

"STRIVE TO ENGAGE AND CHALLENGE EVERY STUDENTS' EDUCATION TODAY FOR TOMORROW"

# GORE PUBLIC SCHOOLS

1200 North Highway 10

Gore, Ok. 74435

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Lower Elementary: (918)489-5638

Upper Elementary/High School Campus: (918)489-5587

[www.gorepublicschools.org](http://www.gorepublicschools.org)

## **PARENTS RIGHT-TO-KNOW**

Parents Right-to-Know is a requirement under *Every Student Succeeds Act (ESSA)*. Section [1112 \(e\)](#) of ESSA has two significant components -

1. The first component requires the district to inform parents/guardians each year that they have a right to request and review their child's teacher credentials. This notification can be shared in the handbook, on the district's website etc.
2. The second component of this section requires the district to inform parents/guardians if their child is being instructed by a teacher that is not appropriately certified to teach in their state for four or more weeks. When this situation occurs, the district must notify the impacted students' parents/guardians with a letter.

### **Parents Right-To-Know - Parent/Guardian Request**

The first component of PRTK in ESSA [§1112 \(e\)\(1\)\(a\)](#) is that parents/guardians have a right to request the qualifications of their child's teacher or paraprofessional. The district may provide information they deem appropriate to demonstrate the teacher or paraprofessional's qualifications. Examples, of qualifications could be a resume, curriculum vitae, copy of teaching certificate, and/or other documents that specify the qualifications. Parent/guardians do not have a right to access confidential information or the teacher's personnel documentation. Districts should identify what information will be provided if requested; how the district will provide annual notice to parents/guardians about this right; and how the district will provide the selected documentation upon request. These are local decisions, but OSDE recommends the district be consistent in how the annual notice is published; what information is disbursed; and the method of disbursement.

To Request information on your student's teacher (s), contact your campus principals:

Lower Elementary Campus: 918-489-5638 Principal: Ms. Pugh - [pught@gorepublicschools.org](mailto:pught@gorepublicschools.org)

Upper Elementary and High School Campus:

Mr. Bliss, principal      918-489-5587      [jbliss@gorepublicschools.org](mailto:jbliss@gorepublicschools.org)

Provide your student's name, grade, teacher (s) you request certification information, and an address or email you request the information to be forwarded to such as a mailing address or email address.

The information provided will list the requested teacher's daily class schedule and OSDE certifications or exceptions. If an exception is listed, a justification for the exception will be stated.

You may contact the principal or superintendent with any further inquiries on the information you received.

### **Four-Week Letter Requirement**

The second component of PRTK is that a letter is required to be sent to a student's parents/guardians when a teacher, who does not meet the state teacher certification requirements for the assigned grade level and/or subject area, has instructed their child for four or more consecutive weeks. If a school has a teacher instructing that is not appropriately certified in the subject matter and grade level, and the school receives Title I, Part A funding, the district must issue the four-week letter. This requirement must be adhered to by all **schools (including charter schools)** that receive Title I, Part A funding, and is not determined by district participation in Title I, Part A. The district may utilize the four-week letter template provided by the Oklahoma Department of Education (OSDE), or they may develop their own four-week letter. If the district develops their own letter, it must provide the following information:

- The school receives federal funds under Title I, Part A and the notice is a requirement of [§1112\(e\)\(1\)\(A\)](#);
- Their child is receiving instruction by a teacher that is not deemed appropriately certified in the State of Oklahoma;
- The name of the teacher, grade level(s), and specific subject areas the teacher provides instruction.

### **How to Send Out a Four-Week Letter**

The district may choose to disseminate the four-week letter in a manner that meets the needs of their community. Examples of effective methods include electronic mail, traditional mail, or via the district contact management system. It is recommended that the district provide consistent modes of delivery to assure equitable access to all impacted parents/guardians.