

2009—2010
Central Kitsap High School
STUDENT HANDBOOK



Home of The
Cougars

www-ckhs.cksd.wednet.edu

CKHS BELL SCHEDULES

REGULAR DAY

First Bell	7:45
Student Contact Time	7:45 - 7:55
First Period	7:55 - 8:55
Second Period	9:00 - 9:57
Third Period	10:02 - 10:59
Fourth Period:	
(with 1 st lunch)	11:37 - 12:35
(with 2 nd lunch)	11:04 - 11:32 / 12:07 - 12:35
(with 3 rd lunch)	11:04-12:02
Fifth Period	12:40 - 1:36
Sixth Period	1:41 - 2:37

LUNCHES:

First Lunch	10:59 - 11:32
Second Lunch	11:32 - 12:02
Third Lunch	12:02 - 12:35

90-MINUTE EARLY RELEASE

First Bell	7:45
Student Contact Time	7:45 - 7:55
First Period	7:55 - 8:35
Second Period	8:40 - 9:19
Third Period	9:24 - 10:03
Fourth Period:	
(with 1 st Lunch)	10:41 - 11:39
(with 2 nd Lunch)	10:08 - 10:36 / 11:11-11:39
(with 3 rd lunch)	10:08 - 11:06
Fifth Period	11:44 - 12:23
Sixth Period	12:28 - 1:07

LUNCHES:

First Lunch	10:03 - 10:36
Second Lunch	10:36 - 11:06
Third Lunch	11:06 - 11:39

AFTERNOON PEP ASSEMBLY

First Bell	7:45
Student Contact Time	7:45 - 7:55
First Period	7:55 - 8:49
Second Period	8:54 - 9:45
Third Period	9:50 - 10:41

Fourth Period:	
(with 1 st lunch)	11:19 - 12:17
(with 2 nd lunch)	10:46 - 11:14 / 11:49 - 12:17
(with 3 rd lunch)	10:46 - 11:44
Fifth Period	12:22 - 1:12
Sixth Period	1:17 - 2:07
<u>PEP ASSEMBLY</u>	2:12 - 2:37

LUNCHES:

First Lunch	10:41 - 11:14
Second Lunch	11:14 - 11:44
Third Lunch	11:44 - 12:17

MORNING PEP ASSEMBLY

First Bell	7:45
Student Contact Time	7:45 - 7:55
First Period	7:55 - 8:45
Second Period	8:50 - 9:35
<u>PEP ASSEMBLY</u>	9:40 - 10:30
Third Period	10:35 - 11:20
Fourth Period:	
(with 1 st lunch)	12:01 - 12:57
(with 2 nd lunch)	11:16 - 11:56 / 12:31 - 12:57
(with 3 rd lunch)	11:25 - 12:26
Fifth Period	1:02 - 1:47
Sixth Period	1:52 - 2:37

LUNCHES:

First Lunch	11:25 - 11:56
Second Lunch	11:56 - 12:26
Third Lunch	12:26 - 12:57

ONE HOUR LATE

First Bell	8:45
First Period	8:55 - 9:41
Second Period	9:46 - 10:31
Third Period	10:36 - 11:21
Fourth Period:	
(with 1 st lunch)	11:59 - 12:57
(with 2 nd lunch)	11:26 - 11:54 / 12:29 - 12:57
(with 3 rd lunch)	11:26 - 12:24

Fifth Period	1:02 - 1:47
Sixth Period	1:52 - 2:37

LUNCHES:

First Lunch	11:21 - 11:54
Second Lunch	11:54 - 12:24
Third Lunch	12:24 - 12:57

TWO HOURS LATE

First Bell	9:45
First Period	9:55 - 10:31
Second Period	10:36 - 11:09
Third Period	11:14 - 11:47
Fourth Period:	
(with 1 st lunch)	12:25 - 1:23
(with 2 nd lunch)	11:52 - 12:20 / 12:55 - 1:23
(with 3 rd lunch)	11:52 - 12:50
Fifth Period	1:28 - 2:00
Sixth Period	2:05 - 2:37

LUNCHES:

First Lunch	11:47 - 12:20
Second Lunch	12:20 - 12:50
Third Lunch	12:50 - 1:23

ALL CLASS MEETINGS

First Bell	7:45
First Period	7:55 - 8:41
<i>CLASS MEETINGS:</i>	8:46 - 9:41
Second Period	9:46 - 10:31
Third Period	10:36 - 11:21
Fourth Period:	
(with 1 st lunch)	11:59 - 12:57
(with 2 nd lunch)	11:26 - 11:54 / 12:29 - 12:57
(with 3 rd lunch)	11:26 - 12:24
Fifth Period	1:02 - 1:47
Sixth Period	1:52 - 2:37

LUNCHES:

First Lunch	11:21 - 11:54
Second Lunch	11:54 - 12:24
Third Lunch	12:24 - 12:57

FACULTY AND SUPPORT STAFF

ADMINISTRATORS

Steve Coons	Principal
Joe Vlach	Assistant Principal
Gail Danner	Assistant Principal

COUNSELING STAFF

Randy Templeton	(A-F) Counselor
Michelle Sotelo	(G-N) Counselor
Scott McMinds	(O-Z) Counselor
Tim Mahaney	Occupational Informational Specialist
	Building Technology Coordinator
Susan Johnson	Special Education Coordinator
Linda Robinson	School Nurse
Boyd Gravunder	School Psychologist

SECRETARIES

Liz Shaub	Office Manager
Linda Riplinger	Secretary to Administrators
Jo Conner	ASB Bookkeeper/Athletic Secretary
Patty Afleje	Attendance Secretary
Debbie Rich	Vocational/Technical Ed. Secretary
Beth Roy	Registrar, Counseling Dept
Debbie Cohn	Counseling Secretary

SUPPORT STAFF

Barbara Berend	Assistant Cook
Nick Bial	Math Para-educator
Karen Brown	Portfolio Specialist
Nina Burwell	Tech Support Specialist
Cheryl Bushong	Custodian
Sue Caouette	Library Clerk
Elizabeth Calhoun	Special Ed. Para-educator
Mauree Christian	Marketing Para-educator
Brand Cruz	Custodian
Roberto Deleon	Custodian
Shauna Gillespie	Clerk Typist
Richard Haskins	Campus Security
Sharon Johnson	Head Cook
Allison Jones	Counseling Center Technician
Tracy Kohlbeck	Library Clerk
Susan Leavell	In-School Suspension Monitor
Ok-Song Lucey	Custodian
Sarah Malone	Campus Security
Armand Miana	Custodian

Jennifer Miller	Special Ed. Para-educator
Kathy Navarette	Special Ed. Para-educator
Barbara Nelson	Special Ed. Para-educator
Marvel Nofziger	Special Ed. Para-educator
Jolynn Pawley	Special Ed. Para-educator
Patti Peckenpaugh	Special Ed. Para-educator
K.C. Simcic	Food Service
Kori Stonhill	Campus Security
Heather Smith	Special Ed. Para-educator
Evelyn Ulep	Food Service
Rhoda Usman	Special Ed. Para-educator
Jan Vincent	Tech Support Specialist
Mary Whittaker	Special Ed. Para-educator
Dean Wright	Head Custodian

TEACHING STAFF

Jim Adamson	Computer Technology
Ken Ahlstrom	Sports Medicine
Shahid Ahmed	Mathematics
Alex Alexander	Spanish
Becky Arthur	Honors Biology
Bill Baxter	Physical Ed/Athletic Dir.
Denise Baxter	Physical Education
Paul Birkenfeld	Science/AP
Elizabeth Blandin	English
Shannon Blanusca	Spanish
Cynthia Blinkinsop	Food Science/Voc Tech
Eric Boyer	History/AP
Setsuko Burch	Japanese
Marie Crumb	Science
Kerri Ferate	Business/Voc Tech
Sarah Fisher	History/AP
Wes Fitz	Mathematics
Barbara Gharst	French
Donna Gingrey	Special Ed./Life Skills
Joel Grindeland	Special Ed./Life Skills
Sandy Harris	Mathematics
Don Hendricks	Special Education
Tyler Hunt	Automotive Technology
Laura Jackson	Calligraphy/Special Ed.
Linda Johanesen	English
Susan Johnson	Special Ed. Coordinator
Vikki Johnson	Mathematics
Lars Jorstad	PE/Science
Chris Kassler	German/Debate
Wendy Kassler	Journalism/English

Mark Keel	Marketing/Store Management
Leah Kyaio	American Sign Language
Karyn Lackman	Librarian
Diane Ligon	Mathematics
Alicia Lundberg	Vocal Music
Staff	Mathematics
Kevin McCarthy	English
Liz Mills	Special Ed./Life Skills
Sandi Mori	Japanese
Bjorn Netland	English
Rich Newell	Spanish
Rachel Oathout	Special Education
Paula Petersen	English
George Petoff	Mathematics
Dave Pevovar	Science/AP
Jenna Reynolds	Spanish
Staff	English/Drama
Neal Rosenquist	Science
Russell Schuchart	History/AP
Eric Schuette	Mathematics
Robert Smithrud	History
Judy Sorrels	Art
Scott Speck	History/AP
Paul Stensen	Comp Apps/Broadcasting/Media
JD Sweet	History
Michelle Thivierge	French
Susan Wachtman	English/Yearbook
Mark Ward	History
James Washington	Material Science./Principles of Tech
Bruce Welling	Physical Education
Paul West	English
Bill Wilson	Science/AP
Diane Fox Winger	ASB/Student Activities & Leadership
Marian Winsper	Special Education
Michael Woods	Instrumental Music
Joanne Zimny	English



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 PROGRAM

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.

ACADEMIC REQUIREMENTS

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 mini-

um 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 Core 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.

*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 26, 2010.***

Additionally, it is the student's responsibility to apply for Distinguished Scholar status by the end of the first semester of the senior year.

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 Art History
- AP Biology
- AP Calculus AB
- AP Calculus BC
- AP Chemistry
- AP Computer Science 1 (A)
- AP Computer Science II (B)
- AP English Literature and Composition

- AP English Language & Composition
- AP Environmental Science
- AP European History
- AP French
- AP German
- AP Government & Politics: US
- AP Government & Politics: Comparative
- AP Japanese
- AP Music Theory
- AP Physics B
- AP Physics C
- AP Psychology
- AP Spanish Language
- AP Spanish Literature
- AP Statistics
- AP Studio Art
- AP US History & Government
- AP World History
- * Advanced Choir
- Chemistry
- Expository Writing / Research
- Foreign Language – Fourth Year
- Functions, Statistics & Trigonometry
- Honors Biology
- Honors English
- * Orchestra
- Painting (Art History)
- Physics
- Pre-Calculus & Discrete Math
- US History in Spanish
- * Wind Ensemble

*Course qualifies up to one year.

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

ATTENDANCE POLICIES & RESPONSIBILITIES

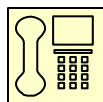
Regular School Hours: 7:45 – 2:37
Early Release Hours: 7:45 – 1:07 (Thursday)

ATTENDANCE OFFICE – 662-2430

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 trancies.

The attendance office:

- Issue admit-slips and early dismissal notes
- Collect student excuses
- Check any remaining unexcused absences for trancies
- Call parents if student's excuse appears questionable
- Refer trancies to an administrator
- Activate home calling machine to call homes of students marked absent during the day



HOME 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. IF YOU HAVE BEEN NOTIFIED OF AN ABSENCE IN ERROR, PLEASE REPORT TO THE ATTENDANCE OFFICE THE NEXT MORNING.

LATE ARRIVALS & EARLY DISMISSALS

Seniors who have a late arrival or early dismissal need to have their own transportation each day. Students who request a late arrival or early dismissal are not permitted in the school building during the times they do not have a scheduled class or activity.

ILL/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.

STUDENT RESPONSIBILITIES

Students have 48 hours to clear an absence. Bring a note from the parent/guardian to the attendance office explaining any absence. If you have been notified of an absence in ERROR, please report to the attendance office the next morning.

Excused absences as defined by School Board policy are absences due to illness or a health condition, school-approved activities, family emergencies and disciplinary actions such as short-term suspensions. In addition, 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. Bring a note from a parent/guardian to excuse an advance absence (family vacation, etc.) five days prior to absence.

EARLY DISMISSALS FOR THE DENTIST, DOCTOR OR ILLNESS, Etc., MUST BE CLEARED THROUGH THE ATTENDANCE OFFICE BEFORE LEAVING CAMPUS

PARENT RESPONSIBILITIES

An Absence Must Be Cleared Within 48 Hours: For your convenience, you may call 662-2430 to leave a message to excuse your student's absence OR send a note with your student when he/she returns to school.

- Call the school regarding any questionable absence calls from the school calling machine.
- Ask your student to report to the attendance office for any attendance follow-up form to correct any errors.
- Check with the attendance office if there is a discrepancy between the number of days reported absent on the report card and the number of days parents have excused absences.
- Support the policies of the school that are designed to encourage student responsibility.

TEACHER RESPONSIBILITIES

- Take accurate attendance **EVERY** period.
- Notify the attendance office of any errors, irregularities, or concerns.

ADMINISTRATORS

- Act on truancy referrals as guided by CKSD *Student Rights and Responsibilities*.
- Monitor activities of attendance office and provide appropriate feedback.
- Review attendance procedures and consequences for trancies with students and parents.

TELEPHONES

There is a pay phone located outside the cafeteria for students' use during lunch and before and after school. The office phones are for emergencies only and require office permission. **Cell phones may only be used during lunch in the cafeteria.**

COUNSELING SERVICES

CAREER CENTER—662-2435

The Career Center is open from 7:00 AM – 4:00 PM Monday through Friday and is located across from the Counseling Center. 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
	Building Technology Coordinator
Debbie Rich	Career Counseling Secretary
Karen Brown	Portfolio Specialist

COUNSELING CENTER—662-2440

Students are assigned a counselor based on student's last name. This year's counselors and counseling support staff are:

Counselors:

Randy Templeton	A-F
Michelle Sotelo	G-N
Scott McMinds	O-Z
Susan Johnson	Special Education Coordinator

Counseling Support Staff:

Beth Roy	Registrar
Debbie Cohn	Counseling Secretary
Allison Jones	Counseling Technician



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.

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.

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 website, www-ckhs.cksd.wednet.edu/staff/counseling_ for more helpful links to counseling related topics.

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 Center.

College Night: College Night is an evening for parents and students to explore an overview of timelines and tasks necessary for college application.

Financial Aid Night: A college admission counselor and CKHS counselors provide insight on avenues to finance post-secondary education.

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.

Job Interview Day: Employers from around the community participate in mock interviews. Students experience a job interview and an opportunity to get feedback on how well they did during the interview.

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 in the library, or by phone @ 662-2426, for more information.

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:

Baseball	Bill Baxter
Basketball-Boys	Scott McMinds
Basketball-Girls	Denise Baxter
Bowling	Bruce Welling
Cheer	Barb Nelson
Cross Country	Mark Ward
Fastpitch	Bruce Welling
Football	Mark Keel
Golf—Boys	Paul Stensen
Golf—Girls	Jeff Swanberg
Soccer—Boys	Christopher Floro
Soccer—Girls	Vicky Webb
Swimming—Boys	Steve Lahaie
Swimming—Girls	Robin Schoenberg
Tennis—Boys	Christopher Floro
Tennis—Girls	Ken Allen
Track & Field—Boys & Girls	Mark Ward
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 \$45.00. 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: 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.



TESTING at CKHS

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.

Testing Date:

Wednesday, October 14, 2009

Registration for Juniors: Sept. 28—Oct. 2, 2009

Registration for Sophomores & Juniors: Oct 5—9, 2009

Test Fee: \$17.00 - After Oct 9th, 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, November 18, 2009

Registration: November 2—13, 2009

Test Fee: \$12.00—After Nov. 13th, 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.act.org - Fee involved

ACT Test Dates

September 12, 2009

October 24, 2009

December 12, 2009

February 6, 2010

April 10, 2010

June 12, 2009

Registration Deadline

August 7, 2009

September 18, 2009

November 6, 2009

January 5, 2010

March 5, 2010

May 7, 2010

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.

SAT I (Scholastic Assessment)

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 Info: www.collegeboard.com. (Fees involved)

SAT Test Dates

October 10, 2009

November 7, 2009

December 5, 2009

January 23, 2010

March 13, 2010

May 1, 2010

June 5, 2010

Registration Deadline

September 9, 2009

October 1, 2009

October 30, 2009

December 15, 2009

February 4, 2010

March 25, 2010

April 29, 2010

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 22, 2009**

HSPE (High School Proficiency Exams), formerly WASL

The HSPE is part of a comprehensive assessment system designed to determine if students have learned the state Essential Academic Learning Requirements. The test is given in the spring to all 10th graders and those 11th and 12th graders who have not yet met the standards. The test is administered in half-day segments for five school days during the months of March and April. In order to graduate from high school, all students will be required to meet the standards of the Reading and Writing portions of the test for classes through 2012. Beginning with the class of 2013, students will be required to meet the state's reading, writing, math and science standards to earn a certificate. Certain accommodations are made for students with special needs. Teachers help students become familiar with the format of the test and provide some review, though the test is designed to measure learning over a period of years. The test currently requires application of skills and knowledge in areas of Writing, Reading, Science and Math.

Week 1

Tuesday, March 16—Reading

Wednesday, March 17—Writing Session 1

Thursday, March 18—Writing Session 2

Week 2

Tuesday, April 13—Mathematics

Thursday, April 15—Science

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 in May. Fees vary for each exam.

Week 1

Mon, May 3

Tues, May 4

Wed, May 5

Thu, May 6

Fri, May 7

Week 2

Mon, May 10

Tues, May 11

Wed, May 12

Thurs, May 13

Fri, May 14

Morning Session

United States Government and Politics

Computer Science A, Spanish Language

Calculus AB, Calculus BC

English Literature Comp & German Language

United States History

Biology, Music Theory

Chemistry and Environmental Science

English Language and Composition

World History

Spanish Literature

Afternoon Session

Comparative Government Politics, French Language
Statistics

Japanese Language and Culture
European History, Studio Art (portfolios due)

Physics B, Physics C: Mechanics
Physics C: Electricity and Magnetism
Psychology
Art History

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 it is required that the student fill out the appropriate informational form 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

Herff Jones Photography will be taking senior portraits at CKHS August 19th. Appointments are required and can be made by calling 1-877-471-1780. Seniors may also have their portraits taken by photographers of their choice. These pictures must have a neutral blue or gray indoor background, 1 ¼" x 1 ½" head size, 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 19th through the 23rd.

Caps and Gowns

Seniors are required to purchase a cap and gown for the commencement ceremony. Graduation packets are sold in November. A senior class meeting on Oct. 29th covers all graduation information. Cap and Gowns cost approximately \$25.00, the souvenir tassel is about \$6.00, and there is a handling charge of about \$7.95. Jostens will be available for orders Nov. 4th during lunches and in the evening from 6-7:30pm.

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 the evening of Sept. 17 from 5:30 to 7:00 pm. and Sept. 18 during lunches.

Graduation Announcements/Tickets

Announcements and cap and gowns are ordered from the graduation packet on Nov. 4th. **Tickets are required for admission to the Commencement ceremony. Tickets will be given out at the first graduation practice.** A senior graduation meeting will be held on April 20th in the Spring.

Senior Awards Night

Senior Awards Night will be held Tuesday, June 1st @ 7:00 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; it is organized and funded by senior parents.

Senior Breakfast

The ASB Leadership and staff host the seniors' breakfast. This breakfast is served from 6:45 to 7:55 a.m. on June 11, 2010. **Graduation rehearsal immediately follows.**

Senior Commencement Practice

Seniors will be involved in commencement practice on Thursday, June 11 at 8:00 am and on Friday, June 12, 2010, the morning of the graduation ceremony. **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-\$42.00. 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.

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 will be April 24, 2010 at the Bremerton Convention Center.

Senior Video

Seniors have an opportunity to purchase videotape of the graduation ceremony. The cost is approximately \$28-\$35.

Senior Grad Night This event is sponsored and chaperoned by senior parents. A typical senior party might be a boat cruise/dinner in Seattle or an evening at Wild Waves. Tickets are usually sold during lunch periods throughout the school year. Grad night questions can be directed to Marcia Marx by email to Marcia.Marx@edwardjones.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.

STUDENT ACTIVITIES & PARENT CLUBS

ASB OFFICERS

ASB President	Stephen Cook
ASB Vice President	Logan Healy-Tuke
ASB Secretary	Kim Chase
ASB Treasurer	James Mackovjak

ASB SENIOR CLASS OFFICERS

Senior Class President	Kyle Diaz
Senior Class Vice President	Janelle Criollos
Senior Class Secretary	Brooke Snowdon
Senior Class Treasurer	Megan Markle
Senior Class Representatives:	Riza Ugalino
	Katrina Dunn
	Katherine Sharp
	Brianna Brennan
	Aubrie Olaes

ASB JUNIOR CLASS OFFICERS

Junior Class President	Logan Martin
Junior Class Vice President	Johanna Pantig
Junior Class Secretary	
Junior Class Treasurer	Hannah Brown
Junior Class Representatives:	Maggie Coleman
	Sarah Joersz
	Asia Wolfe
	Katy Crabtree
	Michael Pittman
	Emily Plummer
	Michelle Rosimo
	Allanna Flynn
	Peter Jensen

ASB SOPHOMORE CLASS OFFICERS

Elected in September 2009



ASB CLASS MEETINGS: All Students are invited to attend class meetings on Thursdays after school. See Mrs Winger in the Activities Office for more information.

ASB Card		\$45.00
Locker use fee		3.00
Planner		7.00
Yearbook	\$45.00	With Name Plate \$50.00

ASB CABINET MEMBERS

Communications Mgr
 Athletics Liaison
 Club Liaison
 Leadership Liaison
 Sr. Class Member at Large
 Jr. Class Member at Large
 Soph. Class Member at Large
 Tech Specialist
 Chief Justice
 Judge
 Judge



(To be announced)

ASB SENATORS

TBA

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.

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 in room 123.

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! For more information please call PTSA President Mrs. Lynn Harvey @ 698-0447.

CLUB/ACTIVITY/PROGRAM ADVISORS

Advanced Choir*	Alicia Lundberg
Adv. Placement Program	Diane Fox Winger
Art Club/Visions	Judy Sorrels
ASB/Student Activities	Diane Fox Winger
Band Program	Michael Woods
BEST/COE Program	Kerri Ferate
Cheer	Barb Nelson
Chess Club	Sandy Harris
Cougar Chronicle	Wendy Kassler
Cougar Guard*	Wes Fitz
Creative Writing	Paula Petersen
Debate Program	Chris Kassler
DECA/Marketing Prog.	Mark Keel
Destination Imagination	
Distinguished Scholars	Joe Vlach
Drama Club	
FBLA	Kerri Ferate
FCCLA	Cynthia Blinkinsop
French Club	Barbara Gharst
German Club	Chris Kassler
Honor Society Program	Rob Smithrud
Japanese Club	Sandy Mori
Jazz Ensemble*	Michael Woods
Junior Class	Shauna Gillespie
Key Club	Michelle Sotelo
Knowledge Bowl	Marie Crumb
Mediation Program	Sarah Malone/Rick Haskins
Pep Club	TBA
Senior Class	Tyler Hunt
Skills USA/LAN Party	Jim Adamson
Sophomore Class	Michelle Thiverge
Swing Club	TBA
Yearbook*	Susan Wachtman

*Requires Tryout

Questions about CKHS Student Activities Program and guidelines to start a club may be directed to Diane Fox Winger @ 662-2528 or dianew@cksd.wednet.edu

THINGS YOU SHOULD KNOW

DANCES

Central Kitsap school dances are for CKHS students and their guests. To bring a guest, students must obtain a GUEST PASS. **NO** guest passes are issued the night of the dance. **NO** blank guest passes are issued -- each is for a specific person.

Dance Procedures:

1. All school rules apply.
2. Administration must pre-approve all guests.
3. A sheriff will be on duty for the duration of the dance.
4. Students and guests are admitted at the door with a PHOTO ID card. (School, military or driver's license ID is accepted)
5. Students will not be allowed to re-enter after leaving the dance.
6. CKHS's dress code applies at all school-sponsored events.
7. Tickets will not be sold at the door or venue.
8. Personal bags or backpacks brought into a dance are subject to search.

DANCE ETIQUETTE—Do's & Don'ts: 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.

DO: Have fun and be courteous to others.

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. Picture dates are as follows:

During schedule pickup: August 19—21

Picture Make-up day: September 4

Retake Day: October 9

Pictures can also be taken at the ASB Bookkeepers office.

DRESS CODE: Student dress should be appropriate for school. Specifically:

- Undergarments (and clothing worn under undergarments) must be covered by outerwear.
- Girls may wear tank tops as long as:
 - ✓ The stomach and lower back are covered.
 - ✓ Undergarments are not showing.
 - ✓ Tank top has both shoulder straps.
 - ✓ Tank top does not have "spaghetti straps"
- Tube tops, halter-tops and swimwear are not appropriate for school.
- "See-through" material is not appropriate for school.
- Skirts and shorts must be mid-thigh length or longer.
- Shoes and sandals must be worn at all times.

- Students may not wear clothing that:
 - ✓ Advocates or conveys alcohol or drug usage messages.
 - ✓ Promotes violence or illegal activity.
 - ✓ Demeans or degrades individuals or a group of people exhibits 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.

Students referred to the office for dress issues will be asked to change into appropriate clothing or cover the offensive clothing or message. A second or repeated offense of this policy may result in disciplinary action in accordance with school policy and procedures. If you have questions about this dress code, please see Mr Vlach or Mrs Danner.

CELL PHONES AND PERSONAL LISTENING DEVICES

Cell phones and personal listening devices (such as 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 or outside.

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.

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.

Secondary Breakfast \$1.75

Secondary Lunch \$2.75

<http://www.cksd.wednet.edu/foodservice>

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 and in some doctor's offices. 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.

STUDENT VISITORS

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

STUDENT PARKING: Any CKHS student wishing to drive to school **MUST** register all vehicles they may drive and pay a \$50.00 parking fee for the 2009-2010 school year. **student vehicles parked in the staff or visitor lots will be clamped and ticketed.** Unregistered offenders in student areas will be subject to the progressive fine schedule below. Failure to display a parking permit on the rear view mirror will be considered unregistered. All citations are to be paid to Mrs. Conner in the ASB office. If the fine is not paid, it will become part of the student's permanent fine record.

ALL STUDENT CARS MUST BE REGISTERED

Parking an unregistered car on campus is a parking violation:

The progressive discipline for parking violations will be:

1st offense: \$5.00 Fine

2nd offense: \$15.00 Fine

3rd offense: Clamp & \$30.00 Fine

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.

2009—2010 Report Card Schedule

Progress Reports 1st Qtr:

09/02/09 - 10/09/09

Distribute Progress Reports October 15th

First Quarter:

End of first quarter

9/02/09 – 11/04/09

Grading Days 11/05/09, 11/12/09

November 4th

Distribute First Quarter Report Cards November 19th

Progress Report 2nd Qtr:

9/02/09 – 12/10/09

Distribute Progress Reports December 9th

First Semester:

End of first semester

09/02/09 – 01/28/10

Grading Days 01/28/10, 02/04/10

January 28th

Distribute First Semester Report Cards February 16th

Progress Report 3rd Qtr:

02/01/10 – 03/11/10

Distribute Progress Reports March 17th

Third Quarter

End of third quarter

02/01/10 – 04/14/10

Grading Days 04/15/10, 04/22/10

April 14th

Distribute Report Cards April 28th

Progress Report 4th Qtr:

02/01/10 – 05/12/10

Distribute Progress Reports May 12th

Second Semester:

End of second semester

02/01/10 – 06/17/10

Grading days 06/03/10, 06/10/10

June 16th

Report Cards Mailed: June 25th