

Parents Right to Know Teacher Qualifications

Parents are informed of their rights to know the qualifications of their children's teacher. This information will be sent home to every parent in the beginning of the year. The Chief Administrative Officer will provide a sample letter to all principals. All letters will include the specific contact person and telephone number and email address. Letters will be translated into appropriate languages. It is the responsibility of each principal to make their letter school and language specific. Each principal will be responsible for copying and distributing the letter to all parents. This information is also made available through the student handbook, website, and other newsletters sent home with students. If a student has been assigned to or has been taught for four or more consecutive weeks by a teacher of a core academic subject who is not professionally qualified, parents are provided a timely notice.

- All notices and information required must be in a uniform and understandable format, including alternative formats upon request and, to the extent practicable, in a language that parents understand. Parents may request and receive information regarding:
- Whether the teacher has met state qualifications for the grade levels and subject areas in which the teacher teaches.
- Whether the teacher is teaching under emergency or other provisional status.
- The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher and the field or discipline of the certification or degree.
- Whether the student is provided services by paraprofessionals.

Parent notification is not required for the following:

- For teachers who do not teach core academic subjects in the Title I schoolwide or targeted assistance programs.
- For paraprofessionals who are not highly qualified.

Principals are required to send a letter to the parents of those students who are taught four or more weeks by a teacher who does not meet Professionally Qualified status. Additionally, the Chief Administrative Officer suggests this letter for any person who fills a teacher's position for an extended period. This is to support effective parent communication. Retired, professionally qualified teachers are most often used to fill long-term substitute situations.