

**HALEYVILLE CITY SCHOOL SYSTEM PLAN
FOR ACHIEVING
HIGHLY QUALIFIED STATUS**



**Use of Federal Funds to Assist
Highly Qualified Teachers and Paraprofessionals**

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Meeting *NO CHILD LEFT BEHIND ACT OF 2001* Standards

For Highly Qualified Personnel

Purpose:

The purpose of this plan is to communicate procedures and policies related to the use of Federal Funds to support eligible teachers and paraprofessionals in the Haleyville City School System on becoming Highly Qualified (HQ) according to the requirements under the No Child Left Behind Act of 2001 (NCLB).

Title I Funds:

Local Education Agency (LEA) is required to use the 5% Title I reservation to assist core academic subject teachers and instructional paraprofessionals in Title I programs and schools who are willing to take necessary coursework to meet the NCLB requirements. Haleyville City Schools may set aside less than 5% due to 100% of teachers meeting HQ status. It is the responsibility of the LEA to complete the necessary checklists and to discuss with individual teachers and paraprofessionals the options that are available for meeting the requirements if they do not meet the requirements.

According to Federal Law for Title I funds, priority must be given to

- 1. Core Academic subject teachers in the Title I School Wide Programs and Title I paid teachers in targeted assistance programs.**
- 2. Instructional paraprofessionals in Title I school wide and Title I paid paraprofessionals in targeted assistance programs.**
- 3. Non Title I paid core academic teachers in the Title targeted assistance schools, only after all core academic teachers and instructional paraprofessionals in the first two priorities meet the NCLB requirements.**

Title II Funds:

According to Federal Law, the use for the LEA's Title II funds must also be resourced for assisting teachers of core area subjects in non-Title I schools obtaining the necessary requirements in meeting the HQ definitions of NCLB.

Conclusion:

The LEA plan sets guidelines for the use of funds to assist teachers in the Haleyville City System who do not meet the Highly Qualified (HQT) requirements. These requirements are subject to the schools in which non-qualified teachers are assigned, the subjects

those teachers teach in relation to our student requirements, and the number of Title I instructional paraprofessionals who do not meet the requirements.

The LEA plan includes guidelines for the application process so that teachers and/or paraprofessionals can apply for financial assistance.

Conclusion:

The LEA plan sets guidelines for the use of funds to assist teachers in Haleyville City School System who do not meet the HQ requirements. These requirements are subject to the schools to which non-highly qualified teachers are assigned, the subjects those teachers teach in relation to our student assessment requirements, and the number of Title I instructional paraprofessionals who do not meet the requirements.

This LEA plan includes guidelines for the application process so that teachers and/or paraprofessionals can apply for financial assistance.

Guidelines:

- 1. Financial assistance will apply to tuition, books, and fees only.**
- 2. As required by law, the priority for the use of Title I funds will be given to teachers in the Title I schools as follows:**
 - a. Core academic teachers in the Title I school wide programs will be awarded first**
 - b. Instructional paraprofessionals in Title I school wide programs will be awarded second**
- 3. As required by law, Title II funds will be used for all teachers of core academic subjects who do not meet the definition of highly qualified in non-Title I schools.**
- 4. Teachers and paraprofessionals will be reimbursed for the minimum number of Courses/Praxis II needed to become HQ according to guidance from HCS LEA.**
- 5. Funds from Title I reserve and Title II reserve will be allocated from October 1 of one year until September 30 of the following year.**
- 6. Teachers and paraprofessionals must submit intent to take the Praxis II to the Central Office for approval.**
- 7. Teachers and paraprofessionals must turn in receipts for tuition, books, and fees related to the required class along with a satisfactory grade before reimbursement can be made.**

Application Process:

Teachers seeking reimbursement for courses or Praxis II completed to meet the NCLB Highly Qualified Teacher requirements must submit a letter of application to the superintendent or his designee responsible for HQ documentation acknowledging they:

- 1. Do not meet the HQT criteria**
- 2. Need a specific course or Praxis II, listing the course number or test name and the course description from the University catalog**
- 3. Indicate the time frame in which they intend to take the course or test.**

Procedures for Reimbursement:

- 1. Application is received and approved prior to enrollment in the course.**
- 2. The original paid receipt along with a copy of the transcript must be submitted for reimbursement.**
 - a. The transcript must contain the title of the course, the course number as approved on the application, the credits earned, and the grade from course.**
 - b. The courses must be from a regionally accredited institution of higher learning or in the case of the internet based courses, from an entity approved by the United States Department of Education.**
 - c. Reimbursement will occur only when the transcript shows a passing grade if the grade is pass/fail or a grade that receives credit.**
 - d. If the grade is failing or not sufficient to receive credit from the university or college, reimbursement will not be granted.**
- 3. For the Praxis II, a paid receipt will also be required for reimbursement. Teachers must submit documentation from Praxis II upon completion of a passing score.**