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K12: 2006-92

MEMORANDUM

TO: School District Superintendents
School District Certification Contacts

FROM: Cheri Pierson Yecke, Ph.D.

DATE: July 7, 2006

SUBJECT: **Highly Qualified Teacher Requirements of No Child Left Behind**

This memorandum is sent to update and to clarify Florida's plan for teachers to meet the highly qualified requirements of the No Child Left Behind (NCLB) Act and to advise you of changes in requirements issued by the USDOE. There are new federal policies that greatly alter earlier technical assistance information issued by the Florida Department of Education relating to highly qualified teachers (HQT). There is now a required phase-out of the use of the High Objective Uniform State Standard of Evaluation (HOUSSE) option except for some special categories of teachers. Included is additional information relating to employment of international teachers and changes in the social science courses that are not to be included in the highly qualified teacher reporting.

Please see the attached technical assistance document, a revised exchange teacher HOUSSE plan form, and a new form for verifying an out-of-state HOUSSE plan for implementing the highly qualified requirements of NCLB. If you have questions regarding this memorandum or the technical assistance information, please contact Beverly Gregory as shown above.

CPY/bg

CHERI PIERSON YECKE, PH. D.
CHANCELLOR K-12 PUBLIC SCHOOLS

Technical Assistance Paper NCLB Highly Qualified Teachers Page 1**Phase-out of the Use of the High Objective Uniform State Standard of Evaluation (HOUSSE) Option for Meeting the Highly Qualified Teacher (HQT) Requirement**

The US Department of Education (USDOE) has reviewed state efforts to meet the HQT requirement and has notified each state of the results of the assessment of the state's HQT progress. The review has determined that Florida has documented a good faith effort but did not fully meet the 100% HQT goal by June 30, 2006. Thus, Florida as all other states, must submit a revised state plan outlining the steps being taken to reach the goal of all core academic classes being taught by a HQT by the end of the 2006-07 school year. As part of the revised plan, school districts must ensure that poor or minority children are not taught by inexperienced, unqualified, or out-of-field teachers at higher rates than are other children, and each state must conduct a final review of veteran teachers hired before the 2006-07 school year and complete the HOUSSE process with the exceptions as noted below.

As you are aware, the NCLB Act is due for reauthorization in 2007 which means there will be extensive reviews of all sections of the law, including the implementation of the HQT requirements. It is likely that changes will be made. It is also expected that later this year, the USDOE may issue additional guidance relating to HQT and the HOUSSE option.

However, unless further action is taken by the USDOE, the HOUSSE option is limited to (1) experienced teachers hired prior to the end of the 2005-06 school year, or (2) teachers hired after the 2005-06 school year for the following special categories:

- ◆ **New middle/secondary special education content teachers** if highly qualified in language arts, mathematics, or science at the time of hire. These individuals may have two additional years and the use of the HOUSSE option to document HQT in the additional content subjects.
- ◆ **International exchange teachers** from other countries hired to teach on a temporary basis. **(See more information below).**
- ◆ **Middle/secondary teachers in eligible small rural districts** teaching multiple subjects and who are highly qualified in one core academic subject. These individuals have three years to become highly qualified in the other core academic subjects. These teachers may use the HOUSSE option (in Florida applicable only in Liberty County).
- ◆ **Teachers who earned HQT in another state.** The USDOE has confirmed that the transferability of an out-of-state highly qualified status for veteran teachers via the HOUSSE option earned prior to the 2006-07 school year will be allowable. The attached form must be sent by the Florida school district to the other state agency or official entity such as the school district to verify the HQT HOUSSE for veteran teachers relocating to Florida. The completed signed form must be maintained in the personnel file within the Florida school district as documentation of the out-of-state transferred HQT status.

Technical Assistance Paper NCLB Highly Qualified Teachers Page 2

- ◆ Veteran teachers of specific foreign languages. In order to address special circumstances in Florida for teachers of core academic subjects for which there are no subject area examinations, the HOUSSE option may continue to be used for veteran teachers of the following foreign languages: Chinese, Greek, Hebrew, Italian, Japanese, Portuguese, and Russian.

International Teachers Employed with an Exchange Teacher Certificate

- ◆ Attached is a revised HOUSSE option form for exchange teachers that may be used in combination with a valid Florida Exchange Teacher Certificate. This revision is provided as an option for an exchange teacher who is a proficient native language speaker to demonstrate HQT status for a foreign language.
- ◆ NCLB provides for middle/secondary teachers who have a major in the content area or who have passed a subject content examination to establish HQT status for the academic subject area. In Florida, the Temporary or Professional Certificate in the subject area may be issued on these bases and thus establishes HQT status for middle and secondary subjects. The Exchange Teacher Certificate does not reflect a subject area, so either a degree major, passing score on a Florida subject area examination, or HOUSSE for experienced teachers may be used as a basis for HQT designation for a middle/secondary subject in combination with a valid Florida Exchange Teacher Certificate.
- ◆ The HOUSSE option may continue to be used for elementary exchange teachers in combination with a valid Florida Exchange Teacher Certificate.

Social Science Courses

As previously advised, the USDOE has provided definitive clarification that NCLB does not classify social science as a core academic area. The separate areas of history, geography, economics, and political science (civics/government) are designated as core academic areas requiring the highly qualified teacher status. The district coordinators and student database contacts have been recently notified of changes in the classification of social science courses for reporting HQT status. All social science courses that are not classified as one of the four areas are to be excluded and no longer included in the HQT data file. A revised database appendix for 2006-07 will reflect this change. Thus, for the following course numbers there is no longer a requirement for the teacher to meet HQT requirements. Of course, the appropriate certification for each course per the Course Code Directory remains effective. The excluded general social science courses are:

2104000, 2105000, 2105020, 2105030, 2101300, 2101310, 2101800, 2101810, 212071A, 2104300, through 2104340, 2104600, 2104610, 2105300, 2105310, 2105340, 2105350, 2105860, 212091A, 2107300, 2107310, 2107350, 2107360, 2107800, 2107810, & 2108300

**Florida NCLB Highly Qualified "Experienced" Teachers
High, Objective, Uniform State Standard of Evaluation (HOUSSE) Plan
International Exchange Teachers of Academic Content Courses and Elementary Education (Revised)**

Highly Qualified Teacher Requirements

HOUSSE: Academic Core Subject Area(s) _____ **- Taught by the Exchange Teacher**

Name: _____ **SS# or DOE#** _____

The exchange teacher:

1. Has established via the sponsor of the teacher and the J-1 Visa that the exchange teacher holds the equivalent of a U.S. bachelor's or higher degree (may be via an acceptable credential evaluation report),
2. Holds a valid Florida exchange teacher certificate, and
3. Documents 100 points appropriate to the assigned subject content area as calculated below.

HOUSSE SUBJECT COMPETENCY CRITERIA	COMPETENCY CRITERIA DESCRIPTIONS	POINTS AWARDED
Prior Teaching Experience in the Assigned Subject Area ()	Successful teaching experience in _____ within the last 5 years - 10 points per school year. Teaching experience must be earned as a full-time teacher. 50 points maximum	
Classroom Observation and Performance Evaluation in Subject Area ()	Classroom observation and performance evaluation of the teaching of _____ (subject content) that was conducted by the supervisor within the past year. A satisfactory or higher evaluation equals 30 points. No points for below satisfactory rating.	
Professional Development in Subject Area ()	Professional development training that increases the teacher's knowledge of the core academic subject _____. Must be completed within the last 5 years. Each professional development/inservice component of 3 contact hours in the content subject equals 1 point. 20 points maximum	
College Level Courses in Subject Area ()	College level course(s) in _____, the subject content area not educational methodology. Each college level subject content course equals 20 points. The college courses may be identified via a transcript or credential evaluation report. 60 points maximum.	
Activities or Service Related to the Teaching of the Subject () in the School, Region, or Country continued	Appropriate professional activities related to teaching _____, including but not limited to: _____ subject content standards development, selection, or evaluation committee _____ subject content curriculum development, selection, or evaluation committee Presentation at a local, regional, or national conference, seminar, workshop, or training activity related to teaching _____	

<p>Continued</p> <p>Activities or Service Related to the Teaching of the Subject () in the School, Region, or Country</p>	<p>Other activities such as:</p> <p>Department chair or team leader in _____ teachers</p> <p>Lead or mentor teacher for _____ teachers</p> <p>Supervising teacher for an intern in teaching _____</p> <p>Recipient of a school, region, or national teacher award _____</p> <p>Presentations at the regional or national level in the teaching of _____ organization</p> <p>Officer of a regional or national professional teachers of _____ organization</p> <p>Contributor to the publication of an article, materials, or a chapter, section, or book on the teaching of _____</p> <p>Other appropriate related activity as determined by the Florida school district: Enter activity description _____</p> <p>10 points for each activity</p> <p>50 points maximum</p>
<p>Documentation of Proficiency in Standard Written and Spoken Foreign Language</p> <p><u>This component is applicable only for a foreign language HOUSE plan.</u></p>	<p>An evaluation of the teacher's proficiency and ability to speak and write the standard form of _____ as documented by an individual having established expertise in the language.</p> <p>40 points maximum</p>
<p align="center">Attach Documentation for Competency Criteria to This Form to Be Placed in the Personnel File</p> <p align="right">Total Points</p>	

Signature of Teacher & Date

Signature of School District Official & Date

**VERIFICATION OF A HIGHLY QUALIFIED
OUT-OF-STATE HOUSSE PLAN**

Fill in the information above the broken line. Please print or type.

last name	first name	middle name	maiden name	
street address		city	state	zip code
social security number		date of birth (month, day, year)		

TO THE STATE EDUCATION AGENCY OR SCHOOL DISTRICT NCLB OFFICER:

Please complete the information below that applies to the above-named Florida teacher and return the form to the Florida School District Certification Office as indicated below.

The applicant is highly qualified in _____
[subject area(s) & level(s)]
based on meeting the state's High Objective Uniform State Standard of Evaluation (HOUSSE) requirement for that subject area(s) prior to the 2006-2007 school year.

Verifying Officer & Title (please print)

Signature

State

Date

RETURN FORM TO:
_____ Florida School District Certification Officer
_____ School District
_____ Address
_____ City, State, Zip Code