WE ARE SUGARLOAF! HEAR US ROAR!

Sugarloaf Elementary School

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Ashley Newcomer, Principal — Erica Phipps, Assistant Principal

As a parent of a student at **Sugarloaf** and part of our beginning of each school year notification, you have the right to know about the (1) professional qualifications and licensing criteria of the teachers who instruct your child, (2) information regarding student participation in mandatory State or local testing and affiliated policies, (3) language instruction and English learner identification protocols and services, and our assurance, that such information will occur in an understandable language and accessible format. This is a requirement for all public school units (PSUs) that receive Title I funds and allows you to request such information and receive a response in a timely manner. Below are additional details about the Parents Right-To Know information.

1. Professional Qualifications and Licensing Criteria of Teachers
    a. **Sugarloaf Elementary** informs parents that they have the right to request information regarding the professional qualifications of their student's classroom teachers, and our response will occur in a timely manner, including the following information and whether the student's teacher—
        i. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
        ii. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived, and
        iii. is teaching in the field of discipline of the certification of the teacher.
    b. Whether the child is provided services by paraprofessionals and, if so, their qualifications.
    c. Information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required; and
    d. Timely notice that your child has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the assigned grade level and subject area.

2. Testing Transparency and Information, Student Participation in Mandatory State or Local Testing, and Affiliated Policies
    a. Parents may request and receive a response in a timely manner, information regarding any State or local school policy regarding student participation in any assessments mandated and affiliated procedures, or parental right to opt the child out of such assessment, where applicable.
    b. **Sugarloaf Elementary** shall make widely available through public means and notice, including by posting in a clear and accessible manner on our website each grade served with information on each assessment as required by the State and locally, to comply where such information is available and feasible to report, including—
        i. the subject matter assessed,
        ii. the purpose for which the assessment is designed and used,
        iii. the source of the requirement for the assessment, and
        iv. where such information is available—
            1. the amount of time students will spend taking the assessment and the schedule for the assessment; and
            2. the time and format for disseminating results.

3. Language Instruction and English Learner Identification Protocols and Services
    a. Not later than 30 days after the beginning of the school year, **Sugarloaf Elementary/HCPS** will inform parents of an English learner identified for participation in such a program with the following information—
        i. the reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program,
        ii. the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement,
        iii. the methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction,
        iv. how the program in which their child is, or will be, participating will meet the educational strengths and needs of their child,
        v. how such a program will specifically help their child learn English and meet academic achievement standards for grade promotion and graduation,
        vi. the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners and the expected rate of graduation from high school,
        vii. in the case of a child with a disability, how such programs and services meet the objectives of the individualized education program of the child, and
        viii. information pertaining to parental rights that includes written guidance
            1. detailing the right that parents have to have their child immediately removed from such program upon their request,
            2. detailing the options that parents have to decline to enroll their child in such a program or to choose another program or method of instruction, if available, and,
            3. assist parents in selecting various programs and methods of instruction if more than 1 program/method is offered.
    b. Special Rule During the School Year—For those children identified as English learners during the current school year, Sugarloaf Elementary shall notify the children's parents during the first 2 weeks of the child being placed in a language instruction educational program.
    c. Parent Participation—Sugarloaf Elementary shall implement an effective means of outreach to parents of English learners to inform such parents—
        i. how they can be involved in the education of their children; and
        ii. be active participants in assisting their children to—
            1. attain English proficiency,
            2. achieve high levels within a well-rounded education; and meet the challenging State academic standards expected of all students.
        iii. Sugarloaf Elementary is committed to implementing an effective means of outreach to parents, which includes holding and sending notice of opportunities for regular meetings to formulate and respond to recommendations from parents of English Learners.

Please contact the school if you have additional requests, questions, or would like to receive more about this information. Thank you.

Ashley J. Newcomer

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Principal