

SOUTH KITSAP SCHOOL DISTRICT

Nurturing Growth • Inspiring Achievement • Building Community

ANNUAL ACKNOWLEDGEMENT

2023-2024

Dear Parent/Guardian,

Please read the documents referenced in this letter. After you have read the documents, please sign and date each area to indicate that you have read, understand, and received a copy of each document or instructions on where to obtain a copy. ***Your signature implies full understanding, legal validity, and affirmation to each document.***

This form will remain part of your student's cumulative file and **MUST** be completed each year. Additional copies of the documents referenced in this form can be found on the South Kitsap School District website at www.skschools.org or by requesting a copy from your student's school. If there are any portions of this form, or the documents referenced, that you do not understand, please make an appointment with your school administrator to discuss your questions.

OPT-IN

1. Lightspeed Browsing Activity - Parents can opt-in via Skyward to receive reports of their child's internet usage over the last 7 days on SK devices.

OPT-IN INSTRUCTIONS

To opt in to receive Lightspeed reports, please complete the following steps for **each student**:

- Log in to **Skyward Family Access** - <http://skyward.skschools.org>
- Select **Online Forms** from the menu
- Click **Fill Out Form** (next to Lightspeed Weekly Report Email)
- Click **Next** on the right side of the screen
- Check the **Reports box** to opt a guardian in
- Click **Complete Step 1 and move to Step 2** at the bottom of the screen
- Click **Submit Lightspeed Weekly Report Email**

OPT-OUT

Parents and adult or emancipated minor students may opt their children or themselves out of participating in any protected information survey. Please see Board Policy #3232.

1. Attendance Policy and Procedure – See Policy and Procedure #3122

If you do not have access to a computer, please request a copy of this document from the school office.

State law for mandatory attendance requires children from age 8 to 17 to attend public school, private school, or a home school program. If your student has seven (7) or more unexcused absences in any given month or fifteen (15) unexcused absences or more within a school year, we are required by law to take a range of actions including filing a truancy petition with the juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance law.

Your initials indicate awareness only. Initial: _____

2. South Kitsap School District Rights and Responsibilities

If you do not have access to a computer, please request a copy of this document from the school office.

I acknowledge that my student and I have been given notice of the types of misconduct for which discipline, suspension, or expulsion may be imposed and procedures for administering such corrective action. It has also provided me with important information regarding the Family Educational Rights and Privacy Act (FERPA), student use of technology, district pesticide uses and asbestos management practices.

Your initials indicate awareness only. Initial: _____

Student Name: _____ DOB: _____

3. Internet Access Privileges – See Policy & Procedure #2022

All students have (filtered) internet access privileges under the guidelines of the District's acceptable use policy. See Rights and Responsibilities Information Handbook, Section 14.

4. Release of Information to Military Recruiters (Grades 11-12 Only)

The District/School will assume permission to release student demographic information to Armed Forces and Military Recruiters, or Military School UNLESS a parent or guardian sets the Skyward Family Access **Military** flag to NO to opt out the student.

5. Release of Information to Higher Education (Grades 11-12 Only)

The District/School will assume permission to release student demographic information to institutions of higher education UNLESS a parent or guardian sets the Skyward Family Access **Higher Ed** flag to NO to opt out the student.

6. FERPA: Public Release of Directory Information – See Policy & Procedures 3231 & 3235 & Handbook Section 12.

Under Federal Law (FERPA), the District may release directory information on a student without obtaining parent consent UNLESS a parent or guardian sets the Skyward Family Access **Public Info** flag to NO to opt out the student. The common use of directory information includes athletic contest and musical concert programs, and college recruiters. Such information shall not be release for commercial reasons.

7. Public Release of Student's Photo or Video

The District/School will assume permission to use a student's image (photo or video), including comments in public/community newspapers, magazines, or other media UNLESS a parent or guardian sets the Public Photo flag to NO to opt out the student.

8. Internal Use of Student's Photo or Video

The District/School will assume permission to use a student's image (photo or video) or class work in District and school publications, and on District sponsored websites, UNLESS a parent or guardian sets the **District Photo** flag to NO to opt out the student.

9. Online/Yearbook Use of Student's Photo

The District/School will assume permission to use a student's photo image in conjunction with District and school online services (Google, Microsoft Office 365, Zoom) UNLESS a parent or guardian sets the Profile Photo flag to NO to opt out the student.

10. Kitsap Regional Library

The District will provide student name, school, grade level and ID number to the Kitsap Regional Library for the creation of a library account to check out resources and access online services UNLESS a parent or guardian sets the Kitsap Regional Library flag to NO to opt out the student.

OPT-OUT INSTRUCTIONS

To opt out of student handbook options, please complete the following steps for **each student**:

- Log in to **Skyward Family Access** - <http://skyward.skschools.org>
- Select **Student Info** from the menu
- Click **Request Changes for Student** (upper right corner)
- Select **Student Information** from the dropdown menu
- Scroll to **Allow Publication of Student's Name for** at the bottom of the screen
- Make desired changes and click **Save**

I have read, understand, and received a copy of each document or instructions on where to obtain a copy.

My signature implies full understanding, legal validity, and affirmation to each document.

Parent/Guardian Signature: _____ Date: _____

Student Name: _____ DOB: _____