

**LEA
PARENTS-RIGHT-TO-KNOW PLAN**



**HALEYVILLE CITY SCHOOLS
2016-2017**

Haleyville City Schools Personnel

Superintendent

Dr. Allan Miller

(205) 486-9231

City Board of Education

Kris Burleson, President
Barry Burleson, Vice President
Beth McAlpine
Steve Stott
Sandra Manasco

LEA Parent Involvement Coordinator

Chere' Fetter
(205) 486-9231 ext. 4

Haleyville City Schools **Federal Programs** **Parent Advisory Committee**

Chere' Fetter-Director of Instructional Services-Central Office
Bo Wilcoxson-Principal- Haleyville Middle School
Christy Bice- Principal-Haleyville Elementary School
Lori Crook-Parent-Haleyville Elementary School
Scott Knight-Haleyville Middle School
Bobby Robertson-Haleyville Middle School
Mark Burleson-Haleyville Elementary School
Kim Miller-Haleyville Elementary School
Mike Newell-Haleyville Middle School
Pat Shirley-Haleyville Middle School
Stephanie White-Parent-Haleyville Middle School
Jade Bice-Parent-Haleyville Elementary School
Celeste Whiteside-Haleyville Elementary School
Belinda Bennett-Haleyville Elementary School
Tammy McKinney-Haleyville Elementary School
Vicky Brown-Haleyville Elementary School
Jana Willingham-ESL Teacher-Haleyville Elementary School
Cindy Taylor-Haleyville Middle School
Pam Mobley- Haleyville Middle School

Parents'-Right-To-Know Plan

According to the "Parents' Right-to-Know," Title I, Part A, Section 1111 (h)(6) of the No Child Left Behind Act of 2001 (NCLB), parents may request and the school system must provide (in a timely manner) information about the professional qualifications of the student's classroom teacher(s) and/or paraprofessional(s).

The information regarding the professional qualifications of the student's classroom teacher(s) will include, at a minimum, the following:

- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Beginning August 2002 and thereafter, the Haleyville Board of Education will provide each Title I school parent with information regarding the professional qualifications of their child's teacher(s). This information will be provided in a uniform format that will be disseminated from the office of the Superintendent of Education. A letter will be mailed or hand delivered in a face-to-face meeting to each parent in a Title I participating school. Title I funds will be used to mail the letters to parents. The parent may request the information regarding their child's teacher(s) by contacting the principal of the Title I school or Mrs. Chere' Fetter, Director of Instructional Services, at (205) 486-9231 ext.4. Once the request is made, the LEA will send a response to the request within (10) working days on a uniform format. The request from the LEA can be mailed or hand delivered in a face-to-face meeting as requested by the parent.

In addition to the information that parents may request under the Parents' Right-to-Know provision, it is the obligation of the school to send the following information to parents.

- (i) information on the level of achievement of the parent's child in each of the State academic assessments as required under Title I; (this information will be provided to all parents at a fixed time during the year along with assessment data), and
- (ii) timely notice that the parent's child has been assigned, or has been instructed for four or more consecutive weeks by, a teacher or paraprofessional who is not highly qualified according to The Alabama Model of Identifying Highly Qualified Teachers (substitute teacher who does not hold degree)

This information will also be sent to parents in a uniform format on each school's letterhead and signed by each school principal. The letter will be mailed to the parents of children in the classroom where the substitute teacher will be assigned for four or more consecutive weeks. Title I funds will be used to fund the cost of mailing the letters to parents.

The Haleyville Board of Education will comply with the requirements related to Parent's Right-to-Know and Parental Notification. Examples of letters that will be sent for Parents'-Right-to-Know are included in this plan. Each Title I School will be provided a copy of this plan and the LEA will revise the plan each year as necessary.

Dear _____,

According to ESEA, 2001 Section 1111 (h)(6), parents may request and the school system must provide (in a timely manner) information about the professional qualifications of the student's classroom teacher(s) and/paraprofessional(s).

- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents wishing to obtain this information may contact the principal of their respective school or Mrs. Chere' Fetter, Director of Instructional Services, at 205-486-9231, ext. 4, by using the form below.

I would like to exercise my rights under the Parents Right To Know provision of ESEA and obtain information about my child's teacher or paraprofessional as outlined below.

SCHOOL _____ **DATE** _____

Parent's Name _____

Student(s) _____

Teacher(s) _____

Paraprofessional(s) _____

Sincerely,

Superintendent of Education

Parents' Right-To-Know

[Title I, Part A, Section 1111(h)(6), *No Child Left Behind Act of 2001*, Public Law 107-110]

LEA Name: Haleyville City School System

School Name: _____

Name of Student: _____

(whose parent is requesting information)

Name of Parent(s): _____

Date Information Requested: _____

Name of Teacher: _____

Grade and Subject(s) Taught Related to this Request: _____

Has the teacher met state qualifications and licensing criteria for the grade levels and subject areas in which he/she teachers? _____ YES _____ NO

Is the teacher teaching under emergency or other provisional status?
_____ YES _____ NO

Undergraduate Degree _____
Major/Discipline _____

Graduate Degree _____
Major/Discipline _____

Does a paraprofessional provide instructional services to the student?
_____ YES _____ NO

If yes, what are the qualifications of the paraprofessional?
High School Graduate _____ (year)

Undergraduate Degree _____
Major Discipline _____

College/University Credit _____ (hours)
Major/Discipline _____

Dear _____,

The Parents-Right-To-Know,” Title I Part A, Section 1111(h)(6) Public Law 107-110, requires local education agencies to notify parents when a non-certified teacher is teaching their child for a period of four or more consecutive weeks.

This communication is to inform you that due to circumstances beyond our control, your child’s teacher, _____, will be absent from school for an extended period of time. A substitute teacher will be your child’s teacher for a period of four or more consecutive weeks. Even though the substitute teacher is not a certified teacher nor has a teaching degree in the field they will be teaching and not considered a “highly qualified” teacher according to the “No Child Left Behind Act of 2001,” public Law 107-110, they have been selected with careful consideration and will do an excellent job while serving in your child’s classroom. The substitute teacher has completed the necessary paper work required by the Alabama State Department of Education to be a substitute teacher in our school.

If you have any questions, please contact our school office or you may contact Chere’ Fetter, Director of Instructional Services, at (205) 486-9231 ext. 4.

Sincerely,

Principal

Parent Involvement Program Evaluation for 2016-2017

	Yes	No	Documentation
Is a written parent involvement policy available?	_____	_____	_____
Was the policy distributed to parents of participating children at the beginning of the school year?	_____	_____	_____
Was an annual meeting held to inform parents of the school's participation in Title I and their rights to be involved? Date _____	_____	_____	_____
Have meetings been offered at varied times? Number of meetings _____ Times offered _____	_____	_____	_____
Have parents been involved in an organized, ongoing and timely manner in the planning, review and improvement of programs?	_____	_____	_____
Are parents provided timely information about the Title I program?	_____	_____	_____
Have school performance profiles and individual student assessment results been made available to parents?	_____	_____	_____
Have parents been provided a description and explanation of the curriculum, the forms of assessment and expected proficiency levels?	_____	_____	_____
Have parents been provided opportunity for regular meetings to offer suggestions, to share experiences, and to share in decision making? Number of meetings _____	_____	_____	_____
Have parents been informed that they have the right to request, and the school will provide in a timely manner, information regarding the professional qualifications of their child's teachers?	_____	_____	_____

PARENT INVOLVEMENT EVALUATION	YES	NO	DOCUMENTATION
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Was a school-parent compact developed, disseminated and signed?	_____	_____	_____
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Has the number of school-parent compacts signed increased? Number last year _____ Number this year _____	_____	_____	_____
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Has the percentage of school staff and parents reporting that school-parent compacts are a useful tool for enhancing communication between parents and school to improve student learning increased? % last year _____ % this year _____	_____	_____	_____
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Has the percentage of parents reporting that the principal, assistant principal and teachers are accessible, communicate clearly, and involve the parents in their child's learning increased? % last year _____ % this year _____	_____	_____	_____
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Are parent-teacher conferences scheduled and held on a regular basis?	_____	_____	_____
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Are parents provided training and materials to assist them in working with their children?	_____	_____	_____
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Have parents been provided help in understanding State content standards, performance standards and in monitoring student progress?	_____	_____	_____
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Has the number of parents participating in the parent involvement program increased? Number last year _____ Number this year _____	_____	_____	_____
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Is there a procedure for evaluating parent involvement?	_____	_____	_____
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Form completed by: _____
Date: _____