

Parenta

I Access Policy and Procedures

The Raíces del Saber Governance Board recognizes the importance of ensuring parental access to information regarding the professional qualifications of teachers, instructional support providers, and principals and puts forth these policies in accordance with NMSA §22-10A-16.

Policy:

Within sixty calendar days from the beginning of each school year, *Raíces del Saber* shall issue a notice to parents with information regarding the professional qualifications of their children's teachers, instructional support providers and school principals. At a minimum, the information shall include:

- (1) whether the teacher has met state qualifications for licensure for the grade level and subjects being taught by the teacher;
- (2) whether the teacher is teaching under a teaching or assignment waiver;
- (3) the teacher's degree major and any other license or graduate degree held by the teacher; and
- (4) the qualifications of any instructional support providers if the student is served by educational assistants or other instructional support providers.

Additionally, the Principal shall give written notice to the parents of those students who are being taught for longer than four consecutive weeks by a substitute teacher or by a person who is not qualified to teach the grade or subject. The Principal shall ensure that the notice is provided by the end of the four-week period following the assignment of that person to the classroom; that the notice is provided in a bilingual form to a parent whose primary language is not English.

A copy of all notices will be maintained in the school's files and information relating to teacher licensure will be available to the public upon request.

Procedures:

- A. As part of the personnel hiring process Raíces will collect and verify information that includes the professional qualifications each staff person relative to the teaching, instructional support and principal positions.
- B. The principal will draft a letter to inform parents of their children's teachers, instructional support providers and school principals. At a minimum, the information shall include:
 - (1) whether the teacher has met state qualifications for licensure for the grade level and subjects being taught by the teacher;

(2) whether the teacher is teaching under a teaching or assignment waiver;

(3) the teacher's degree major and any other license or graduate degree held by the teacher; and

(4) the qualifications of any instructional support providers if the student is served by educational assistants or other instructional support providers.

C. The documentation that informs parents of these qualifications will be maintained in the school's files. Below is a draft letter with regard to information about a teacher.

Dear Parent/Guardian:

This letter provides information to you about the qualifications of your child's teacher.

Your child's teacher: _____
(name of teacher)

Has the following degree(s): _____

(Degree/Major)

(Institution of Higher Ed)

(Degree/Major)

(Institution of Higher Ed)

◆ has met state qualifications for licensure for the grade level and subjects being taught

◆ is teaching under a waiver

Your child's teacher is dedicated to the success of every child in the class. I encourage you to continue to support your child's education and communicate with the teacher on a regular basis. Through our partnership, we can provide your child with the best education possible.

Sincerely,

Principal, *Raíces del Saber*