

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CREDENTIALS AND RECORDS

DBA
(LOCAL)

~~PARENT
NOTIFICATION~~

~~The District shall notify parents of students in classrooms in which the regular teacher is not "highly qualified," as required by law.~~

~~However, notification shall not be required when:~~

- ~~1. The home campus teacher of a secondary school student assigned to a disciplinary alternative education program (DAEP) is considered the teacher of record;~~
- ~~2. The home campus teacher:
 - ~~a. Is highly qualified;~~
 - ~~b. Assigns and evaluates the student's coursework;~~
 - ~~c. Provides substantially the same coursework and uses the same grading standards as in the regular classroom;~~
 - ~~d. Has final authority on the coursework grades and the final grade for the course; and~~
 - ~~e. Is regularly available for face to face consultation with the student and the DAEP teacher; and~~~~
- ~~3. The DAEP teacher meets all applicable SBEC certification requirements.~~

UPDATING
CREDENTIALS

All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year shall file with the **District Superintendent**:

1. An official college transcript showing the highest degree earned and date conferred.
2. Proof of the certificate or endorsement.

CONTRACT
PERSONNEL

The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts.

SOCIAL SECURITY
NUMBER

The District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the District shall keep an employee's social security number confidential.