

W. E. CHERRY ELEMENTARY SCHOOL

420 EDSON DRIVE
ORANGE PARK, FLORIDA 32073

(904) 278-2050

FAX (904) 278-2056

<http://www.clay.k12.fl.us/wec>

ANGELA WHIDDON
PRINCIPAL

TRACEY THOMAS
ASSISTANT PRINCIPAL

August 18, 2006

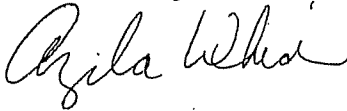
Dear Parent(s),

As you know, Ms. Madeline Budihas is currently serving as your child's substitute teacher for Exceptional Student Education. Most of you have met Ms. Budihas and are aware of her excellent teaching ability and the positive impact she has made both academically and socially on each child. Ms. Budihas has a Bachelor's Degree in Elementary Education.

Along with Ms. Budihas, Ms. Linda Lyons is once again working with your child. Together they are working to ensure that each IEP strategy is effectively implemented. Ms. Budihas has agreed to stay in her current substitute teaching position until a certified teacher can be found. Although I am continuing to interview eligible candidates to fill the teacher vacancy in Special Education, I have not yet found a candidate who I feel could better meet the needs of each child than Ms. Budihas. I will keep you updated on any changes that occur. Until then, your child is in the care of an outstanding teacher.

Thank you for your continued support.

Sincerely,



Angela Whiddon

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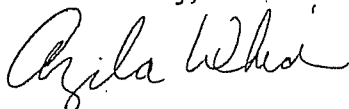
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Thank you for your continued support.

Sincerely,



Angela Whiddon



A tardy or absence may be excused when it is due to personal illness of the student, serious illness or death in the immediate family, or if conditions exist making school attendance impossible or hazardous to health and safety. Absences may also be excused when, in the opinion of the principal, the absence is to the educational advantage of the student. Absences may also be authorized to observe special and recognized holidays of a student's faith. All other reasons shall be considered unexcused.

It is the responsibility of the parent to furnish a written excuse explaining the cause of the absence each time the student is absent. **No student will be released to any person who is not on the student's emergency list. There will be no exceptions to this rule unless a note is received from the parent and confirmed 24 hours prior to the date.**

Student Check-Out

Students are expected to remain at school until 2:32 p.m. When students leave early, they miss valuable instructional time. Parents are asked not to check out their child early, except for emergencies or when appointments are necessary. Excessive tardies, absences, and checkouts will be reported to the school's social worker and turned over to the State Attorney's Office for prosecution.

Make-Up Work

Students are required to make up work missed due to **excused absences**. Students will be given three days to make up work, plus one day for each additional day's absence. Students are responsible for contacting teachers for make-up work. Parents are encouraged to request assignments if they know their child will be out for an extended length of time. **A 24-hour notice for requested work packets is required.**

For pre-arranged absences, all assignments will be given prior to the time of absence and will be due on the day the student is to return

to school. The teachers will not be able to repeat in-class demonstrations, lectures, and instruction. Tests will be made up at the teacher's convenience.

Attendance Recognition

Perfect Attendance is earned quarterly by a student having no absences and no tardies. Students having no absences or tardies for the entire school year will be recognized at the end of the year awards ceremony. A student who is not in his classroom when the second bell rings at 8:25 a.m., will be marked tardy. Students with no absences and five or less tardies will be recognized with Superior Attendance at the end of the year.

Right to Know

As a parent of a student at W.E. Cherry Elementary, you have the right to know the professional qualifications for 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 if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

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

Requests for the above information must be made to the school administrators.

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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)
April Davis Pearson	1-04		X	
Margaret K. McCullers	8-06		X	
Laury C. Duggan	8-06			X
Lisa Zehner	8-06	X		
Linda Lyons	10-95	X		
Dana Anderson	8-06	X X	X	
Brooke Paschal	08-06	X	X	
Rudence McKenzie	08-06	X		
Tracey S. Spruill	08-06		X	
Catherine Sadler Burrows	08-06			X
John C. Davir	08-06			X
Jinda S. Racks	8-06		62 X	
Susan Wall	8-06	AAS	X	

School: W.E. Cherry

Date: 8/28/06

Principal's Signature: [Signature]

Use an additional sheet if necessary.

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

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Legal Name	Date of Hire	AA Degree	60 College Credit Hours	ParaPro Assessment (received a passing score)
Jennifer Lynn Melton	8/06			X
Sara Dee Ann Washington	4/04		X	
Michelle Lynn Solomon	8/06			X
Stephanie Laneil Boushore	8/06		X	
Sharon K Cummins	8/99			X

School: WE Cherry

Date: 8/28/04

Principal's Signature: [Signature]

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—

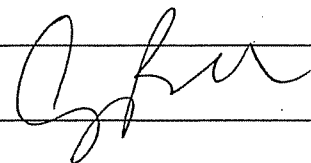
- (i) the teacher plans the instructional activities that the paraprofessional carries out;
- (ii) the teacher evaluates the achievement of the students with whom the paraprofessional is working; and
- (iii) the paraprofessional works in close and frequent physical proximity to the teacher

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: WE Cherry

Date: 8/29/06

Principal's 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.