

**SCHOOL UNION NO. 103 AND MOOSABEC CSD**  
**Towns of Jonesport and Beals**

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Joseph M. Swain, Superintendent of Schools  
127 Snare Creek Lane, Jonesport, ME 04649-3138  
Tel. 207-497-2154/Fax 207-497-2703

**Parent's Right to Know Notification (Teacher  
Qualifications & Assessments)**

**Subject:** Parent's Right to Know – Teacher Qualifications & Assessment Policies

Dear Parent(s)/Guardian(s):

In accordance with the **Every Student Succeeds Act (ESSA)** and **34 CFR § 200.61**, this letter is to inform you that you have the **right to request information** regarding the professional qualifications of your child's classroom teacher(s) and paraprofessional staff.

**Teacher & Paraprofessional Qualifications**

Upon request, the district will provide you (in a timely manner) with information regarding:

- Whether your child's teacher has met **state certification and licensing requirements** for the grade level and subject area taught
- Whether the teacher is teaching under **emergency or provisional status** (where certification requirements have been waived)
- Whether the teacher is teaching in the **field of their certification**
- Whether your child receives services from **paraprofessionals**, and if so, their qualifications

**Student Academic Information**

You may also request:

- Information about your child's **academic achievement and growth** on state assessments (if available)
- Notification if your child has been **assigned to or taught for four (4) or more consecutive weeks by a teacher who does not meet state certification requirements**

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## **Assessment Transparency**

You have the right to request information regarding:

- **State and district assessment policies**, including required tests
- Procedures related to **student participation in assessments**, including any applicable **opt-out rights**

## **How to Request Information**

If you would like to request any of this information, please contact:

**Joseph Swain**  
**Moosabec CSD & Union 103**  
**(207) 497- 2154**  
**[superintendent@union103.org](mailto:superintendent@union103.org)**

Our district is committed to providing high-quality instruction and ensuring transparency with families. Please do not hesitate to reach out with any questions.

Sincerely,  
**Joseph Swain**  
**Superintendent of Schools**

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## **Notes for Compliance Documentation**

- This notice should be **distributed annually at the beginning of the school year**.
- It must be **written in an understandable format and, where practicable, in a language parents can understand**.
- Keep **evidence of distribution** (e.g., copies, mailing logs, website posting, or parent handbook inclusion)