

PARENTS/GUARDIANS RIGHT-TO-KNOW NOTICES

This list of parent/guardian notice requirements may not be exhaustive. The only notices applying to districts that **do not** receive Title I funds are those regarding student privacy. The notices described in this policy are paraphrased; please see the specific Every Student Succeed Act (ESSA) 20 U.S.C § 6312(e) for the exact requirements.

Academic Notices

1. **Teacher Qualifications:** At the beginning of each school year, the District shall notify the parents/guardians of each student attending any school receiving Title I funds that they may request, and the District will provide the parents/guardians on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
 - a. Whether the teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - b. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria has been waived;
 - c. Whether the teacher is teaching in the field or discipline consistent with the teacher's certification; and
 - d. Whether paraprofessionals provide services to the student and, if so, their qualifications.
2. **Student Performance:** The District must provide parents/guardians the following information:
 - a. The level of achievement and academic growth of the student if applicable and available on each of the State academic assessments required by law; and
 - b. Timely notice that the student has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who **does not** meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Testing Transparency Notices

1. **Testing Notification:** At the beginning of each school year, the District shall notify the parents/guardians of each student that the parents/guardians may request, and the District will provide the parents/guardians in a timely manner, information regarding any State or District policy regarding student participation in any required assessments

which information shall include a policy, procedure, or parent/guardian right to opt the child out of such assessment, where applicable.

2. **Testing Information:** The District shall make widely available through public means including by posting in a clear and easily accessible manner on the District's website and, where practicable, on the website of each school served by the District for each grade served by the District, information on each test or assessment required by ESSA 20 USC § 6311, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency, including:
 - a. The subject matter to be assessed;
 - b. The purpose for which the assessment is designed and used;
 - c. The source of the requirement for the assessment; and,
 - d. If available the following:
 - 1) the amount of time the students will spend taking the assessment,
 - 2) the schedule for the assessment, and
 - 3) the time and format for disseminating test results.

English Learner Program Notices

Initial Program Notice

Not later than thirty (30) days after the beginning of the school year, the District shall inform parents/guardians of an English learner identified for participation or participating in such a program of the following:

1. The reasons for identification of their child;
2. Their child's level of English proficiency;
3. How the English proficiency level was assessed;
4. The status of the child's academic achievement;
5. The methods of instruction used in the program in which their child is, or will be, participating;
6. The methods of instruction used in other available programs, including how such programs differ in content, instructional goals,
7. The use of English and a native language in instruction;

8. How the program in which their child is, or will be, participating will meet the educational strengths and needs of their child;
 - a. How the program will specifically help their child learn English; and
 - b. Meet age appropriate academic achievement standards for grade promotion and graduation.
9. The specific exit requirements for the program including the expected rate of transition from such program into classrooms that are not tailored for English learners;
10. If funds under this part are used for children in high schools, the expected rate of graduation from high school (including four (4)-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program);
11. In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child, as described in Section 614(d) of the Individuals with Disabilities Education Act (20 U.S.C. 1414(d)); and
12. Information pertaining to parent/guardian rights that includes the following written guidance:
 - a. Detailing the right of parents/guardians to have their child immediately removed from such program upon their request;
 - b. Detailing the options that parents/guardians have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and
 - c. Assisting parents/guardians in selecting among various programs and methods of instruction, if more than one (1) program or method is offered by the District.

Program Notice During School Year

For those children who have not been identified as English Learners prior to the beginning of the school year but are identified as English learners during such school year, the District shall notify the children's parents/guardians during the first two (2) weeks of the child being placed in a language instruction educational program pursuant to the **Initial Program Notice** section herein.

Parental/Guardian Participation

1. The District shall provide the parents/guardians of English Learners information regarding how the parents/guardians can:

- a. Be involved in the education of their children; and
 - b. Be active participants in assisting their children to:
 - 1) attain English proficiency;
 - 2) achieve at high levels within a well-rounded education; and
 - 3) meet the challenging State academic standards expected of all students.
2. The District shall implement an effective means of outreach to parents/guardians that includes holding and sending notice of opportunities for regular meetings for formulating and responding to recommendations from parents/guardians of English Learners.

Adopted 11-03-2004 Reviewed 03-11-2020 Revised 11-07-2018

Cross Reference: Curriculum Development and Assessment #2100
Student and Family Privacy Rights #2140
English Learner Program #2390
Parent Involvement in Title I Schools #2415
Student Records #3600
Education of Homeless Students #3060

Legal Reference: 20 U.S.C. §1232g *et seq.* Family Education Right to Privacy (FERPA)
20 U.S.C. § 1414(d) Individualized Education Programs
20 U.S.C. § 6311 *et seq.* Basic Program Requirements
20 U.S.C. § 6312(e) Local Educational Agency Plans-Parents' Right-to-Know
20 U.S.C. § 6318 Parent and Family Engagement
20 U.S.C. § 6321 Fiscal Requirements
20 U.S.C. § 7912 Unsafe School Choice Option