<p>ASSIGNMENTS Future 2 Missing 0 Late 0</p>	<p>TODAY'S ATTENDANCE Not Recorded</p> <p>BEHAVIOR Unread 1</p>
	<p>JOHN SCHMITT OPTIONC ID: 385773</p>	<p>ASSIGNMENTS Future 3 Missing 0 Late 0</p>	<p>TODAY'S ATTENDANCE Not Recorded</p> <p>BEHAVIOR Unread 2</p>

Office Information



The screenshot shows the Option C dashboard navigation bar. The 'Office' tab is highlighted with a red box. A dropdown menu is open, listing the following options: Billing, Calendars, Contact Information, Family Profile, Student Profile, Teacher Conferences, and Enrollment. The background shows a partial view of a student's profile card with 'ASSIGNMENTS' and 'TODAY'S ATTENDANCE' sections.

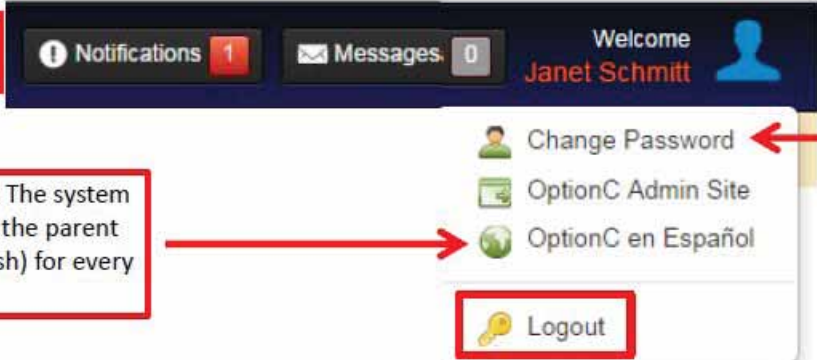
Communication



The screenshot shows the Option C dashboard with a navigation bar at the top containing 'Student', 'Office', 'Communication', and 'Faith'. A dropdown menu is open under 'Communication', showing 'Private Messages', 'File Library', and 'Manage Alerts'. Three callout boxes with red borders and arrows point to these items:

- Private Messages:** Parents can send/receive private messages to/from teachers or administrators.
- File Library:** Parents can view files uploaded from the office.
- Manage Alerts:** Parents can manage Parent Alert Preferences.

Communication & Preferences



The screenshot shows the user profile menu for Janet Schmitt. It includes 'Notifications' (1) and 'Messages' (0). A dropdown menu is open showing 'Change Password', 'OptionC Admin Site', 'OptionC en Español', and 'Logout'. Three callout boxes with red borders and arrows point to these items:

- Notifications:** Parents can read messages from office or teachers.
- Change Password:** Parent can update his/her password.
- OptionC en Español:** Parent Portal in Spanish. The system remains in the language the parent selects (English or Spanish) for every subsequent login.