

No Child Left Behind HQ-“HOUSE” Guidelines For Campus Administrators

General Information

All instructors serving as teachers of record in core-curriculum teaching areas must meet the No Child Left Behind definition of Highly Qualified (HQ), which may include the “high, objective, uniform, standard of evaluation (HOUSE) requirements recently released by the Texas Education Agency (TEA).

To assist you, the campus administrator, in identifying whom among your instructional staff must meet HQ requirements and how they will need to do so, you have been provided an information kit (envelope). This “kit” contains:

- 1) Brochures to share with your teachers that explain the requirements for meeting HQ.
- 2) A roster for teacher worksheet verification and accountability
- 3) Staff Development transcripts covering the last three years for teachers
- 4) PUF sheets
- 5) Teacher HQ-HOUSE Worksheets
- 6) Principal’s checklist including the following info:
 - A. The initial presentation of this information will be **Monday, Jan. 5, 2004**
 - B. The initial viewing of the video will be **Monday, Jan. 5, 2004**
 - C. You should receive all worksheets and documentation from your teachers, **on or before Tuesday, Feb. 11, 2004.**
 - D. All reporting documentation must be given to your **Area Supt. by Thursday, Feb. 12, 2004.**
- 7) A video tape will also be made available for viewing by your and your staff
- 8) Video Viewing Verification Form

Pre-Planning

Although massive, based on the number of instructors that we have in the District, we are required to account for every teacher’s highly qualified status. To make sure that every instructor understands how the No Child Left Behind (NCLB) rules will affect them, a video will be aired on January 5, 2004, to explain the importance of compliance with the HQ regulations. In preparation for January 5th, you will need to review all of the items in the information kit:

- Make sure that you have enough brochures for all of your instructional staff, including administrators, counselors, librarians, etc.
- Make sure that all teachers are listed on the roster, including any new teachers that may have been added to your staff.
- Review your PUF sheets to identify the core-curriculum teachers on your staff and their certification areas, i.e., Alternative Certification Intern (AC), Emergency Teaching Permit (ETP), fully certified teachers and teachers who are teaching outside their certification area(s).

- Provide pre-training for enough administrative team members and other key personnel to serve as proctors/resource persons for teachers who fit each Option on the worksheet. These proctors should sit with their designated teachers during the video and follow up with responses to questions/concerns.
- Pre-divide teachers into Options by the information on the PUFs. Use nametags to identify specific seating areas, i.e., all ACs together – Option A. Have designated proctors (dean, assistant principal,) at assigned tables.
- Make sure that you have enough worksheets for your entire instructional staff. Remember that the information captured on these forms is needed to establish the highly qualified status of your campus.
- Review the Principal’s checklist making sure that you make notes regarding due dates on your calendar. All of the required data is time sensitive and is needed for the District and campus-level **NCLB** report cards.
- Make sure that you know how to access the **HQ-HOUSE video**.
- Familiarize yourself with the brochure, worksheets, principal’s checklist, etc. The EAs and Certification Staff in the HR Department will be available to help you with any concerns you may have in your planning. Contacts: The EA for your area or Cassandra Black, Certification Director, 972/925-4232; Christy Wilson, Certification Specialist, 972/925-4237; and Tomeka Davis, Certification Specialist, 972/925-4285.
- **If you have an opportunity to meet with your teachers before Winter Break, ask any of them that might need transcripts to verify any additional coursework that they have completed since their initial certification, to go ahead and request the transcript(s) from their respective university/college(s).**

Accountability Process

On the morning of January 5, 2004, you will need to have each teacher sign the “Video Viewing Verification Signature Form” as they enter the room, along with providing them a “HOUSE” Rules Brochure, No Child Left Behind –Highly Qualified Status Worksheet. Every teacher must view the video. **(A script for presenting the video is attached)** After viewing the video, you will need to explain the worksheet to your teachers and let them know the deadline that has been set for them to have the worksheets and all the necessary documentation turned in to you or your administrative designee **(Dean of Instruction or Assistant Principal)**.

You must account for each teacher turning in their documentation by the deadline set and make sure that you or the designee signs the worksheet, as verification. Your packet containing the copies of the worksheets and attached documentation, along with the completed teacher worksheet roster needs to be **delivered to your Area Superintendent no later than Thursday, February 12, 2004**. The Area Superintendent will deliver the packets to HR **no later than Tuesday, February 17, 2004**. **(The Checklist for Principals serves as your guide for this process)**. **Note: Teachers absent on the viewing date will need to view the video at a different time. A campus group leader or the EA can serve as a resource person for any questions or concerns. Individuals on leave of absence should be sent the worksheets and brochure and other pertinent documents and be required to submit by the due date.**

Principal's Script for HQ-HOUSE Video

Pre-Video

By now, I am sure that all of you have heard of and may even have had to show proof of meeting the prescribed guidelines of HQ, based on No Child Left Behind Act of 2001. For the most part those guidelines referred to individuals who are newly hired or who have not received their initial teaching certificates.

On October 21, 2003, the Texas Education Agency provided the latest approved federal guidelines for No Child Left Behind. These rules refer to core-curriculum teachers who were certified prior to May 1, 1986, or before the ExCet, and certified before or after May 1, 1986, but teaching in an area for which they are not certified.

As you entered the room today, you were asked to sign a video viewing sign-in sheet. This was required to assure that "no teacher is left behind" in receiving accurate information regarding what the requirements are for meeting highly qualified. Please listen carefully to the information that will be given to you and refer to your brochure and worksheet, when indicated.

Post-Video

Now, let's look at the worksheet together. Each Option has a place to indicate "Yes," this information applies to me or "NO" it does not and then directions to STOP and move on to the next Option, if necessary.

Option A is for alternative certification teachers only. If you are not currently participating in an approved AC program, you will check No and proceed to Option B. All AC interns will mark Yes. NCLB requirements state that you are HQ as of spring 2004. Turn to the last page of the document and mark statement #1, sign and submit your worksheet for your principal's signature and submission to HR. Remember you must meet the deadlines and requirements of your probationary certification to remain highly qualified and ensure you only teach courses within your certification field(s).

EX. An Elementary teacher is currently serving in an EC-4 position an Alternative Certification Intern. That individual is HQ based on NCLB rules. They will need to complete Option A, complete and sign the back of the worksheet and attach a copy of their probationary certificate to the worksheet, when they turn it in.

Note: The same rule applies to individuals serving on Probationary certificates in Secondary core-curriculum areas.

Option B covers emergency teaching permit teachers only. If you are not currently serving on an emergency permit, you will check NO and continue to Option C. Teachers serving on an emergency teaching permit and assigned to a core curriculum teaching area are not highly qualified as of Spring 2004. Enter your expected certification date and the areas of anticipated certification. Turn to the back page of the worksheet, check statement #3 and secure your principal's signature for submission to HR.

EX. 1. A non-certified or Local School District Permit teacher who is currently serving in a Elementary classroom or a Secondary core-curriculum classroom will need to check “yes” in option B and indicate when they expect to complete their certification. This teacher is not HQ and therefore must be fully certified no later than the last day of instruction, 2006.

Note: Emergency permit teachers will still need to meet the June 30 deadline for renewal or full certification as indicated in the notices issued by the Certification Office.

EX. 2. A fully certified Secondary teacher who completed certification after May 1, 1986, serving on an emergency permit in a core-curriculum area can check “Yes” on Option B and indicate when they plan to complete their certification for the additional area or check “NO” and complete Options E 2. or E3. for HQ or HOUSE.

Note: If Option B is selected, you will still need to meet the June 30 deadline for renewal or full certification as indicated in the notices issued by the Certification Office.

Let’s continue to Option C, which is different for elementary and secondary. Secondary teachers show Option C as teaching in a subject area that does not require HQ status under NCLB. If you are assigned to only non-core classes, you will check “Yes,” indicate any certifications you possess and your current teaching assignments. Turn to the last page of the document, check statement #2 and secure your principal’s signature for submission to HR. Remember you can not accept a teaching assignment in a core curriculum area without proper certification.

Option D. for secondary and Option C for Elementary pertains to teachers who were certified after May 1, 1986. This option applies to all individuals who have successfully passed a state examination for each and every core-curriculum subject/grade level for which they are assigned. If this is correct, check Yes, indicate your certification area(s) for secondary and the teaching assignments for which you hold certification. Turn to the last page and check statement #1, secure your principal’s signature for submission to HR. Give an example/scenario of one teacher in this group who has proof of successfully mastering the state examination for every assignment for which they teach. (Attach scenario example)

The remaining instructional staff will need to look at Option D for elementary and Option E for secondary. This option pertains to teachers who were certified prior to May 1, 1986, or are teaching one or more core-curriculum subjects outside of their certification fields. These teachers must meet the “high, objective, uniform, standard of evaluation or HOUSE rules, as defined by TEA. Read over the different options you have for securing 24 points necessary to meet HOUSE. These points can be derived from a combination of years of experience – with each year equal to one point, not to exceed 12 years and/or for elementary teachers up to 24 hours of a combination of college coursework in the areas of Math, Science, Social Studies and English with each course hour equaling 1 point and for secondary teachers up to 24 hours of core-curriculum content or related course work can be used, with each course hour equaling 1point (**see below**); or staff development you have attended within your teaching area, that is approved by the State Board of Educator Certification, with 15 clock hours equaling one point.

Question: What courses are considered closely related for the purposes of meeting the Secondary HOUSE requirements?

Answer: The following table demonstrates which courses may be considered closely related when Determining a Secondary teacher's status under HOUSE. **For foreign languages there are No closely related fields.**

English Reading Speech Journalism	Reading/ Language Arts English Speech Journalism	History Geography Government Economics Political Science	Economics Government History Geography Political Science	Geography History Economics Government Political Science
Civics and Government History Economics Geography Political Science	Science Life Sciences Physical Sciences Biology Earth Science Life/Earth Science Physics Chemistry	Arts Art Music Theatre arts Dance	Mathematics Engineering Statistics Accounting	Foreign Languages None—For purposes of HOUSE, one foreign language is not considered "closely related" to another; therefore, experience teaching French, for example, cannot be counted toward experience teaching German.

The Professional Development and Staff Training Department has provided printouts of documented training for the last 3 years. If you have documentation verifying attendance at other staff development sessions, please add in those points and attach documentation of attendance/completion. Only official attendance forms/documentation are acceptable. If a teacher is able to produce a total of 24 points, that teacher will be classified as HQ as of Spring 2004 and should check Box #1 on the last page. If your total does not equal 24 points, you are not HQ as of Spring 2004, but have until last day of the 2005-2006 school year to secure the necessary points. You will need to indicate your plan for becoming HQ on the worksheet. **Give an example/scenario of how one/or more teacher(s) might show 24 points for HOUSE ,i.e., 12 years experience, college coursework from acquiring a masters degree, SD hours from the documents provided to = 24 points**

College transcripts and/or staff development records will need to be attached for documentation of the 24 points. **Transcripts do not have to be official documents, but can be legible photocopies. You will need to highlight the courses you are counting the hours for to signify the points needed. One college hour = one point. Most college courses are three hours and thus are credited as 3 points.**

EX. 1. A Secondary teacher is certified in and has at least one creditable year of experience teaching history but is teaching economics. This teacher does not have course work equivalent to a major in economics. This teacher would be highly qualified under NCLB if he/she can demonstrate competency through HOUSE. If the teacher has 24 points derived from teaching experience, college coursework and/or professional development in economics or a closely related field, the teacher is highly qualified in economics under HOUSE.

EX. 2. An Elementary teacher is certified prior to May 1, 1986 and has at least one creditable year of experience would be highly qualified under NCLB if he/she can demonstrate competency through HOUSE. If the teacher has 24 points derived from teaching experience, college coursework and/or professional development in Math, Science, Social Studies and English (at least 1 course from each curriculum area must be represented in the calculation).

Note: Any combination of points can be used for meeting HOUSE requirements including the maximum of 12 points for experience + the remainder of points from coursework and/or staff development or 24 points from coursework and/or staff development.

Please review the entire worksheet before you start completing it. Once you identify the option that covers your current teaching assignment and status, follow the directions, sign the form and attach the supporting documentation needed to verify that you meet highly qualified or what you will do to meet highly qualified status by the end of the 2005-2006 school year.

As one of the most valuable members of the Dallas ISD team, we want to commend all of you for a job well done. Although meeting the rules of No Child Left Behind are a requirement for our District to meet the mandates set out under Title 1 funding, those rules do not speak to the quality of you, your work, or the appreciation the District has for your years of service and dedication to the education of our students.

Are there any questions?

Please look at the worksheets that you were given when you entered the room. This document will need to be completed based on the Option that applies to you, as indicated in the video. Once completed, it will need to be turned into my office on or before **February 11, 2004**, along with the supporting documents needed for your Option. You should maintain an individual teacher checklist documenting your completion of this requirement and begin to keep a personal portfolio of all documents and records to support your attainment of HQ status. It is incumbent upon the individual teacher and part of your responsibility and ownership to maintain and provide documents and information to demonstrate HQ just as individual documents are needed for taxes, bank accounts, voting, etc.

If you have questions regarding the highly qualified verification process indicated in the video, please let me know. If you have questions regarding the federal guidelines please refer to the website indicated on the back panel of your brochure. **Questions can also be submitted to the district's e-mail address at HQ-House@dallasisd.org**. The proctor assigned to your Option table can also serve as a resource person for getting answers to your questions or concerns.

Please be reminded the district is collecting baseline data for HQ status as required by NCLB. This information will be used to redirect district resources for staff development to provide training opportunities for those individuals needing Staff Development credit for HQ status and will promote assignments consistent with certification fields.

Any individuals who are currently pursuing coursework or planning to take the TExES examination is reminded to submit any records of completion to the Certification Office and keep the office updated and informed of any changes in your certification fields. It cannot be emphasized enough the importance of maintaining complete personal records of all documents related to certification and HQ status. Once all worksheets, forms, and documentation are submitted, HR will begin reviewing and verifying all information.

Thank you for your attentiveness, today, and remember that No Child Left Behind is a national mandate that impacts every school district in the country that receives Title I funding.