



Pine Hill Middle School

Mr. Brian Hadden, Principal

Mrs. Miranda Johnson, Assistant Principal

Mrs. Cassandra Rogers, Assistant Principal

Right to Know Professional Qualifications of Teachers and Paraprofessionals

August 1, 2018

Dear Parents,

In compliance with the requirements of the Every Students Succeeds Act, Pine Hill Middle School would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s).

The following information may be requested: Whether the student's teacher— o has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; o is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and o is teaching in the field of discipline of the certification of the teacher.

Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact me, Brian Hadden, your child's principal, by phone at (706) 592-3730 or by email at haddebr@boe.richmond.k12.ga.us. Thank you for your interest and involvement in your child's education.

Sincerely,

Brian Hadden, Principal

Guidance for Preparing Notification Required Under ESSA Sec. 1112:
Parent's Right to Request a Teacher's and a Paraprofessional's Qualifications

In accordance with Every Student Succeeds Act of 2015, all LEAs are required to notify parents at the beginning of each school year of their 'Right to Know' the professional qualifications of the student's classroom teachers and paraprofessionals.



Five Hill Middle School

Mr. Brian Hadden, Principal

Mrs. Miranda Johnson, Assistant Principal

Mrs. Cassandra Rogers, Assistant Principal

Requirements for Content of the Notification

- LEAs' notifications MUST use the language of the law.

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

1. Whether the student's teacher— o has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; o is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and o is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

- In Georgia, notifications must occur within 30 calendar days from the start of school or upon enrollment.
- For verification purposes, notifications must contain the month/year of dissemination or, if included in another document, the primary document must contain a date. Or, if the primary document is undated, records may also include supplemental documentation that contains the month/year of notification dissemination.
- For verification purposes, the name of the LEA and/ or school must be included.
- In Georgia, LEAs are required to notify parents in all LEA schools or programs.
- Responses to requests must be provided in a timely manner.
- Maintain records of annual notifications that meet the above requirements.

Best Practices for the Notification

ESSA does not prescribe the exact method of dissemination for notifications. In Georgia, the following are considered best practices when notifying parents.

- Develop written procedures for compliance which include a timeline and person, by position, responsible for verifying notification content, verifying dissemination of notification, and maintaining notification documentation.
- Notify parents in multiple formats in order to ensure that all parents have the opportunity to receive the information. This may include, but is not limited to a LEA or school handbook, a letter mailed home, inclusion in a newsletter or brochure, posting on a website, and/or a school-wide email.

Pine Hill Middle School

Mr. Brian Hadden, Principal

Mrs. Miranda Johnson, Assistant Principal

Mrs. Cassandra Rogers, Assistant Principal

- Notify parents, to the extent practicable, in a language that they may understand. • Ensure the notification includes a point of contact by position, the school/program or LEA name.