

Melbourne School District

Superintendent: Dennis Sublett

104 School Street P.O. Box 250 Melbourne, AR 72556

Phone: (870)368-7070 Fax: (870)368-7071

www.bearkatz.k12.ar.us

Melbourne High School

Principal: Jim Carroll

Dean of Students: Kelley Don Webb

310 Bearkat Drive

Phone: (870)368-4345 Fax: (870)368-4349

Melbourne Elementary

Principal: Lori Loggains

Assistant Principal: Steven Chaney

200 Bearkat Drive

Phone: (870)368-4365 Fax: (870)368-0343

August 13, 2018

Dear Parent/Guardian,

The Melbourne School District receives federal funds for Title I, Part A programs. Throughout the school year, we will be providing you with important information about this law as it relates to your child's education. This letter lets you know about your right to request information regarding the professional qualifications of the classroom staff working with your child. Our district office or school offices will be able to provide you with the following information regarding the qualifications of your child's teacher(s):

1. Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under emergency or provisional status due to special circumstances.
3. Whether the teacher has any advanced degrees and the field of discipline of the teacher's certification or degree.

If at any time your student has been taught for four (4) or more consecutive weeks by a teacher(s) that is not highly qualified, then you will be notified by the school. You also have the right to request information regarding the qualifications of the paraprofessional(s) assisting your child's teacher(s). If your child is receiving Title I, Part A services from a paraprofessional, then our district office or school offices will be able to provide you with the following information:

1. Whether the paraprofessional has completed at least two years of study at an institution of higher education.
2. Whether the paraprofessional has completed an associate's degree (or higher).
3. Whether the paraprofessional has met a rigorous standard of quality through our state's certification procedure for determining the quality of paraprofessional staff.

4. Whether the paraprofessional has one of the following:
 - a. the knowledge of and ability to assist in instructing reading, writing, and mathematics or
 - b. the knowledge of and ability to assist in learning activities and other support as appropriate.

To request this information please contact the school district via phone at 870.368.7070 or via email at amanda.bledsoe@melbourneschools.org. Should you have any other questions regarding your child's education, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "Dennis Sublett", with a long horizontal flourish extending to the right.

Dennis Sublett
MSD Superintendent