

# Central Kitsap High School Student Handbook

## A guide to student policies and regulations

### 2016-2017

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
  - If a student is late to school or for any periods throughout the day, the student MUST go to the Attendance Office for a tardy pass.
- A tardy is excused if the student arrives to class with a pass given by administrator, attendance office or another staff member.
  - Tardies/late arrivals to school are excused only if a parent/guardian has completed one of the following steps:
    - Called and left a voicemail on the CKHS 24 Hour Attendance Phone Line (360-662-2430). Parent should leave the student's name, reason for tardiness and approximate time of arrival
    - Emailed the Attendance Secretary Patty Afleje at [patty@ckschools.org](mailto:patty@ckschools.org)
    - Sent a note with the student
    - Stopped by the Attendance Office
- An unexcused tardy in excess of 5 minutes is considered a truancy.
- If a student is accidentally marked as unexcused or unverified, it is the student's responsibility to stop by the Attendance Office for a clearance form.

##### CELL PHONES AND PERSONAL LISTENING DEVICES

The use of cell phones and other electronic devices require teacher permission in the classroom. A student may use personal listening devices during non-instructional time, during his/her lunch period in the cafeteria, outside or approved alternate eating areas, and before and after school hours. Listening devices require the use of head phones.

(See [CKHS Electronic Devices Policy](#) )

##### 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.
- Most 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 grinding. Staff will follow their best judgment on CKHS "Dance Code Etiquette" to determine inappropriate dancing. A warning will be given if the dancing is perceived as inappropriate and may be followed by consequences if the warning is not adhered to.

**Consequences:** Two warnings will be given to students displaying inappropriate dancing. If warned for a 3rd time, you and your guest may be removed from the dance and may 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 2:45pm – 4:00pm, and Thursday 1:15pm – 2:45pm. Students must pre-arrange their own transportation home.

**In-School Suspension:** ISS is an alternative to out of school suspension. 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

**It is the student's responsibility to review the dress code and adhere to its guidelines [CKHS 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 referred to the office for dress issues will be asked to change into appropriate clothing or cover the inappropriate clothing or message. Refusal to comply will result in an office referral. 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 Assistant Principal, Gail Danner or Craig Johnson (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. **Should your contact information change, please immediately contact Beth Roy, CKHS Registrar at [bethr@ckschools.org](mailto:bethr@ckschools.org) or by phone at 662-2448.**

## 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 mail using the mail-in fee & fine payment form included in the Fall newsletter, online, or at the school during the MAZE 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 in their lockers and are encouraged to leave valuables at home. The school is not liable for lost or stolen articles. Lockers are subject to search by school officials at any time.

## 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 the Main or ASB Offices or online at [Food Services](#) .

Secondary Breakfast: \$2.00      Secondary Lunch: \$3.00

## MEDICATION WHILE A 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 school. These forms are available in every school office or you may download the form from the school website [Authorization for Staff to Administer Medication at School](#) and/or [Authorization to Self-Administer Epi-Pen or Inhaler at School](#)

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 may 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 and/or prescribed Epi Pens for asthma or severe 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 16 – 19, 2016 in the cafeteria
- Picture Make-Up Day: September 7, 2016 7a.m. – 12:30 p.m.
- Picture Retake Day: September 29, 2016 7a.m. – 11:30 a.m.

**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 a parking fee plus tax of \$65.00 for the 2016 – 2017 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 vehicle 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:

- 1<sup>st</sup> offense: \$5.00
- 2<sup>nd</sup> offense: \$15.00
- 3<sup>rd</sup> offense: Clamp & \$30.00 fine
- 4<sup>th</sup> 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	40.00 (\$40 through the month of September, then it will increase to \$45 beginning Oct. 1, 2015)

**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. Use of cell phones is described in the [CKHS Electronic Devices Policy](#).

**STUDENT VISITORS**

CKHS is a closed campus – there are **no student visitors** 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

Attendance Secretary: Patty Afilleje

Email: [patty@ckschools.org](mailto:patty@ckschools.org)

24 Hour Attendance Phone Line: 360-662-2430

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 one message with the following information:

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

For an **Early Dismissal**, please allow us **a minimum of 1 hour** 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

For a **Bus Pass**, please leave a message with your student's name, the bus # they are requesting to ride, the street/bus stop they will be dropping off at and the friend's name of family member they are riding with or meeting.

## 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 within 48 hours.**

## 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 (3 or more days), a parent should notify the attendance office **at least 5 days prior to the absence.**

## SUGGESTED CONSEQUENCES FOR TRUANCY

- 1<sup>ST</sup> reported offense – 1 day detention or ISS (in-school detention)
- 2<sup>ND</sup> reported offense – 2 or more days detention or ISS
- 3<sup>RD</sup> reported offense – 3 or more days detention or ISS
- 4<sup>TH</sup> 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 7<sup>th</sup> 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 (7:50 am to 2:35pm).** Failure to check out with the attendance office can result in the following consequences:

- 1<sup>ST</sup> reported offense- 1 or more days detention or ISS
- 2<sup>ND</sup> reported offense- 2 or more days detention or ISS
- 3<sup>RD</sup> reported offense – 3 or more days detention, ISS, or suspension
- 4<sup>TH</sup> 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. [Athletic Code](#)

### EXPECTATIONS OF AN ATHLETE/CHEERLEADER:

A Central Kitsap School District athlete is expected to maintain high academic and behavioral standards throughout the entire year. The 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	Soccer – Boys	Christopher Floro
Basketball-Boys	Scott McMinds	Soccer – Girls	Vicky Webb
Basketball-Girls	Keri Collett	Softball	Courtney Lacock
Bowling	Jeff Schmitt	Swimming-Boys	Patrick McKenzie
Cheer	Jaymie Ford	Swimming-Girls	Patrick McKenzie
Cross Country	Mark Ward	Tennis – Boys	Will Herbert
Football	Mark Keel	Tennis – Girls	Ken Allen
Golf – Boys	Kevin McCarthy	Track & Field	Mark Ward
Golf – Girls	Jeff Swanberg	Volleyball	Dragan Karadzic
		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:** [Sports Forms](#)

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 high school athletes are required to purchase an ASB Card for \$50.00 and an Athletic Fee of \$75.00 per sport.

### ATHLETIC CODE

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. Please refer to Athletic Code for complete Eligibility Requirements and Standards. [Athletic Code](#)

## GAME SCHEDULES

Sport Schedules are available on the CKHS Website: [Central Kitsap High School Athletics Page](#)

## 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 7:00 am until 3:30 pm. 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 (662-2442) 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 at [Central Kitsap High School Counseling Department](#) 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
Karen Brown	Career Counseling Secretary
Lisa Stephens	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 and on Thursdays and Fridays until 3:30 PM 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 4th at 5:00 p.m.

**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 theater on October 13<sup>th</sup> at 6:30 p.m.

**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.

**School Nurse:** Sara Leshley serves as the nurse consultant to CKHS on most Mondays and Wednesdays during the school year. Parents and students may request a conference with Ms. Leshley by calling her at 662-2417 or at the Health Services Office at 662-1070.

**Tutors:** Tutoring service is available through community volunteers. Please contact Mr. Steve Trunkey for more information @662-2422 or email: [SteveT@ckschools.org](mailto:SteveT@ckschools.org).

## **FINAL EXAMS**

Final exams are administered on the following dates:

January 25, 2017: Periods 1 and 4  
January 26, 2017: Periods 2 and 5  
January 27, 2017: Periods 3 and 6

June 2, 2017: Periods 1 and 4 (Senior Finals)  
June 5, 2017: Periods 2 and 5 (Senior Finals)  
June 6, 2017: Periods 3 and 6 (Senior Finals)

June 13, 2017: Periods 1 and 4  
June 14, 2017: Periods 2 and 5  
June 15, 2017: Periods 3 and 6

***Any variance to the above dates will require administrative approval. Such approval must be made no fewer than 30 days prior to the administration of the exam.***

## **HONORS PROGRAMS**

Central Kitsap High School recognizes academic achievement with several different award levels. For details regarding the qualification for these different honors, please review the Honors Program Brochure on the Counseling Department page [Central Kitsap High School Counseling Department](#) or on our Website: [Honors Brochure](#)

- Distinguished Scholar Program
- Scholar Honor Cord
- Graduate with Honors
- Academic Letter Award

**It is important to contact your counselor if you are interested in following the Distinguished Scholar Program. Specific courses are required as well as participating in a series of meetings in your senior year.**

## **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, 4 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 Counseling 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

Senior head shots from a non-school photographer are due November 23, 2016. These should be school appropriate. If you do not turn in an acceptable picture, we will use your school photo. Senior babies, senior signatures and senior quotes are also due on November 23rd. Forms for seniors are sent out in the August newsletter and are also available outside Room 315.

### Senior Honors Week

The freshman, sophomore and junior classes honor the seniors the entire week before prom with special events planned for each day. Senior Honors Week will be April 24 – 28, 2017.

### 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 and 16, 2016.

### Graduation Caps, Gowns and Announcements

Senior Class tutorial meeting on Oct. 13<sup>th</sup> will cover all graduation information. Graduation packets for ordering caps, gowns and announcements will be distributed at this meeting. Cost for cap, gown and tassel will be available online at <http://www.RRGrad.com>. Seniors are required to purchase a cap and gown for the commencement ceremony. **Josten's will be available to receive orders**

### Graduation Tickets

**Tickets are required for admission to the commencement ceremony.** Tickets will be given out at the first graduation practice on June 7th.

### Distinguished Scholar Recognition Night

Distinguished Scholar Recognition will be held **Tuesday, May 16<sup>th</sup> or 23rd** @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, **May 23 or May 30th** @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 a Senior Breakfast. This breakfast is served from 6:45am to 7:50am on Wednesday, June 7, 2017. *Graduation rehearsal immediately follows in the gym.*

### Senior Commencement Practice

Seniors will be involved in commencement practice on Wednesday, June 7th at 8:00am in the gym (following the Senior Breakfast) and on Thursday, June 8<sup>th</sup> 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 approximately \$15.00-\$55.00. **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 will be in April for senior students and their guest. This formal dance is held off campus and is chaperoned by CKHS staff and senior parents. Senior Prom this year will be April 29th at the Kiana Lodge from 7:30-11:30 PM.

### Senior Grad Night

This event is sponsored and chaperoned by senior parents. A typical senior party might be an overnight event at Sub-base Bangor or some other venue. Tickets are usually sold during lunch periods throughout the school year. Questions regarding this event can be sent to [ckhspts@gmail.com](mailto:ckhspts@gmail.com)



## Diplomas

In January 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 the distribution in January must check with Mrs. Shaub in the Main Office to make sure his/her diploma has been ordered. The actual diploma is handed out following the commencement ceremony or graduates may pick up their diplomas at the High School on Monday following Graduation.

**Graduation!**—Thursday, June 8th at 7:00pm @Kitsap County Fair Grounds, Kitsap 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 2016-2017

ASB President: Ben Huang

ASB Vice President: Justin Anderson

ASB Secretary: Kendall Massey

ASB Treasurer: Caitlyn McConnell

### ASB Class Meetings:

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

**Senior Class Advisor:** Debbi Duane

**Junior Class Advisor:** Katherine Miller

**Sophomore Class Advisor:** Robin Bailey

**Freshman Class Advisor:** Mackenna Long

### Club/Activity Program Advisors

Club or Activity	Advisor/Contact Person	Club or Activity	Advisor/Contact Person
Advanced Choir	Alicia Rodenko	French Club	Barbara Gharst
Adv. Placement Program	Steve Coons	Gay Straight Alliance	Wendy Kassler
Art Club	Dawn Adams	Honor Society Program	Michelle Sotelo
ASB/Student Activities	Katie Staker	Jazz Ensemble	Michael Woods
Band Program	Michael Woods	Key Club	Michelle Sotelo
BEST/COE Program	Kerri Ferate	Knowledge Bowl	Jessie French
Cheer	Jaymie Ford	LINK Crew	Katherine Miller
Chess Club	Sandy Harris	Mediation Program	Sarah Malone/Rick Haskins
Cougar Chronicle	Susan Wachtman	Skills USA/LAN Party	Jim Adamson
Creative Writing	Beth Blandin	Students for Life	Debbie Duane/Rich Newell
Debate Program	Chalen Kelly	Yearbook	Susan Wachtman
DECA/Marketing Prog.	Kerri Ferate	Youth Suicide & Bullying Prevention	Susan Leavell
Distinguished Scholars	Steve Coons & Randy Templeton		
Drama Club	Sara Argiro		
Environmental Club	Bill Wilson		
FBLA	Kerri Ferate		
FCCLA	Elaine Schick		

**CKBB and CKCB Parent Clubs**

Central Kitsap Band Boosters (CKBB) and Central Kitsap Choir Boosters (CKCB) are clubs interested in fundraisers and activities for the band and choir programs. For club contact information, contact the CKHS Band Director, Mr. Woods, for CKBB and the CKHS Choir Director, Mrs Rodenko, for CKCB.

**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 2016 - 2017 school year is Lori Ann LaFontaine (info@thealohakitchen.com).

**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](mailto:ckhsptsa@gmail.com) or visit the PTSA website @ [CKHS PTSA](http://CKHS PTSA).

**STATE & COLLEGE TESTING DATES**

**PSAT-NMSQT**

PSAT is offered on October 19<sup>th</sup> for high school juniors and sophomores. The PSAT is administered at CKHS. PSAT scores are returned to students and may be helpful in college admission planning and/or to qualify for the National Merit Scholarships.

**PSAT Testing Date:**

Test Date: Wednesday, October 19, 2016, 7:45 a.m.

Test Location: Main Gym and Library

Juniors register: October 3 – 7, 2016

Sophomores register: October 11 – 14, 2016

Test Fee: \$18 (payable at the ASB Office)

**PSAT Testing Date for Freshman:** November 2, 2016, 7:45 a.m.

Test Location: Main Gym and Library

(no registration, no fee)

**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](http://www.actstudent.org) (Fee involved- check website)

**ACT Test Dates 2016-2017**

**Registration Deadline**

Sept. 10, 2016

August 5, 2016

Oct. 22, 2016

Sept. 16, 2016

Dec. 10, 2016

Nov. 4, 2016

Feb. 11, 2017

Jan. 13, 2017

Apr. 8, 2017

Mar. 3, 2017

June 10, 2017

May 5, 2017

(Fee involved: \$39.50)

**SAT (Scholastic Assessment) and SAT Subject Test Dates**

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: <https://student.collegeboard.org/>(Fees involved – check website)

**SAT I & II Test Dates (anticipated)**

**Registration Deadline**

Oct. 1, 2016

Sept. 1, 2016

Nov. 5, 2016

Oct. 7, 2016

Dec. 3, 2016

Nov. 3, 2016

Jan. 21, 2017

Dec. 21, 2016

Mar. 11, 2017

Feb. 10, 2017

May 6, 2017  
Jun. 3, 2017  
(Fee involved: \$57; late fee \$85)

Apr. 7, 2017  
May 9, 2017

### **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: Wednesday, November 9, 2016 @7:50-11:00 AM** in the theater.

### **Washington English Language Proficiency Assessment (WELPA)**

The Washington English Language Proficiency Assessment 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 ELD instructional staff.

### **EOC (End of Course) Math & Biology Exams: [State Testing](#)**

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. Students must meet standard in both areas to earn a diploma. End-of-Course math and science exams test students' understanding of Algebra I, Geometry, and Biology. For students in the class of 2016 and beyond, students must meet standard in both mathematics exams and the biology exam to earn a diploma.

### **Smarter Balanced (SB) Exam: [State Testing](#)**

In high school, students take the Smarter Balanced tests in English and Math for federal accountability. Students' scores on these exams determine a school's adequate yearly progress (AYP) status. All 11<sup>th</sup> grade students must meet standards for the Smarter Balanced tests in ELA (English) and must take the Smarter Balanced Math Exam. All 10<sup>th</sup> graders will take the Smarter Balanced ELA test as a graduation requirement.

### **Testing Dates: Dates listed below are windows of when the tests will be administered (exact dates TBD)**

Sept 6 – 20, 2016*:	STAR Enterprise (Reading and Math) – Grade 9, Alt, SPED and Life Skills Students
Oct 19, 2016:	PSAT – Grades 10 and 11
Nov 2, 2016:	PSAT 9
Nov 2016:	SBA ELA Retakes – Grade 11 and 12
Jan 4 – 18, 2017*:	STAR Enterprise (Reading and Math) – Grade 9, Alt, SPED & Life Skills
Jan 2017*:	End of Course (EOC) Math Retakes - Grades 10-12
Jan 2017*:	End of Course (EOC) Biology Retakes – Grades 10 and 11
May 1-12, 2017*:	STAR Enterprise (Reading and Math) – Grade 9, Alt, SPED & Life Skills
May 15 – June 2, 2017*:	SBA ELA – Grade 10; SBA ELA and Math - Grade 11
May – June, 2017*:	EOC Math – Grades 10-12
May – June, 2017*:	EOC Biology – Grades 9 -11

\*Specific dates TBD

### **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 throughout the district. **AP Testing for 2017 will take place May 1 – 12, 2017.** Fees TBD. Visit the College Board website for information on AP testing courses and exams ([AP Testing Info](#)) or contact the CK High School AP Coordinator, Katherine Devnich @ 662-2400.