



# DOVER AREA SCHOOL DISTRICT

*Empowering and Educating all learners to shape the 21<sup>st</sup> Century*

**Dr. Kelly K. Cartwright**  
*Superintendent*

**Mrs. Rina Houck**  
*Assistant Superintendent*

**Mr. Matthew Ulmer**  
*Chief Financial and Operations Officer*

August 25, 2021

Dear Parents/Guardians:

As a parent/guardian of a student attending the Dover Area School District, a school that is receiving Federal Title I dollars, you have the right to know the professional qualifications of the teacher(s) and instructional paraprofessional(s) who instruct your child.

Federal law requires every Title I school district provide you with the requested information in a timely manner. We are happy to provide this information to you.

At any time you may ask:

- If the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching.
- If the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child received help from a paraprofessional. If your child received this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA), which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA), also includes right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments.
- Information on required assessments that include:
  - subject matter tested,
  - purpose of the test,
  - source of the requirement (if applicable),
  - amount of time it takes students to complete the test, and
  - time and format of disseminating results.

Our staff is committed to helping your child develop the academic and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you would have any questions about your child's assignment or would like to obtain additional information, please feel free to contact Mrs. Rina Houck, Assistant Superintendent and Coordinator of Federal Programs at 717-292-3671, ext. 80112 or email at [crhouck@doversd.org](mailto:crhouck@doversd.org).

Sincerely,

A handwritten signature in black ink that reads "Rina Houck". The signature is written in a cursive, flowing style.

Mrs. Rina Houck  
Assistant Superintendent