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SCHOOL-COMMUNITY RELATIONS GOALS

Staff members have a responsibility to promote good school-community relations. The school-community relations program is directed by the Executive Director/Superintendent and is based upon the following principles.

1. The school-community relations program is a systematic, two-way process of communications between the Findlay Digital Academy and the community.
2. The Findlay Digital Academy may use media sources and other forms of communications available to effectively communicate with the citizens and employees.
3. Communications with the public should promote involvement, objective appraisal and support.
4. Communications should be internal as well as external and provide factual, objective and realistic data.
5. School communications should be responsive both to events as they arise and to evaluations of the process.

[Adoption date: May 10, 2005]

[Revision date: April 9, 2015]

LEGAL REFS.: ORC 3315.07
OAC 3301-35-03(J)

PUBLIC'S RIGHT TO KNOW

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters as are properly discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the office of the Treasurer or at the academy during the hours when the administration offices are open. The Treasurer, Executive Director/Superintendent or other persons responsible for the custody of confidential files, does not release confidential materials, including records pertaining to individual students, for inspection by the public or any unauthorized person. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

Any individual who wants to obtain a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium the Executive Director/Superintendent/designee determines that the record can reasonably be duplicated as an integral part of normal operations. If the person seeking the copy makes a choice under this provision, the Findlay Digital Academy must provide the record in accordance with that choice if available to the Findlay Digital Academy.

The person making a mail request pays the cost of postage and other supplies in advance. The number of mail requests sent to any one person is limited to 10 a month unless the person certifies in writing that the records, or the information in them, will not be used for commercial purposes.

Each administrator is authorized and expected to keep the school's community informed about the school's program and activities. The release of information of school wide interest is to be coordinated by the Executive Director/Superintendent.

[Adoption date: May 10, 2005]

[Revision date: April 9, 2015]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC, Section 1232g
ORC 121.22
149.43
3319.321
OAC 3301-35-03

NEWS RELEASES

The Findlay Digital Academy is a public institution endeavoring to serve the educational needs of the community. It is important that information be disseminated concerning school activities and problems. The Executive Director/Superintendent develops procedures to provide wide coverage and to coordinate publicity, which enhances the image of the Findlay Digital Academy.

The Board President is the official spokesperson for the Board, except as this duty is delegated to the Executive Director/Superintendent or another Board member.

News releases, which are of a school wide nature or pertain to established Board policy, are the responsibility of the Executive Director/Superintendent or a designated member of the administrative staff.

The Board expects the administration to maintain a vital and effective link with the media sources of the community. This includes a variety of forms and forums. The Executive Director/Superintendent or his/her designee directs this effort.

[Adoption date: May 10, 2005]

[Revision date: April 9, 2015]

LEGAL REFS.: ORC 3315.07
OAC 3301-35-03(J)

PUBLIC GIFTS/DONATIONS TO THE FINDLAY DIGITAL ACADEMY

The Board accepts gifts, grants or bequests provided the conditions of acceptance do not remove any portion of the control of the Findlay Digital Academy from the Board. The Board will determine how to use or invest the funds and gifts in the best interest of the academy program and its students.

Any person or organization desiring to give a gift or make a grant or bequest to the Board must contact the Executive Director/Superintendent, who submits the request to the Board.

Proposals for giving funds, equipment or materials to the Findlay Digital Academy with a “matching” agreement or restriction are discouraged. Acceptance of donated equipment or materials may depend upon the compliance with, or experience related to, the Board’s policy of standardizing materials and equipment. In addition, a gift or donation must not:

- begin a program which the Board would be unwilling to take over when gift and grant funds are exhausted;
- bring undesirable or hidden costs to the District;
- place restrictions on the District;
- be inappropriate or harmful to the educational program of the District or to students;
- be in conflict with any provision of the General School Laws or public laws.

Whenever the Findlay Digital Academy has an established project contributions which reduce the cost or hasten the completion, are welcome.

[Adoption date: May 10, 2005]

[Revised: April 9, 2015]

LEGAL REFS.: ORC 9.20
3313.36; 3313.47

PUBLIC COMPLAINTS

The Board welcomes constructive criticism of the Findlay Digital Academy. Although no member of the community is denied the right to bring his/her complaints to the Board, he/she is referred to the proper administrative channels for solution before investigation or action by the Board will commence. Exceptions may be made when the complaints concern Board actions or Board operations.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. The staff should be given the opportunity to consider the issues and attempt to resolve the problems prior to involvement by the Board. The proper channeling of complaints involving instruction, discipline or learning materials is employee, supervisor, Executive Director/Superintendent and then the Board of Directors.

If a complaint, which was presented to the Board and referred through the proper channels, is resolved before it comes back to the Board, a report of the disposition of the matter is made to the Board and then placed in the official files.

The Board expects the staff to receive complaints courteously and to make a proper reply to the complainant.

Complaints about personnel are investigated fully and fairly. Before any such complaint is investigated, it must be submitted in writing and signed. Anonymous complaints are generally disregarded.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it is referred to the school administration for study and possible solution.

The Executive Director/Superintendent develops, for approval by the Board, procedures that ensure prompt and fair attention to complaints against school personnel. The procedure requires that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts as he/she sees them.

If it appears necessary, the administration, the person who made the complaint or the employee involved may request an executive session of the Board for a formal hearing. Statutory restrictions on executive sessions are observed. Any Board action on the matter is taken in public session.

[Adoption date: May 10, 2005]

[Revision date: April 9, 2015]

LEGAL REF.: ORC 121.22

PUBLIC COMPLAINTS ABOUT FINDLAY DIGITAL ACADEMY PERSONNEL
PROCEDURE

The following procedures are to ensure that a citizen's complaint is given respectful attention and that the integrity of the educational program is upheld. "Complaint" in this procedure is restricted in meaning to that criticism of a particular employee by a citizen of the Findlay School District, which includes or implies a demand for action by Findlay Digital Academy authorities. Other comments and suggestions are referred informally to appropriate personnel.

1. If a complaint comes first to the person against whom it is directed, he/she listens and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unsatisfied, the employee refers the complainant to the immediate supervisor to have his/her views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member immediately informs his/her supervisor of the complaint.
2. If a complaint comes first to the supervisor of the person criticized, the supervisor should make no commitments, admissions of guilt or threats. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the employee criticized and should inform that employee immediately of the complaint. If the complainant has already met with the employee criticized and remains unsatisfied, the supervisor should invite the complainant to file the complaint in writing.
3. If a complaint comes first to any other school employee, that employee refers the complainant to the person criticized or to his/her immediate supervisor and immediately informs both.
4. No further action on the complaint should be taken unless the complainant submits the complaint in writing.
5. When a written complaint is received, the supervisor schedules a conference with the complainant, the person criticized and, if advisable, the department chairman or other personnel who, in the opinion of either the supervisor or the person criticized, could contribute to resolution of the problem.
6. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the Executive Director/Superintendent, who may handle the complaint personally or refer it to other personnel, as he/she may see fit.
7. Should dissatisfaction remain after the above steps have been taken, the matter may be placed on the agenda for the next regularly scheduled Board meeting. The decision of the Board is communicated in writing to all interested persons.

[Approval date: May 10, 2005]
[Reviewed: April 9, 2015)

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

The Board recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the Board's educational philosophy and goals.

Criticism of materials used by the Digital Academy Board in partnership with META SOLUTIONS/TRECA may be expected from time to time. In such instances, the following guidelines shall apply.

1. If a parent requests that his/her own child not read a given material, the teacher and/or school administrator should resolve the issue, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose.
2. The Board does not permit any individual or group to exercise censorship over instructional materials and library collections, but it recognizes that, at times, a re-evaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use, the following steps are taken.
 - A. The person who objects to the book or other material is asked to sign a complaint on a standard form documenting his/her criticism.
 - B. Following receipt of the formal complaint, the Executive Director/Superintendent provides for a re-evaluation of the material in question. He/She arranges for the appointment of a review committee from among the Findlay Digital Academy and META SOLUTIONS/TRECA personnel and community to consider the complaint.
 - C. The Executive Director/Superintendent reviews the complaint and the committee's re-evaluation and renders a decision in the matter. Should the decision be unsatisfactory to the complainant, it may be appealed to the Board.

The Board assumes final responsibility for all books and instructional materials made available to students, and it holds its professional staff accountable for their proper selection. The Board also recognizes rights of individual parents with respect to controversial materials used by their own children and provides for the re-evaluation of materials in library collections upon formal request.

[Adoption date: May 10, 2005]

[Revision date: April 9, 2015]

LEGAL REFS.: ORC 121.22, 149.43
3329.07; 3329.08; 3329.09

CITIZEN'S REQUEST FOR RECONSIDERATION OF
LIBRARY/CURRICULUM MATERIALS

Type of material or software

Author/source _____

Title _____

Request initiated by _____

Address _____

Telephone _____

Complainant represents: Self _____

Organization _____

Other _____

1. To what do you object? (Be specific) ____

2. What do you believe might be the result of reading or seeing this material? _____

3. For what age group do you recommend this material? _____

4. Is there anything good about this material? _____

5. Did you read or see the entire material? _____

What parts? _____

6. Are you aware of the judgment of this material by professional critics? _____

7. What do you believe is the theme of this material? _____

8. What would you like your school to do about this material? _____

Do not assign it to my child.

Withdraw it from all students as well as my child.

Restrict it to more mature students.

Send it back for re-evaluation.

Signature of Complainant

[Review date: April 9, 2015]

TITLE I COMPLIANCE

The School seeks to help all students reach their potential and meet the School's academic standards. In an effort to help students who need support in meeting high academic standards, the School shall participate in the federal Title I of the Amendments in the Elementary and Secondary School Improvement Act of 1965.

The School shall develop a Comprehensive Plan for delivering Title I services. The Plan shall be developed by the Executive Director/Superintendent and affected employees, parents, and students (if the plan relates to secondary school). The Plan shall then be submitted to the Department of Education. The Plan shall include all provisions required by law, including, but not limited to, the following:

- *Identifying Eligible Students.* Once per year, the School shall assess the educational needs of students who qualify by law for Title I assistance. The assessment process shall include all processes and techniques mandated by the Department of Education and additional processes and techniques chosen by Staff members selected for the purpose of diagnosing or teaching the eligible and participating students.
- *Appropriating Resources.* The School shall determine whether it will use the funds for a School-wide renovation of the educational program or will use the funds specifically to develop or enhance educational programs specifically for students in particular need of assistance. The scope of the proposed program shall comply with federal requirements.
- *Parental Involvement.* The plan shall provide for and promote parental involvement to the extent required by federal law. See Policy **3320**, Title I Parental Involvement Policy.
- *Funds as Supplement.* Title I funds shall not be used in a manner that supplants state and local funds. Title I funds shall be used as a supplement.
- *Simultaneous Services.* In accordance with federal law, the School may simultaneously serve other students with similar needs.
- *Professional Development.* The School shall also provide training to Staff members who will be involved in the Title I program. When possible, the School may consolidate and cooperate with other schools and institutions for purposes of this training, and may combine and consolidate among other Federal or state programs. The School appoints the Executive Director/Superintendent/designee as the School's Title I Compliance Officer. The Title I Compliance Officer shall be responsible for coordinating compliance; responding to inquiries, investigating any alleged violations, and implementing the School's Grievance Procedure found in Form **3130.1**, Sample Title I Grievance Procedure.

[Adoption date: April 9, 2015]

Federal: 20 U.S.C. § 6314, 34 C.F.R. 104.7. File: HG Procedure

TITLE I GRIEVANCE PROCEDURE

The School is committed to serving its students through Title I programs and services. The School is aware, however, that disagreements may arise regarding Title I programs. The following procedures have been developed to handle complaints dealing with Title I programs, services, and staff members. Unless granted an exemption by the Ohio Department of Education for extenuating circumstances, all complaints shall be resolved with thirty (30) days.

Step 1

A written complaint shall be submitted to the Executive Director/Superintendent. The complaint may be submitted using Form **3130.2**. Upon receipt of the written complaint, the Executive Director/Superintendent, in his/her role as Compliance Officer, shall investigate the allegations. If additional information is needed, such information shall be requested within ten (10) days of the receipt of the complaint. Upon completing the investigation, the Executive Director/Superintendent shall attempt to resolve the issue.

Step 2

If, after fifteen (15) days of submitting the complaint to the Executive Director/Superintendent, the complainant is dissatisfied with the investigation, then the complainant may appeal to the Governing Authority. The Governing Authority, upon notice of such an appeal, shall appoint a panel to hear the complaint. The panel shall consist of the Executive Director/Superintendent, the President of the Governing Authority, and either another Governing Authority Member or a representative of the Managing Company, if one exists.

The complainant shall be given an opportunity to present evidence to the panel on his/her behalf and question the individuals involved. The panel is vested with the responsibility for investigating the allegations and clarifying the precise issues involved. Records shall be maintained for all formal hearings occurring throughout this process. Once the panel has reached a decision regarding the issue or its resolution, the Executive Director/Superintendent shall notify the complainant, in writing, of the decision.

Step 3

If the complainant, after receipt of the panel's decision, is still dissatisfied, then the complainant may appeal the decision to the Ohio Department of Education. The appeal must be submitted within thirty (30) days of receipt of the panel's decision or resolution.

All expenses incurred by the School as a result of this process may be included in the budget for Title I funds, so long as they are incurred in accordance with School Policies. Budgeted expenses must be approved by the Governing Authority.

[Adoption date: April 9, 2015]

TITLE I COMPLAINT FORM

Name: _____

Address: _____

Phone Number: _____ Date: _____

Status: Student Parent Teacher Other: _____

Details of Incident: _____

Do Not Write Below This Line

Date Received: _____ Date Resolved: _____

Details of Resolution: _____

[Adoption date: April 9, 2015]

TITLE IX COMPLIANCE

Title IX of the Education Amendments Act of 1972 provides:

No persons in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving financial assistance.

The School shall comply with this law at all times. To ensure compliance and resolve any complaints, the School has designated the Executive Director/Superintendent or his/her designee as the School's Title IX Coordinator. The Title IX Coordinator shall be responsible for coordinating compliance; responding to inquiries, investigating any alleged violations, and implementing the School's Grievance Procedure found in Form **3120.1**, Sample Title IX Grievance Procedure.

Inquiries relating to Title IX may be referred to the School's Title IX coordinator or to the Office on Civil Rights.

Federal: 34 C.F.R. 106.8.

Cross Reference: Policy 3110, Equal Educational Opportunity; Form 3120.1, Sample Title IX Grievance Procedure.

[Adoption date: April 9, 2015]

File: HH Form
[3130.2]

TITLE IX COMPLAINT FORM

Name: _____

Address: _____

Phone Number: _____ Date: _____

Status: Student Parent Teacher Other: _____

Details of Incident: _____

regularly and in a clear, open, and understandable manner.

Implementing this Plan

The Executive Director/Superintendent is responsible for developing a plan to achieve these goals. This plan should be evaluated each year with the assistance of parents.

Federal: 20 U.S.C. §6310(12), 20 U.S.C. § 6311(d). *Ohio:* R.C. 3313.472.

Cross Reference: Policy 2130, Wellness Policy; Policy 3320, Title I Parental Involvement Policy; Policy 3330, Parent's Right-to-Know; Policy 3340, Parental Rights under the Protection of Pupil Rights Amendment; Policy 3550, Core Curriculum Requirements.

[Adoption date: April 9, 2015]

MODEL PARENT COMPACT

Findlay Digital Academy Parent Compact

The Findlay Digital Academy (FDA), and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This compact is in effect during the school year _____.

Findlay Digital Academy Responsibilities

1. Findlay Digital Academy will provide a high-quality on-line curriculum that is aligned with the Ohio Content Standards in a supportive and effective learning environment.
2. Parent conferences may occur whenever a parent or FDA requests a conference. Instructional Coaches will make an attempt to contact to each parent/student on a weekly basis via telephone call, text message or email. An annual open house will be held in November of each year to discuss student progress with the parent in a face-to-face format.
3. A student progress report will be mailed to the parent on a quarterly basis
4. The FDA staff is available to meet with or talk with parents from 10 AM-4 PM Monday through Thursday of every school week.
5. Parents may observe face-to-face tutoring sessions at any time. Parents may volunteer to assist in these sessions. Parents may attend any FDA Board of Directors meeting.
6. Findlay Digital Academy will provide every child with a computer to enable him/her to do his/her on-line work.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

1. Parents will maintain a connection to the Internet.
2. As part of the enrollment process the parent will meet with the Principal or Superintendent to discuss the enrollment process. The parent will also attend Day 1 of the two-day orientation process.
3. The student's parent/guardian will provide within the home, at all times during which the student is engaged in FDA's program of study, adult supervision of such a nature as to ensure the student's safe and responsible participation in the program.
4. Parents will monitor student attendance and course progress.
5. Parents will make sure that the computer equipment is cared for and handled in an appropriate fashion.

Additional School Responsibilities:

1. Findlay Digital Academy involves parents in planning and review of the school’s parental involvement policy in an organized, ongoing and timely way by one or more parents serving on the seven member FDA Board of Directors.
2. Parents through their representation on the FDA Board of Directors will share in the development of the school wide program plan in an organized, ongoing, and timely manner. School wide program planning takes place at FDA Board of Directors’ meetings.
3. The school will hold at least one annual meeting to inform parents of the school’s participation in Title I, Part A programs, and to explain the Title I Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer flexible times for parents who cannot attend to meet one-on-one with FDA staff to cover this information. The school will invite all parents of children participating in Title I, Part A programs, and will encourage them to attend.
4. Findlay Digital Academy will provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school’s curriculum, the forms of academic assessment used to measure children’s progress, and the proficiency levels students are expected to meet.
5. Findlay Digital Academy will provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities and, to the extent practicable, in a language that parents can understand.
6. At the request of the parent(s), FDA staff will meet with the parent(s), to formulate suggestions and, as appropriate, to participate in decisions about the education of their children. The school will respond to appropriate suggestions in a timely manner.
7. Findlay Digital Academy will provide each parent an individual student report about the performance of their child on the required state assessment in all subject areas required of the child by law.
8. Findlay Digital Academy will provide each parent a timely notice when his/her child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified as defined in section 200.56 of the Title I Final Regulations (67 Red. Reg. 71710, December 2, 2002).

Parent Signature
[Adoption date: April 9, 2015]

Date

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;
- 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 HJ Form 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 highly qualified, as defined in 20

USC § 6311. Notice may be provided using Form **3330.2**, Parent's Notification Regarding Your Student's Teacher.

[ADOPTION DATE: APRIL 9, 2015]

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.



FINDLAY DIGITAL ACADEMY

Where Learning Fits You™

1219 W. Main Cross, Suite 101 ♦ Findlay, OH 45840 ♦ 419-425-3598 ♦ Fax 419-425-3588

RE: No Child Left Behind (NCLB) Act, Section 1111(h)(6)(A)

Dear Parent/Guardian:

You have the right to know about the teaching qualifications of your child's teachers since our school receives Title I funds. The federal No Child Left Behind Act requires that any local school district receiving Title I funds must notify parents that they may ask about the professional qualifications of their child's teachers. These qualifications include:

Whether the teacher has met the Ohio Teacher licensing criteria for the grade level and subject area in which the teacher provides your child's instruction.

Whether the teacher is teaching under emergency or temporary status that waives state licensing requirements.

The undergraduate degree major of the teacher and any other graduate degree or certification held by the teacher and the field of discipline of certification or degree.

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

You may ask for the information by returning this letter to the address listed above.

Child's Name:

Parent/guardian Name: Address:

Be advised that we contract all of our teachers from META SOLUTIONS/TRECA and all of the teachers are licensed in the area they teach and are Highly Qualified by Ohio standards. Our Instructional Coaches all hold a college degree and most are licensed teachers who are Highly Qualified.

Sincerely,

Sandra H. White

[Adoption date: April 9, 2015]

PARENT NOTIFICATION REGARDING YOUR STUDENT'S TEACHER

Dear Parent:

The federal No Child Left Behind Act of 2001 (NCLB) 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 "highly qualified" 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 "highly qualified" under NCLB 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.

[Adoption date: April 9, 2015]