

Central Kitsap High School Student Handbook

A guide to student policies and regulations

The following rules have been developed to ensure an environment which is beneficial to learning. Disregard for these rules may result in disciplinary action. These rules apply to all school functions and district property.

THINGS YOU SHOULD KNOW

CLASS ARRIVAL

- Arrive to class before the bell rings
- Be prepared with materials to work with
- Present a pass when tardy or after having been absent
- A tardy is excused if the student arrives to class with a pass given by administrator, attendance office or another staff member.
- An unexcused tardy in excess of 5 minutes is considered a truancy

CELL PHONES AND PERSONAL LISTENING DEVICES

Cell phones and personal listening devices (such as iPods, CD or MP3 players) cannot be used during school hours. The only exception to this rule is that a student may use personal listening devices during his/her lunch period in the cafeteria, outside or approved alternate eating areas.

DANCE POLICY

Central Kitsap High School dances are for CKHS students and their guests. To bring a guest, students must obtain a Guest Pass. No guest may be 21 years of age or older. No guest passes are issued the night of the dance. No blank guest passes are issued. Each pass is for a specific person.

Students are expected to follow the dance rules and procedures as follows:

- All school rules apply
- Administration must pre-approve all guests.
- A sheriff will be on duty for the duration of the dance
- Students and guests are admitted at the door and must present a Photo ID card. (School, Military or driver's license ID is accepted)
- Students will not be allowed to re-enter after leaving the dance.
- Central Kitsap High School dress code applies at all school-sponsored events.
- All CKHS dances are formal/semi formal events. It is both the guest's and the student's responsibility to **read and know the Dress Code for Dances**. These rules are posted and it is required that all students read and sign off that they have read the rules before purchasing a ticket.
- Tickets will not be sold at the door or venue.
- Personal bags or backpacks brought into a dance are subject to search.

DANCE ETIQUETTE

Inappropriate suggestive dance movements will not be tolerated nor will freak dancing or moshing. Chaperones will follow their judgment and CKHS "Dance Code Etiquette" to determine inappropriate dancing. Chaperones do have the ability to give warnings if they feel the dancing is inappropriate.

Consequences: Two warnings will be given to students displaying inappropriate dancing. If warned for a 3rd time, you and your guest will be removed from the dance and will be sent home. Refunds will not be issued for students sent home. This policy also applies to guests attending CKHS dances on a guest pass.

DISCIPLINE

After School Detention: After School Detention is a consequence assigned to students for truancy, chronic tardy and other discipline as determined by an administrator. After school detention takes place Monday – Wednesday 2:37pm – 4:00pm. Students must pre-arrange their own transportation home.

In-School Suspension: ISS is an alternative to suspension from school. Students in ISS will spend the school day with a supervisor and are not allowed to attend or participate in any extra-curricular activities after school.

DRESS CODE

Student dress should be appropriate for school. Dress and appearance must not present health or safety problems, cause disruption, or create a risk of disruption at school or school-sponsored activities. Students whose dress may cause distraction to the educational environment will be asked to change or go home.

- Sun glasses are not allowed during the school day.

- Students may not wear clothing and/or accessories that:
 - Advocate or convey alcohol or drug usage messages
 - Promote violence or illegal activity
 - Demean or degrade individuals or a group of people
 - Exhibit sexual innuendoes, blatant sexual messages, vulgarity, profanity or other inappropriate language
 - Is determined by local law enforcement to be affiliated with gangs, including bandanas and other paraphernalia
- Undergarments (and clothing worn as undergarments) must be covered by outerwear.
- “See-through” material is not appropriate for school.
- Tube tops , halter-tops and swimwear are not appropriate for school
- Shirts must meet the following criteria:
 - The stomach, lower, mid-back and sides are covered
 - Undergarments are not showing
 - Tank tops must have both shoulder straps
 - Tank top does not have “spaghetti straps”

Students referred to the office for dress issues will be asked to change into appropriate clothing or cover the offensive clothing or message. Students who refuse to comply will be sent home. A repeated offense of this policy may result in a parent/student meeting and/or disciplinary action in accordance with school policy and procedures.

If you have questions about this dress code, please see Mrs Danner or Mr Vlach (662-2400).

ILL OR INJURED STUDENTS

Although the school makes every attempt to provide a completely safe environment, there are occasions when first aid is necessary or a student becomes ill and is unable to attend classes. Parents or the emergency contact person on record with the school will be requested to pick up the student. The school has no facilities for treating ill students. Students who are ill are responsible for checking out through the Attendance Office. **Please keep the school informed should your contact information change.**

LOCKER POLICY

CKHS provides locks for all lockers. Students may not use their own locks. There will be a \$3.00 fee per year for use of the locker lock. This fee may be paid by using the enclosed mail-in fee & fine payment form or at schedule pickup days in August. The locker fee must be paid before a locker will be issued. A \$5.00 fine will be charged to any student who loses or damages his/her lock. Students are responsible for the safety of the contents of their lockers and are encouraged to leave valuables at home. The school is not liable for lost or stolen articles. A reminder that lockers are subject to search by school officials.

LUNCH PRICES/FREE AND REDUCED LUNCH

Nutritious lunches are served daily for a minimal cost in the CKHS cafeteria. A free and reduced-price lunch program is available for families with low income. Information on the free and reduced-priced meal programs may be obtained from Ms. Conner in the ASB Office or online at <http://www.cksd.wednet.edu/foodservice>

Secondary Breakfast: \$1.75 Secondary Lunch: \$2.75

MEDICATION WHILE AT SCHOOL

In order for a student to take medication at school (even over-the-counter medications), a licensed healthcare provider’s order for medication must be on file at the school. These forms are available in every school office or you may download the form from the school website www.ckhs.cksd.wednet.edu. The parent/guardian must return this completed form (signed and dated), along with the medication in its **original pharmacy container**, to the child’s school. **Medication will not be transported to or from school by students.** Any unused medication must be picked up by parent/guardian at the conclusion of the school year or the designated school staff will properly dispose of it. Under certain conditions, students may be allowed to carry prescribed inhalers for asthma or allergies. Written directions for this must come from both the parent/guardian and the physician. The school nurse shall consult with the parent/guardian and/or physician before the student is allowed to carry a prescribed inhaler. If you have any questions regarding medications at school, please contact your child’s school nurse or the CK Health Services Department at 662-1070.

SCHOOL PICTURES

All students must have their picture taken regardless of whether or not you plan to purchase pictures. An ID card is provided to each student free of charge however, replacement cards will have a fee of \$3.00. School photo packets are available for purchase through the photographer during the August MAZE Days. Picture dates are as follows:

- August MAZE Days: August 24 – 26
- Make-Up Day: September 9
- Retake Day: October 7

Pictures can also be taken at the ASB Bookkeepers office for ID cards.

SEXUAL HARASSMENT POLICY:

It is the policy of the Central Kitsap School District that there be no discrimination against, or by, any student on the basis of sex. In keeping with that policy, the District will not tolerate sexual harassment of or by any of its employees, students, volunteers, or parents. Sexual harassment is a violation of the District's rules of conduct for the work place and/or educational setting.

STUDENT PARKING

Student Drivers must complete a student parking packet and pay a \$55.00 parking fee for the 2011-2012 school year. All vehicles the student may drive to school must be registered and a parking sticker must be displayed at all times. Failure to display a parking permit on the rear view mirror; vehicle will be considered unregistered and will receive a parking citation. Parking in staff or visitor parking is not permitted. Students may park in designated junior or senior lot only. Failure to follow these rules may result in having driving privileges revoked. The driver of the vehicle may also be fined and/or clamped for violation of these expectations.

Citations are issued for the following violations:

- Failure to display a parking permit on the rear view mirror
- Parking in an unauthorized area
- Reckless and unsafe driving
- Unregistered vehicles

Parking fees are as follows:

- 1st offense: \$5.00
- 2nd offense: \$15.00
- 3rd offense: Clamp & \$30.00 fine
- 4th offense and subsequent: \$30.00 and subject to driving privileges revoked

All citations are to be paid to the ASB Secretary in the ASB office. If the fine is not paid, it will become part of the student's permanent fine record. Students stopping for a brief visit to the building (running-start or part-time students) may not park in visitor parking without checking in to the Main Office. Failure to do so can result in being clamped and ticketed.

STUDENT FEES

ASB Card/Sticker (not required)	\$50.00
Locker use Fee	3.00
Planner (not required)	7.00
Yearbook	45.00

TELEPHONES

There is a phone located in the Attendance Office for students' use during lunch and before and after school. The office phones are for business and emergencies only and require office permission. Cell phones may only be used during lunch in the cafeteria. Use of cell phones in an unauthorized area is a violation of the school's cell phone policy.

STUDENT VISITORS

Visitors are **NOT** allowed at school during the regular school day.

ASBESTOS NOTIFICATION

In Compliance with the Asbestos Hazard Emergency Response Act (AHERA) of 1986, a copy of the Central Kitsap School District Asbestos Management Plan is available in the Main Office.

ATTENDANCE POLICIES & RESPONSIBILITIES

School attendance is closely correlated with student success in school. If we are to improve the academic climate and encourage student achievement, we must emphasize the improvement of attendance and the reduction of truancies

In complying with state law, students are expected to be present at school and on time to class. Truancy is defined as an unauthorized and willful absence from school, class, or scheduled activity during any part of the school day. A student may be considered tardy if he/she is not in his/her classroom by the tardy bell. Tardiness in excess of 5 minutes is considered truancy.

LATE ARRIVALS & EARLY DISMISSALS

Students are required to check in to the Attendance Office when arriving late to school or needing an early dismissal. A note or phone call from a parent is required to excuse an absence, late arrival or early dismissal. It is the students' responsibility to check in to the Attendance Office with or without a note or parent call. **Students will have 48 hours (2 school days) to clear an unexcused absence.**

ATTENDANCE OFFICE CONTACT INFORMATION

Office Hours: M-F 7:00 am – 3:30 pm

Office Phone: 360-662-2430

Excused absences, as defined by School Board policy, are absences due to illness or a health conditions, school-approved activities, family emergencies and disciplinary actions such as short-term suspensions. **To report an absence or tardy**, please contact the attendance office (662-2430). Parents may, at times, reach the answering machine. If this occurs, messages are regularly checked and please leave the following information:

- Parent name
- Student name
- Reason for absence or tardiness
- Contact number incase we have questions

For an **Early Dismissal**, please allow us a minimum of 1 hr to process and locate the student for timely release. Please have ready the following information:

- Parent name
- Student name
- Reason for dismissal
- Time of dismissal
- Your contact number

AUTOMATED CALLING MACHINE

An automatic calling machine will place calls to parents whose student has been marked absent one or more school periods during the day that is not populated with a parent excuse. **If you have been notified of an absence in error, please send your student to the attendance office or call to initiate the process for clearing the absence.**

APPROVAL FOR EXTENDED ABSENCE

A principal may, upon the request of a parent, grant an advanced absence to a student if that absence does not adversely affect the student's educational progress. For a planned extended absence, a parent should notify the attendance office 5 days prior to the absence.

SUGGESTED CONSEQUENCES FOR TRUANCY

1ST reported offense – 1 day detention or ISS (in-school detention)

2nd reported offense – 2 or more days detention or ISS

3rd reported offense – 3 or more days detention or ISS

4th reported offense – 3 or more days suspension plus parent conference with plan for future interventions

BECCA LAW

A state law (commonly referred to as the "Becca Bill") requires schools to file a petition to compel attendance to the Juvenile Court if a student on the 7th unexcused absence within any month or 10 unexcused absences during the school year.

LEAVING SCHOOL WITHOUT PERMISSION

Central Kitsap High School is a closed campus school. Students are required to check out with the Attendance Office prior to leaving school during school hours. This includes any unauthorized presence in the parking lot during school hours (7:55 to 2:37). Failure to check out with the attendance office can result in the following consequences:

1st reported offense- 1 or more days detention or ISS

2nd reported offense- 2 or more days detention or ISS

3rd reported offense – 3 or more days detention, ISS, or suspension

4th reported offense - 3 or more days ISS or suspension plus conference with parent

ATHLETIC INFORMATION

The purpose of the Central Kitsap School District athletic code is to outline the rules and guidelines that must be followed by students participating in the District sports and cheerleading programs. Following this code makes the students responsible and accountable for ensuring their eligibility and accountable for their actions and prescribes fairness to all participants

EXPECTATIONS OF AN ATHLETE/CHEERLEADER:

A Central Kitsap School District athlete is expected to maintain high academic and behavioral standards throughout the entire year. This athletic code covers standards of behavior conduct for both in and out of season and shall remain in effect for one calendar year after signature. Each athlete is expected to:

- Respect the rights of others, including teammates, coaches, officials, and opponents.
- Be punctual.

- Inform coaches ahead of time of absences and tardies.
- Be proud without being arrogant.
- Exhibit good sportsmanship at all times.

CKHS COACHING STAFF			
Sport	Coach	Sport	Coach
Baseball	Bill Baxter	Golf – Girls	Jeff Swanberg
Basketball-Boys	Scott McMinds	Soccer – Boys	Christopher Floro
Basketball-Girls	Denise Baxter	Soccer – Girls	Vicky Webb
Bowling	Jeff Schmitt	Swimming-Boys	Steve Lahaie
Cheer	Kara Lindberg	Swimming-Girls	Kristi Balant
Cross Country	Mark Ward	Tennis – Boys	TBD
Fastpitch	Bruce Welling	Tennis – Girls	Ken Allen
Football	Mark Keel	Track & Field	Mark Ward
Golf – Boys	Paul Stensen	Volleyball	Gordy Bushaw
		Wrestling	Mike Harter

ELIGIBILITY TO PARTICIPATE

Any student wishing to participate in any sport must first be eligible. To be eligible, each student must have the following on file in the Athletic Office:

- ✓ A physical examination form completed by a licensed physician.
- ✓ A Parent Permission Form.
- ✓ An Insurance Form.
- ✓ Any other form handed out by the coach or athletic director, or required by the WIAA or School Board (all forms must be signed by student and parent- your signature implies you have read and understand the information, whether you agree with it or not).

All Athletic forms are now available on line at: www-ckhs.cksd.wednet.edu

Students must also:

- ✓ Clear all fines at the high school.
- ✓ Have passed at least four full-time subjects the previous semester.
- ✓ Be enrolled in a minimum of four (4) full-time classes for the current semester.
- ✓ Meet the grade requirements of the school. Grades will be checked every two weeks. If a student receives two or more D's or one or more F's, the student is placed on PROBATION. If a student continues to receive two or more D's or one or more F's at the next grade check, the student is SUSPENDED (may practice but not compete). Once the deficient grade(s) that resulted in suspension status is corrected and the one game penalty has been served, the athlete reverts back to probation status.
- ✓ Must reside with their natural parents or legal guardian within the boundaries of the school for which they participate.

ATHLETIC FEES

All athletes are required to purchase an ASB Card. ASB Card fee is \$50.00. Athletes will also be responsible for any additional district athletic fee of \$75.00.

SCHOOL ATTENDANCE

The student must be in attendance at school the full day (zero hour included) the day of the practice or contest unless he/she has a note verifying the absence was due to an appointment with a physician and this physician approves the participation. Exceptions must be made with the coach and a representative of the building eligibility board.

ELIGIBILITY APPEAL

Each student is fully responsible for obtaining and completing any and all forms necessary from the Athletic Office to file an appeal to the WIAA for eligibility. The student should work closely with the coach and parent/guardian to insure timely submission. This includes obtaining records from previous schools or districts.

TRANSPORTATION TO EVENTS

All participants must travel on the team bus or district vehicle to out of district events.

TRAINING AND CODE OF CONDUCT:

1. I will not use, possess, or sell alcohol, illegal drugs, steroids, or tobacco products in any form.
2. I will avoid committing any unlawful acts or engaging in any delinquent behavior.
3. I will abide by all school regulations as prescribed in the Central Kitsap School District's "Statement of Rights and Responsibilities."

DISCIPLINE PROCEDURES

Athletic training rule violations involving legend drugs, steroids, drug paraphernalia, alcohol, or tobacco are referred to a School Administrator and/or the Athletic Director.

TEAM RULES/DISCIPLINE PROCEDURES FOR ALL OTHER VIOLATIONS

Offenses are cumulative beginning in the student's 7th grade and continuing through the student's athletic eligibility. Each sport will have rules and regulations unique to that sport. The coach will provide team members with a written copy of these rules. Violation of these rules may result in placing the student on probation, suspension, or expulsion status.

APPEAL PROCESS

All appeals are to be made within two business days to the building eligibility board and then to the District Athletic Director. Once an appeal is made, the student may participate pending the outcome of the appeal. Responses to appeals will generally be made within 24 hours of the appeal at the building level and within 72 hours at the administrative level. Appeals in favor of the district or school will result in the student immediately serving the ineligibility period as stated in the Discipline Procedures of the Athletic Code.

* Please refer to Athletic Code for complete Eligibility Requirements and Standards.

GAME SCHEDULES

Sport Schedules are available on the CKHS Website: www-ckhs.cksd.wednet.edu.

COUNSELING SERVICES

The Counseling Staff at CKHS provides a variety of services to assist students with their high school and post high school academic planning, college applications, scholarship information, and any issues that may arise to support and ensure academic success.

The Counseling Dept office hours are 7:30am until 3:00pm. Counselors are available on an appointment basis from 8:00AM until 2:30PM. Students or parents who wish to talk with their counselor may do so by signing up in the Counseling Center with the counseling secretary or call (662-2440) to schedule an appointment. Students should not leave class to come to the counseling center unless there is an emergency or the counselor has sent a pass.

Many helping professionals are available through the Career/Counseling Center including a drug/alcohol counselor, a school psychologist and school nurse, as well as professionals from the community who serve students within the building. Parents and students may confer with any school counselor for further information on services available. Please check the counseling department on our webpage www-ckhs.cksd.wednet.edu for more helpful links to counseling related topics.

Counseling Office—662-2440

See the Counseling Department's webpage for staff and contact information.

Career Center—662-2435

The Career Center is open from 7:30am – 4:00pm Monday through Friday and is located across from the counseling office. We are here to serve YOU!

There are a variety of activities available for students. Information on careers, post-secondary education, financial aid, interest and ability surveys, resumes, and job searches are just a few of the services accessible to CKHS students.

Career Center Staff:

Tim Mahaney	Occupational Information Specialist
Maggie McCluskey	Career Counseling Secretary
Karen Brown	Portfolio Specialist

The following are services and opportunities available to all students. Please check with your counselor if you need further information.

CK at Night: The CKHS library is open until 5:00 PM on Mondays, Tuesdays and Wednesdays to help ensure student success. A certified teacher is available, as are tutors for math and science. Classes also meet periodically at CK at Night, and the conference rooms are available for study groups.

College Information: We have a large collection of college catalogs, handbooks and on-line college information services. Please see a Secretary in the Counseling or Career Center. College representatives visit our campus throughout the year. Check with the counseling secretary for information on when the college of your choice may be visiting our campus.

College/Career Night: College/Career Night is an evening for parents and students to explore an overview of timelines and tasks necessary for college application as well as exploring career opportunities. This year College/Career Night will be October 5th, 6-8pm.

Financial Aid Night: A college admission counselor and CKHS counselors provide insight on avenues to finance post-secondary education. This year, Financial Aid Night will be held in the Library, December 1st at 6:30pm.

Conflict Mediation: Mediation is the intervention into a dispute or negotiation by an impartial, neutral third party that assists disputing parties to reach their own mutually acceptable settlement of issues.

Counseling Groups: Periodic groups are available on eating disorders, grief and loss, sexual abuse, anger management and smoking cessation. Students may see their counselor for more information.

Drug/Alcohol Intervention: CKHS has a drug and alcohol counselor who serves our school district. Students, teachers, or parents may refer students to him/her for counseling and/or assessment.

School Nurse: Linda Robinson serves as the nurse consultant to CKHS. Parents and students may request a conference with Mrs. Robinson by calling the Main Office.

Tutors: Tutoring service is available through community volunteers. Please contact Mrs. Gillespie for more information @662-2460 or email: shaunag@cksd.wednet.edu.

HONORS PROGRAMS

Graduate with Honors

The Graduate with Honors designation is awarded to students with a cumulative grade point average of 3.2 or higher. There are no specific course requirements; therefore, this award is available to students who have pursued a program reflecting personal interests and/or talents. This award is based solely on cumulative GPA.

Scholar Honor Cord

The Scholar Honor Cord is awarded to students graduating with a cumulative grade point average of 3.4 or higher. There are no specific course requirements; therefore, this award is available to students who have pursued a program reflecting personal interests and/or talents. This award is based solely on cumulative GPA.

Academic Letter Award

The Academic Letter Award is given to students whose cumulative GPA is 3.4 or better by the end of the first semester. A CK block letter and torch are awarded the first year of achievement followed by a torch each year thereafter.

NOTE: The Graduate with Honors, Scholar Honor Cord, and Academic Letter Award are all Central Kitsap High School programs. Students who wish to be considered for these programs must be enrolled in at least four (4) classes at their school of record to receive honors and academic letter recognition.

Distinguished Scholar Program

The Distinguished Scholar program seeks to create an intellectual environment in which highly capable students pursue a rigorous course of study and are recognized for their academic successes.

The purpose of the Distinguished Scholar program is to provide students with extrinsic and intrinsic motivations which will engender a love for scholarly pursuits and give those involved a satisfying, challenging course of study which will prepare them for a college curriculum and lifelong learning. A student who earns the Distinguished Scholar designation will have completed a prescribed course of study, as well as fulfilled the additional requirements as outlined in the Central Kitsap High School Honor Programs brochure (available from your counselor).

Academic Requirements for DS Program

The Distinguished Scholar Program is a Central Kitsap High School Program. The decision to participate in this program is voluntary. Students who are enrolled in the Running Start Program or in an Early Entry Program and who wish to be considered for the CKHS Distinguished Scholar designation must take a minimum of ten semester courses at CKHS, with the remaining five semester hours taken through Running Start or Early Entry. To count toward Distinguished Scholar, Running Start courses must be taken in the CADR Academic Areas. Further, each Running Start or Early Entry course will count as a one-semester course for the Distinguished Scholar Program.

To qualify as a Distinguished Scholar at Graduation:

- The student must complete the required course of study. The Distinguished Scholar Appeal Board must approve any exceptions. Transfer students should request a transcript evaluation by the Program Director

- The student must have a 3.4 cumulative grade point average at the end of the seventh semester and maintain this average through the eighth semester.
- The student may receive no more than four semester grades of "C."
- The student cannot receive a grade lower than "C" in any course, grades nine through twelve.
- The student must receive a letter grade in all Distinguished Scholar courses
- The student must have six classes during grades nine through eleven and five or more classes in grade twelve or be enrolled in Running Start or an Early Entry Program

It is the student's responsibility to apply for Distinguished Scholar status, through their counselor, by the end of the first semester of the senior year.

NOTE: Any student may request a variation from above requirements by making an appeal to the Distinguished Scholar Appeal Board. Deadline to appeal is February 29, 2012.

College Preparatory Classes

Students must take at least fifteen (15) semesters of the following courses (some are one-semester courses, some are two-semester courses).

Advanced Debate	AP Government & Politics: US	Advanced Choir
Anatomy & Physiology	AP Government & Politics: Comparative	Chemistry
AP Art History	AP Japanese	Computer Science AB
AP Biology	AP Music Theory	Expository Writing/Research
AP Calculus AB & BC	AP Physics B	Foreign Language – 4 th year
AP Chemistry	AP Physics C	Functions, Statistics & Trigonometry
AP Computer Science A	AP Psychology	Honors Biology
AP English Literature and Composition	AP Spanish Language	Honors English
AP English Language and Composition	AP Spanish Literature	Orchestra
AP Environmental Science	AP Statistics	Physics
AP European History	AP Studio Art	Pre-Calculus
AP French	AP US History and Government	Pre-Calculus and Discrete Math
AP German	AP World History	US History in Spanish
		Wind Ensemble

***Students may use each course once to satisfy Distinguished Scholar Requirements**

Privileges and Honors

Only Distinguished Scholar Graduates are eligible for the following:

1. Participation in Distinguished Scholar activities and events
2. Honor Medallions at graduation
3. Distinguished Scholar recognition on Commencement Program
4. Valedictorian and Salutatorian. Selection is based on:
 - Course of Study
 - Cumulative GPA
 - Recommendations by teachers
 - Cumulative records

SENIOR INFORMATION

Credit Checks

Every effort is made by the counselors and teachers to keep seniors and their parents informed of current grade and credit status. However, the ultimate responsibility for passing each class and achieving the required number of credits lies with the individual student. Parents are notified in May by mail if it appears their senior may not graduate. Prior notification may not be possible when a course failure occurs as a result of a missed or failed final examination.

College Applications

Seniors are encouraged to use the many resources in our Counseling Center to assist them in completing college applications. Staff members are also available to assist.

Letters of Recommendation

Many seniors request letters of recommendation from staff members. If a letter of recommendation is needed, students should fill out the appropriate informational form, available in the Counseling Office, two weeks prior to any deadline.

Fees and Fines

During senior finals the seniors will receive a senior clearance sheet. It is the student's responsibility to have this form completed and returned to the Attendance Office. If a senior does not return this form and pay all fees and fines, his/her diploma will be withheld.

Senior Sneak

The school does not condone any organized senior skip day and will follow through with appropriate disciplinary consequences should any senior participate. Parents can assist the school by reinforcing with their student the importance of being in class and by not allowing students to participate in such an activity.

Senior Annual Pictures

Formal senior pictures are not taken at the high school. The school photo taken during the August MAZE days will be used in the yearbook, unless you submit your own senior photo to the Annual Staff by the designated deadline. These pictures must have a neutral blue or gray indoor background, 1 ¼" x 1 ½", headshot only - no hands, hats or animals may appear in the picture.

Senior Honors Week

The sophomore class honors the seniors the entire week before prom with special events planned for each day. Senior Honors Week will be April 16th through the 20th.

Caps and Gowns

Seniors are required to purchase a cap and gown for the commencement ceremony. A senior class meeting on Oct. 25th covers all graduation information. Graduation order packets will be distributed at this meeting. Cap and Gowns cost approximately \$25.00, the souvenir tassel is about \$11.00, and there is a handling charge of about \$7.95. **Jostens will be available to receive orders Nov. 1st during lunches and in the evening from 5:30-7:00pm.**

Class Rings & Letterman's Jackets

Sophomores, juniors and seniors may purchase class rings and or Letterman's Jackets several times throughout the year from the Jostens Company. Order catalogs indicate prices and the many styles available. Jostens will be at CKHS during lunches on Sept. 15 & 16 and in the evening from 5:30 to 7:00 pm. in the cafeteria.

Graduation Announcements/Tickets

Announcements and cap and gowns are ordered from the graduation packet due on Nov. 1st. **Tickets are required for admission to the Commencement ceremony.** Tickets will be given out at the first graduation practice on June 7th. Caps and gowns will be distributed during lunches on April 17th.

Distinguished Scholar Recognition Night

Distinguished Scholar Recognition will be held Tuesday, May 29th @6:30pm. Parents and staff are invited as we recognize and award the Distinguished Scholars for their achievements.

Senior Awards Night

Senior Awards Night will be held Tuesday, June 5th @6:30 pm to recognize seniors for their academic and athletic achievements. Surprise scholarship announcements make this a very exciting and enjoyable time for parents and students to recognize outstanding seniors.

Baccalaureate

Baccalaureate, a parent-sponsored inspirational service for graduating seniors, is usually held the Sunday before graduation. A reception follows. **The Baccalaureate is not a school-sponsored event.**

Senior Breakfast

The ASB Leadership and staff host the Senior Breakfast. This breakfast is served from 6:45 to 7:55 a.m. on June 14, 2012. **Graduation rehearsal immediately follows in the gym.**

Senior Commencement Practice

Seniors will be involved in commencement practice on Thursday, June 14th at 8:00am in the gym and on Friday, June 15th at 9:00am, the morning of the graduation ceremony, at the President's Hall. **ALL seniors MUST attend both practices.** *If you are a Running Start student, please check your college final exam schedule and make arrangements to be at graduation rehearsals.*

Graduation Pictures

Professional photographers take an individual picture of each graduate receiving his/her diploma and will also take a group picture of seniors at their graduation rehearsal. Picture packages range from \$15.00-\$20.00. **No other photographers are allowed to stand in front of the stage or in the aisles.** There will be a section of bleachers reserved for those parents who want to videotape the commencement ceremony. In addition, a professionally produced DVD will be available for purchase; cost approximately \$35.00.

Senior Prom

The Senior Prom is held in April for senior students and their guests. This formal dance is held off campus and is chaperoned by CKHS staff and senior parents. Senior Prom this year will be April 21, 2012 at the Admiral Theatre from 8:00pm—12:00 midnight.

Senior Grad Night

This event is sponsored and chaperoned by senior parents. A typical senior party might be a boat cruise/dinner and activities in Seattle or some other venue. Tickets are usually sold during lunch periods throughout the school year. Questions regarding this event can be sent to ckhsptsagradnight2012@gmail.com.

Diplomas

In early December seniors are asked to sign a diploma card which determines the proper name and spelling on the actual diploma. A student new to CKHS after December must check with Mrs. Shaub in the Main Office to make sure his/her diploma has been ordered. The actual diploma is not handed out at the commencement ceremony; graduates may pick up their diplomas at the President's Hall following graduation or in the Counseling Office.

Graduation!—June 15th, 7:00pm @Kitsap County Fair Grounds Pavilion

STUDENT ACTIVITIES & PARENT CLUBS

CKHS Associated Student Body (ASB)

Student government allows students to gain experience in leadership and democracy. Students elected and appointed to positions oversee various aspects of school culture, climate, and operations through clubs and athletics. ASB supports many of the athletic and activities at CKHS in various aspects. Students involved in athletics and ASB are required to purchase an ASB card, yielding discounts to athletic events and school activities.

ASB Cabinet Members for 2011-2012

President: Michael Bryan
V. President: Kericho Corry
Secretary: Jason Soria
Treasurer: Erik Anderson

ASB Junior Class Officers:

President: Ian Chun
V. President: Justin McAlister
Treasurer: Kiara Blas
Secretary: Floradelle Ang

ASB Class Meetings:

All students are invited to attend class meetings on Thursdays after school. See Mr. Hunt in the Activities office for more information or contact your class advisor.

Senior Class Advisor: Ms. Michelle Thivierge

Junior Class Advisor: Mrs. Su Caouette

Sophomore Class Advisor: TBD

Club/Activity Program Advisors

Club or Activity	Advisor/Contact Person	Club or Activity	Advisor/Contact Person
Advanced Choir*	Alicia Lundberg	French Club	Barbara Gharst
Adv. Placement Program	Joe Vlach	Gay Straight Alliance	Susan Wachtman
Art Club/Visions	Judy Sorrels	German Club	Chris Kassler
ASB/Student Activities	Tyler Hunt	Honor Society Program	Rob Smithrud
Band Program	Michael Woods	Jazz Ensemble*	Michael Woods
BEST/COE Program	Kerri Ferate	Junior Class	Sue Couette
Cheer	Kara Lindberg	Key Club	TBD
Chess Club	Sandy Harris	Knowledge Bowl	Marie Crumb
Cougar Chronicle	Susan Wachtman	Mediation Program	Sarah Malone/Rick Haskins
Cougar Guard*	Wes Fitz		
Creative Writing	Paula Petersen	Senior Class	Michelle Thivierge
Debate Program	Chalen Kelly	Skills USA/LAN Party	Jim Adamson
DECA/Marketing Prog.	Mark Keel	Sophomore Class	TBD

Distinguished Scholars	Joe Vlach	Swing Club	Jessie French
Drama Club	Zoe James	Yearbook	Susan Wachtman
FBLA	Kerri Ferate		
FCCLA	Cynthia Blinkinsop		

CKBB and CKCB Parent Clubs

Central Kitsap Band Boosters and Central Kitsap Choir Boosters are clubs interested in fundraisers and activities for the band and choir programs. These two clubs were formerly known as the Central Kitsap Music Parents Association. Contact the CKHS Music Director for CKBB or CKCB contact information.

Central Kitsap High School Booster Club

A dedicated group of parents who organize fundraisers, oversee the school concessions, and provide several scholarships. The group meets the last Wednesday of the month at 6:30 PM. Contact person for 2011-12, Lori Ann LaFontaine.

PTSA (Parent Teacher Students Association)

PTSA works to promote the welfare of children in the home, school and community, and acts as an advocate for all children. PTSA works for excellence in education for youth and parents. PTSA serves as a legislative network to inform and involve members in legislation that will affect today's youth. Financial grants and scholarships are supported both statewide and locally. PTSA cares for kids! Questions regarding membership and/or volunteer opportunities please email ckhsptsa@gmail.com or visit the PTSA website @ www.ckhsptsa.org.

STATE & COLLEGE TESTING DATES

PSAT-NMSQT

A shortened version of the SAT offered in October for high school juniors and sophomores. There are a limited number of tests and the first 200+ students to register at each school will be tested. Pay registration fee at the high school Counseling Center at least one week before exam. The PSAT is given on the high school campus. PSAT scores are returned to students. The scores may be helpful in college admission planning and/or to qualify for the National Merit Scholarships.

PSAT Testing Date:

Wednesday, October 12th

Juniors register: Sept. 26 – Sept. 30

Sophomores register: Oct. 3 – Oct. 7

Test Fee: \$17.00 – After Oct 7th, test fee is \$20.00

PLAN

A shortened version of the ACT offered in October for high school juniors and sophomores. PLAN provides an estimated ACT Assessment composite score, giving college-bound students an indication of their academic preparation to date.

PLAN Testing Date:

Wednesday, Nov. 16th

Registration (sophomores only): Oct. 31 – Nov. 10

Test Fee: \$12.00—After Nov. 10th, test fee is \$15.00

ACT (American College Test)

A four-year college admission test covering: English, mathematics, reading, and science. Register by mail using materials available in the Counseling Center. The test is held at Olympic College. Registration Info: www.actstudent.org (Fee involved, \$34.00)

ACT Test Dates

Registration Deadline

September 10

August 12

October 22

September 16

December 10

November 4

February 11

January 13

April 14

March 9

June 9

May 4

SAT I (Scholastic Assessment)

The SAT is a college admission exam measuring critical reading, math and writing skills. Most Colleges require the SAT or ACT. Register on-line or by mail (information is available in the Counseling Office). The test is administered at various testing sites. Olympic College is the closest site for CKHS students. Registration Information can be found online: www.collegeboard.com. (Fees involved: \$49.00 – Late fee, \$75.00)

SAT Test Dates

October 1
 November 5
 December 3

Registration Deadline

September 9
 October 7
 November 8

SAT Test Dates

January 28
 March 10
 May 5
 June 2

Registration Deadline

December 30
 February 10
 April 6
 May 8

ASVAB (Armed Services Vocational Aptitude Battery)

This 3-hour inventory is free. The results from this career inventory will give students a better understanding about interests and how those interests relate to specific career areas. The military requires this inventory for pre-entrance. Register in the Career Center.

Testing Date: *Thursday, October 19, 2011*

Washington Language Proficiency Test

The Washington Language Proficiency Test is given every spring to students in the State Transitional Bilingual Program to measure proficiency in English language. Students are assessed yearly in reading, writing, listening and speaking. Results of the test are published in June and determine a student's further eligibility or exit from the program. The test is administered by the ELL instructional staff.

HSPE (High School Proficiency Exams) and EOC (End of Course) Math Exams (www.k12.wa.us/assessment/statetesting)

The HSPE measures the proficiency of students in high school and serves as the state's exit exam in reading and writing. Its name conveys the goal of the test: to measure a student's proficiency of basic skills. In spring 2011, the state moved to end-of-course math exams and will no longer use a comprehensive math test. In Spring 2012, students will take an end-of-course exam in biology.

Testing Dates:

January 9-27 End of Course Math Make-up Exams (specific dates TBD by each school)
 March 13, 14 HSPE Writing
 March 15 HSPE Reading
 May 30 – June 15 End of Course Math/Science Exams (specific dates TBD by each school)

EOC Math Exams

Students in the classes of 2013 and 2014 will now have to pass only **one** end-of-course (EOC) math exam instead of two to be eligible for a diploma. Those students shall only take one math exam this spring. Their first retake opportunity will be in **January/February 2012**.

Students in the classes of 2011 and 2012 are not affected by this legislation. Those students can meet the assessment graduation requirement by passing one state math exam or by earning two credits of math after 10th grade.

Beginning with the class of 2015, students will have to pass **two** end-of-course exams. Those students can take two EOC exams (algebra 1 and geometry, or the integrated math equivalents) this spring or defer one of their testing opportunities to 2012.

AP (Advanced Placement) Testing

The Advanced Placement Program is a cooperative endeavor between secondary schools and colleges and universities. Since its inception in 1955, the Program has provided motivated high school students with the opportunity to take college-level courses in a high school setting. Students who participate in the Program not only gain college-level skills, but in some cases also earn college credit while they are still in high school. AP courses are taught by dedicated and enthusiastic high school teachers who follow course guidelines developed and published by the College Board. The nationally administered AP exams are taken at CKHS and various locations through out the district. **AP Testing for 2012 will take place May 7 - 18.** Fees vary for each exam. Visit the collegeboard website for information on AP testing courses and exams (www.collegeboard.com/apc/) or contact the CK High School AP Coordinator, Tyler Hunt @ 662-2528.