

Appendix A

“No Child Left Behind Act of 2001” Title I: Part A
Teacher Qualifications
Principal Attestation of Compliance

Applies to:

Schoolwide – All Teachers Targeted Assistance - Title I funded Teachers

Please initial the statement if your school is in compliance . Complete the chart if necessary. Sign and date at the bottom of the page.

1. AD Parent notification has been provided to the students of all teachers **without** a current “highly qualified status” and to the students of any teacher where a substitute has been employed for more than four consecutive weeks. A copy of the notification has been sent to the Title I office.

2. _____ All Teachers hired after August 7, 2002 were **highly qualified on the date of hire** (certified in the area of their present teaching assignment).

If the above statement referencing the August 7, 2002 hiring date, does not carry an initial, please provide the name, certification, teaching assignment, and date of hire of the Teacher hired after August 7, 2002 **without** a “highly qualified status” on their date of hire.

Legal Name	Certification Area	Teaching Assignment	Date of Hire
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

School: Doctors Inlet Elementary

Date: 2/3/06

Principal's Signature: *Harry Davis*

If the above requirements could not be verified with your initial, please attach a description of the area that is out of compliance and the action that will be taken to bring your school into compliance. Please sign and date your attachment.

SCHOOL DISTRICT OF CLAY COUNTY
"No Child Left Behind Act of 2001" Title I: Part A
Paraprofessional Qualifications
Principal Attestation of Compliance

Applies to:

Schoolwide – All Assistants Targeted Assistance - Title I funded Assistants

Assistants hired before January 8, 2002 and working in Title I schools are required to have an AA degree, 60 hours of college credit or a passing score on the ParaPro Assessment (available soon) by January 8, 2006. All employees hired on or after January 8, 2002 must have already met these requirements

Instructions: List all the Instructional Assistants in your school (include basic, federal, pre-kindergarten and exceptional student education employees). Provide the legal name and date of hire. Mark an X for any other box that applies.

Legal Name	Date of Hire	AA Degree	60 College Credit Hours	ParaPro Assessment (received a passing score)
NONE				

School: Doctors Inlet Elementary

Date: 2/3/06

Principal's Signature: *Garry Davis*

Use an additional sheet if necessary.

SCHOOL DISTRICT OF CLAY COUNTY
"No Child Left Behind Act" Title I: Part A
Paraprofessional Qualifications
Principal Attestation of Compliance

Applies to:

Schoolwide – All Assistants Targeted Assistance - Title I funded Assistants

Paraprofessionals in Title I schools may be assigned the following support duties:

1. one-to-one tutoring for eligible students if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher
2. assisting in classroom management
3. assisting in computer instruction
4. conducting parent involvement activities
5. providing instructional support in a library or media center
6. acting as a translator
7. providing instructional support services only **under the direct supervision** of a highly qualified teacher

***a paraprofessional works under the **direct supervision** of a teacher if—

- (i) the teacher plans the instructional activities that the paraprofessional carries out;
- (ii) the teacher evaluates the achievement of the students with whom the paraprofessional is working; and
- (iii) the paraprofessional works in close and frequent physical proximity to the teacher

A paraprofessional may assume limited duties that are assigned to similar personnel who are not working in a program supported with Title I funds—including non-instructional duties and duties that do not benefit participating students, if the amount of time the paraprofessional spends on those duties is the same proportion of total work time as the time spent by similar personnel at the same school.

I attest the Paraprofessionals at my school are in compliance with all of the above requirements.

School: DOCTORS Inlet

Date: 2/3/06

Principal's Signature [Signature]

If the above requirements cannot be verified, please attach a description of the areas that are out of compliance and the action that will be taken to bring your school into compliance. Please sign and date your attachment.

Use an additional sheet if necessary.

**“No Child Left Behind Act” Title I: Part A
Teacher Qualifications
Principal Attestation of Compliance**

Applies to:

Schoolwide – All Teachers

Targeted Assistance - Title I funded Teachers

Instructions: Please initial the statements that apply. Complete the charts if necessary. Sign and date at the bottom of the page.

1. All Instructional Employees at my school are currently “Highly Qualified” (State Certification in the area of their present teaching assignment).

2. Some Instructional Employees at my school are currently “Highly Qualified” (State Certification in the area of their present teaching assignment).

List the Instructional Employees who are not currently “Highly Qualified”:

<u>Legal Name</u>	<u>Certification Area</u>	<u>Teaching Assignment</u>

3. I have employed a substitute in a classroom situation for more than 4 consecutive weeks. Please List:

<u>Legal Name of Classroom Teacher</u>	<u>Substitute</u>	<u>Teaching Assignment</u>

School: Doctors Inlet Elementary

Date: 2/3/06

Principal's Signature Larry Davis

Use an additional sheet if necessary.

Appendix B

NEWSLETTERS/NOTICES

Communication between the school and home is essential. Watch for our monthly calendar and newsletter. This newsletter contains important information for parents including student honor roll and upcoming events. In addition, notices will be sent home with students throughout the year to keep parents informed of activities at the school. Please check daily for these notices. In addition, please visit our school website at www.clay.k12.fl.us/dis for up-to-date information on school happenings, as well as parent and student resources.

NOTICE TO PARENTS

Please be aware there are no district school employees or other supervisors on campus at Doctors Inlet Elementary School after 2:10 p.m. The afternoon time from 2:10 p.m. - 3:10 p.m. is planning time for teachers. Children who are here will not be supervised unless participating in a scheduled event. You must also make sure that your child does not arrive at the school campus earlier than 7:35 a.m. unless participating in the breakfast program which is from 7:15 a.m. - 7:35 a.m. The School District and Doctors Inlet Elementary School take no responsibility for any harm that may come to your child/children before or after those times.

OPEN HOUSE

We welcome all parents to visit our school and encourage them to meet our faculty and learn more about the school's educational program. Open House will be held from 7:00 p.m. until 8:00 p.m. on Monday, August 15, 2005 for grades K, 1, and 2 and on Tuesday, August 16 for grades 3, 4, 5, and 6.

PARENTAL TRANSPORTATION OF STUDENTS/PARKING

If you transport your students to and from school, please use the parent pickup/drop-off area. Please do not park and leave your car in the pick-up/drop-off loop. Please pull around in the loop as far as possible. The speed limit in this area is 15 mph. Parking spaces are available in the middle of the parking area. Do not wait in the parking lot for students to cross to you. Everyone must cross with a teacher at the designated crosswalk.

PARENT FACULTY ASSOCIATION

Parents are encouraged to join and participate in our Parent Faculty Association. Advance notice of meetings will be sent home to parents. Parent involvement is vital to the success of the school and the Parent Faculty Association. Our PFA Board for the 2005 - 2006 school year is as follows: President - Trish Snyder, Vice President - Angela Curvier, Secretary - Karen Donaghy, Treasurer - Kim Celano, and Volunteer Coordinator - Candy Evans.

PARENTS RIGHT TO KNOW

As a parent of a student at Doctors Inlet Elementary School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and

requires us to give you this information in a timely manner. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

1. Whether the Florida Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches,
2. Whether the Florida Department of Education has decided the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances,
3. The teachers' college major; whether the teacher has any advanced degrees and if so, the subject of the degrees, and
4. Whether any teachers' aides or similar paraprofessionals provide services to your student and, if they do, their qualifications.

PARTNER-IN-EDUCATION PROGRAM

We are proud to have the support of our Business/Military Partners. They are Patrol Squadron 62, Chick-fil-A, Carrabbas Restaurant, Texas Roadhouse Restaurant, Wal-Mart, Sonic, Food Lion, Publix at Eagle Harbor, Winn Dixie at Eagle Harbor, and the Parent Faculty Association. These businesses support our school through donations of volunteer hours and incentive awards for our students.

PICTURES

There will be times when children will be included in pictures taken for newspaper articles. If your child's picture cannot be shown in the newspaper, please notify the teacher or office in writing.

READING COUNTS

All Doctors Inlet students are invited to participate in our Reading Counts program. This program begins on August 15, 2005, and ends on May 15, 2006. Students read a designated Reading Counts book and pass a computerized test. Students earn points for tests passed, and these points can be used to "purchase" prizes. All Reading Counts prizes will be awarded through the Media Center.

REPORT CARDS

Students receive a report card each nine weeks. The report card indicates the student's grade in each subject. All report cards must be taken home, signed by the parent or guardian, and returned to the teacher the following day. Questions about grades, written assignments, and social and academic behavior should be discussed with teachers during parent-teacher conferences.

SAFETY PATROL

Safety Patrol members play an important part in the safety and welfare of our students. Patrol members have a serious job and, while on duty, have the responsibility to correct any student who is behaving in such a way as to be harmful to his/her safety or the safety of others. Cooperation is required from all students. Students are reminded to listen to the patrols.