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# Theresa Bunker Elementary

Parent & Student Handbook



Empowering Leaders for Today and Tomorrow!

# Bunker Elementary

The purpose of this handbook is to familiarize you with the operation of Bunker Elementary School. It is the desire of the entire staff to make your child's experience in this facility as enjoyable and successful as possible.

We are convinced that next to the home experience, the school will probably be the most powerful influence in the lives of the children who attend here. We realize the great responsibility this places on us as a staff and are thus dedicated to creating an atmosphere that is not only conducive to learning, but that also helps the child develop a positive feeling of self-worth. It is our desire to build a foundation for future learning and to help your child learn qualities that will help them to become successful citizens of their future communities.

The success of the Bunker Elementary is very dependent on your involvement. It is vital for parents to actively participate in their child's education. Research has consistently shown that children are much more successful in school and life when their parents are involved. Strategies include reading with your child 20 minutes each day, regularly communicating with their teacher, and recognizing their successes.

Please feel free to visit the classroom and get to know your child's teacher. It will also help if you can familiarize yourself with this handbook. We are counting on your help and support and look forward to working with you to make your child's experiences here successful.

Thank you,

Mark Morgan  
Principal



# Title I Student/Parent/School Compact

## **STUDENT:**

I know my education is important to me. I know my parents want to help me, but I am the one who has to do the work. Therefore, I agree to do the following:

- Pay attention and ask for help when needed.
- 
- Return completed homework on time.
- Be responsible for my own actions.
- Ask for help when I don't understand something.
- Read frequently at home

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

Student Signature: \_\_\_\_\_

## **FAMILY:**

I understand that active participation in a child's education helps his/her achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Ensure that my child attends school regularly and is on time.
- Provide my child with a quiet place to study and the tools and materials for homework
- Read to and with my child at home.
- Assist my child with math problems.
- Encourage my child with math problems.
- Attend open houses, parent conferences, and other school events with my child.
- Be aware of my child's progress by checking PowerSchool, attend conferences, and requested meetings, monitor homework and communicate with school staff.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

## **CLASSROOM TEACHER:**

I understand the importance of the school experience to every student and my roles as the instructor and role model. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Teach and reinforce essential concepts and skills.
- Be aware of the individual needs of the students.
- Model the desire for lifelong learning.
- Regularly communicate to the student and parents the student's progress and success.
- Use strategies to support and scaffold instruction.

Classroom Teacher Name: \_\_\_\_\_

Classroom Teacher Signature: \_\_\_\_\_

Date signed \_\_\_\_\_

## **Theresa Bunker Elementary Parental Involvement Policy**

The faculty and staff at Theresa Bunker Elementary feel that a key component to a child's education is having a strong link between parents and the school. Based on this philosophy we have created the following Parental Involvement Policy to clarify the school and parent's opportunities and responsibilities, in an effort to strengthen the link between school and home.

An annual back to school night will be held at the beginning of each school year, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend. This policy will also be discussed at parent teacher conferences held throughout the year on an individualized basis. Ongoing information will be provided to parents (in a language other than English if needed) regarding educational programs and resources being offered in the school and district. This information will include a description and explanation of: the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. Materials and training will be provided, where needed, to help parents work with their child to improve achievement. Concerned parents may contact the teachers or administration to set up meetings regarding their student's education on an as needed basis.

We are committed to providing high quality curriculum and instruction that enables students to meet the Common Core State Standards for academic achievement. To facilitate this philosophy, a school-parent compact has been developed that outlines how parents, the school, and students will share the responsibility for improved student achievement. The compact will be discussed, reviewed, and modified at a yearly compact meeting.

The faculty and staff at Theresa Bunker Elementary feel that communication between parents, teachers, and administration is critical to a child's educational success. This communication will be fostered through parent teacher conferences to be held at least twice a year, frequent progress reports, monthly newsletters, and e-mail communication. Parents are invited to make appointments to participate or observe in their child's classroom. The PTO is organized as a link between the community and school to assist in organizing parental involvement and supporting educational programs in the school. Accommodations may be provided to ensure that all parents have the opportunity to become involved in the programs outlined in this policy.

## **BUNKER ELEMENTARY SCHOOL RULES AND DISCIPLINE POLICY**

Our main emphasis is to encourage positive student behavior through verbal reinforcement, positive contacts with home, and recognition for positive behavior. As a school, we focus on: Respect, Responsibility, Kindness, Friendship, Empathy, Honesty, Cooperation, Fairness, and Patience.

It would be impractical to list everything students should and should not do while at school. The basic rules listed below reflect our school's focus on positive school behavior.

### **CLASSROOM EXPECTATIONS**

#### **Be Respectful by:**

- Listening for and following directions
- Being patient and waiting quietly
- Using kind words and actions
- Listening with eyes and ears

#### **Be Responsible by:**

- Following directions the first time given
- Giving your best effort
- Being prepared for class

#### **Be Safe by:**

- Keeping your hands, feet and objects to yourself
- Taking care of your space
- Using peaceful solutions

### **PLAYGROUND EXPECTATIONS**

#### **Be Respectful by:**

- Following adult directions
- Keeping your hands, feet and objects to yourself
- Using kind words and actions

#### **Be Responsible by:**

- Following established procedures
- Reporting disturbances accidents and injuries to an adults

#### **Be Safe by:**

- Taking turns
- Using equipment, toys, and games properly
- Keeping your hands, feet and object to yourself

### **RESTROOM EXPECTATIONS**

#### **Be Respectful by:**

- Cleaning up after yourself
- Respecting others' privacy
- Using a quiet voice

#### **Be Responsible by:**

- Flushing the toilet
- Putting all paper towels in the basket
- Reporting graffiti, damage, or disturbances to a staff member

#### **Be Safe by:**

- Washing hands with soap
- Getting in and out quickly

## **Intervention Procedures**

When students violate policy, appropriate interventions will take place according to individual classroom plans. Parents are notified when students repeatedly violate policy or when severe discipline incidents occur. When severe or repeated discipline incidents occur, the child is referred to the principal, parents are contacted, and the child is placed in a remedial or corrective discipline plan that may include the following options:

- Loss of recess time
- In-school suspension
- Out of school suspension
- Parent conference or parent attendance at school
- Transfer to alternative placement or class
- A more restrictive educational setting
- Reporting to law enforcement authorities for severe or criminal actions etc.

## **Due Process**

All students are entitled to appropriate due process in all matters of school discipline.

## **Positive Recognition**

As mentioned, we try to recognize those things students are doing right through verbal reinforcement, positive contacts with home, and other recognition for positive behavior.

## **IDAHO FALLS SCHOOL DISTRICT #91 ATTENDANCE POLICY**

<http://vd-p.d91.k12.id.us/AdminPrd/AP%201002%20Attendance.pdf>

## **PHILOSOPHY**

Few factors have a greater influence on school success than regular attendance. Regular attendance means that students should be in school, on time every day except for sickness or other emergency situations.

If you decide to take your child out of school for a long period of time, arrangements should be made with the teacher. **A student missing more than 10 consecutive days of school will be un-enrolled from school.** Upon return, the student will need to register again.

All students enrolled after the first day of school will start school the day after they register, or if the registration occurs after 12:00noon, the student will start two days after the day they register. This will decrease classroom interruptions and give the teacher time to prepare for the student.

## **PLAN OF ACTION**

**ANY ABSENCE** - Please notify the school **(525-7606) by 8:30 A.M.** on the day your child is absent. This helps us confirm that each child is accounted for.

**EXCESSIVE ABSENCE or TARDINESS** - If a pattern of absenteeism develops, the teacher will contact the parent/guardians to determine needs. The teacher will notify the principal concerning the absences and/or tardiness.

**PRINCIPAL INTERVENTION** - After the teacher has made a contact with the parents/guardians concerning excessive absences and/or tardiness, if necessary, the principal will then take steps to help in correcting any further problems. This assistance may include involvement of the school nurse or counselor, notifying the truant officer, or initiating a referral to the Department of Health and Welfare.

Pursuant to Idaho Code 33-206 **YOUR STUDENT MUST ATTEND SCHOOL.** It is the parent's responsibility to ensure regular attendance. Please familiarize yourself with the District's Attendance Policy which can be found on the District's website

Please make sure to send a signed note or call the office within 3 school days.

**NOTE: Our intent is to solve attendance problems quickly so that the children will not fall behind and become discouraged.**

## **SCHOOL POLICIES AND PROCEDURES**

### **ACCIDENT AND ILLNESS**

If a student is seriously ill or has a serious accident, we do everything possible to contact the parents. If this is unsuccessful, we will notify the emergency contact number listed on your information card. Under extreme emergencies, if we are unable to contact these people, we will take the necessary steps for hospitalizing your child. Under no circumstances will we send a child home unless the parent or person listed as the emergency contact gives us permission.

### **ARRIVING AND LEAVING THE SCHOOL**

PLEASE REMEMBER THAT SCHOOL STARTS AT 7:55 A.M. AND ENDS AT 2:05 P.M.

Students should **not arrive** at school **earlier than 7:40 a.m.** unless they are here for breakfast.

**Playground areas are only supervised during school hours. Morning supervision begins at 7:40 a.m. (8:45 a.m. on Mondays), and afternoon supervision ends at 2:20 p.m. For student safety, students are not allowed to play on playground equipment before school hours and after school hours.**

### **BICYCLES**

All bicycles are to be put in the bike rack (west side of the school) upon arrival at school. They should remain there until students go home. Please remind students to **WALK** bicycles at crosswalks to help prevent accidents. Students are encouraged to wear bicycle helmets. Students are encouraged to secure their bicycles. The school or district cannot be held responsible for stolen or damaged bicycles.

### **BIRTHDAYS AND SPECIAL OCCASIONS**

Please coordinate any birthday or special occasion celebrations with your student's teacher. *If treats are brought to school for activities such as birthday treats, class parties, special rewards, etc., they must be **commercially prepared items**, preferably individually wrapped.* Please do not send special flowers, balloons, treats, etc., to the school to be delivered to your student. They will be held at the office until the end of the day. **Homemade treats are not permissible.** Thank you for your help in this area.

### **CHECKING STUDENTS OUT**

Students taken out of school prior to the dismissal bell will need to be checked out from the office. Once a student is in school, parental/guardian permission is required to check them out of school. **Students will not be released from their classrooms.** Students will not be released to anyone who is not listed as a contact in Powerschool. Students coming to school after the tardy bell must check in at the office.

### **DISCIPLINE**

It is our policy that students be held accountable for their own actions. If a student demonstrates inappropriate behavior, he or she will be dealt with fairly and with dignity. We will involve parents when severe problems arise.

### **DRESS CODE**

10005.4 Dress and Appearance

Dress and appearance must not present health or safety problems or pose potential disruption the learning environment.

Students are encouraged to dress for success and learning. These guidelines apply to all students at all times. Dress and appearance must not present health or safety problems or pose potential disruption of the educational process as adjudged by school personnel.

- Always dress for the weather . . . Hats, coats, gloves, boots etc. when the weather calls for it.
- Hats or the hood from a hooded sweatshirt may be worn outside only.
- Shoes should be appropriate for P.E. and the playground

- High heels, house slippers, and shoes with wheels **should not be worn**
  - This is due to health, safety, and hygiene concerns – i.e. injuries from physical activity (running), etc.

## **CLOTHING TO AVOID AT SCHOOL**

- T-shirts or other clothing with inappropriate messages including alcohol, tobacco, drugs, violence, sexual content, etc.
- Short shorts or skirts
- Shirts without sleeves worn without a t-shirt underneath
  - Tank tops—muscle shirts—halter tops—spaghetti strapped tops
- Clothing that is gang related in any way (intentional or unintentional)
- Haircut, color or style that distracts and interrupts the learning environment
- Dog collars or studded, spiked accessories, wallet chains, large hair picks, or other jewelry/accessories that detract from the educational environment or pose a safety concern for the student or others are prohibited.

Students who attend school in inappropriate clothing will be sent to the office. Parents will be notified and will be asked to bring appropriate clothing to school. Please help us in creating an environment that is conducive to learning and safe for all students.

## **DROPPING-OFF AND PICKING-UP STUDENTS**

**Student safety is a primary concern. Help us keep your children safe.**

**When you drop-off or pick-up your student(s), please use the DESIGNATED PARENT LANE ON THE WEST SIDE OF THE SCHOOL, ADJACENT TO THE BLACKTOP AREA OF THE PLAYGROUND**

- **Do not** drop-off or pick-up students in the bus loading/unloading zone.
- **Do not** leave cars unattended, block driveways, or garbage cans.
- **Do not** pick up your student on Bunker Lane – this presents a safety hazard for students by requiring them to cross traffic.

Please be courteous with bus drivers, students on bicycles, students walking, and other parents.

## **ELECTRONIC DEVICES (CELL PHONES)**

Electronic devices may be used by students with the permission of the classroom teacher and at the discretion of the principal.

### **Expectations:**

1. Students will only use appropriate technology at teachers' discretions.
2. Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions).
3. Students are not to call, text message, email, or electronically communicate with others from their personal device.
4. Students may not bring electronic devices to the restroom, cafeteria or playground.

Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization.

Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction.

## **IMMUNIZATION**

Idaho State Law requires all children enrolled in a public school to complete immunizations and have immunization dates on file before admission to school.

## **INJURIES**

If a student is injured seriously or feels like she/he is seriously injured, we will notify you. Because accidents do happen, it is important that your student's emergency information is accurate and up to date. We will make every attempt to contact the primary guardians before we call others listed on the emergency card. If you have any changes to your emergency information, please notify the school as soon as possible.

## **LOST AND FOUND**

There are many items left at the school every year by the students. Please feel free to check our lost and found or ask at the office for items left by your child. Large items coats, hats, gloves, etc. will be in the lost and found box. Small items rings, watches, etc. will be in the office. At the end of each month, the Lost and Found will be cleaned out and given to a charitable organization. This day will be the last calendar day for the month which is a weekday that school is in session. To help return lost items - PLEASE put your child's name on everything they bring to school.

## **LUNCH SUPERVISION**

Our lunch supervision time and places are staggered to ensure the playground is monitored during times when the majority of the kids are out for lunch recess. Play for the specific areas is the same as those described for recess. The consequences enforced for inappropriate play are similar to those described in recess supervision.

## **MEDICATIONS**

Students are not allowed to have medications of any type on their person or in their classroom. If a child has a prescription or medication that need to be taken during the day, you can fill out a medication form. Please contact the school's secretary for more information.

## **MONEY AND VALUABLES**

Students and parents are hereby notified that Theresa Bunker Elementary and Idaho Falls School District #91 are not responsible for personal property of students. Students are encouraged to take steps to secure their property and to use locks to safeguard their property.

Teachers cannot be responsible for a student's money and valuables. Therefore, we discourage students from bringing money to school except for those times when there is a specific purpose: book orders, school projects, pictures, etc.

When you do send money (either cash or check) to the school with your child, please send it in a sealed envelope with the following information on the outside:

1. Child's name
2. Teacher's name
3. What the money is intended for
4. Amount of money enclosed

Toys and valuables should be kept at home. Student's cubbies and desks are not secure places and the school cannot assume responsibility for damage or theft.

## **NEW STUDENT IDENTIFICATION/REGISTRATION**

According to state law, all new students enrolling in an elementary school must provide a state issued certified copy of their birth certificate within 30 days. It is also required that immunization records be provided for each child. All students enrolled after the first day of school will start school the day after they register. This will decrease classroom interruptions and give the teacher time to prepare for the student.

## **NOTES/COMMUNICATION HOME**

As a school, we try to keep parents informed of student progress and events taking place at school. Experience has shown that MANY notes sent from school never reach home. ***Please check with you children and look in their backpacks to check for notes that are sent home from the school.*** Each month, we will send home the Bobcat newsletter. This newsletter may contain information about upcoming events for the month, information from the P.T.O., messages from the principal and school counselor, etc.

## **PETS/ANIMALS**

Student pets or animals are not permitted at school due to safety and health reasons.

## **PLAYGROUND AND HALL SUPERVISION**

Staff members are assigned to supervision 15 minutes before and 15 minutes after school. There will be staff on duty any time students are on the playground during morning recess and during lunch hour.

## **RECESS**

Students go to recess at various times under the supervision of their grade level teachers. Students are never to be out for recess without adult supervision. During recess times, appropriate play is enforced for each play area.

Students who engage in inappropriate play for the designated areas are given consequences by their teachers. This may include time-out, missing recess time, calling parents, etc. Students who have serious or repeated offenses are sent to the principal. At that time, more severe consequences are enforced (parents called in to school, skills class, suspensions, etc.).

## **SCHOOL COMMUNITY COUNCIL – PARENTAL INVOLVEMENT**

The SCC plays a very important role in partnering in the education of our children with the school, its staff and faculty, and the district. The SCC provides a cooperative means of improving the educational programs and conditions within the school. SCC responsibilities include:

- Developing a School Improvement Plan using the state's WISE Tool
- Assisting in the development and implementation of a school professional development plan
- Advising and making recommendations to school and school district administrators and the local school board regarding the school and its programs, school district programs, and other issues relating to the community environment for students
- Developing a reading achievement plan
- Responsibilities as

To carry out these responsibilities, members of the SCC must plan to accomplish the following tasks:

- Identify the school's most critical academic needs and recommend courses of action to meet those needs
- Review the school budgets, IRI and ISAT data, and federal Adequate Yearly Progress (AYP), and other information provided by the principal, to develop a school improvement plan specific enough to produce a measurable increase in student performance
- Develop a list of programs, practices, materials or equipment the school will need to implement its improvement plan
- Describe how the school intends to enhance or improve academic achievement.
- Provide ongoing support for the plan and monitor its implementation

In addition the SCC has these additional responsibilities:

- Work collaboratively on school discipline, attendance, and citizenship policies and procedures, including site-based plans to deal with student harassment and bullying
- Review the school's Emergency Preparedness Plan Annually
- Approve fund-raising activities involving students, in advance and in relation to school board policy
- Evaluate the school community efforts in shared governance after receiving SCC survey results and make recommendations

## **STAYING AFTER SCHOOL**

Occasionally students may be required to stay after school to complete assignments or as a result of inappropriate behavior. Either teacher or the student will notify you if he or she needs to stay after school at the teacher's request. Students will not be kept without your permission.

## **STUDENT AND STAFF SAFETY**

A sign at each entrance reads, "All visitors are required to report to the main office".

- Please sign in at the office and get a visitors pass.
- No one will be permitted in the hall without a visitor pass.
- Visitors must sign out and leave the building by the main doors.

Because of the problems schools throughout the nation and world have had, it is necessary to protect your child and the members of the staff from possible harm. All members of the faculty will be wearing identification badges so that students know who is and who is not to be in the halls.

## **STUDENT CHECKOUT**

If parents need to pick up their children during school hours, they need to check out their children at the front office

and sign the checkout log. Students will only be released to parents/guardians at the front office. **No student will be released to parents/guardians at the classroom.**

### **STUDENT VISITORS AT SCHOOL**

Only students enrolled in our school are permitted to attend Bunker Elementary.

### **TECHNOLOGY**

For students to be able to use the Internet at school, they, and their parent/guardian, must have a signed Network Acceptable Use Policy.

### **TELEPHONE**

To avoid interruptions in the classroom, teachers and students will not be called out of the classroom for a phone call unless there is an emergency. Necessary messages will be taken at the office and relayed to the teacher. If there is an emergency and you need to talk to your student right away we will call them to the phone. For normal calls we will take a message and deliver it to the students or give the message over the intercom.

### **TRANSFERRING OR WITHDRAWAL**

If you are leaving District #91 and need to check your child out of school, please notify the office or your child's teacher in advance. This will allow us time to complete the checkout procedure. Please take the time to return all school materials including library books before requesting transfers. When students transfer, their records will be requested from the new school and will be sent as soon as we receive the request.

### **TREATS**

*Shall be obtained from sources that comply with all laws relating to food and food labeling. Home prepared foods are prohibited. If treats are brought to school for activities such as birthday treats, class parties, special rewards, etc., they must be commercially prepared items, preferably individually wrapped.*

### **VISITORS AT SCHOOL**

Please feel free to visit the school. We encourage you to inform your child's teachers if you plan to visit the classroom so arrangements can be made for your comfort. Parents are always welcome at school.

A sign at each entrance reads, "All visitors are required to report to the main office".

- Please sign in at the office and get a visitors pass.
- No one will be permitted in the hall without a visitor pass.
- Visitors must sign out and leave the building by the main doors.

### **WEATHER**

Children should arrive at school dressed for the weather of the day so they are comfortable and can safely enjoy recess. In winter months, children should remember to dress appropriately. Unless parents have contacted the teacher by phone or note about a child staying in, children will be expected to go out for recess. If a student needs to stay in for recess, they will be reading a book or doing a quiet activity in the office area so their teacher can have their lunch break. If your child cannot participate in recess for health reasons, please send a note to this effect. If it is a prolonged stay (longer than 3 days) please send a note from the doctor.

In the event of adverse weather (temperatures less than 0 °, high wind, severe rain, etc.) students will remain inside for recess.

## Annual Notice to Parents

### **Annual Notice of Student Education Record Privacy (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

### Directory Information

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, participation in school activities, photograph, weight and height of athletic team members and dates of attendance. The information is routinely disclosed for the purposes of graduation programs, newspaper articles, and other program related activities. If you do not wish to have this information disclosed, please talk with your student's principal and request in writing that the information not be disclosed to third parties.

If you wish to file a complaint with the U.S. Department of Education concerning alleged failures of the district to comply with this policy, contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5901

## **Section 504/Title II**

Section 504 is the part of the Rehabilitation Act of 1973, which applies to persons with disabilities. It is a civil rights act that states that no otherwise qualified individual with a disability can be excluded from or denied benefits of any program receiving federal financial assistance.

A person who qualifies for a 504 plan has a mental or physical impairment which substantially limits one or more of a person's major life activities. For an impairment to be substantially limiting, it must impede student access to a "large or considerable degree". This includes functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

At school "learning" is frequently identified as the area of difficulty. Referrals to consider eligibility for Section 504 accommodations should be made to the principal.

## **Annual Notice of Rights to Request Teacher Qualifications**

Our school receives federal funds that are part of the *No Child Left Behind Act of 2001*. Due to this, you have the right to request information regarding your child's classroom teacher's professional qualifications. If you request information, the district or school will provide the following information as soon as possible:

- If the teacher has met state licensing requirements for the grade level and subject they are teaching.
- If state licensing requirements have been waived for the teacher temporarily.
- The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate.
- If your child is receiving services in a federal program from a paraprofessional and, if so there qualifications.

If you would like to make such as request, please contact your child's school.