

WESTFIELD PUBLIC SCHOOLS
Westfield, New Jersey 07090

PROGRAM
2415.03
Highly Qualified Teachers

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ABOLISH
Change in Federal Policy

2415.03 HIGHLY QUALIFIED TEACHERS

The No Child Left Behind Act (NCLB) requires all teachers be or become highly qualified in the core academic content area(s) they teach in accordance with the United States Department of Education and the New Jersey Department of Education highly qualified teacher requirements.

Teachers who have achieved highly qualified status retain highly qualified status permanently for the teaching assignment designated on the approved highly qualified teacher forms. No teacher providing direct instruction in core content areas is grandfathered or exempt from this process.

The district shall maintain the appropriate highly qualified documentation for all teachers who provide direct instruction in core content areas. When a teacher changes teaching assignments, which requires different content expertise, additional highly qualified teacher forms must be completed and kept on file within the district. Highly qualified teacher documentation should be completed for all teachers newly hired into the district and for those with new teaching assignments at the beginning of each school year.

Before a new teacher obtains employment, he/she must provide validation that all requirements for Highly Qualified status are met. A teacher hired from another State must hold New Jersey certification and must meet New Jersey's highly qualified teacher requirements.

All schools in the district receiving Title I funds must send a Right-to-Know letter in the beginning of every school year informing parent(s) or legal guardian(s) that they have the right to know the qualifications of their child's teacher. In addition, in all schools receiving Title I funds, the parent(s) or legal guardian(s) of pupils whose teacher is not yet highly qualified must be notified. Copies of these letters must be kept on file in the school.

The Superintendent will ensure the school district completes its responsibilities in the implementation of the Highly Qualified Teacher requirement of No Child Left Behind Act of 2001.

No Child Left Behind Act of 2001, §1119

The New Jersey Model for Identifying Highly Qualified Teachers, Department of Education, August 2010

Approved: November 20, 2007

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