

ORCAS ISLAND  
MIDDLE AND HIGH SCHOOL  
PARENT HANDBOOK

2011-2012

715 School Road  
Eastsound, WA 98245  
(360) 376-2287

Superintendent: Barbara Kline  
High School Principal: Barbara Kline  
Middle School Principal: Kyle Freeman  
Counselor: Nancy Wrightsman  
Office Manager: Georgia Philbrook  
Office Assistant: Lisa Clark

**TABLE OF CONTENTS**      **PAGE**

Welcome and Mission Statement	3
General Information	3
Student Records	5
Emergency Information	5
Staff Contact	6
High School Class Schedule	7
Report Cards/Student Progress	8
Guidance Program	10
Graduation Requirements	11
High School Credits	12
Class Change	12
Testing	15
Attendance	18
Student Conduct	19
Parent Support Groups	21
Cafeteria	22
Staff Information	30
Co-Curricular	31
Senior Project Due Dates	32
Senior Calendar	35
Junior Calendar	40

# **WELCOME!!!**

This handbook is designed to inform you of school policies and procedures. Please read this information carefully, and share your suggestions for other information that would be useful to you as parents. Information specific to each school is also published in the student handbooks for middle school and high school. Please consult these for more information. Please call the office if you have further questions and/or concerns.

## **Orcas Island School District Mission Statement**

The community of the Orcas Island School district wrote a mission statement as part of the community-wide Strategic Planning process to express our vision of Orcas Schools:  
**The mission of the Orcas Island School District is to work in partnership with the families and community to create a respectful, nurturing, and challenging environment offering a relevant education founded on academic excellence and artistic expression. Our students are self-directed, compassionate, and responsible world citizens, alive with the love of learning.**

## **GENERAL INFORMATION**

### **BOARD of DIRECTORS**

Tony Ghazel	376-6296	260 Sunset Ave	Eastsound, WA 98245
Scott Lancaster	376-2065	477 McNallie Ln	Eastsound, WA 98245
Janet Brownell	376-4376	481 Lovers Cove Rd	Eastsound, WA 98245
Jim Sullivan	376-7079	PO Box 394	Eastsound, WA 98245
Chris Sutton	376-6056	808 Pioneer Hill Rd	Olga, WA 98279

Regular meetings of the School Board are held on the fourth Thursday of each month.

### **DISTRICT OFFICE & BUSINESS OFFICE**

557 School Road	Eastsound, WA 98245	Telephone: 376-2284
		Fax: 376-2283
Superintendent	Barbara Kline	
Executive Secretary	Cathy Ferran	

### **ORCAS ISLAND ELEMENTARY SCHOOL**

611 School Road	Eastsound, WA 98245	Telephone: 376-2286
Principal	Kyle Freeman	
Office Manager	Roann Mietzner	



Questions regarding compliance procedures may be directed to Barbara Kline, Superintendent & Title 1 coordinator at the District office (376-1501) or Nancy Wrightsman, Section 504 coordinator at the High School office (376-1518). The high school address is 715 School Road, Eastsound, WA 98245

### **STUDENT RECORDS**

Staff members at the Orcas Island Schools follow all state and federal laws applicable to the confidentiality of student records. Student records will not be released without prior written consent except to authorized agencies as prescribed by state law. (School Board Policy 3231, revised May 24, 2000) Parents wishing to see their child's records may come in at anytime. However, in consideration of our office staff, a phone call first would be appreciated.

### **PARENTS' RIGHT TO KNOW TEACHER QUALIFICATIONS**

All parents have the right and are welcome to inquire as to the qualifications of their student's teachers. This is required by the Federal No Child Left Behind Acts and by our participation in the Title 1 and LAP (Learning Assistance Program). If you are interested in knowing the credentials and educational background of any of your student's teachers, please call Sharron Mierau at 376-2284.

### **LOST AND FOUND**

There is a lost and found box next to the drink machines at the High School. Through the weekly bulletin, students will be informed of the times when the lost and found items will be donated to charity.

### **HEALTH AND MEDICAL SERVICES**

If a student should become ill while at school he/she should report to the school office. Office staff will contact the parent as needed. If the parent cannot be reached, we will try to reach the emergency contact person listed on the student's card. Students may not leave the school without checking through the office.

### **CHANGE OF ADDRESS**

Please inform the office if you have a change of address or telephone number. This will ensure that we can reach you when needed, and that you receive report cards and/or other mailings in a timely fashion. You can check the accuracy of your information at Student and Family Access which is found at the Orcas Island School District's web site – [www.orcasschools.org](http://www.orcasschools.org)

### **EMERGENCY SCHOOL CLOSURE**

Special Procedures for Snowy Days. When/if we are faced with snowy/icy road conditions, our school bus routes will become abbreviated. At those times buses will only travel on the main roads. This means they will not stop at Buckhorn Road, Killebrew Lake Road, Dolphin Bay Road, Obstruction Pass, End of North Beach Road, Mt. Baker Road, Spring Point (across bridge), Enchanted Forest Road and West Beach. In the event that conditions should warrant the closure or delayed starting of school, that information will be broadcast on the following radio and television stations:

KGMI RADIO (AM) 790 BELLINGHAMKAFE RADIO (FM) 104.3 BELLINGHAMKLKI RADIO  
(AM) 1340 ANACORTESKOMO RADIO (AM) 1000 SEATTLEKOMO TV - CHANNEL 4 KING  
TV - CHANNEL 5

This information will also be on our schools' web page: [www.orcaslandschools.org](http://www.orcaslandschools.org)

## **COMMON QUESTIONS AND WHERE TO GO FOR ANSWERS**

Office phone: 376-2287

Office Fax: 376-6078

<u>Attendance</u>	Lisa Clark or Georgia Philbrook	Phone school office or go online to Student and Family Access at <a href="http://www.orcaslandschools.org">www.orcaslandschools.org</a>
<u>School Progress/ Assignments</u>	Teacher/Counselor	Phone teacher's extension
<u>Getting along with other students</u>	Teacher/Counselor/ Principal	Phone school office
<u>Classroom Procedures</u>	Teacher	Phone or email
<u>Athletic Programs/ Schedules</u>	Sandi Harris or Individual coaches	376-1548 or email
<u>Career Choices Work Program</u>	Kari Schuh	kschuh@orcas.k12.wa.us
<u>Weekly Student Announcements</u>	Posted on District Website	<a href="http://www.orcaslandschools.org">www.orcaslandschools.org</a> or from your student or pick up at the office
<u>Senior Project Dates</u>	Posted on District website and included in this handbook	<a href="http://www.orcaslandschools.org">www.orcaslandschools.org</a>
<u>Junior and Senior Calendars</u>	Posted on District website and included in this handbook	<a href="http://www.orcaslandschools.org">www.orcaslandschools.org</a>

## **GENERAL PROCEDURES**

If you have any questions or concerns about anything that occurs in your student's classroom, you are encouraged to discuss them with your student's teacher as soon as possible. Questions or concerns dealing with school routines and procedures should be discussed with the school principal as soon as possible.

# **INSTRUCTION**

## **ORCAS ISLAND MIDDLE SCHOOL**

There are approximately 65 students in Orcas Island Middle School which contains grades seven and eight. Students have physical education and Life Skills during the first hour of the day with each student having one quarter of Life Skills and three quarters of PE.

In Life Skills class, students meet with our counselor, Nancy Wrightsman. She works with students to help them create an academic plan for high school and beyond while they work on activities to help them develop a better knowledge of self and others.

Students have science and social studies/language arts blocks or "core" classes. In addition to their block or core classes, middle school students have specific literature and math classes on three days per week. They also choose exploratory classes such as sailing, foods, art, etc.

## **ORCAS ISLAND HIGH SCHOOL**

There are approximately 150 students in Orcas Island High School, which contains students in grades 9-12. The students work in a six period class schedule within block time periods. They meet their classes in a block of time three classes each day. On "A" days, students attend periods 1, 2, 3; on "B" days they attend periods 4, 5, and 6. On Mondays, students meet all six classes during the school day.

Students are offered a variety of classes within the school to meet graduation requirements. In addition to classes within the school, students can take online classes to earn high school credit through the Digital Learning Department and a grant from the Funhouse. We offer classes and options to help students meet their goal of attending a four year college, a two year college, technical, art or vocational school at both Orcas Island High School and OASIS High School. Each student has individual interests, needs and plans. What is right for one student is not necessarily right for another.

Parents are encouraged and welcome to meet with our school counselor, Nancy Wrightsman, to discuss their student's classes and plans at any time during the school year. In addition to individual meetings with parents and students, Nancy arranges informational meetings for parents and provides monthly updates through the school newsletter.

All high school students will invite their parents to attend a student led conference during the school year. Seniors conferences are held early in the school year to help both seniors and

parents prepare for their years immediately following high school. Student led conferences for other high school students will be held in March.

## **CLASS SCHEDULE**

### **Tuesday – Friday Class Schedule**

1 <sup>st</sup> Period	8:30	10:20
BREAK	10:20	10:30
2 <sup>nd</sup> Period	10:35	12:25
LUNCH	12:25	1:05
3 <sup>rd</sup> Period	1:10	3:00

One day a week (Monday), students will meet all six classes.

### **Monday Schedule**

1 <sup>ST</sup> PERIOD (1A)	8:30	9:25
2 <sup>ND</sup> PERIOD (1B)	9:30	10:25
3 <sup>RD</sup> PERIOD (2A)	10:30	11:25
4 <sup>TH</sup> PERIOD (3A)	11:30	12:25
LUNCH	12:25	1:10
5 <sup>TH</sup> PERIOD (2B)	1:10	2:05
6 <sup>TH</sup> PERIOD (3B)	2:10	3:05

### **REPORT CARDS/STUDENT PROGRESS**

Report cards are sent home four times during the school year, at the end of each quarter on or around the following dates: November 15<sup>th</sup>, February 7<sup>th</sup>, April 26<sup>th</sup>, June 30<sup>th</sup>.

At the Middle School, the quarter grade is entered on the report card and students do not have formal transcripts. Each quarter the student begins again. Quarter grades are not averaged together. The quarter grade is the grade that is used to figure the student's grade point average (GPA)

At the High School, only the semester grade for each class is entered on the student's transcript. This semester grade is usually the average of the two quarter grades. The semester grade is the grade that is used to figure the student's grade point average (GPA).

At any time during the school year, parents may receive information about the progress of their child. Conference by phone or in person may be arranged by staff or parents as needed. If you have any questions or concerns about your child's progress, please call the school to contact the teacher or email the teacher directly. Conferences for students can be arranged at any time either by the teachers or parents. In several classes, teachers use the Skyward program for

grading. Parents with students in these classes can see current grades at Student and Family Access online through [www.orcasschools.org](http://www.orcasschools.org)

## **SPECIAL ASSISTANCE PROGRAMS**

### **RESOURCE/SPECIAL EDUCATION**

The special education program is federally funded with very specific guidelines concerning our students' qualifications for service. Teachers and/or parents can refer students for assessment for possible service.

### **ORCAS ISLAND READINESS TO LEARN PROGRAM**

Readiness to Learn (RTL) is a unique partnership between parents, schools, and community, all working together to provide meaningful support which will help children and youth succeed in school. The mission of Readiness to Learn as created by the Office of the Superintendent of Public Instruction states: The purpose of Readiness to Learn is to ensure that children and youth have access to resources and services necessary to allow them: To achieve their highest learning potential, the opportunity to live in a safe healthy environment, and to develop into knowledgeable, competent, productive community members.

Participation in the RTL program is completely voluntary and confidential. All families enrolled in the program work closely with a Family Advocate. The relationship between the family and the advocate is a partnership designed to help families meet their needs and reach their goals. In working together, families identify their strengths, establish reachable goals, problem-solve when they encounter obstacles, and develop solid family support networks as well as a working knowledge of community resources.

Family support can take many forms. Some of the resources that families have accessed include rental assistance, counseling referrals, health insurance information, access to public assistance, academic support, parenting classes and support, or legal referrals. If you would like more information regarding the Readiness to Learn program contact Julie Pinaridi at 376-1553 or email her at [jpinardi@orcas.k12.wa.us](mailto:jpinardi@orcas.k12.wa.us).

### **EXTENDED SCHOOL DAY**

Monday through Thursday, the OASIS High School classroom in the school library is staffed for after school study and work time for students in both middle and high schools with a supervising teacher. The room is open and help is available until 5:00. Students may come for the whole time or for only part of the time. Please call Nancy Wrightsman for more information.

### **TITLE 1 AND LAP FUNDED PROGRAMS**

At the middle and high school we sometimes have classes that are funded by either Title 1 or LAP (Learning Assistance Program). Title 1 is a federally funded program which may be used to pay part of the cost of the OASIS classes. This year, LAP funds support the cost of the Applied Math 1 class at the high school and a math coach at the high school for Algebra 1. Both Title 1

and LAP come with requirements for data collection and with invitations for parent involvement. The school district's parent involvement policy is printed below this section. We are sending this home to all parents via the parent handbook because many different parents may want to contribute their ideas as to how best to use the Title 1 and LAP funds at middle and high schools. If you would like to know more or have suggestions for the programs, please call Barbara Kline at 376-2287 or Kyle Freeman at 376-2286 or come to an Orcas Site Council meeting.

### **TITLE 1 PARENTAL INVOLVEMENT**

The Board recognizes that parent involvement contributes to the achievement of academic standards by students participating in Title 1 programs. The Board views the education of students as a cooperative effort among school, parents and community.

The district and parents of students participating in Title 1 programs shall jointly develop and agree upon a written parent involvement policy. When developing and implementing this policy, the district shall ensure the policy describes how the district will:

- A.** Involve parents in the joint development of the district's overall Title 1 plan and the process of school review and improvement.
- B.** Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
- C.** Develop activities that promote the schools' and parents' capacity for strong parent involvement.
- D.** Coordinate and integrate parental involvement strategies with appropriate programs.
- E.** Involve parents in an annual evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title 1.
- F.** Identify barriers to participation by parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.
- G.** Use findings of annual evaluations to design strategies for more effective parent involvement.
- H.** Involve parents in the activities of schools served under Title 1.

The Board shall adopt and distribute the parent involvement policy, which shall be incorporated into the district's Title 1 plan and shall, with parent involvement, be evaluated annually.

## **GUIDANCE PROGRAM**

A major goal of the student guidance program and of our schools is to "Graduate all students college and career ready." We recognize that students need help to make sensible post high school decisions and that almost all careers require some post high school education which might be an apprenticeship, a four year college, a technical school, a two year college, etc. We use the Navigation 101 program as an extension of work that our school counselor, Nancy Wrightsman, has been doing for many years. She meets with both the 7th and 8th graders for

one quarter during her Life Skills class where she is adding the Navigation 101 software to the curriculum.

As a part of that class, 8th graders create a Five Year Plan, sometimes called a High School and Beyond Plan that describes their plans for high school and for that first year after high school. She meets with 10<sup>th</sup> graders in their Health/Career Class and individually with all 11<sup>th</sup> graders to plan their senior year and beyond. Small groups of high school students meet in advisory with their high school advisor who is often the same teacher for all four years of high school. Using Navigation 101 lessons and guided by Nancy and the Navigation 101 steering committee, students in advisory complete lessons, plan for student led conferences, and discuss upcoming guidance activities.

During their years in high school, the counselor meets with students and parents regularly to share information, review test scores, etc. She is available for each student and parent for individual assistance as requested. Guidance information is included in the student handbook and in each issue of the school newsletter.

If you would like more information regarding the Guidance Program, please contact Nancy Wrightsman at 376-1518 or email her at [nwrightsman@orcas.k12.wa.us](mailto:nwrightsman@orcas.k12.wa.us)

### **HIGH SCHOOL CREDITS**

A student who successfully completes a semester's work receives one-half (.5) credit toward graduation. No credit is given if a student:

1. Receives a grade of F in a course.
2. Is removed from/or drops a class after the fourth week of the semester.

## **SUMMARY OF GRADUATION REQUIREMENTS FROM ORCAS ISLAND HIGH SCHOOL**

(Number of credits required is noted in parenthesis after each subject.)

**Classes taken for one semester (.5) are noted. Others can be or are usually taken for one year. In addition to the classes listed here, independent study classes are also available.**

### **ENGLISH (4)**

Writing for High School \*  
AP English  
Writing  
Advanced Writing for HS  
Film as Literature  
American Literature  
British Literature\*\*  
Literature 1  
Literature 2  
Mystery Fiction  
Science Fiction  
Speech and Communication  
Bible as Literature

### **MATHEMATICS (3)**

Algebra 1  
Geometry  
Algebra 2  
Precalculus/ Integrated 4  
Math with Business Applications  
AP Calculus  
Applied Math 1  
Applied Math 2

### **SCIENCE (3)**

Biology  
Marine Science  
Marine Technology I or II  
Astronomy  
Environmental Science  
Chemistry  
Zoology  
AP Environmental Science  
AP Physics  
AP Biology  
Physics  
Applied Physics  
Applied Physics Bike

**SOCIAL STUDIES (3)**

Western Civilization \*  
US History \*  
Consumer Civics \*  
Government Civics \*  
Northwest History \*  
AP European History  
AP US History  
AP Human Geography  
Ancient Civilizations

**PE (2)**

PE Section BT  
PE Section C  
PE Section BV  
Fitness for Life  
Strength and Conditioning  
Health/Career Plan (.5)\*

**ART (1)**

Art  
Orchestra  
Choir  
Music Technology

**CAREER & TECH EDU. (1)**

Woodworking  
Desktop Publishing  
Computer Applications  
Digital Media  
Career Choices  
FEAST

**ELECTIVES (5)**

(Electives credits may also include  
classes from other subject categories.)  
Student Assistant

**FOREIGN LANGUAGE**

Spanish 1  
Spanish 2  
Spanish 3  
Spanish 4 (AP Spanish)

**TOTAL CREDITS REQUIRED FOR GRADUATION: 22**

**(One semester of a class equals .5 credit. Two semesters equal 1 credit)**

Additional credits are available via correspondence, Internet or individually designed independent study classes.

\* Required for graduation.

\*\* Not offered during the 11-12 school year.

**CREDIT INFORMATION**

Students must successfully complete required courses and accumulate a minimum of 22 credits in order to be eligible for graduation from Orcas Island High School.

**Required Credits:**

English	4
Social Studies	3
Math	3
Science	3
Physical Education	2
Arts	1
Vocational	1
Electives	5

**Total Credits 22**

**CLASS CHANGES**

Students may come in or call the office to change a schedule at any time before school begins in September. The earlier students make changes the more likely they are to get their request.

Classes fill up quickly.

After the semester begins, students have two weeks to add classes as space allows. Remember it is always difficult to miss the first days of any class, so it is best to make changes before school begins. Students may not add classes after the first two weeks.

Students may drop a class any time during the first four weeks of the semester without any penalty. The class will not appear on the student's transcript. After four weeks, students who drop classes will usually receive a grade of F in the class. Additionally, no money or fees may be refunded after four weeks into the semester.

The principal or counselor may waive the rule of receiving a grade of F, if, in her professional judgment, there are medical reason or other extenuating circumstances and this waiver is in the best interest of the student and the school.

## **OTHER GRADUATION REQUIREMENTS**

### **High School and Beyond Plan**

The High School and Beyond Plan is a state graduation requirement. As students complete 8<sup>th</sup> grade they will work with our counselor to complete the High School and Beyond Plan. Students who do not complete 8<sup>th</sup> grade on Orcas, will complete the plan in 9<sup>th</sup> or whenever they enter the high school. Students revise the plan through high school as their goals and plans change. A plan usually includes the student's goals which may be work, military service, two or four year college, apprenticeship or other training programs or technical school. The student's post high school goal helps them decide on their high school courses. Four year colleges, for example, have specific entry requirements that students will need to meet in order to be admitted.

### **State Required Tests**

Meeting the standard on the state tests is also a graduation requirement.  
From <http://www.k12.wa.us/GraduationRequirements/StateTesting.aspx>

**Classes of 2011 and 2012:** Students must pass a state exam in reading and writing, a state-approved alternative or an assessment for students in special education. Students can meet the state's math requirement by passing a high school math exam OR by earning two math credits after 10th grade.

**Classes of 2013 and 2014:** Students must pass a state exam in reading and writing and one end-of-course exam in math, state-approved alternatives or assessments for students in special education.

**Classes of 2015 and beyond:** Students must pass a state exam in reading and writing, one science end-of-course exam and two math end-of-course exams, state-approved alternatives or assessments for students in special education.

Tenth grade students generally take the HSPE (High School Proficiency Exam) in reading and writing. This year the tests will be given on the following schedule:

**Writing test on Tuesday and Wednesday, March 13<sup>th</sup> and 14<sup>th</sup>.  
Reading test will be given on Thursday, March 15<sup>th</sup>.**

Biology, Algebra 1 and Geometry have end of course tests which means that they are taken at the end of the school year, when the student completes the class. Because these are end of course tests, students take them with the course. If a student in completing Algebra 1 in the 8<sup>th</sup> grade, for example, he/she will take the test in the 8<sup>th</sup> grade. We count these state required, end of course exams, as the final exam for the math or science class.

State approved alternatives to these tests are described at:

<http://www.k12.wa.us/GraduationRequirements/StateTesting.aspx>

Please note that students must take the tests on the testing date. There are no make up sessions for these tests unless the state schedules a session in the summer. If a student is ill and misses the test, the reading and writing tests can be taken in the summer, if offered, or in the following year. If a student misses an end of course test, a different general math or science test can be taken as the make up.

Sometimes the state changes the rules and requirements for state testing. Particularly, given the budget issues facing the state, it is possible that changes may be made after the publication of this handbook. We will inform parents of testing requirements as the dates for testing approaches.

### **Other Tests for Planning and Beyond High School**

In addition to state tests required for a diploma, students and parents have options for other assessments to help guide the student's future plans. Most parents and students are aware of the SAT or ACT tests that most colleges require as a part of the application process for entrance. Most colleges will take either of these tests as a part of the application process. Students usually take these tests in their junior year of high school. Timelines are important when dealing with the college application process. Most four year college applications are submitted by December of the student's senior year of high school.

To help students plan for the future and prepare for success on the SAT or ACT, we offer the pretests for the ACT and the SAT at district expense to our 10<sup>th</sup> and 11<sup>th</sup> graders. These are optional tests; no one is required to take them. Both tests are offered on the same date, usually in mid October. Note that these tests must be taken on the date and at the time assigned.

All 10<sup>th</sup> graders are invited to take the pre ACT test, the PLAN. This test comes with an interest inventory which students often find useful as they think about how their interests may match with a career. For more information about the PLAN test: <http://www.act.org/plan/>  
All 11<sup>th</sup> graders are invited to take the pre SAT test, the PSAT. This is the qualifying test for the National Merit Scholarship Program. For more information about the PSAT test: <http://www.collegeboard.com/student/testing/psat/about.html>

The ASVAB is another test that students have found helpful in planning for their future. All of the branches of the military use the results of this voluntary test for career and training placement. Students who want more information about their skills and interests or who are considering a career in the military should plan to take the ASVAB. This test is usually given by a representative of the military and there is no charge for test. It is a three-hour test identifying a student's vocational aptitudes and strengths. For more information contact a military recruiter or see: <http://official-asvab.com/>

### **The Culminating Project**

The Culminating Project is generally completed in the student's final year of high school. It involves the selection of an interesting project, research and writing and a presentation about the project. This project can be a very exciting and personally challenging as well as a fulfilling opportunity for high school students. Details of these are worked out with the supervising teacher, student and parent. There are forms and guidelines and supports to help each student keep on track and successfully complete the project. For more information about the culminating project see the senior project planning documents that each senior will bring home and which is posted on the school website. For general information about the graduation requirement see:

<http://www.k12.wa.us/GraduationRequirements/Requirement-CulminatingProject.aspx>

### **CATEGORIES**

Testing falls into three general categories: classroom, standardized, and psycho-educational. Each type has its own purpose and use in school.

### **CLASSROOM TESTS**

These tests are the most widely used. They are usually prepared and administered by the teacher and are designed to determine classroom performance. These tests form part of the basis for determining progress and assigning grades on report cards.

### **PSYCHO-EDUCATIONAL TESTS**

These tests are administered by a multi-disciplinary team. The tests are given to individual pupils who are usually referred for possible special education placement. These tests can only be administered with written parental approval.

### **STANDARDIZED TESTS or TESTS TO MEET STANDARDS**

Standardized achievement tests include the PSAT, PLAN, SAT and ACT which are designed to compare the achievement of individuals and groups with a representative national/state sample of pupils. This norm group reflects a mix of pupils from various regions, ethnic background, economical levels, and communities.

Tests to meet standards include the state MSP and HSPE tests which measure each student's ability to meet a standard in reading, writing, math or science. Results of these tests are sent to parents as soon as possible after the results are received in the district. The test dates for this year and the results for the last several years are given below.

## **TESTING DATES 2011-2012**

<b><u>SAT</u></b>	<b><u>Test Date</u></b>	<b><u>Registration Deadline</u></b>	<b><u>Late Registration</u></b>
	October 1, 2011	Sept. 9, 2011	Sept. 21, 2011
	November 5, 2011	Oct. 7, 2011	Oct. 21, 2011
	December 3, 2011	Nov. 8, 2011	Nov. 20, 2011
	January 28, 2012	Dec. 30, 2011	Jan. 13, 2012
	March 10, 2012	Feb. 10, 2012	Feb. 24, 2012
	May 5, 2012	Apr. 6, 2012	Apr. 20, 2012
	June 2, 2012	May 8, 2012	May 22, 2012
<b><u>ACT</u></b>	<b><u>Test Date</u></b>	<b><u>Registration Deadline</u></b>	<b><u>Late Registration</u></b>
	October 22, 2011	Sept. 16, 2011	Sept. 17-30, 2011
	December 10, 2011	Nov. 4, 2011	Nov. 5-18, 2011
	February 11, 2012	Jan. 13, 2012	Jan. 14-20, 2012
	April 14, 2012	March 9, 2012	Mar. 10-23, 2012
	June 9, 2012	May 4, 2012	May 5-18, 2012
<b><u>PSAT</u></b>	October 12, 2011	Given at OHS to all Juniors.	
<b><u>PLAN</u></b>	October 12, 2011	Given at OHS to all Sophomores.	
<b><u>ASVAB</u></b>	TBA	Given at OHS to all interested Juniors and Seniors.	

## **STATE ASSESSMENT OF STUDENT LEARNING**

District and school performance on the WASHINGTON STATE TESTS and other data measures can be found at OSPI (Office of the Superintendent of Public Instruction) School report card site: <http://reportcard.ospi.k12.wa.us/summary.aspx?year=2010-11> from this general state site the data for Orcas Island School District is found in the pull down menu which takes you to:

<http://reportcard.ospi.k12.wa.us/summary.aspx?groupLevel=District&schoolId=202&reportLevel=District&orgLinkId=202&yrs=&year=2010-11>

Once at the Orcas Island District Site, the individual schools can be found in the pull down menu. Multiple years of data are available by changing the year being viewed at the site.

For easy reference, the state, district and individual school results for school year 2010-11 are posted below.

Waldron and OASIS have no posted scores by grade level. We receive individual scores for students in these schools. However, the number of students tested in each grade level is less than the number the state requires in order to compile class and school wide information.

**STATEWIDE**

Grade Level	Reading	Math	Writing	Science
<a href="#">3rd Grade</a>	73.1%	61.5%		
<a href="#">4th Grade</a>	67.3%	59.3%	61.4%	
<a href="#">5th Grade</a>	67.6%	61.2%		55.6%
<a href="#">6th Grade</a>	70.6%	58.8%		
<a href="#">7th Grade</a>	56.4%	56.9%	71.0%	
<a href="#">8th Grade</a>	68.6%	50.3%		61.5%
<a href="#">10th Grade</a>	82.3%	See EOC below	86.0%	49.7%

Grade Level *	EOC Math Year 1	EOC Math Year 2
<a href="#">All Grades</a>	62.4%	72.9%

\* End of Course (EOC) exams are given in any grade in which the course is offered.

\*\* The "Makeup" exam was given to students who had already completed the Year 1 or Year 2 coursework. It was not a "retake".

**ORCAS ISLAND SCHOOL DISTRICT**

Grade Level	Reading	Math	Writing	Science
<a href="#">3rd Grade</a>	55.6%	44.4%		
<a href="#">4th Grade</a>	47.2%	46.2%	40.4%	
<a href="#">5th Grade</a>	55.9%	45.5%		52.9%
<a href="#">6th Grade</a>	59.6%	48.9%		
<a href="#">7th Grade</a>	59.2%	68.0%	56.0%	
<a href="#">8th Grade</a>	66.7%	44.4%		55.9%
<a href="#">10th Grade</a>	87.2%	See EOC below	89.4%	75.0%
Grade Level *	EOC Math Year 1		EOC Math Year 2	
<a href="#">All Grades</a>	74.1%		96.4%	

**ORCAS ISLAND ELEMENTARY SCHOOL**

Grade Level	Reading	Math	Writing	Science
<a href="#">3rd Grade</a>	74.1%	59.3%		
<a href="#">4th Grade</a>	74.1%	76.9%	65.4%	
<a href="#">5th Grade</a>	61.5%	52.0%		57.7%

<a href="#">6th Grade</a>	81.8%	71.0%		
---------------------------	-------	-------	--	--

#### ORCAS ISLAND MIDDLE SCHOOL

Grade Level	Reading	Math	Writing	Science
<a href="#">7th Grade</a>	78.4%	86.8%	73.7%	
<a href="#">8th Grade</a>	80.0%	53.3%		67.9%

#### ORCAS ISLAND HIGH SCHOOL

Grade Level	Reading	Math	Writing	Science
<a href="#">10th Grade</a>	89.1%	See EOC below	91.3%	76.1%
Grade Level *	EOC Math Year 1		EOC Math Year 2	
<a href="#">All Grades</a>	77.8%		96.2%	

## **ATTENDANCE**

### **ATTENDANCE REQUIREMENTS**

Regular school attendance is important for success at school. Washington State law requires that all children eight to eighteen years of age attend school or have an approved home school program. When a student is absent from school, parents are asked to call the school office. If this is not convenient, a note from the parent must accompany the student when he/she returns to school. Students who have been absent need to report to the office on their return. An excused absence is for doctor, dentist, illness, or family emergency.

Students missing for other reasons without parental permission will receive an unexcused absence and will not be allowed to make up the work missed. If a student returns to school without an excuse, the student has two days to clear up the absence. After two days, the absence will be entered on the student's attendance record as unexcused. A parent or school principal may later excuse the absence to remove the unexcused absence from the student's record. However, this does not mean that the student will be able to make up the missed assignment(s).

Students must check out with the office before leaving campus for an appointment or to go home before the end of their day. If the student has not checked out of the office, the absence will automatically be considered unexcused. ***“Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress.”*** (School board Policy 3122)

In other words, personal illness, family illness or emergency which requires the student to remain home or with the parent; dental or medical appointments that cannot be made at a time other than school hours will all be considered excused. Other absences may be excused at

the request of a parent when permission is requested in advance and is in accordance with the above policy. An unexcused absence occurs when a student is absent from school for any other reason. Students can be denied permission to make up work missed during an unexcused absence, and three unexcused absences in any class may result in being dropped from a high school class with a loss of credit. Unexcused absences earn detention at the minimum rate of one hour of detention per unexcused absence from a class.

In accordance with Washington State RCW 28.225.010 and Orcas Island School Board Policy #3122, students will be referred to juvenile court when other actions have not been successful in reducing the student's absences from school. The school district may file a petition with the juvenile court if the student has at least five or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year. Under this policy and RCW, one unexcused absence is defined as a whole day of absence that is unexcused or three separate unexcused class periods.

### **TARDIES**

If a student is late to school, he/she must report to the office before going to class.

### **LEAVING CAMPUS DURING THE SCHOOL DAY**

Orcas Island Middle School has a closed campus policy. That means that the students are not allowed to leave campus during the day except with special permission as described below. Students in the High School have an open campus.

Students needing to be excused for doctor or dentist appointments need a note stating the time, date and doctor appointment. All students, K-12, must check out of the office before leaving school. Upon returning to school students must report to the office before going back to class.

Students should not leave the school during class time without checking out with the office first!!! Parents picking up children before the end of the school day are asked to check their student out through the office.

## **STUDENT CONDUCT**

### **EXPECTED STUDENT BEHAVIOR**

Excellent behavior is expected of all students in our schools. The middle and the high schools follow the same basic set of rules or student responsibilities: Be on time. Be prepared for school. Do not disturb or distract others. Treat all people with respect and dignity.

When a student does not meet these expectations, appropriate consequences are applied by the staff member involved. The middle school and the high school have a discipline program in place with specific consequences and procedures to follow. If you have questions or concerns about the discipline program, please ask your child's teacher or the principal.

### **GUN-FREE CAMPUS**

The Orcas Island School District will not tolerate possession of weapons by students on district property, including school buses or school provided transportation, or at district-sponsored

activities. Students who possess, carry, exhibit, display or draw any weapon or any item apparently capable of producing bodily harm in a manner which, under the circumstances, intimidates another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion. Compliance is mandatory. Sanctions for violations will be imposed up to and including expulsion and referral for prosecution.

A student expelled for a firearm violation is also expelled from *all* schools in the State of Washington. (Washington Administrative Code 180-40)

### **DRUG –FREE CAMPUS**

The use of alcoholic beverages, controlled substances, items purporting to be alcoholic beverages or controlled substances, or the possession of such substances or paraphernalia will not be tolerated by any person on school property, in school buses or school provided transportation, or at any activity sponsored or supervised by the Orcas Island School District. Compliance by students, staff, and all visitors is mandatory.

Sanctions for violations will be imposed up to and including expulsion or termination of employment and referral for prosecution. If a student is suspected of or is indulging in illegal activities, appropriate steps will be taken. These actions are likely to include notification of parents, the sheriff's department, and suspension from school as appropriate to the individual case.

### **SMOKE – FREE CAMPUS**

Because the use of tobacco/ tobacco products is harmful, the Orcas Island School District is a smoke-free campus. Compliance by students, staff, and all visitors is mandatory.

This means that tobacco is illegal on school grounds. There is no place on campus or on any school sponsored trip where the use of tobacco is allowed.

### **ASSISTANCE WITH DRUG/ALCOHOL PROBLEMS**

The Orcas Island School District also recognizes that chemical dependency is a serious illness which is often preceded by misuse or abuse of drugs, alcohol and other chemicals, which not only interferes with the educational process but may also endanger the health and safety of the individual and others.

Students or staff who need help with alcohol or other drug problems have help available in the form of individual or group counseling. The district has the services of a certified dependency counselor (CDC) who is on campus one morning a week. The CDC meets with students individually for aftercare support.

Referrals are also made by the school counselor to additional counseling services. Groups available on the island include Alcoholics Anonymous, and Al-Anon (for families of alcoholics). Individual counseling is also available through San Juan Recovery (378-4994), and Compass Health San Juan Islands (378-2669). The Alcohol and Drug 24-hour help line is available at 1-800-562-1240.

## **STUDENTS' LEGAL RIGHTS AND RESPONSIBILITIES**

The Board and school staff assures students of the legal rights guaranteed all persons under the federal and state constitutions and statutes. Students are reminded that rights are also accompanied by responsibilities. These rights and responsibilities include:

- 1.** Civil rights, including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
- 2.** The right to attend free public schools; the responsibility to attend school and to observe school rules and regulations essential for permitting others to learn at school;
- 3.** The right to due process of the law with respect to suspension, expulsion, or administrative decisions which the student believes have injured his/her right;
- 4.** The right to privacy, which implies the right of a person to dress as he/she pleases, within certain limits;
- 5.** The right to free inquiry and expression, and the responsibility to observe reasonable rules regarding these rights;
- 6.** The administration makes certain that students are made aware of their legal rights, of the legal authority of the board and of the delegated authority of the staff to make rules and regulations regarding the orderly operation of the school. This handbook shall constitute the method of notification.

Adapted from Washington Administrative Code (WAC)

## **SCHOOL VISITORS**

Parents are welcome to visit classes. In order to avoid disruption of classes, we require that any visitors be cleared through the school office and with the teachers in advance of the school visit. (School Board Policy 4311)

## **PARENT SUPPORT GROUPS**

We are fortunate to have parent organizations that support programs at the school. These parent groups would appreciate the help of other parents. Groups that work with the school for the benefit of our children include:

OIEF (Orcas Island Education Foundation)  
Booster Club  
PTSA  
Site Counsel

### **SITE COUNCIL/SIP COMMITTEE**

We have established a Site Council for the Orcas Island schools which meets several times throughout the year to discuss topics of general interest. A major task of the Site Council will be to help determine goals and objectives of the school plan and to assist with the evaluation of progress towards accomplishing those goals.

This group is also known as the School Improvement Committee or SIP Committee and the purpose of the committee is to meet and discuss the school plans. Parents attending these meetings will examine test and other data and work with staff members to help determine the direction of our schools.

### **PARENT VOLUNTEERS**

Parents are welcome to volunteer their services to participate in a variety of activities. Parents assist in classrooms, tutor individual children, help in the school library or office, serve on advisory committees, prepare projects at home and perform a myriad of other tasks that benefit students and are deeply appreciated by staff.

### **PARENT/SCHOOL COMMUNICATION**

Each month parents receive a school newsletter and updated calendar for the month. In the newsletter, staff members try to keep parents informed of events and activities at school.

If you have questions or suggestions about the content of the school newsletter, please talk to the principal, Barbara Kline. We have also added to our District Website so that there is more information for parent use.

At the Orcas Island School District website [www.orcaslandschools.org](http://www.orcaslandschools.org) you will find the Senior Project Due Dates, the Junior and Senior Year Calendars, handbooks, etc. You will also find the weekly student announcements section of the bulletin.

If you want to check on upcoming half days or assemblies or read the reminders that are going out to students on Mondays or see which students have birthdays that week, this is the document to check.

### **CAFETERIA**

The Orcas Island School District offers both a breakfast and lunch program. Weekly or monthly lunch charges can be purchased from the appropriate school office or students may purchase their breakfast or lunch in the cafeteria each day.

Students have an account in the computer and use a four digit number to access that account. Parents can access their student's account online through the school district website. Applications for free and reduced lunch and breakfast are included with this handbook and can be picked up at either of the school offices.

## Meal costs

### Breakfast

Students	\$1.50	Reduced Student	\$0.30	Adults	\$1.65
----------	--------	-----------------	--------	--------	--------

(Prices vary for single items.)

### Lunch

Students	\$3.00	Reduced Student	\$0.40	Adults	\$5.00
----------	--------	-----------------	--------	--------	--------

## **Orcas Island School District Student Acceptable Use Policy**

Orcas Island School District is pleased to offer its students access to the district computer network for Internet and Email use. This access is provided through the Washington K-20 Educational Network. This access includes access to the Internet, to email, to the district internal network, and to any other technology resources including computers, accessed via that internal network (from this point on, all of these resources will be referred to simply as “The Network”). To gain access to the Network, all students must sign the attached form and must also gain parental permission. Parental permission is granted by having the parents/guardians sign and return the attached form to the office of the school. By signing the attached form students and their parents/guardians agree to the terms of this Acceptable Use Policy for Students (the “Policy” or “AUP”).

Access to the Network is to enable students to explore thousands of libraries, databases, and websites while exchanging messages with Internet users throughout the world. The Network is to be used by students for educational purposes only.

**While our intent is to make Internet and Email access available to further educational goals and objectives, it is possible that students might find ways to access other materials as well. Although the district does implement filters to decrease the risk, families should be warned that some material accessible via the Internet may contain items and information that are illegal, defamatory, inaccurate, or sexually explicit, or otherwise potentially offensive to some people. Additionally, the content of the Network includes many statements and opinions. These expressed statements and opinions are not those of the district.**

Access to the Network is given to students who agree to act in a responsible manner. Access is a privilege and not a right. Access can be revoked for improper usage, and legal or disciplinary actions, if warranted, may be taken.

Network storage areas are treated like school lockers. Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Files stored on district computers or servers are not private. Students should not expect that anything they do on the Network will be private.

## **GENERAL GUIDELINES**

The use of district provided Internet access and e-mail must be in support of education/research and be consistent with the educational objectives of the Orcas Island School District.

- You shall not give your password to anyone.
- You shall not log on with or use any other person's password or account.
- You shall not post or exchange personally identifiable information (such as your full name, date of birth, address, phone number, financial information, Social Security Number, etc.) on the Network without permission from district personnel.
- You shall not transmit obscene, abusive or sexually explicit language.
- You shall not create or share computer viruses.
- You shall not alter another person's data.
- You shall not copy material from the Internet and represent it as your own. This is commonly known as plagiarism.
- You shall not use the Network for commercial purposes.
- You shall not monopolize the resources of the Orcas Island School District Network by such things as running large programs and applications over the network during the day, sending massive amounts of email to other users, downloading high bandwidth files (such as videos or music files) that are not related to educational objectives, or using system resources for games.
- You shall not break or attempt to break into secure areas of this Network or other computer networks.
- You are responsible for the operation and security of your personally owned device (laptop, tablet, iPad, iPod, etc) should you choose to use it at school. Personally owned devices will NOT be supported by district personnel.
- You shall not interfere with, sabotage, or vandalize the computer hardware or software of others, including the school district.
- You shall not alter the Network system files for any reason.
- You shall not get software from or put software onto the Network without first obtaining written pre-approval from school personnel.
- You are not permitted to get from or put onto the Network anything that may be considered threatening, lewd, vulgar, or otherwise sexually explicit.
- You shall not violate any copyright or software license.
- You shall not circumvent security measures of the computer or the Network. This includes using a "proxy redirect" website or program to access web pages that have been blocked by the Orcas District technology department.
- You shall not promote any illegal conduct or the use of drugs, alcohol, or tobacco.
- You shall not use the Network to harass any person sexually nor shall you harass or discriminate against any person on the basis of race, color, national origin, religion, gender, age, and disability.
- You will not damage school computers or other technology equipment.
- You shall report all Network problems.

## **GENERAL INTERNET GUIDELINES**

- Internet access through the school is to be used for instruction, research, and school administration.
- School Internet-access is not to be used for private business, illegal activity, political activity, accessing sexually-oriented or other inappropriate material (e.g. material promoting drugs, alcohol, tobacco, illegal activity, etc.) or personal, non-school related communications.
- You shall not offer Internet access to any individual via your account.

- Harassing or bullying other Internet users is prohibited. This includes such things as posting harassing or bullying statements on social networking sites or via Instant Messaging, or creating other web content—such as web pages or blogs—that harass or bully another individual.
  - A student who does not have a signed AUP on file may **not** share access to the network with another student (e.g. “looking over the shoulder” of another student who is accessing the Internet or working together on an Internet project with a student who has permission).
- As a user of the Network, students should notify an administrator or teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

#### **ELECTRONIC COMMUNICATION GUIDELINES, INCLUDING EMAIL**

Students and employees of the Orcas Island School District are encouraged to use only their school provided e-mail account for school related communication. Students using the Network for email shall abide by the terms of this policy, including the following:

- Be polite. Do not write or send abusive, degrading, or defamatory messages to others.
- You shall not use electronic mail for communications that are not directly related to instruction or sanctioned school activities.
- Do not use electronic mail for private business or personal, non-school related communications.
- You shall not swear, use vulgarities, obscenities, or any other inappropriate language.
- You shall not send or attach anything containing lewd, vulgar, pornographic, obscene, or sexually explicit material. • You shall not access, copy or transmit another user's messages without permission. You shall only send electronic messages using your own name and/or account.

**Electronic mail is not private. District personnel and others who operate the Network do have access to all email, and email usage is monitored. Messages relating to or in support of illegal activities may be reported to the authorities. Messages relating to or in support of activities which violate the school discipline code will be reported to the school administration. Messages which indicate that a student may be in danger or may harm himself/herself or another person will also be reported to the school administration and other appropriate authorities.**

Student Name (printed): \_\_\_\_\_ Grade: \_\_\_\_\_

### Orcas Island School District Student User Contract

**Directions:** Please read the attached policies governing computer use and acceptable use of the Network. The signature of a parent/guardian is required for all students wishing to use the Orcas Island School District Network System. Please check the appropriate box and sign below. After completing, please return **this page only** to your school.

**Student Agreement (Students should sign below to indicate their agreement to the following):**

\_\_\_\_\_ **Yes** I have read the Orcas Island School District Network Acceptable Use Policy. I understand and will abide by the stated terms and conditions. I further understand that violation of the guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action **WILL** be taken. Furthermore, if needed, appropriate legal action may be taken. I understand that if I engage in unauthorized conduct, such conduct may result in liability. I will assume full responsibility for that liability and release and hold the district harmless for any consequences that result from my conduct.

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Agreement (Please check one of the following and sign below):**

\_\_\_\_\_ **Yes** As the parent or guardian of this student, I have read the Orcas Island School District Student Acceptable Use Policy for Network access. I understand that this access is designed for educational purposes and the Orcas Island School District has taken available precautions to eliminate access to controversial material. **However, I also recognize it is impossible for the Orcas Island School District to restrict access to all controversial materials and I will not hold Orcas Island School District responsible for materials this student may acquire on the Network.** Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission for the student named above to have access to the Network, including Internet and email access. I understand that if the student named above engages in unauthorized conduct, such conduct may result in liability. I/we will assume full responsibility for that liability and release and hold the district harmless for any consequences that result from my student's conduct. If my child damages a school-owned electronic device, I understand that I may be held liable for the repair or replacement of the device.

\_\_\_\_\_ **No** I have read and understand the Orcas Island School District Student Acceptable Use Policy for Internet and Email access, but I **do not** want my student using the Internet or Email at school.

Parent/Guardian (please print): \_\_\_\_\_

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

---

## **PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access within 45 days of the day the request is received. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading.

A request to amend a record should be made in writing to the school principal. A parent or eligible student should clearly identify the part of the record he or she wants changed and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and advise him or her of his or her right to a formal hearing. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Unless a written request to withhold such a release is made by the parent or eligible student, the district may disclose, without consent, "directory" information such as a student's name, address, telephone number, email address, photograph, date of birth, dates of enrollment, grade level, enrollment status, degree or award received, sports, height and weight of athletes, and any other information that would not generally be considered harmful or an invasion of privacy.

Most frequently, this information is used for things such as graduation programs, the annual yearbook, honor roll or other recognition lists, and rosters for athletic teams and officially recognized activities.

A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Under federal law, the military may request the names, telephone numbers and addresses of high school juniors and seniors. Unless a written request to withhold such a release is made by the parent or eligible student, the district may disclose this information.

A form for requesting that directory information not be released is included with this document.

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. Written complaints should be directed to Family Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington D.C. 20202-4605. For more information, please contact the building principal. For information from the Department of Education, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

## Request to Prevent Disclosure of Student Directory Information

Dear Parents,

Several federal and state laws and district policies govern the information we request about your student and what we are permitted to do with that information. Your student also has certain rights pertaining to his or her information under these laws and policies. Under the federal Family Rights to Privacy Act (FERPA), institutions such as colleges and universities, the military, yearbook companies, and scholarship committees may request the following information: name, address, telephone number, date and place of birth, participation in recognized activities and sports, weight and height of athletic team members, diplomas issued and awards received, and schools attended and dates of attendance.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_  
(Please print)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Student may sign form if he/she is 18 years old or older)

### FOR ALL STUDENTS

Other Institutions: Under federal law, institutions of higher education, scholarship committees, yearbook companies and other organizations may have access to your student's name, address and telephone number upon request. Most frequently, this information is used for things like graduation programs, sports activity sheets, and the annual yearbook.

Please do not release my student's information to other institutions except where required by law.  
Visual Information for Public Use:

From time to time, Orcas Island School District staff may take a photo/video of your student for use in a newsletter, district web site, or other district publications. Local newspapers may also photograph students occasionally at school.

Please do not release my student's visual image for school district publications or other communications.

### FOR 11th AND 12th GRADE STUDENTS ONLY

U.S. Military: Under federal law, the military may request the names, telephone numbers, and addresses of high school juniors and seniors, unless the parent, guardian, or eligible student checks the box below. The military typically requests this information in October of each academic year. Note: Checking the box below does not prohibit the military from gathering student information from other non-school district sources or from having military recruiters speak with your student when the recruiter is on campus.

Please do not release my student's information to the U.S. military.

If you do not wish your child's photos or directory information to be released, the completed form must be returned, no later than October 5<sup>th</sup> to any of the school offices.

If this form is not completed and returned, your permission to release directory information is implied.

Note: You must complete and return this form each year.

## **Middle and High School Staff:**

<u>TITLE</u>	<u>NAME</u>	<u>Email ADDRESS</u>	<u>EXT. #</u>
HS Principal	Barbara Kline	<a href="mailto:bkline@orcas.k12.wa.us">bkline@orcas.k12.wa.us</a>	1517
MS Principal	Kyle Freeman	<a href="mailto:kfreeman@orcas.k12.wa.us">kfreeman@orcas.k12.wa.us</a>	1561
Office Manager	Georgia Philbrook	<a href="mailto:gphilbrook@orcas.k12.wa.us">gphilbrook@orcas.k12.wa.us</a>	1515
Office Assistant	Lisa Clark	<a href="mailto:lclark@orcas.k12.wa.us">lclark@orcas.k12.wa.us</a>	1516
Counselor	Nancy Wrightsman	<a href="mailto:nwrightsman@orcas.k12.wa.us">nwrightsman@orcas.k12.wa.us</a>	1518
Librarian	Maria Doss	<a href="mailto:mdoss@orcas.k12.wa.us">mdoss@orcas.k12.wa.us</a>	1565
Readiness to Learn Family Advocate	Julie Pinardi	<a href="mailto:jpinardi@orcas.k12.wa.us">jpinardi@orcas.k12.wa.us</a>	1566
HS & MS Music	Martin Lund	<a href="mailto:mlund@orcas.k12.wa.us">mlund@orcas.k12.wa.us</a>	1533
	Pamela Wright	<a href="mailto:pwright@orcas.k12.wa.us">pwright@orcas.k12.wa.us</a>	
HS Art	Corey Wiscomb	<a href="mailto:cwiscomb@orcas.k12.wa.us">cwiscomb@orcas.k12.wa.us</a>	1543
HS Woods	Mark Padbury	<a href="mailto:mpadbury@orcas.k12.wa.us">mpadbury@orcas.k12.wa.us</a>	1540
HS Math	Vicki Clancy	<a href="mailto:vclancy@orcas.k12.wa.us">vclancy@orcas.k12.wa.us</a>	1527
HS Math/Oasis	Jill Sherman	<a href="mailto:jsherman@orcas.k12.wa.us">jsherman@orcas.k12.wa.us</a>	1535
HS Science	Brett McFarland	<a href="mailto:bmcfarland@orcas.k12.wa.us">bmcfarland@orcas.k12.wa.us</a>	1529
HS & MS P.E.	Cindy Elliott	<a href="mailto:celliot@orcas.k12.wa.us">celliot@orcas.k12.wa.us</a>	1521
HS & MS P.E.	Dennis Dahl	<a href="mailto:ddahl@orcas.k12.wa.us">ddahl@orcas.k12.wa.us</a>	1520
HS Marine Sc./Oasis	Marta Branch	<a href="mailto:mbranch@orcas.k12.wa.us">mbranch@orcas.k12.wa.us</a>	1524
HS Science	Greg Books	<a href="mailto:gbooks@orcas.k12.wa.us">gbooks@orcas.k12.wa.us</a>	1526
HS Spanish	Catherine Laflin	<a href="mailto:claflin@orcas.k12.wa.us">claflin@orcas.k12.wa.us</a>	1536
HS Career Choices	Kari Schuh	<a href="mailto:kschuh@orcas.k12.wa.us">kschuh@orcas.k12.wa.us</a>	1529
HS Social Studies	Kathleen Collister	<a href="mailto:kcollister@orcas.k12.wa.us">kcollister@orcas.k12.wa.us</a>	1528
HS Social Studies	Val Hellar	<a href="mailto:vhellar@orcas.k12.wa.us">vhellar@orcas.k12.wa.us</a>	1534
HS Language Arts	Maurice Austin	<a href="mailto:maustin@orcas.k12.wa.us">maustin@orcas.k12.wa.us</a>	1525
HS Computer Ed.	Paul Evans	<a href="mailto:pevans@orcas.k12.wa.us">pevans@orcas.k12.wa.us</a>	1530
Special Ed	Kari Schuh	<a href="mailto:kschuh@orcas.k12.wa.us">kschuh@orcas.k12.wa.us</a>	1529
Special Ed.	Linda Sullivan	<a href="mailto:lsullivan@orcas.k12.wa.us">lsullivan@orcas.k12.wa.us</a>	1532
MS Special Ed.	Kim Freeman	<a href="mailto:kfreeman@orcas.k12.wa.us">kfreeman@orcas.k12.wa.us</a>	1524
7 <sup>th</sup> Lang.Arts/Soc. St./8 <sup>th</sup> Gr. Literature	Phil Carter	<a href="mailto:pcarter@orcas.k12.wa.us">pcarter@orcas.k12.wa.us</a>	1541
7 <sup>th</sup> Gr. Math/Science/8 <sup>th</sup> Gr. Math	Lori Oakes	<a href="mailto:loakes@orcas.k12.wa.us">loakes@orcas.k12.wa.us</a>	1539
8 <sup>th</sup> Gr. Lang.Arts/Social Studies	Kathi Anderson	<a href="mailto:kanderson@orcas.k12.wa.us">kanderson@orcas.k12.wa.us</a>	1523
8 <sup>th</sup> Gr. Science	Laura Tidwell	<a href="mailto:ltidwell@orcas.k12.wa.us">ltidwell@orcas.k12.wa.us</a>	1537
MS Culinary Arts	Paula Towne	<a href="mailto:ptowne@orcas.k12.wa.us">ptowne@orcas.k12.wa.us</a>	1531

# **Co-Curricular:**

Yearbook	Corey Wiscomb
National Honor Society	Nancy Wrightsman
Ecology Club Advisor	Greg Books
Key Club Advisor	Margie Doyle
Athletic Director	Sandi Harris
Head Football	Scott Harris
Head Volleyball	Gregg Sasan
HS Boy's Soccer	Matt Stolmeier
HS Girl's Soccer	Charma Anderson
HS Golf	Bobby Olmstead
Boys Head Basketball	Gregg Sasan
Girls Head Basketball	TBD
Head Baseball	TBD
Head Softball	Scott Harris
MS Volleyball	Kathy Morris
MS Soccer	Chris Doherty
MS Girls Basketball	Rich Madan
MS Boys Basketball	Dan Drake
Senior Class Advisor	Vicki Clancy
Junior Class Advisor	Brett McFarland
Sophomore Class Advisor	Paul Evans & Kari Schuh
Freshman Class Advisor	Natasha Meskew
High School ASB Advisor	Vicki Clancy
Middle School Class Advisors	Middle School Staff

## SENIOR PROJECT DUE DATES 2011-2012

**KEEP ALL FORMS FOR YOUR PORTFOLIO  
SAVE ALL WORK ON AT LEAST ONE DISK**

NOTE: Due dates are when the form is due to your teacher NOT when you are supposed to meet with advisor; you are responsible for making appointments with your advisor **PRIOR** to the due date!

<b>September</b>	Advisor/advisee selection process	9/07/11
	Selections will be posted	9/12/11
	1 <sup>st</sup> advisor meeting by (Introduction/share ideas)	9/23/11
	2 <sup>nd</sup> advisor meeting by (5 sources AND preliminary thesis)	9/30/11
<b>October</b>	3 <sup>rd</sup> advisor meeting by (10 sources; discuss paper topic and annotated bibliography)	10/14/11
	Formal approval meeting with Senior Project Coordinators Sign up in senior class	10/17/11- 10/21/11
	<b>Letter of Intent</b> due to advisor AND senior teacher; <b>Parent Consent</b> due	10/26/11
	<b>BEGIN YOUR LEARNING LOG NOW!</b>	
<b>November</b>	4 <sup>th</sup> advisor meeting by	11/4/11
	<b>End first quarter</b>	

	Annotated bibliography due to advisor and senior teacher Introduction of paper due to Advisor and senior teacher	11/7/11
	5 <sup>th</sup> advisor meeting Review rough draft of paper	11/16/12
	6 <sup>th</sup> advisor meeting ROUGH DRAFT DUE TO ADVISOR and senior teacher	11/21/11
	Rough drafts returned to student	11/29/10
<b>December</b>	<b>FINAL DRAFT OF RESEARCH PAPER</b> (Note: This is the last day of class before winter break. Late papers will lose points..duh!)	<b>12/16/11</b>
<b>January</b>	Graded research papers returned	1/27/12
	<b>(End of 1<sup>st</sup> semester - you're half way!)</b>	
<b>February</b>	Last opportunity to change project	2/1/12
	7 <sup>th</sup> advisor meeting Complete timeline for project Progress report on project Review Learning Log	2/12/12
<b>March</b>	8 <sup>th</sup> advisor meeting by Progress report on project Review Learning Log	3/14/12
<b>May</b>	9 <sup>th</sup> advisor meeting by	5/14/12

Presentation to advisor

<b>May/June</b>	In class presentations (Sign up in senior class)	5/16/12- 6/06/12
	<b>Completed portfolio due to senior Teacher (Late portfolios will lose points!)</b>	<b>6/6/12</b>
	Senior Presentations	6/12/12
	<b>GRADUATION!!</b>	<b>6/16/12</b>

Please remember that some of these dates and requirements may change as necessary. Keep ALL rough drafts, copies of advisor meeting forms, letters, etc. for inclusion in your Senior Portfolios.

Samples of all forms and requirements will be made available.

Have fun, keep relaxed and **MEET ALL DEADLINES** and you will be fine.

Questions may be discussed in your senior class or individually with Ms. Hellar and/or Ms. Collister.

## SENIOR CALENDAR – 2011/2012

- September** Check your credits; make sure you are taking the classes you need to graduate and to enter the post-secondary institution/job/apprenticeship of your choice.
- September** If you intend/hope to play college sports, register with the NCAA (National College Athletic Association) Clearinghouse asap. Eligibility depends on talent, GPA, test scores, and classes taken.
- Sept./Nov 2** Make an appointment with the counselor to discuss your post-high school plans.
- September 9** Deadline to register for the October 1<sup>st</sup> SAT I/II. Given at OHS.
- September 16** Deadline to register for the October 22nd ACT. Given at OHS.
- September 23** First senior project advisor meeting deadline.
- September 30** Second senior project advisor meeting deadline.
- Sept./Oct.** Download and/or fill-out electronically applications to state colleges or private schools. You can use the Common App ([commonapp.org](http://commonapp.org)) for most private schools.
- Sept./Oct.** Ask teachers for references and recommendations. You must give them the forms which come with the applications plus instructions and stamped/addressed envelopes for mailing them.
- Sept./Oct** Give the counselor your self-description. Anyone who needs a recommendation for college, an apprenticeship program, job or voc/tech school needs to do this. I shall also interview you as well to glean more information for my recommendation.
- October** Plan to apply for college during October so November is free to work on your senior paper.
- October 1** **SAT I/II** given at OHS. Report to the high school commons by 7:45 AM.

- October 6**                    **The Futures Fair:** Admissions counselors from several two-year, four-year and vocational schools will be at Orcas to talk about their schools and answer your questions. Confirmed schools include: Western Washington University, Skagit Community College, The Fashion Institute, The Seattle Art Institute, The University of Puget Sound, Boise State, Seattle University, ITT Tech, Cornish College of the Arts, Whitworth College, Seattle Pacific College, and WSU. More information will be forthcoming.
- October 6 (?)**                **Parent College Information Night** at 7:00 PM in the library.
- October 7**                    Deadline to register for the November 5th SAT I/II. Given at OHS.
- October (Date TBA)**        **Seattle National College Fair** at WA State Convention and Trade Center – Sunday 12:00 PM– 4:00 PM and Monday 9:00 AM-12:00 PM.  
Not only will there be representatives from a wide-range of colleges and universities, but there will also be workshops on *How to Finance An Education, Tips on Writing the College Essay, Finding the Right College* etc. A list of attending institutions is available. Check the web site for more information: [www.nacac.com](http://www.nacac.com).
- October 14**                    Third senior project advisor meeting deadline.
- October 15**                    Give all Secondary School Reports for all college or voc/tech schools to the counselor. This pertains only to those who have or will apply before the end of the first semester.
- October 22**                    **ACT Test** given at OHS. Report to the high school commons at 7:45 AM.
- October 26**                    **Seattle Performing & Visual Arts College Fair** from 7:00 – 9:00 PM in the Fisher Pavilion at the Seattle Center.
- October 26**                    Letter of Intent and Parent Consent due to both your advisor and senior teacher.
- November 1/15**                Early decision deadlines.
- Nov./Dec.**                    Both students and parents should request their **FAFSA PINs** so they can apply for federal aid electronically in January/February. These can be requested at [www.pin.ed.gov](http://www.pin.ed.gov)

- November 4** Registration deadline for the December 10th ACT Test. This test is not given at OHS.
- November 4** Fourth senior project advisor meeting deadline.
- November 4** Annotated bibliography and paper introduction are both due to your senior advisor and senior teacher.
- November 5** **SAT I/II** given at OHS. Report to the high school commons at 7:45 AM.
- November 8** Registration deadline for the December 3rd SAT Test. This test is not given at OHS.
- November 16** Fifth senior project advisor meeting deadline.
- November 21** Sixth senior project advisor meeting deadline. Senior paper rough draft due to your advisor and your senior teacher.
- November 22** Senior Paper Rough Draft is due to your advisor and senior teacher.
- November 30** Deadline for the University of California schools.  
Deadline for the University of Texas schools.
- December 1** University of Washington's application deadline!
- December 1** **Free Application for Financial Aid Worksheets** are usually available in the counseling office. You can also look for these online at [fafsa.gov](http://fafsa.gov).
- December 1** WA State 4-year public universities begin processing applications. In fact, the priority deadline for the University of Washington is December 1 although their actual deadline is not until Jan 15. **This means you need to apply NOW if you have not already done so.**
- December 3** **SAT I/II** given at Friday Harbor and off-island. Be there at 7:45 AM.
- December 10** **ACT** given at other test centers.
- December 16** **Senior Paper Final Draft** is due today!!
- December 30** Registration deadline for the January 28th SAT Test. Given at OHS.

<b>January 1/15</b>	Application deadline for most Ivy League colleges and private schools.
<b>January 1</b>	Be sure you have your Financial Aid Forms so you can begin processing them. If you also need to submit the CSS/Financial Aid PROFILE, pick up an application in the counseling office. You want to make sure you apply for federal aid by the end of January if you possibly can. Go to <a href="http://fafsa.org">fafsa.org</a> to complete the application online.
<b>January 13</b>	Deadline to register for the February 11 <sup>th</sup> ACT Test. Not given at OHS.
<b>January 15</b>	<b>Application deadline for the University of Washington.</b>
<b>January 28</b>	<b>SAT I/II</b> given at OHS. Report to the high school commons at 7:45 AM.
<b>January 31</b>	Western Washington University's application deadline.
<b>February 1</b>	Application deadline for most colleges for admission the following September. Even if your school has Open Admissions, often particular programs fill up so it is advisable to apply early.
<b>February 1</b>	Although not a deadline, it is beneficial to <b>mail FAFSAs</b> by now. Schools' scholarship and aid deadlines are in February. Remember that federal aid is given on a first come, first served basis.
<b>February 1</b>	If applying for the Western Undergraduate Exchange (WUE), check for your school's application deadline. Usually, one needs to have applied to the school and then apply for the WUE.
<b>February 1</b>	Submit mid-year transcripts to colleges or voc/tech schools which request them. Use the form in the office.
<b>February</b>	Check for early local scholarships. The Chamber of Commerce chooses its recipient/s in early April. Also, decide this month whether you want to take an Advanced Placement Exam.
<b>February 10</b>	Registration deadline for the March 10 <sup>th</sup> SAT I/II. This test is not given at OHS.
<b>February 11</b>	<b>ACT</b> given at other test centers.

<b>February 12</b>	Seventh senior project advisor meeting deadline.
<b>March 9</b>	Deadline to register for the April 14th ACT Test. This test is given at Orcas.
<b>March 10</b>	<b>SAT</b> given at other testing centers.
<b>March 14</b>	Eighth senior project advisor meeting deadline.
<b>March/April 15</b>	Colleges must send acceptance/rejection letters.
<b>April/May</b>	Apply for local scholarships. Check the booklet you will receive in April for specifics.
<b>April 6</b>	Registration deadline for the May 5th <b>SAT</b> . This test is given at Orcas.
<b>April 14</b>	<b>ACT</b> given at OHS. Report to the high school commons at 7:45 AM.
<b>Date TBA</b>	<b>ASVAB Test</b> given at OHS. This is a three-hour test given free by the military to help you assess your skills. By taking this test you are NOT making any commitment to join the military; you are simply getting free information about yourself and potential careers. If you are joining the military after graduation, this test is required. Sign-up in the office.
<b>May</b>	Review your financial aid award letter with your parents. See the counselor or call the financial aid office of the school you intend to attend. Find out when payment of all school charges are due.
<b>May 1</b>	Student selects college or voc/tech school and sends deposit. Do this as soon as possible because getting dorm housing is dependent on this deposit. Notify the counselor of your decision.
<b>May 2-13</b>	<b>AP Exams</b> are given.
<b>May 4</b>	Deadline to register for the June 9 <sup>th</sup> ACT Test. This test is not given at OHS.
<b>May 5</b>	<b>SAT I/II</b> given at OHS. Report to the high school commons at 7:45 AM.
<b>May 8</b>	Deadline to register for the June 2nd SAT. This test is not given at OHS.

<b>May 14</b>	Ninth senior project advisor meeting deadline.
<b>June</b>	Have <b>final transcripts</b> sent to those places that request them. Use the form in the office. Georgia sends these after school is out and must have a written request from you so she knows where to send them.
<b>June 2</b>	<b>SAT</b> I/II given at Lopez or FHHS. Report to the school by 7:45 AM.
<b>June 6</b>	<b>Completed portfolio due to senior teacher.</b>
<b>June 9</b>	<b>ACT</b> given at other test centers.
<b>June 12</b>	<b>Senior Presentations</b>
<b>June 15</b>	<b>Celebration of Success</b>
<b>June 16</b>	<b>Graduation</b>

## **JUNIOR CALENDAR – 2011/2012**

<b>September</b>	Check your credits; make sure you are taking the classes you need to graduate and to enter the post-secondary institution/job/apprenticeship of your choice.
<b>October 5</b>	<b>Parent/Student Financial Aid Meeting:</b> David Armaki, a financial planner from Seattle, will be talking about financial aid and how to pay for college at 6 PM in the library.
<b>October 6</b>	<b>The Futures Fair:</b> Admissions counselors from several two-year, four-year and vocational schools will be at Orcas to answer your questions. To date we have confirmed Pacific Lutheran University, Western Washington University, Eastern Washington University, Washington State University, Skagit and Whatcom Community Colleges, The Fashion Institute, The Art Institute, Central Washington University, Seattle U, Cornish, Boise State and Montana Tech. Watch for information as to how to sign-up to attend various presentations.
<b>October 12</b>	Take the <b>PSAT</b> at OHS, which is offered free to all juniors. The test takes approximately three hours and will be given Wednesday morning. This test provides practice for the SAT and the opportunity for students to compete in the National Merit Scholarship Program.

- November 4 & 5** **Seattle National College Fair** at the Washington State Convention and Trade Center – Friday 9:00 AM - 12:00 PM and Saturday 12:00 PM - 4:00 PM. Not only will there be over 200 representatives from a wide- range of colleges and universities, but there will also be workshops on *How to Finance An Education*, *Tips on Writing the College Essay*, *Finding the Right College*, etc. A list of attending institutions is available in the counseling office. Check the website for more information.
- December** Receive results of the PSAT test. Read your score report and check with the counselor to determine how you might improve. Your actual test booklets are available for study.
- December 30** **Deadline to register for the January 28th SAT/II.** This test will be given at OHS. Juniors considering attending 4-year colleges or universities should take this test. Then, if you need the SAT II or need to retake the SAT I, those tests can be taken in May.
- January** Start thinking of colleges you would like to explore. You may do virtual tours on the web or actually visit.
- January** Get your **Social Security number** if you have not done so already. Make sure that the name on your social security card, driver's license, birth certificate, and school transcript is your legal name!
- January 13** Deadline to register for the **February 11<sup>th</sup> ACT.** Not given at OHS.
- January** **Portfolio Day** at the Seattle Center. If you are planning on attending an art school after you graduate, it is important to have your portfolio assessed by professionals. Watch for this date and plan to attend.
- January 28** **SAT I/II** given at OHS. Report to the high school commons at 7:45 AM.
- February 10** Deadline to register for the March 10<sup>th</sup> SAT. Not given at OHS.
- February 11** **ACT** given at other test centers
- February/March** Meet with the counselor about your senior schedule and your post-secondary plans.
- March/April** Plan on **retaking the HSPE** if you failed any parts in your sophomore year. Remember that if you failed the math section, you must either pass it or take four years of math in high school.

- March 9** Deadline to register for the **April 14th ACT** given at OHS. You can do this online at [www.act.org](http://www.act.org) or with the paper applications in the counseling office. If you intend to take the ACT, this is the test to take. Your next opportunity to take the test on Orcas is in October
- March 10** **SAT I/II** given at other test centers.
- March ?** **ASVAB TEST** given at OHS. This is a three-hour test given free by the military to help you assess your skills. By taking this test you are NOT making any commitment to join the military; you are simply getting free information about yourself and potential careers. If you are joining the military after graduation, this test is required. Sign-up in the office.
- April 6** Deadline to register for the **May 5th SAT I/II**. Given at OHS. You need to take this test if you did not already take the January SAT. If you need SAT IIs, take them in May!
- April/May** If you are interested in either attending a military academy or applying for a ROTC scholarship, be sure you talk to the counselor
- April** **College Fair for Washington State Colleges/Universities/Voc-Tech Schools** at Skagit Valley College. This is a great opportunity to meet with representatives of these institutions and find out what they might have to offer you.
- April 14** **ACT** given at OHS. Report to the high school commons at 7:45 AM.
- May** Plan your senior schedule. Remember to include all the classes needed to meet OHS's graduation requirements and your postsecondary plans. Colleges/universities are looking for a **strong** senior year.
- May 5** **SAT I/II** given at OHS. Report to the high school commons at 7:45 AM.  
You want to take this test if you did not take the January SAT.
- May 8** Registration deadline for the June 2nd **SAT I/II**. This test is given at Friday Harbor and Lopez.
- May 7-18** **AP Exams** are given.
- June** If you intend/hope to play college sports, register with the **NCAA** (National College Athletic Association) Clearinghouse asap. Eligibility depends on talent, GPA, test scores, and classes taken.
- June 2** **SAT I/II** given at Lopez and Friday Harbor. Be there by 7:45 AM.

**Summer**

Visit colleges and universities. Whittle your list down to 3-6 schools.

Study for retakes of the SAT. Revise your resume. Write or revise your personal statement for college applications.

**August**

If there is enough interest, the week before school starts there will be an eight-hour class (two hours each day for four days) to work on applications and the college essay. **Be sure to attend and get some of your college application work done early!**

**GOOD LUCK!**

(If /when you have questions about anything, please ask me. I would be pleased to help you. My school phone is 1518, and my email is [nwrightsman@orcas.k12.wa.](mailto:nwrightsman@orcas.k12.wa.))