

# Janie Darr Elementary Parent and Family Engagement Packet 2023-2024



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**At Darr we ROAR:**  
Respect and Encourage Others  
Be an Outstanding Leader  
Always Be Safe

# Be Responsible and Prepared

Janie Darr Elementary  
6505 S. Mt. Hebron Road  
Rogers, AR 72758  
(479)631-3553  
2023-2024

<b>Mission Statement:</b> At Janie Darr we all belong, we all learn, and we all succeed!  <a href="#">Parent and Family Engagement Plan</a>	<b>Values:</b> Learning Excellence Relationships Student-Centered Respect Integrity	<b>Mascot:</b> Jaguar  <b>Colors :</b> Blue and Green
<b>Office Hours: 7:15- 4:00</b> <b>Student School Hours : 7:45- 2:45</b>		

\*\*\* Topics are alphabetized to better find information

## Attendance

The school day begins at 7:45 a.m. and ends at 2:45 p.m. Children should not arrive at school before 7:15, they will not be supervised. **Any student arriving after 7:45 will be counted tardy and will need to be accompanied by an adult to check in through the office.** If your child is absent from school, contact your child's teacher and/or the office. Students who are late to school, leave school early, or leave during the school day will be counted absent at the following rates per district policy:

- Tardy: Up to 2 hours of missed time during any portion of the day
- ½ Day Absence: 2-4 hours of missed time
- Full Day Absence: More than 4 hours
- Per ACT 1322, the school district MUST notify the prosecuting authority if a student exceeds the number of unexcused absences allowed by the district (10 days), per semester.

### *Excessive Absences:*

- After the 5th absence during a semester, parents will be notified by phone or letter.
- After 10 absences in a semester, parents will again be notified by phone or letter.
- On the 11th absence in a semester, Arkansas law requires that parents be notified that their student may be retained (held back) and that a report may be filed with Arkansas Department of Human Services (DHS).

### *Leaving School Early:*

- When possible, medical and dental appointments should be made outside of school hours. When it is necessary for an appointment, please obtain a doctor's note and send it to school with your child. This will excuse the absence.

- If a student must leave school between 7:45-2:45, he or she must be signed out through the office. A child will only be released to individuals listed on the enrollment form authorized pickup list. For your child's safety, identification may be requested.
- A student's attendance record will indicate absences according to the attendance policy when checked out of school for appointments.

### **Behavior- School**

Students are expected, at all times, to conduct themselves in a manner that will maintain an environment for learning. No student will be allowed to interfere with, or disrupt repeatedly, the educational process of others. Students are expected to follow expectations as outlined by Rogers School District policy and included within the Janie Darr Behavior Expectations Matrix (R.O.A.R.). R.O.A.R. stands for: **Respect and Encourage Others, Outstanding Leaders, Always Be Safe, and Responsible and Prepared**. Janie Darr Elementary School implements a school-wide Positive Behavior Interventions and Support (PBIS) system that teaches, practices, and positively reinforces the expected behaviors.

### **Car Rider Procedures**

The doors on the south side of the building are used for dropping off and picking up car riders. Enter the car line from Cross Creek Boulevard. The following procedures are in place to ensure the safety of your child and the safety of others.

#### ***In the morning:***

- Parents need to pull all the way up to the first colored cone so all cars may unload at the same time.
- A 5th grade leader or adult on duty will be waiting by the cone to assist your child with the car door if needed. We ask that all students are unbuckled and ready to exit the car, with all their belongings in hand.
- All students, no exceptions, will exit from the passenger side of the car.
- If your student forgets items in the car, pull around to the front parking lot and walk the item into the office.
- Adults dropping off in the car line should stay in their vehicles the entire time.

#### ***In the afternoon:***

- Your child will not be released unless you have a Janie Darr issued car tag, **no exceptions**. If you are picking up another child other than your own you must have their car tag, or pull around to the front office. This is in order to verify you are approved to take that student.
- Cars will form two lines and pull up as directed.
- Car riders will wait inside the building until their name displays on the board, and then proceed to a holding area.
- After all cars have moved forward and come to a complete stop, students will meet their vehicles and load.
- Adults picking up in the car line should stay in their vehicles the entire time.
- When the sign flips to "Go", immediately proceed towards the Mt. Hebron exit.

**Reminders:** No smoking on school property. This includes the car line. Avoid utilizing your cell phones while the car line is moving.

Parents are asked not to park in the bus loop (Mt Hebron Entrance). This loop is for loading and unloading of school buses and approved shuttles. It is against Arkansas State Law for a vehicle to pass a school bus that is loading or unloading.

### Celebrations

According to the Rules Governing Nutrition and Physical Activity in the State of Arkansas, there are 9 days allotted each school year in which the school may provide students with foods that do not meet the federal guidelines covering nutrition (unless it is an **integral** part of instruction).

Birthdays: What this means for you is that parents are not allowed to send cupcakes or food of any kind for birthday celebrations.

Parties: There are only 2 school sanctioned parties: the Winter Holiday party in December and Valentine party in February.

Deliveries: The school cannot accept deliveries of flowers, balloons, or other items for students. Please do not have any items delivered to your child at school. This includes food delivered by food delivery services.

### Change of Residence, Telephone Number, or Employment

Notify the office as soon as any of the above information changes. Provide your cell phone number as it is important that we know how to reach you in case an emergency arises.

### Chromebook/IPAD Contract Agreement

In an effort to support Learning, a Chromebook or IPAD, and charger have been issued to your student. Please consider the following:

1. Students are responsible for the care of the issued Chromebook and charger.
2. Students should not eat or drink while using the device.
3. Chromebooks should only be used for **educational use**.
4. To conserve battery life, Chromebooks should be shut down before moving them.
5. Chromebooks should remain free of any writing, drawing, stickers, or labels.

### Communication from Parents/Guardians

*Bloomz Messages or phone calls are required when:*

- A student has been absent. Please state the reason for the absence.
- A student is either going home with someone else or is bringing someone home with him/her. BOTH CHILDREN NEED TO HAVE A NOTE, call the school, or Bloomz message.
- A student will be going home a different way than he/she usually does. Children will be sent home their normal way—NO EXCEPTIONS!
- A doctor's excuse will be required if a student must be excused from PE classes or recess for an extended period of time.

### Curriculum

Reading/Social Studies: Wit and Wisdom	Writing/Grammar: The Writing Revolution	Phonics: UFLI
Math: Illustrative Math	Science: Generation Genius	Social-Emotional: Choose Love

### Custody

If there are any existing custody arrangements regarding your child, the school must have a copy of the official court documents. These documents must be updated yearly or as changes occur.

### **Homework/Make-Up Work**

*Homework:* We will have weekly homework that will encourage practice of skills. The skills that students are practicing at home will be centered around the essential standards of the grade level, and the individual student. Students are working on strengthening those foundational skills, and building responsibility. Also, research has shown that the following has a direct correlation to students' success: eating dinner as a family, reading together, playing outside, and getting your child to bed early. Our goal is to let children have adequate time to just be kids.

*Make-up work:* (Rogers District Policy) Make-up work is given when requested by parents, or when the student returns in the areas of phonics, literacy, and math. Students will be given the same number of days to complete make-up work as the number of days they were absent.

### **Inclement Weather**

Should inclement weather be forecasted or in the area causing school closures, Rogers Public Schools will contact parents/guardians via automated phone call to the **primary number on file**. Information will also be posted on all social media outlets as well as our school Bloomz platform.

Worsening weather conditions may force the early closing of schools. In the event school closes earlier, please avoid calling the school if possible. This interferes with obtaining information and instructions from the district office and/or emergency personnel. Please devise a parent-child contingency plan so your child will know what they should do in the event school is forced to dismiss early. Please provide your child with the proper rain gear for given days. Walkers and bike riders will walk/ride unless it is lightning or a heavy downpour is occurring.

### **Lost and Found**

Articles found in and around the school should be turned into the lost and found area. This is where the owners may claim their property by properly identifying the lost item. **Please label jackets, coats, lunch boxes, and other items with your child's name so they may be returned to the owner.**

Unclaimed items will be donated to local charities at Winter Break, Spring Break and the end of the year.

### **Medication/Nurse**

Nurse: Stacy Dillahunty

#### *Medication:*

Written permission from a student's parent or guardian must be on file in the school office before school personnel are permitted to administer medication. Specific permission forms are located in the nurse's office. Forms should include the name of the medication, the amount to be given, and the time to be given. Medication will not be given unless it is in an original container. Students are not allowed to transport medication on the bus or to have it in class, this includes ALL over the counter medication.

### Allergies/Illness:

Please inform the nurse of any significant allergies and/or diagnosis. Depending on the severity a Health Care Plan might be warranted.

### **Parent Center**

A Parent Center has been established for parents to use. It is in the back of the office. It will contain books, videos, and other pertinent resources on a variety of parenting topics. These will be available to parents at no cost. Feel free to browse through this information and check out any item(s) that may be of interest to you. Information regarding free parenting classes and workshops offered in the area will be made available to parents who express interest. Please contact Kia Rappe, school counselor, for assistance or more information.

### **Parent/Guardian Concerns**

It is our goal at Janie Darr Elementary to provide an educational service that is child centered. If at any time you have a question, problem, or a concern, you are encouraged to visit with your child's teacher first. If you need further clarification you are encouraged to contact the principal. Any question, problem, or concern that cannot be resolved at the building with the principal, may be brought to the district Assistant Superintendent of Elementary for resolution.

### **Parents as Partners**

Working together, as partners, in the education of our children is vital for their success. When all stakeholders are involved, schools and students are more successful. In an effort to provide our students with the highest quality education possible, the following roles are vital for parents, students, teachers, and administrators.

#### **TEACHERS AND ADMINISTRATORS WILL:**

- Welcome parents/guardians into the school, and seek their support and assistance
- Include parents as full partners in the decisions that affect children and families
- Provide a high quality curriculum and instruction in a supportive and effective learning environment, based on the standards set forth by the State of Arkansas
- Utilize academic and social-emotional screeners frequently to identify specific student needs across the school setting
- Encourage parent involvement in their child's school experience
- Offer consistent, open, and meaningful communication between home and school (daily/weekly folders, phone calls, notes, emails, conferences)
- Provide frequent reports to parents/guardians on proficiency levels that children are expected to meet and their child's progress toward meeting those standards
- Provide timely responses to parents' questions or recommendations

#### **THE PARENTS/GUARDIANS WILL:**

- See that children are punctual and attend school regularly
- Support the school discipline policy
- Ask inquiry based questions to your child about their day
- Encourage the efforts of your children and be available for questions
- Monitor screen time
- Check folder/backpack regularly

#### **THE STUDENTS WILL:**

- Come to school each day with the necessary supplies, effort, and a positive attitude
- Complete class assignments

- Abide by the school discipline policy

**Parent-Teacher Conferences and Curriculum Support**

- Regular Parent-Teacher Conferences are scheduled in the fall and spring. The teacher will arrange an appointment with you. If your child’s teacher believes that additional conferences are necessary, he/she will contact you.
- At least once per year, parents will have the opportunity to meet with teachers and staff to learn curriculum strategies and activities to help their child at home. The strategies provided will be specific and will support academic achievement in the school environment.

**Parents and Visitors**

**Please make prior arrangements with your child’s teacher/principal before planning to visit or volunteer in the classroom/building.** Visitors will only be allowed for official school business, or lunch. Volunteers will need to complete volunteer training yearly through the school.

**Personal Items**

**Toys are not allowed at school.** The following is a partial list of other items that should not be brought to school:

Cell Phones/Smart Watches/ Gaming Devices- not responsible for damaged items	Laser Pointers	Pets	Hard balls, footballs, bats	Party invitations, unless EVERY child in the class receives an invitation
Trading Cards	Weapons	Firecrackers, matches, lighters	Skateboards	Gum

**Consequence: If out or on during the school day the item will be collected for a parent to pick up.**

**Parent Teacher Association (PTA)**

It is PTA’s mission to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.

Consider joining the PTA! Your membership gives you voting rights and will help support our 2023-24 PTA initiatives. These initiatives include staff and teacher hospitality, events like back-to-school tailgate, sweetheart dance, and skate night, as well as other pop-up events throughout the year. PTA also helps support field day, coordinates spirit wear and family fun night fundraisers. By joining the PTA, you’ll connect with other Darr parents and staff, have input on creating new school programs, and opportunities to make your voice heard. Become a member today by visiting our Janie Darr PTA Member Hub Page.

- The 23-24 Board consists of the following individuals :  
 Jennifer Sperry- President     Sarah Penny- Vice President  
 Alauna Patten- Treasurer     Diana Baker- Secretary
- Givebacks (Member Hub): <https://janiedarrpta.memberhub.com/> (PTA Platform )
- Janie Darr Website: <https://www.rogersschools.net/darr>
- Facebook page: Stay Tune New Group is Being Created
- Janie Darr PTA Email Address: [janiedarrpta@gmail.com](mailto:janiedarrpta@gmail.com)

**Recess**

All students will go out for recess if the weather permits. If the temperature is 32 degrees or below, we will not stay outside the entire recess block. If the weather is clear and just cold, individual teachers/grade levels might choose to take their class outside to run a lap to get energy out. Recess provides social learning and physical activity. Please make sure your child dresses appropriately for recess. If the weather is 40 degrees or below and your child doesn't have a large jacket, they will borrow a coat from the lost and found, or office.

### **Safety Measures**

Our number one concern is the safety of our students and staff.

*Entry System:* All visitors enter into the school from the front door, which remains locked at all times. Visitors ring the doorbell at the entrance, the front office staff determines reason for visit, and buzzes those visiting for school business into the building.

1. Visitor System: All visitors entering into the school building are required to sign in. A state issued ID is required when you visit the first time in order to be scanned through our Raptor Visitor Management System. This system scans IDs instantly to verify that visitors are not on a state offender registry and custom alerts can be created for custodial rights, etc.
2. Drills: We practice fire and tornado drills monthly, and intruder drills yearly. These scheduled practices enable students to be equipped with information and practice, should an emergency situation ever occur. Specifically for intruder situations all of our staff is trained on the [ALICE](#) method for responding. Our intruder drill is held at the beginning of the year after teachers discuss and teach students how to be proactive in staying safe. The resource used while teaching intruder preparedness is called, "I am Not Scared. I'm Prepared."

### **School Bus Procedures**

- Who can ride the bus? Students that are in the Janie Darr school zone and not within walking distance of the school. Students that are attending on transfers or school choice requests cannot ride the bus.
- Riding home with a friend- If a child is riding home on the bus with a friend, both parents/guardians need to notify the school at least **a day** in advance. This gives the staff time to ensure that there is room on the bus.

### ***School Bus Behavior:***

Bus transportation is a privilege, not a right. Students who ride the bus must obey the rules outlined in the district policy, which will be sent home at the beginning of the year. (Problems at the bus stop are the responsibility of parents.)

Penalties for not following General Rules:

- First offense: Parent contacted by letter or telephone
- Second offense: 1-day bus suspension, parent contact
- Third offense: 3-day bus suspension, parent contact
- Fourth offense: 10-day bus suspension, parent contact
- Fifth offense: 30-day suspension, parent contact
- Sixth offense: Bus suspension for the remainder of the year

Severe Bus Rule Penalties (Weapons, Drugs, etc)

- First offense: 30 day bus suspension and school discipline



- Second offense: Bus suspension for the remainder of the year

\*\*\* The school district reserves the right to escalate any penalty based on the severity of the act. \*\*\*

### **School Meals**

Rogers Public Schools is proud to offer [SchoolCafé](#) as a safe and secure method to make online payments to your children's cafeteria accounts, view your child's account balance, review purchases, and receive low balance reminders.

#### **Breakfast in the Classroom**

Jaguar students participate in the "Breakfast in the Classroom" program. All students enjoy free breakfast as a class family at the beginning of the day.

**Why:** Research shows that eating together for meals has a positive effect on students in the school environment. Some benefits include, but are not limited to: better academic performance, higher self-esteem, and greater sense of resilience.

#### **What does this mean?**

- Students will be provided breakfast Monday-Friday in the classroom.
- The cafeteria will be closed in the morning.
- Students will not be allowed to bring in any outside breakfast items to eat, they will need to eat at home or eat the school breakfast.
- All classes will be eating as a classroom family unit from 7:35-7:55, including staff. This will give students and staff the opportunity to build a positive culture in the classroom.
- If your child gets to school late, they will not get the opportunity to participate.
- Breakfast items provided will be peanut free.

**Lunch Time.** Students may bring their lunch from home or eat lunch from the cafeteria. Cafeteria lunch prices for students and adults will be posted on the district website. No carbonated/caffeinated beverages are to be included in a student's lunch. We welcome parents/guardians to eat with their child, they will just need to sit at a parent table in the cafeteria. **Parents/Guardians may bring in food for their child's lunch, but per state law, you may not provide food to any other students.**

### **Specials Classes**

All students at Janie Darr Elementary will attend Specials Classes each day. These classes are Art, PE, Music, Library, Computer Lab, and STEM Lab. Students will go to each of the Specials classes once per week. For the safety of your child, appropriate shoes and clothing should be worn on PE days.

### **Standardized Assessments**

Rogers Public School District students in kindergarten through fifth grades take the state standardized tests each year. Because these test results are used in various aspects of your child's educational program, we appreciate you avoiding any trips or absences during the testing dates. The required State assessments and dates for the 2023-2024 school year are:

- IREADY, Grades Kindergarten-5th : Possible testing windows: September 6-23, January 9-27, and April 24 - May 12.

- ATLAS, Grades 3-5: Writing: March 4-15 Reading and Science April 17-May 3.
- ELPA 21 Assessment for ESOL students: Testing window is March 6-April 14.
- Specific dates will be included in building and class communication.

### Student Dress Code

A student's appearance (clothing, cleanliness, and accessories) should not disrupt the educational environment by disturbing or distracting other students. Current fashion trends are not always appropriate for school. **Make-up and excessive jewelry are not appropriate for elementary school students.** Students should not wear the following to school:

- Clothing that exhibits
- Shirts/tops that do not cover the midriff or see-through clothing
- Halter, spaghetti strap tops, tube tops, tops with straps thinner than 2 inches
- Short shorts, skirts or dresses that expose the buttocks at any time (standing up, bending over, playing)
- Clothing that is too tight or too loose and/or exposes undergarments
- Hats, scarves, or bandanas (anything that promotes gang affiliation)
- Sunglasses
- Cleats, tap, high heels, or skate shoes
- Clothing that has tobacco, alcohol, illegal products, sexually suggestive language/symbols

**Consequence: Students inappropriately dressed will need to have suitable attire brought to them or be given clothing from the school's clothes closet.**

### Walkers

We have 3 zones that students are dismissed from if they are walking or riding their bike to school. Zone 1 is managed by our crossing guard and one staff member. Students exit through the east doors of the building, with an adult, then walk through the playground and across the crosswalk located at Cross Creek Boulevard. Zone 2 is for students that live in the south part of Lakewood Crossing. They will be exiting across the car rider line with a staff member and across the field. Zone 3 is for students that live in Grand Pointe. Students will be entering school at the front doors in the morning. In the afternoon a staff member will walk students across the crosswalk between the main parking lot and the gym parking lot. Parents will need to pick up students at that location. If there is lightning or heavy downpour students will not be released from the building. In this case, walkers will be kept at the school until safe to be released or parents/guardians pick up students. Students are expected to show respect for other people's property and go straight home.

### 2023-2024 Calendar

(Events are subject to change)

School Begins (First Day For Students)	August 16
Labor Day Holiday	September 4
Boosterthon- Fun Run & Naturals Night	September 15
Lifetouch- Fall Pictures	September 21
District PD Day (No School-Students)	September 22
Conference Days (after school)	September 25 and 27
1st Quarter Ends	October 12
Back to School Tailgate	October 13
Teacher Work Days (Students-No School)	October 20
Thanksgiving Holiday	November 20-24
Lifetouch- Fall Retakes	December 1
Winter Parties 2nd Quarter Ends	December 15
Teacher Work Day (Students-No School)	December 18
Student Winter Vacation	December 19-January 1
Professional Development Day (No School)	January 2
Martin Luther King, Jr Holiday (No School)	January 15
Lifetouch- Spring Pictures	February 9
Conference Days (after school)	February 12 and 13
Love Lunch	February 13
Valentines Day Parties	February 14
Professional Development Day (No School)	February 19
3rd Quarter Ends	March 13
Spring Break	March 18-22
Field Day	May 29
4th Quarter Ends- Last Day of School	May 30

\*\*\* Arkansas is no longer utilizing Alternative Methods of Instruction (AMI) for school days missed due to weather or catastrophic events. When making summer plans please note missed school days due to weather

and/or catastrophic events will likely be made up at the end of the school calendar year after the May 30 date. \*\*\*



Janie Darr Elementary

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

PARENT AND STUDENT ACKNOWLEDGEMENT:

I, the parent of (student name) \_\_\_\_\_, hereby confirm that I have access to or have received a copy of the 2023-2024 Janie Darr Elementary Student/Parent Handbook, and further understand the responsibilities expected of Janie Darr Elementary parents and students; the policies, procedures, rules, regulations, and practices as stated in this document; and, that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in the handbook.

By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the 2023-2024 Janie Darr Elementary School Student/Parent Handbook.

Student Printed Name: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Photo Release Permission Slip

As a parent or guardian of this student, I hereby consent to the use of photographs/videotape taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources). I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.

\_\_\_ Yes, I do authorize Janie Darr Elementary/Rogers Public Schools to photograph or video my child on all platforms: district and school social media websites, and our school and classroom Bloomz pages . Also, news and media platforms as needed when related to school.

\_\_\_ No, I do not authorize Janie Darr Elementary or the school district to photograph or video my child for public sectors such as news media and social media platforms, but do allow photographs and videos on the private platforms Bloomz.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Remove and Send this Portion to Office**

**Janie Darr Elementary 2023-2024 Volunteer Opportunities**

Janie Darr Elementary offers a variety of choices for your involvement in your child's school environment. Listed below are the committees in which you may become involved. Thank you for your interest. Parental support helps make Janie Darr Elementary a great place to be!

**Please place a check next to each volunteer opportunity you would like to possibly help with. By checking the box, you are showing interest in helping, but not committing. Only complete one form per family.**

\_\_\_\_\_ PTO Event Volunteer

- Boosterthon
- Back to School Tailgate
- Breakfast with Santa
- Sweetheart Event
- Mother/Son Event
- Teacher Treat Cart

\_\_\_\_\_ School Event Volunteer

- Fun Run
- Field Day
- Book Fair
- Instructional Nights

\_\_\_\_\_ Classroom Help

- Making Copies
- Cutting Out Lamination
- Prepping Materials

\_\_\_\_ School Help

- Making Copies
- Organize or prepare items for PBIS celebrations
- Picking up Snack Packs from Samaritan House for Students

Child's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Siblings :

\_\_\_\_\_



# Rogers Public Schools

where all **belong**, all **learn**, and all **succeed**

500 West Walnut Street ☐☐Rogers, AR 72756 ☐☐ [www.rogersschools.net](http://www.rogersschools.net) ☐☐(479) 636-3910 ☐☐

Fax (479) 631-3504

Dr. Jeff Perry, Superintendent

Dear Parent:

In December 2015, former President Barack Obama signed the Every Student Succeeds Act into law. Parents continue to have the same rights as they did under "No Child Left Behind". Under ESSA, parents have a right to know the professional qualifications of their children's teacher(s). This letter is to inform you of your right to ask for the following information about each of your child's classroom teachers:

- Whether the state of Arkansas has licensed or qualified the teacher for the grades and subjects he or she teaches (Note: We are also required to send a notice to parents affected if the teacher is not fully licensed, so if you haven't received such notice, your child's teacher(s) is/are fully licensed.)
- Whether the teacher is teaching under an emergency permit or other provisional status through which state licensing criteria have been waived.
- The teacher's college major, whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- If any time your student has been taught for four (4) or more consecutive weeks by a teacher(s) that is not highly qualified, then you will be notified by the school.

You also have the right to request information regarding the qualifications of the paraprofessional(s) assisting your child's teacher(s). If your child is receiving Title I, Part A services from a paraprofessional, then our district or school is able to provide you with the following information:

- Whether the paraprofessional has completed at least two years of study at an institution of higher education.
- Whether the paraprofessional has completed an associate's degree (or higher).
- Whether the paraprofessional has met a rigorous standard of quality through our state's certification procedure for determining the quality of paraprofessional staff.
- Whether the paraprofessional has: (a) the knowledge of and ability to assist in instructing reading, writing, and mathematics or (b) the knowledge of and the ability to assist in learning activities, such as homework, reading readiness, writing, mathematics, and other support as appropriate.

If you would like to receive specific information about your child's teacher or paraprofessional, please visit our office at 500 West Walnut Street to fill out a Parent Request Form. A response will be mailed to you within ten working days from the date of the request. Our office is open from 7:30 a.m. to 4:30 p.m. Monday through Friday.

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts.

Sincerely,  
Dr. Roger Hill  
Assistant Superintendent for Human Resources