

– Board of Directors –

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Central Kitsap School District

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Dear Parents,

In compliance with the requirements of the Every Student Succeeds Act (ESSA), the **Central Kitsap School District** would like to inform you that you may request information about the professional qualifications of your student's teacher(s) or instructional paraprofessional(s).

A. The following information may be requested for teacher(s):

1. Whether the teacher has met Washington teacher certification requirements for the grade level and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which Washington qualifications or certification criteria have been waived;
3. The college major and any graduate certification or degree held by the teacher; and
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

B. The following information may be requested for instructional paraprofessional(s):

Paraprofessionals must work under the supervision of a certified teacher. In schools that operate a school wide program, all paraprofessionals must meet professional qualifications. In a Targeted Assistance program, any paraprofessional who is under the direct supervision of a certificated teacher must meet the professional qualifications. Paraeducators can provide a copy of their high school diploma — transcripts are not necessary. All paraprofessionals who work in schools that operate a Title I, Part A program must have a high school diploma or GED, and have completed the following:

1. At least two years of study at an institute of higher education; or
2. Obtained an associate's degree or higher; or
3. Pass the ETS ParaPro Assessment. (This assessment measures skills and content knowledge related to reading, writing, and math);
4. Have completed the apprenticeship requirements, and can present a Journey Card or certificate to show. Although enrollment in portfolio and apprenticeships are no longer offered, the Office of Superintendent of Public Instruction (OSPI) will continue to honor this pathway.

If you wish to request information concerning your child's teacher's and instructional paraprofessional's qualification, please contact **Bethany LaHaie** at **(360)662-9205** or **BethanyL@ckschools.org**.

You have a right to file a complaint against a School District or School Service Provider if you believe there is a violation of a federal rule, law, or regulation or a state regulation that applies to a federal program. Please submit the complaint at the local level first. If you are unable to reach a satisfactory solution, there is a link on the school district's webpage http://www.ckschools.org/programs/title_i explaining the complaint procedure.

Sincerely,

Sonia Barry

Assistant Director Student Services