Notice to Parents – Qualifications

The Superintendent or designee shall provide to the parent or guardian of each student enrolled in St. Mary's Charter School] ("School") written notice of the qualifications of each teacher employed by the School.

Additionally, the Superintendent or designee shall, at the beginning of each school year, notify the parents of each student attending the School that the parents may request, and the School shall provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

The School shall also provide to each individual parent timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Highly Qualified Status

Pursuant to the No Child Left Behind Act of 2001, the School shall ensure that all teachers teaching in a program supported with funds under Title I are highly qualified as required by applicable law.

Paraprofessional Employees

Title I Program

The School shall ensure that all paraprofessionals working in a program supported with Title I assistance shall:

Duties

1. Be assigned only duties consistent with the following:
   a. Providing one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;
   b. Assisting with classroom management, such as organizing instructional and other materials;
   c. Providing assistance in a computer laboratory;
   d. Conducting parental involvement activities;
   e. Providing support in a library or media center;
   f. Acting as a translator; or
   g. Providing instructional services to students, so long as the paraprofessional is:
      i. Working under the direct supervision of a teacher; and
      ii. Assuming limited duties that are assigned to similar personnel who are not working in a program supported with Title I funds, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the School.

High School Diploma

2. Have earned a secondary school diploma or its recognized equivalent.

Higher Education or Competency Test

3. If hired after January 8, 2002, have one of the following credentials:
   a. Completed at least 2 years of study at an institution of higher education;
   b. Obtained an associate's (or higher) degree; or
   c. Met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment:
      (1) Knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or
      (2) Knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

A high school diploma does not satisfy the formal academic assessment requirement.

Exceptions
The Higher Education or Competency Test requirements above shall not apply to a paraprofessional:

1. Who is proficient in English and a language other than English and who provides services primarily to enhance the participation of children in programs under Title I, Part A by acting as a translator; or
2. Whose duties consist solely of conducting parental involvement activities.

20 U.S.C. 6319

Access to Employee Records
Custodians of personnel records shall adhere to the requirements of the Texas Public Information law.

Information in a personnel file is exempted from the requirements of the Public Information Law if the disclosure would constitute a clearly unwarranted invasion of personal privacy.

A School employee shall choose whether to allow public access to information in the School's custody that relates to the employee's home address, home telephone number, or Social Security number, or that reveals whether the person has family members. Gov't Code 552.024, 552.102(a). The Superintendent shall develop procedures for employees to opt-out of having the above information released.

Employee Right of Access
All information in the personnel file of a School employee shall be made available to that employee or the employee's designated representative as public information is made available under the Public Information Law. An employee or an employee's authorized representative has a special right of access, beyond the right of the general public, to information held by the School that relates to the employee and that is protected from public disclosure by laws intended to protect the accessing employee's privacy interests. The School may assert as grounds for denial of access other provisions of the Public Information Law or other laws that are not intended to protect the accessing employee's privacy interests.