

2023-2024

CK ▶ Annual Parent Notifications

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Notification of rights under FERPA

In accordance with the Family Educational Rights and Privacy Act (FERPA), the following student information may be released by Central Kitsap School District unless a student's guardian requests in writing that such information not be released:

- ▶ Student's name, address, and telephone number
- ▶ Participation in officially recognized activities and sports
- ▶ Dates of enrollment, withdrawal, and/or graduation
- ▶ Diplomas and awards received
- ▶ Major field of study
- ▶ Current and most recent previous educational agency or institution attended by the student
- ▶ Photographs, videotapes, and other images in which the student appears

This information may be released to anyone, including the media, colleges and universities, the military, youth groups, and scholarship grantors.

If you wish to restrict the release of such information, please request and complete a "[Form 8](#)" from your child's school. You may deny this information to military recruiters while allowing it to go to others. Forms are valid for one year only. A new form must be completed each year to continue restriction.

FERPA also affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request amendment of the student's education records if the parent or eligible student believes they are inaccurate, misleading, or otherwise a violation of the student's privacy rights. To amend a record, the parent or eligible student should write to the school principal. The letter must clearly identify the part of the record to change and specify why it should be changed. If the school decides not to amend the record, the school will notify the parent or eligible student of the decision and advise him or her of the right to a hearing. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in 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); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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 is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

Notification under PPRA

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98), requires CKSD to notify you and obtain consent or allow you to opt your child out of participating in a student survey, analysis, or evaluation that concerns any of the following:

1. Political affiliations or beliefs;
2. Mental and psychological problems;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Privileged or analogous relationships, with lawyers, physicians, doctors or ministers;
7. Religious practices, affiliations, or beliefs;
8. Income, other than that required by law to determine eligibility.

This requirement also applies to collection of student information for marketing purposes, and certain non-emergency, invasive exams and screening.

CKSD will notify parents prior to the administration of any such survey or activity and will provide an opportunity to review the survey and opt their child out. Parents who believe their rights under PPRA have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

The Central Kitsap School District complies with all applicable federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities, or employment related matters, and provides equal access to the Boy Scouts and other designated youth groups. The following employees are designated to handle questions and complaints of alleged discrimination in writing or by telephone: Assistant Superintendent of Human Resources, District Civil Rights/Title IX Compliance Coordinator, Jeanne Beckon (360) 662-1680; Executive Director of Special Services, Section 504 Coordinator for 28A.540 and 28A.642 RCW, Julie McKean, (360) 662-1066.

The Central Kitsap School District will also take steps to assure that national origin persons who lack English language skills can participate in all educational programs, services and activities. For information regarding interpretation and translation services or transitional bilingual education programs, contact Student Services in writing or by telephone: 1400 NE McWilliams Road, Bremerton, WA 98311, (360) 662-1734.

Integrated Pest Management

To provide a safe and healthy environment, CKSD has adopted an Integrated Pest Management (IPM) program for managing undesired vegetation and pests. The program is an ecological approach to suppressing pest populations (weeds, insects, diseases) in which alternative pest controls are considered, and, where practical, implemented before chemical controls are used.

CKSD will manage undesired vegetation and other pests using an ecological approach which minimizes the use of pesticides risks to human health and the environment. The district will perform regular monitoring of grounds and facilities to determine when treatments are needed and employ physical, biological, chemical, and education tactics to prevent intolerable damage or annoyance from undesired vegetation or pests. If use of a pesticide is determined to be the most effective, economical, and environmentally safe approach, its application will be timed to minimize adverse effects to human health and beneficial organisms.

To notify students, staff, parents and users of school properties of a planned pesticide application, signs will be posted a minimum 48 hours in advance of the application except when immediate action is required. If pre-notification is not provided, signs will be posted at the main entrance to each school and the location of the application and will list the name of the pesticide; the date and time of the planned application; the area to be treated; and the name and telephone number of the contact person. Pre-notification will not be sent when students do not occupy the facility for two consecutive days following the application per RCW 17.21.415.

In addition, the district will provide a Notice of Pesticide Application to all interested persons provided they sign the Pesticide Notification Request document located in the main office of each school.

The Grounds Department makes an effort to apply fertilizer to fields and lawn areas on non-student days. Dates for fertilizer application vary each year dependent upon the school calendar and weather conditions. Generally, fertilizer is applied during early October, mid-December, early April, mid-June, and mid-August.

If you have any questions or concerns, please call 360-662-8260.

Tracking unexcused absences

The law requires that schools track unexcused absences for students and work with parents to develop a plan when a student has three unexcused absences in one month. If a student has seven unexcused absences in a month or 15 in a school year, the school district shall file a petition for civil action with the Juvenile Court.

The definition of an excused absence is: physical health or mental health symptoms; family emergency; religious observance, (when requested by a parent); school-approved activities; some disciplinary actions or short-term suspensions, as required by law; or family-approved activities. A family-approved activity is only excused if there is prior written approval by the principal and no serious, adverse effect on the educational progress of the student.

Please call the school office as soon as you know that your child will not be attending school, and please do everything you can to schedule appointments outside of school hours. If you do not call, your school will try to verify your child's absence by contacting you. If you cannot be contacted, the absence is considered unexcused.

View our full absence policy online at: CKschools.org > Administration > [Policies and Procedures](#) (See 3122/3122P).

Annual asbestos notification

In compliance with the Asbestos Hazard Emergency Response Act of 1988 (AHERA), a copy of CKSD's Asbestos Management Plan is available in the main office of each school. A master copy is available in the Grounds, Maintenance, and Custodial Office.

During the 2022-23 school year, sampling and asbestos abatement started in the gymnasium and music buildings at Fairview Middle School in preparation for renovations. Sampling was done at the Jenne-Wright Administration building during summer 2023 to prepare for small building renovations. Abatement was conducted in a couple classrooms at Brownsville Elementary School during summer 2023 as part of a wall re-building project.

The AHERA building inspections, which are required to be done every three years, were conducted during the summer of 2022. The next round of AHERA building inspections will be conducted during the summer of 2025.

Anticipated projects for the 2023-24 school year include the required six-month periodic surveillances, which will be conducted during the winter and summer breaks.

During 2023-24, continued sampling and abatement will be done in various sections of Fairview Middle School as they prepare to demolish and renovate different parts of the building.

Questions about asbestos abatement and AHERA compliance may be directed to Sidney Winters, Environmental Specialist, Grounds, Maintenance, and Custodial Department, (360) 662-8299.

Meningitis and HPV Notice

The state requires schools to provide information on meningococcal disease and reducing the risk of contracting human papillomavirus (HPV) to the parents and guardians of students entering grades 6-12.

Meningococcal disease is caused by bacteria in the nose and throat. These bacteria can cause meningococcal meningitis and can be fatal. Symptoms may include fever, chills, rash, headaches and a stiff neck. The disease is spread through direct contact with infected material including kissing, coughing, sneezing, or sharing eating or drinking utensils. Please talk to your children about good hygiene and not sharing personal items that may transmit the disease.

Vaccination can help protect against up to 83 percent of meningococcal disease cases and is recommended for children entering middle school and high school. Vaccination is not required for school attendance.

HPV is a common virus that is primarily spread through sexual contact. Up to 75 percent of infections occur among people age 15 through 24. Most people with HPV have no symptoms and may unknowingly spread it to others. The HPV vaccine can prevent infections from some of the most common and serious types of HPV.

The Advisory Committee on Immunization Practices recommends that all girls age 11-12 years be vaccinated against HPV. Three doses are needed. Health care providers can offer the vaccine to males and give the vaccine upon request. This vaccine is not required for school attendance.

View our full HPV/Meningococcal notice online at: [CKschools.org > Administration > Official Notices > Meningitis and HPV Notice](https://CKschools.org/Administration/Official%20Notices/Meningitis%20and%20HPV%20Notice)

Sexual harassment

This District is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class or school training held elsewhere.

Sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student, or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The District prohibits sexual harassment of students by other students, employees or third parties involved in School District activities.

The term "sexual harassment" may include:

- ▶ Acts of sexual violence;
- ▶ Unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance or creates an intimidating, hostile, or offensive environment;
- ▶ Unwelcome sexual advances;
- ▶ Unwelcome requests for sexual favors;
- ▶ Sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- ▶ Sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district's Civil Rights/Title IX Compliance Coordinator, Jeanne Beckon, at 360-662-1680.

For a copy of our district's sexual harassment policies and procedures, contact your school office or review online at: [CKschools.org Administration > Policies and Procedures](https://CKschools.org/Administration/Policies%20and%20Procedures) (See 3205/3205P, 3210/3210P and 5011/5011P).

Complaints about discrimination, discriminatory harassment, and sexual harassment

What is discrimination?

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

What is a protected class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability.

How do I file a complaint about discrimination?

If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint.

For a full copy of the school district's nondiscrimination procedure and the steps you can take to file a complaint, visit [CKschools.org > Administration > Policies and Procedures](https://CKschools.org/Administration/Policies%20and%20Procedures) (see [3210P](#)) or ask your school's office for a printed copy. If you have questions about the procedures, please contact the Civil Rights/Title IX Compliance Coordinator listed below.

Before filing a complaint, you may wish to discuss your concerns with your child's principal or with the school district's Section 504 Coordinator or Civil Rights/Title IX Compliance Coordinator. This is often the fastest way to resolve your concerns.

Civil Rights/Title IX Compliance Coordinator

Jeanne Beckon, Assistant Superintendent of Human Resources
360-662-1680

Section 504 Coordinator

Julie McKean, Executive Director of Special Services
360-662-1066.