

Coshocton Opportunity School Policy Manual

Student: _____ Date: _____

Policy No. 3330

Parent's Right-to-Know

As a condition of receipt of Title I funds, the School is required to communicate certain information listed below. All notices and information shall be provided in an understandable and uniform format and, to the extent practicable, provided in a language that parents can understand.

Right to Know Notice

The School shall annually notify all parents of their right to request information about the qualifications of the student's classroom teachers. The notice shall indicate that parents may request information regarding:

- whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived;
- whether the teacher's undergraduate degree and any other graduate certification or degree including the field of discipline of the certification or degree); and
- whether the child is provided services by paraprofessionals and, if so, their qualifications.

The annual notification is available at Form 3330.1, Parent's Right-to-Know Letter.

Upon receiving an informational request from a parent, the School shall respond in a timely manner.

Automatic Notice

The School shall also automatically provide each parent with written notice of the following:

- information on the level of achievement of the child in Ohio's academic assessments; and
- timely notice that the parent's child has been assigned, or has been taught for more than four (4) consecutive weeks, by a teacher who is not certified and licensed, as defined in 20 USC § 6311. Notice may be provided using Form 3330.2, Parent's Notification Regarding Your Student's Teacher.

Federal: 20 U.S.C. § 6311.

Ohio: R.C. 3319.074.

Cross Reference: Policy 3230, Qualified Educators; Policy 3310, Parental Involvement and Participation; Policy 3320, Title I Parental Involvement Policy; Form 3330.1, Parent's Right-to-Know Letter; Form 3330.2, Parent's Notification Regarding Your Student's Teacher Letter.

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Form No. 3330.1

Parent's Right-to-Know Letter

Dear Parent/Guardian,

At the Coshocton Opportunity School, we are very proud of our teachers and are confident they will ensure your child receives a high-quality education. Federal law allows you to learn more about the education your child will receive. As a parent of a student at the School, you have the right to learn more about your child's teachers' training and credentials, including the following:

- whether the teacher met the Ohio Department of Education's qualification and certification requirements for the grade level and subject he/she is teaching;
- whether special circumstances permitted the teacher to receive an emergency or conditional certificate;
- the Teacher's undergraduate and/or graduate degrees (including graduate certificates and additional degrees, and major(s) or area(s) of concentration); and
- whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you have any questions about your child's assignment to a teacher or paraprofessional, please feel free to contact me.

Sincerely,

Roger D. Moore
Superintendent
Coshocton Opportunity School

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Form No. 3330.2

Parent Notification Regarding Your Student's Teacher

Dear Parent:

The federal Every Child Succeeds Act requires all schools to notify parents or guardians if their child has been assigned to or has been taught for four consecutive weeks by a teacher who is not considered "highly qualified" for that specific subject area. While there are a variety of ways in which a teacher can demonstrate that he or she is "certified and licensed" in a given subject, the requirement is considerably more difficult to meet for a teacher who is responsible for teaching several core subject areas. Special education teachers and bilingual education teachers in particular are affected by this requirement.

The purpose of this letter is to notify you as required that Mr./Ms. _____ is not currently considered "certified and licensed" in one or more subjects being taught to your son or daughter.

Please be assured that this does not mean this teacher is not qualified for this assignment. Mr./Ms. _____ does meet the Ohio requirements for this position. Given his/her professional experience and local reputation, we believe that your child is receiving a high-quality education in his/her class.

If you have any concerns regarding this information, you have a right as a parent to review the qualifications of your child's teachers. Please feel free to contact me with any questions or concerns.

Sincerely,

Roger D Moore
Superintendent
Coshocton Opportunity School