



# South Kitsap Official Notices

**2023 – 2024**

*Revised: November 9, 2023*

*Notices for Students,  
Parents, and School Personnel*

**IMPORTANT – Please sign and return the following forms by either electronic signature in your Skyward account, or by printing, and returning to your child’s school no later than September 15, 2023.**

- Annual Acknowledgment Letter
- Student Housing Questionnaire
- Annual Attendance Acknowledgment Letter

## **Superintendent's Message**

Dear South Kitsap Students, Parents and Staff,

At South Kitsap School District, we believe that excelling in school includes academic success and healthy social and emotional development. It is within safe and respectful schools that children reach their full potential.

Collectively, as parents, students, and staff we share in the rights and responsibilities that create safe, caring, challenging, healthy and hopeful schools.

The South Kitsap Official Notices 2023-2024 school year is to inform staff, students and families of the policies, procedures, and laws relevant to promoting and enforcing our expectations for positive and caring learning environments. When we work together and share high expectations for responsible, respectful character, we can ensure students grow in positive ways and learn from teachable moments.

Please dedicate time to review this important information with your student(s) and consider this a resource guide to assist you in communicating the high expectations we share.

The key to student success lies in timely communication and trusting relationships between home and school. To “nurture, inspire and build” our students, we must work together in the great privilege and responsibility we have in educating children of strong character. Thank you for your partnership and reinforcing our high expectations for safe and respectful schools.

Best wishes for a successful 2023 – 2024 school year!

Tim Winter  
Superintendent

# 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](http://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.

**This form must be completed by ANNUALLY.**

### 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 – <https://www.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 opt out of participating in any protected information survey. Please see Board [Policy 3232](#).

1. **Attendance Policy and Procedure** – See [Policy & 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 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: \_\_\_\_\_

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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 & Procedure 3231](#) and [3235](#)**

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 such as yearbooks, and on District sponsored websites, UNLESS a parent or guardian sets the **District Photo** flag to NO to opt out the student.

**9. Online 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: \_\_\_\_\_ Date: \_\_\_\_\_



## Annual Attendance Letter 2023-2024

Dear Parent/Guardian

The South Kitsap School District is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Students who attend regularly feel better about school and themselves by not falling behind. You and your student can start building the habit of good attendance beginning in preschool. Learning right from the start that going to school on time, each and every day is not only important and beneficial, but builds good habits of participation, learning, and accountability for future success while in high school, college, and career opportunities.

### **DID YOU KNOW?**

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with schoolwork, dealing with a bully, or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

### **WHAT WE NEED FROM YOU**

We miss your student when they are gone, and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please **contact your school's attendance office**.

### **OUR PROMISE TO YOU**

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

### **SCHOOL POLICIES AND STATE LAWS**

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or homeschool program. Children that are 6 or 7 years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements. WA State Law requires us to take daily attendance and notify you when your student has an unexcused absence.

## UNEXCUSED ABSENCES

If your student has one **unexcused** absence in any given month, state law (RCW 28A.225.020) requires we contact you in writing or by phone to discuss potential next steps student unexcused absences. Three (3) or more within any month requires we schedule a conference with you and your student to identify barriers and help with supports available to ensure regular attendance. The District is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

Students with seven (7) 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 laws.

The petition may be automatically stayed, and your student and family may be referred to a Community Engagement Board, or you and your student may need to appear in juvenile court. If your student continues to be truant, you may need to go to court.

## EXCUSED ABSENCES

In elementary school, after five (5) excused absences in any month, or ten (10) or more excused absences in the school year, the District will contact you to schedule a conference. At least one District employee will attend the conference to help identify barriers and provide supports available to you and your student. A conference will not be required if a doctor's note has been provided or the absence has been pre-arranged in writing, and the parent, student, and school have plan in place to ensure your student does not fall behind academically. If your student has an Individualized Education Plan (IEP) or a 504 Plan, the team that created the plan will need to reconvene.

The South Kitsap School District has established rules on attendance that will help you ensure your student is attending regularly. Please refer to the [Rights and Responsibilities Handbook](#) located on our website. [www.skschools.org](http://www.skschools.org).

## WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomachache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your student's teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

**The South Kitsap School District requires annually this signed attendance agreement stating that you agree with the importance of daily attendance.**

***Your signature below indicates that you have read and understand the attendance policies and procedures in South Kitsap School District.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

# SOUTH KITSAP SCHOOL DISTRICT

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## Annual Student Housing Questionnaire

The answers to the following questions can help determine the services this student may be eligible to receive under the McKinney-Vento Act 42 U.S.C. 11435. The McKinney-Vento Act provides services and supports for children and youth experiencing homelessness.

***If the student lives in a home owned or rented by the parent or guardian, you do not need to complete this form unless there are inadequate facilities (no water, heat, electricity, etc.)***

If the student does not live in a home owned or rented by the parent or guardian, please check all that apply below. Submit form to your buildings McKinney Vento Liaison. See contact information at the bottom of this page.

- |  |   |
|--|---|
| <input type="checkbox"/> In a Motel  | <input type="checkbox"/> A car, park, campsite, or similar location |
| <input type="checkbox"/> In a Shelter  | <input type="checkbox"/> Transitional Housing                       |
| <input type="checkbox"/> Moving from place to place/couch surfing                                      | <input type="checkbox"/> Other _____                                |
| <input type="checkbox"/> In someone else's house/apartment with another person/family                  |   |
| <input type="checkbox"/> In a residence with inadequate facilities (no water, heat, electricity, etc.) |   |

Student Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

- Student is unaccompanied (not living with a parent or legal guardian)
- Student is living with a parent or legal guardian.

Address of current residence: \_\_\_\_\_

Phone or Contact Number: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Name of Parent/legal guardian, or unaccompanied youth: \_\_\_\_\_

Signature of Parent/legal guardian (or unaccompanied youth):

\_\_\_\_\_ Date: \_\_\_\_\_

The student(s) named above have younger siblings/children (not yet school age) who need developmental screening, community support, or referrals to early childhood services. The District's McKinney-Vento or building Liaison may be able to assist you with age-appropriate resources. Please return completed form to your buildings McKinney Vento Liaison or South Kitsap District Liaison Tiffany Buckley

### FOR SCHOOL PERSONNEL ONLY

*For data collection purposes and student information system coding*

- (N) NOT HOMELESS    (A) SHELTERS    (B) DOUBLED UP    (C) UNSHELTERED    (D) HOTELS/MOTELS



**McKinney-Vento Act 42 U.S.C. 11435**

For purposes of this subtitle:

- (1) The terms enroll' and enrollment' include attending classes and participating fully in school activities.
- (2) The term homeless children and youths' –
  - (A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1); and
  - (B) includes –
    - (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals.
    - (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(c).
    - (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
    - (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through(iii).
- (3) The term unaccompanied youth' includes a youth not in the physical custody of a parent or guardian.

**Additional Resources**

Parent information and resources can be found at the

following: National Center for Homeless Education:

<https://nche.ed.gov/>

National Association for the Education of Homeless Children and Youth (NAEHCY): <https://naehcy.org/resources/>

Schoolhouse Connection: <https://schoolhouseconnection.org/>

## **Introduction**

This notification has been adopted and distributed pursuant to RCW 28A.600.010 and WAC Chapter 392-400 which prescribe substantive and procedural due process rights of students and should be interpreted in accordance with those laws and regulations. Because board policies, procedures, statutes, and regulations mentioned herein are working documents and are continually changing, the most current copies may be obtained from the Office of the Superintendent (OSPI), or on the South Kitsap School Districts website [www.skschools.org](http://www.skschools.org).

This notification also satisfies the District's obligations under the Drug-Free Schools and Communities Act Amendments of 1989, P.L. 101-226. Compliance with standards of conduct is mandatory.

Any section of this document or portion thereof, found by adjudication to be contrary to law or constitutional right, shall be stricken without effect to the remainder of the document.

## **We Believe In:**

- Value and develop the gifts, talents, and abilities of all our students through a caring and devoted partnership with our community.
- Fostering a dynamic, responsive, and nurturing learning environment that empowers our student to achieve their full potential through academic success, productive citizenship, and personal responsibility.
- Focus on student learning by embracing diversity, encouraging creativity and real-world experience, and ensuring mutual respect and equal opportunities.
- Producing graduates who are highly skilled and motivated citizens, ready to thrive and contribute to the world community.
- Holding ourselves accountable to our community by maintaining a tradition of excellence through high expectations and high levels of support.

# South Kitsap School District's Official Notices – School Year 2023-2024

## Our Expectations:

The South Kitsap School District expects the following of all students, staff, and families to provide for a learning climate that expands opportunities for student achievement.

### Students:

- ✓ Demonstrate respect for all persons in the school community-staff, parents, and other students.
- ✓ Come to school/class every day, on time, prepared to learn and achieve at the highest levels.
- ✓ Learn what you are expected to know and do.
- ✓ Always do your best work and ask for help when you need it.
- ✓ Read, understand, and commit to following the Rights and Responsibilities handbook and your local school rules.

### Staff:

- ✓ Demonstrate respect for all persons in the school, community, students, parents, and other staff.
- ✓ Begin school/class on time every day with purposeful activities.
- ✓ Set clear expectations for student achievement and behavior.
- ✓ Teach what students are expected to know and do.
- ✓ Develop a partnership with parents and the student to support the student's education.
- ✓ Communicate regularly with each student and parent regarding student progress and achievement, especially as this relates to graduation requirements.
- ✓ Read and understand the Rights and Responsibilities handbook and your local school rules and apply the policies and rules.

### Parents/Guardians:

- ✓ Demonstrate respect for all persons in the school community, students, staff, and other parents.
- ✓ Send your student to school/class every day on time and prepared to learn.
- ✓ Oversee your student's work and always expect his/her best effort.
- ✓ Develop a partnership with the teacher to support your student's education. Know that your student is on course for graduation.
- ✓ Communicate regularly with the teacher regarding your student's progress and achievement.
- ✓ Read and understand the Rights and Responsibilities handbook and your local school rules. Require your student to abide by these rules and regulations. These expectations are general in nature. Each school will be developing approaches to items mentioned above and will communicate those to you through their school communication system.

### **Dress Code** District [Policy 3224 and Procedure 3224P](#)

Student attire is a shared responsibility. While much of the responsibility for a student's attire resides with the student and parents/guardians, the school district and staff are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. Students should have the most choice possible in how they dress for school, and any restrictions must be (1) necessary to support the overall educational goals of the school and (2) explained within the dress code.

Our values are:

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
  - All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
  - Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
  - Students should not face unnecessary barriers to school attendance.
  - Reasons for conflict and inconsistent discipline should be minimized whenever possible.
- A student dress code should accomplish several goals:
- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
  - Allow students to wear clothing of their choice that is comfortable.
  - Allow students to wear clothing that expresses their self-identified gender.
  - Allow students to wear religious attire without fear of discipline or discrimination.
  - Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
  - Prevent students from wearing clothing with images or language depicting or advocating violence, the use of alcohol or drugs, or that create a hostile or intimidating environment based on any protected class.
  - Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

### **Notice of Child Find**

In compliance with Washington Administrative Code 392-172A-02040, this is to notify parents/guardians whose students live or attend school within the South Kitsap School District boundaries of Child Find. Child Find activities are conducted in order to locate, evaluate and identify students with a suspected disability, regardless of the severity of the disability, who reside or attend school within the District boundaries, and includes reaching students who are homeless, wards of the state, highly mobile students with disabilities, such as homeless and migrant students and students who are suspected of being a student with a disability and in need of special education, even though they are advancing from grade to grade.

If you have a child from birth through age five who lives within the District and has trouble with talking, walking, seeing, hearing, following directions, and/or meeting any other developmental milestones, they may be eligible for special education services through the South Kitsap School District. If you would like more information about these programs and a free screening, call 360-443-3625.

If you have a student from kindergarten through age 21 who has difficulty with academic skills or a suspected disability, call the counselor at your local school or call 360-443-3625 for more information about support and programs available.

### **Complaint Resolution Notification**

In accordance with [District Policy 4220](#), any person who has a complaint regarding District staff or programs may initiate a complaint under District [Procedure 4220P](#). This procedure will be followed unless the complaint is specifically subject to review under another applicable District policy or procedure. In cases of that sort (e.g., placement and program decisions for special education students, allegations of harassment, intimidation, and bullying, etc.), the complainant will be directed by District staff to the appropriate District policy or procedure.

### **Notice of Rights Under the Protection of Pupil Rights Amendment**

The Protection of Pupil Rights Amendment affords parents/guardians certain rights regarding the District's use of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education –
  - a. Political affiliations or beliefs of the student or student's parents/guardians;
  - b. Mental or psychological problems of the student or student's family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisals of others with whom respondents have close family relationships;
  - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - g. Religious practices, affiliations, or beliefs of the student or parents/guardians; or
  - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of –
  - a. Any other protected information survey, regardless of funding;
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use –
  - a. Protected information surveys of students;
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - c. Instructional material used as part of the educational curriculum.

These rights generally transfer to an adult student when they turn 18 years old or become an emancipated minor under Washington law.

The District has developed District [Policy 3235](#) and [Procedure 3235P](#), in consultation with parents/guardians, regarding these rights, as well as make arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt their student out of participation of the specific activity or survey. The District will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their student out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/guardians who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5901 or [online here](#).

## **Notice of Student and Staff Rights and Responsibilities**

In compliance with Chapter 392-400 of the Washington Administrative Code, this is to notify parents/guardians that a complete copy of "[Rights and Responsibilities](#)" is available upon request from the principal of each school in the District or on the District's website. This document includes the following:

1. Washington Administrative Code prescribing the substantive and procedural due process rights of students in the public schools. Topics included are student responsibilities and duties, student rights, discipline procedures, short-term suspension procedures, long-term suspension procedures, expulsion procedures, and appeals procedures.
2. South Kitsap School District policies on student rights and responsibilities, student government, freedom of expression, inspection of students' person and property, student conduct, attendance, use of tobacco, drugs and alcohol, use of motor vehicles on high school campuses, readmission procedures after suspension or expulsion, adjusting student grievances and corporal punishment.
3. Rights and responsibilities of teachers and principals, as prescribed by state laws and regulations, including flag ceremonies, student attendance, establishment and enforcement of rules regarding student conduct and rights, treatment of students and teachers, disturbances on school premises, disclosure of examination questions, damage to school property, intimidation of teachers or students, trespassing on school grounds, health and safety of students, work hours, student records, preparation of teachers, transportation rules, school safety patrols, and special education or behaviorally disabled students.
4. The District's policies prohibiting sexual harassment between or among employees, students, and volunteers, and prohibiting harassment, bullying, and intimidation of students, employees, and others involved in school district activities.

## **Notice of Non-Discrimination**

South Kitsap School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts of America and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights, Racial Discrimination, and Gender Expression or Identity Discrimination: Civil Rights/Nondiscrimination Compliance Coordinator Dr. Thomas Edwards, 360-874-7003 or [edwards@sksschools.org](mailto:edwards@sksschools.org)

Sex-based Discrimination, including Sexual Harassment: Title IX Coordinator: Will Sarett, (360) 874-7071 or [sarett@sksschools.org](mailto:sarett@sksschools.org)

Disability Discrimination: Section 504/ADA Coordinator: Tiffany Buckley, (360) 443-3763 or [buckley@sksschools.org](mailto:buckley@sksschools.org)

Mailing address for all three: 2689 Hoover Ave SE, Port Orchard, WA 98366.

Members of the public with disabilities who have specific concerns about the effectiveness of the District's communications to them should contact Amy Miller, Chief Communications and Engagement Officer, at (360) 874-70054 or [millera@sksschools.org](mailto:millera@sksschools.org) .

## **Filing a Complaint**

If you believe that you or your student have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your student's principal or any of the Compliance Officers who are listed above.

Prohibition of Sexual Harassment & Complaints Process:  
[Policy 3205](#) and [Procedure 3205P](#)



Prohibition of Harassment, Intimidation and Bullying & Complaints Process:  
[Policy 3207](#) and [Procedure 3207P](#)

Nondiscrimination and Discrimination & Complaints Process:  
[Policy 3210](#) and [Procedure 3210P](#)

Gender-Inclusive Schools & Complaints Process:  
[Policy 3211](#) and [Procedure 3211](#)

## **Complaint to the School District**

### ***Step 1. Write Out Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the District should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the District Superintendent or Civil Rights Compliance Coordinator.

### ***Step 2: School District Investigates Your Complaint***

Once the District receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within thirty (30) calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the District will notify you in writing to explain why staff need a time extension and the new date for their written response.

### ***Step 3: School District Responds to Your Complaint***

In its written response, the District will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within thirty (30) calendar days after this written response—unless you agree to a different time period.

## **Appeal to the School District**

If you disagree with the District's decision, you may appeal to the Disciplinary Appeals Council (DAC). You must file a notice of appeal in writing to the secretary of the school board within ten (10) calendar days after you received the District's response to your complaint. The DAC will schedule a hearing within twenty (20) calendar days after they received your appeal unless you agree on a different timeline. The DAC will send you a written decision within thirty (30) calendar days after the District received your notice of appeal. The DAC's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

## **Complaint to OSPI**

If you do not agree with the District's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the District's complaint and appeal process, or (2) the District has not followed the complaint and appeal process correctly.

You have twenty (20) calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our website, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

## **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | OCR Website

*Washington State Human Rights Commission 1-800-233-3247 | TTY: 1-800-300-7525 | Human Rights Commission Website*

## **Harassment, Intimidation and Bullying**

The District is committed to a safe and civil educational environment for all students, employees, parents/guardians, volunteers, and community members that is free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentionally electronic, written, verbal, or physical act including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- a. Physically harms a student or damages the student's property;
- b. Has the effect of substantially interfering with a student's education;
- c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- d. Has the effect of substantially disrupting the orderly operation of the school.

The procedure applies to harassment, intimidation, and bullying targeted at students carried out by other students, employees or third parties involved in school District activities. Because students can experience the continuing effects of off-campus harassment, intimidation, and bullying in the educational setting, the District will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus.

Other important information included in the complete procedure (linked below):

1. How to file a report under District [Policy 3207](#) and [Procedure 3207P](#)
2. The District's responsibility to contact individuals who report within two days to acknowledge receipt and advise reporter of next steps
3. Detailed information about the District's informal and formal resolutions processes

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The South Kitsap School District makes available **Tip Line**, <https://www.skschools.org/departments/safety-and-security> which is a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways: text, email, phone, and website. *Report harassment, intimidation or bullying with **Tip Line**.*

Dr. Thomas Edwards is the District's Harassment, Intimidation, and Bullying Compliance Officer.

Phone: 360-874-7003

Email: [edwards@skschools.org](mailto:edwards@skschools.org)

Mailing address: 2689 Hoover Ave SE Port Orchard, WA 98366.

## Truancy

Washington State law requires school age children below 18 years of age to attend school. When a student has unexcused absences, the school will work with the student and parents/guardians to make sure the student comes to school.

The school may take a variety of actions to improve a student's attendance: hold a student and parent/guardian conference, take corrective action, change the student's schedule, recommend an alternative placement, or initiate other actions as appropriate.

If a student accumulates seven unexcused absences in a month the District will enter into an agreement with the student and parents/guardians that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010. If such action is not successful, the District will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than 15th unexcused absence during the current school year. A truancy petition is a request to have the court order the student to attend school. If the student disobeys a court order to attend school, this could lead to penalties against the student and/or parents/guardians.

Each school publishes District attendance policies and procedures. Parents/guardians and students should read and discuss them together. If you do not understand them, talk to the school's assistant principal or principal. We know you want your students to be successful. Attending school daily is one way to help contribute to that success.

More information about excused and unexcused absences can be found in District [Policy 3122](#) and [Procedure 3122P](#): Excused and Unexcused Absences

## Notice of Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days after the day the school/District receives a request for access.

Parents/guardians or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school principal or their designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents/guardians or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent or eligible student of the decision regarding the request for amendment.

3. Parents/guardians, including when the student is a dependent under the IRS tax code, or eligible students have a right to inspect or review information when the student has violated a law or the school rules regarding alcohol or substance abuse (and the student is under 21), and when the information is needed to protect the health or safety of the student or other individuals.

4. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student, or other volunteer assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Upon request, the school may also disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA and addresses complaints regarding the same is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202 or online here .

### **Notice of the District's Use of Directory Information**

FERPA requires the District, with certain exceptions, to obtain your written consent prior to the disclosure of directory information from your student's education records. However, the District may disclose appropriately designated directory information without your written consent, unless you have advised the District to the contrary in accordance with District procedures.

The District has designated the following information as directory information: the student's name, address, telephone number and mail address; photograph; date and place of birth; dates of attendance; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards; the most recent school; user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access records without a PIN, password, etc. The primary purpose of directory information is to allow the District to include this type of information from your student's education records in certain school publications. Examples include: a student directory; mailing lists for parent/guardian groups that are organized in affiliation with and support of schools (e.g., PTSA or the South Kitsap Schools Foundation); a playbill, showing your student's role in a drama production; school yearbooks and newspapers; commencement programs and honor rolls or other recognition lists; sports activity sheets, such as for wrestling, showing weight and height of team members; other school, curricular, or extracurricular activities. The Grade Point Average (GPA) of students in 11<sup>th</sup> and 12<sup>th</sup> grades will be shared as part of the Washington State Guaranteed Admission Program to the Washington State universities participating in the program.

The District can also disclose directory information to outside organizations without a parent's/guardian's prior written consent, so long as that information is not being gathered for a commercial purpose. In addition, federal law requires the District to provide military recruiters, upon request, with the following information for 11<sup>th</sup> and 12<sup>th</sup> grade students – names, addresses and telephone listings – unless parents/guardians or adult students have advised the District that they do not want their student's information disclosed without their prior written consent.

If parents/guardians DO NOT want the District to disclose directory information without their prior written consent, they (or an adult student) must notify their student's school in writing or complete the annual data verification process by September 30, 2023. Otherwise, the District may disclose directory information from their student's education records as described above.

### **Pesticide Notification**

The South Kitsap School District, in accordance with state law, is providing written annual notification to parents/guardians and employees describing the District's pest control policies and methods. It is the policy of this District that the health and safety of students and staff shall be of primary concern when pesticides are used to control weeds, molds, moss, fungus, rodents, insects, and other unwanted pests.

Who Applies Pesticides? Pesticide applications will be made by trained District employees or commercial pest control applicators. District employees will obtain appropriate licenses, as necessary.

Notification Procedure: The District will provide notification at least 48 hours before applying a pesticide if school will be in session within 48 hours of the application. This notification will be posted in a prominent place in the main office of the school/site. Contact the South Kitsap School District Maintenance Department by calling (360) 874-6000, for additional information.

The pre-notification, at a minimum, shall state: "Notice: Pesticide Application" and include the product name of the pesticide to be applied, the intended date and time of application, the location at which the pesticide is to be applied, the pest to be controlled, and the name and phone number of a contact person at the District. An application to a District property must be made within 48 hours following the intended date and time stated in the notification or the notification process will be repeated. Pre-notification is not required if the school facility application is made when students do not occupy the school for at least two consecutive days after the application. The pre-notification requirements do not apply to any emergency school facility application for control of any pest that poses an immediate human health or safety threat, e.g., an application to control stinging insects. When an emergency school facility application is made, notification consistent with the District's notification system shall occur as soon as possible after the application. Pre-notification is not required for application of antimicrobial pesticides or the placement of insect or rodent baits that are not accessible to students.

### **Asbestos Notification**

The South Kitsap School District is providing written annual notification that the District has an asbestos management plan for each school building that sets forth the procedures for controlling building materials that contain asbestos. If you would like more information about the District's plan, you may contact the South Kitsap

School District Maintenance Department by calling 425-456-4511, or by writing to South Kitsap School District, Facilities and Maintenance Services, PO Box 90010, South Kitsap, WA 98009-9010.

### **Lead in Drinking Water Sample Results**

The South Kitsap School District is providing notification that the District has performed water testing for each school building and has a program for reducing lead exposure from drinking water, as necessary. If you would like more information about the District's testing results or program, you may contact the South Kitsap School District's Facilities and Maintenance Services by calling (360) 874-6000, or by writing to the South Kitsap School District, Facilities and Maintenance Services, 1650 SE Cedar Rd Port Orchard, WA 98367.

### **Weapons**

It is a violation of South Kitsap School District Policy and Procedure and Washington state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. We are asking parents/guardians to explain and discuss the rules to their students so that our schools will continue to be safe places for both students and adults.

If a student brings a firearm to school, they will be expelled. Principals will report all incidents to the police. District [Policy 3241](#) and [Procedure 3241P](#) - Expulsion

Bringing other dangerous weapons\* on campus is grounds for expulsion, suspension, or other disciplinary action. The use of any object in a threatening manner may also be a reason for discipline. While the number of incidents in any given year is small, we take each one very seriously.

Local Police Departments and Security Specialists from the South Kitsap School District continue to support our schools. We believe that police officers, security specialists, consistent implementation of disciplinary practices, students' willingness to report and solve problems, implementation of socio-emotional curricula, peer mediator programs, and other restorative school practices will work to keep schools safe. We also need help from our families. Please talk to your students about constructive ways to solve problems, alert us to any reports you hear about students bringing weapons to school or any other potentially dangerous situations and keep any weapons you own inaccessible. Together, we can help to keep our students safe.

These include, but are not limited to, air guns such as BB and pellet guns, knives, metal knuckles, sling shots, nunchaku sticks, throwing stars, sand clubs, metal knuckles, spring blade knives, and replicas of dangerous weapons. Also included is any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse; or any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse.

South Kitsap School District [Student Rights and Responsibilities Handbook](#).

*Thank you for reviewing this material and communicating it to your students. We appreciate your involvement in these issues.*