

BALLARD HIGH SCHOOL 2016-2017
STUDENT HANDBOOK
1418 NW 65th Street
Phone (206) 252-1000 FAX (206) 252-1001

Dear Parents and Students:

The number one goal of Ballard High School is the academic achievement for all of our students. Students, parents/guardians, and staff work together to promote a safe and secure learning environment.

This handbook is intended to support the success of each student at Ballard High School. The information included in this handbook will be useful over the course of the coming school year. Some of this information will be reviewed with students during their second period classes at the beginning of the school year. However, it is important that each student and his/her parent or guardian make themselves aware of the entire contents of this handbook. Please find time to go over this information as a family.

Of most immediate importance to students will be the information regarding academic expectations for graduation, student behavior at school and the requirements governing attendance.

Policies and procedures are subject to change. *Notification of any changes will be communicated to students, parents, and guardians.*

Please feel free to direct any questions or concerns you have about the contents of this handbook to your student's assigned counselor or assistant principal. By working together, we can realize our goal of success for every student at Ballard High School.

Keven Wynkoop

ADMINISTRATORS AND CONTACTS

Principal

Keven Wynkoop Email: kswynkoop@seattleschools.org

Assistant Principals

Elizabeth Guillory Students A-F

Carrie Burr Students G-N

James Slaid Students O-Z

Activity Coordinator/Athletic Director

Jason Thurston

Main Office 206-252-1000

FAX Number 206-252-1001

Counselors

Julia Shin Students A-Bn

Sarah Bowman Students Bo-Ga

Tom Kramer Students Gb-LI

Brenda Day Students Lm-Ro

Katie Huguenin Students Rp-Z

For full contact list, please visit ballardhs.seattleschools.org

RESOURCES

DAILY BULLETIN – The Daily Bulletin may be accessed online at <http://ballardhs.seattleschools.org>

If you would like the Bulletin emailed to you every day contact our PTSA volunteer Tina Soerensen at ballardhighnews@gmail.com

SCHOOLGY PAGES - The district provides this communication opportunity to access online student academic achievement, attendance, and provides online access to assignments and homework. <http://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=1166719>

PLANNERS – Students are encouraged to use planners to keep track of such items as assignments and test dates. Many teachers include the use of planners in their curriculum. SPREE / PTSA sell planners for \$10.00. Sales times and dates are announced in the Daily Bulletin.

SCHOOL MESSENGER - School Messenger includes email and automated phone calls to families and staff to distribute information such as changes in the school schedule due to weather conditions or planned early dismissal dates. In order to receive this information in a timely manner please keep your email address and telephone number current on school records.

THE SOURCE for Students – Students log in to their school assigned account, with their username which begins with **bal_**

If they forget their password, they need see Ms. Arthur or Ms. Wood in the library. Incoming 9th graders will log into their account using the same password they had in middle school, unless new to the district. Again, see Ms. Arthur or Ms. wood in the library for help.

For Parents – To register for the Source or to add a student to your account please go to this website for instructions,

<http://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=1166719> **If you are having any difficulties with The Source, you may contact Source**

Support at sourcesupport@seattleschools.org. What is the difference between Schoology, Source, and the District/School website? **Schoology** is our Learning Management System, where teachers can post course content, provide resources for students, and review assignments. The Source is where parents/guardians, and students go to see their schedule, assessment scores, attendance, library information and *secondary* student grades. The District/School website is our externally-facing web presence for people interested in learning more about our schools and programs. Parents and guardians will need to create an account to login to Schoology using an access code. You can find your access code by logging into the Source and selecting Schoology Access Codes from the left menu.

TRANSPORTATION –The school district will send a notice to students that qualify for a bus card the week before school starts. School bus, cab, or other appropriate transportation is provided for students with special needs. For Metro bus schedules online contact Metro Trip Planner at <http://tripplanner.metrokc.gov/> or call Metro Rider Information at 206-553-3000, TTY 206-684-1739. METRO lost and found number is (206) 553-3090. BUS TIME is (206) 287-8463. The district transportation office number is 206-252-0900 or transdept@seattleschools.org

ORCA Cards – All students who qualify for an Orca Card should receive paperwork that needs to be signed by the parent and student and returned to the main office in exchange for their Orca Card. If this card is lost it may be replaced for \$5.50 for the first replacement card and \$25.00 for the second replacement card. All school district issued Orca cards are automatically deactivated at the end of June.

If you qualify for free and reduced lunch you may qualify for an ORCA card if you live less than 2 miles from school. Please visit www.seattlegov/YouthORCA for details.

SNOW - In early November, snow route information will be mailed to your home. Parents should select the safest alternative stop for their students in the event emergency snow routes are announced. If stations *do not* mention the Seattle School District, school bus transportation will be operating on regular routes at regular times. Major radio and TV stations will communicate one of three messages for emergency operation. These messages include:

1. **Schools open on time** - buses operating on time on Snow Routes. No door to door service.
2. **Two hours late** - buses operating on **Snow Routes**. No door to door service.
3. **Two hours late** - buses operating on **Regular Routes**. No door to door service.
4. **Schools closed.**

Every effort will be made to operate the routes on time. When appropriate, school buses will be chained. However, ice and snow emergencies create other traffic problems that cause delays. Students should be dressed in warm clothing before they leave for the bus stop and a backup plan should be worked out with the students in the event the bus is late.

STUDENT LEADERS ROSTER

ASB

President: Julia Jackson
 Vice President: Sammy Blue
 Treasurer: Lou Yardley
 Secretary: Sophia Konugres
 Communications Director: Trinity Cho
 Sports & Club Liaison: Erika Weber
 Inter-High Rep: Max
 Seattle Student Senate Rep: Abby Buck
 TV Program: Olivia Evidon
 Advisor: Mr. Thurston

CLASS OF 2017

President – Manny Xenos
 Vice President – Eli Wolk
 Secretary/Treas.– Megan McAllister

CLASS OF 2018

President – Beck Svaren
 Vice President – Rachel Givens
 Secretary/Treas.– Makenzie Blaney

CLASS OF 2019

President - Grace Johnson
 Vice President - Vinny Speziali
 Secretary/Treas. - Dina Pasha

CLASS OF 2020

President – Joseph Zahner
 Vice President – Henry Gilcrest
 Secretary/Treas. – Kaya Edwards

- **Student Senate** – Second period classrooms elect a homeroom representative to participate in the student senate.
- **Co-Curricular Activities** – Marching Band, Jazz Ensemble, Orchestra, Choir, Drama, Journalism, Marketing, Academy of Finance, and Annual are regular classes in the curriculum but are also part of the school activities program.
- **Clubs** – A variety of clubs are available for students at Ballard. Announcements of meetings are always in the Daily Bulletin. A partial list of clubs includes Black Student Union, Family Consumer and Career Leaders of America, Video, Ecology, Key Club, La Union Latina, Earth Services Club, Lacrosse, Photography, Music Honor Society, and Ultimate Frisbee. Clubs will be listed on the bulletin board in the commons, and on the Ballard HS website.
- **Link Crew** - Link Crew is our 9th grade mentorship program that is designed to ease the transition from middle school to high school and to assist in creating a positive school climate at BHS. Link Crew runs the 9th grade student orientation and provides continued support throughout the school year through various activities and check-ins. Link Leaders are upperclassmen who apply to serve on Link Crew for the upcoming school year and applications for potential Link Crew Leaders are available in late April in the Activity Center.

ATHLETICS

Activities/Athletic Director

Jason Thurston jkthurston@seattleschools.org (206) 252-1076

Assistant/Athletics Secretary

Kim Nickerson kdnickerson@seattleschools.org (206) 252-1147

Ballard is a member of the METRO 3A league. **Fall sports** include Football, Cross Country (coed), Girls' Volleyball, Girls' Soccer, Girls' Swimming, and Golf (coed). **Winter Sports** -Paperwork for Girls' Basketball, Boys' Basketball, Wrestling (coed) and Boys' Swimming is due on **October 21, 2016**. Gymnastic tryouts start on Nov. 7th all other team tryouts start on November 14. **Spring** sports paper work is due February 17, 2017 for Baseball, Softball, Boys' Soccer, Tennis (coed), Track and Field (coed). Tryouts start on February 27, 2016. The athletic secretary may not be able to enter late paperwork into the system before the first day of tryouts making an athlete ineligible until the roster is updated. An activity card is required to try out for sports. More information and paperwork is available in the Main Office or at www.ballardhsbeavers.org All METRO 3A league athletes are required to purchase an ASB card. ASB cards are \$35.00 and are good for one school year.

HEAD COACHES 2016-2017

FALL

Cross Country	Bob Mirenzi	robertmirenzi@hotmail.com
Football	Ross Humphries	ballardbeaverfootball@gmail.com
Golf	Casey McMullin	casmc@msn.com
Soccer- G	Daniel Pulse	danielpulse@yahoo.com
	Meghan Miller	mbmiller1@seattleschools.org
Swim- G	Brook Brayman	btbrayman@seattleschools.org
Volleyball	Tami Reese	tcreese@seattleschools.org

SPIRIT

Cheer	Samantha Burnstead	ballardhs.cheerleading@gmail.com
Dance	Bethany Pruitt	bhsdanceteam@gmail.com

CLUB SPORTS

Lacrosse- B	Don Preston	dj@fokust.com
	Deborah Cohen (parent)	laxtreasurerballard@gmail.com
Lacrosse- G	Suzanne Replinger	sreplinger@gmail.com
Ultimate-Co-ed	Kenny Lane II	kenny.lane3@outlook.com
	Patrick McLane	patrickmclane@gmail.com
	John Nobis (parent)	jgnobis@gmail.com

SPRING

Baseball	Doug Montgomery	ballardbeaverbaseball@gmail.com
Soccer- B	Brian Wardlaw	bwardlaw@gmail.com
Softball	OPEN	
Tennis	Kevin Todd	kevintodd@gmail.com
Track	Bob Mirenzi	robertmirenzi@hotmail.com

WINTER

Basketball-B	Mike Broom	mbroom@seattleschools.org
Basketball-G	Sarah Wetstone	wetstonesara@yahoo.com
Gymnastics	Stephanie Gundel	sgundel@u.washington.edu
Swim- B	Daniel Gleit	degleit@gmail.com
Wrestling	Jared Daniels	jareddaniels20@gmail.com

BALLARD SERVICE LEARNING PROGRAM

Ms. Mitchell, Service Learning Coordinator – (206) 252-1015 gamitchell@seattleschools.org

One of the graduation requirements for the Seattle School District is 60 hours of service learning. Service learning is giving time, without pay, to a non-profit or government agency. Service learning allows students to learn and to apply academic, social and personal skills through real hands on activities. Students make a difference and address authentic community needs. Students may start accumulating 15 hours the summer before starting 9th grade. After students are in high school, any summer hours they complete that meet the service-learning requirement can be counted toward the 60-hour graduation requirement. "Above and Beyond" medals are awarded for 240 hours of service. The service learning coordinator offers suggestions about non-profit and governmental organizations and upcoming opportunities. Some opportunities will be announced in the Daily Bulletin. The service learning coordinator visits students in each ninth grade health class to review this graduation requirement.

COUNSELING DEPARTMENT INFORMATION AND RECOMMENDATIONS

The Counseling Secretary will assist students to make an appointment to see their counselor. Transcript requests for current students may be requested in the Counseling Center. Please allow 4 school days for transcript processing.

***** IMPORTANT POLICIES*****

Late Arrivals/Early Dismissals: It is strongly recommended that ninth and tenth grade students take a full schedule of six classes. Eleventh and twelfth grade students may choose late arrivals or early dismissals. No empty periods are allowed in the middle of a student's daily schedule.

Grading System: Grades of A, A-, B+, B, B-, C+, C, C-, D+ and D indicate credit earned in a class. An E grade indicates course failure and results in no credit earned. If a student wishes to take a class for a Pass/No Pass grade, this must be requested by the fifth week of the semester and may be chosen for only one course per semester. Students who are withdrawn from a class after the fifth week of the semester will earn an "E" on their transcript for that course unless the withdrawal is due to a move to another school. Classes dropped after the 10th day of the semester but before the 5th week of the semester will result in a "W" on the student's transcript. Incompletes are rarely given and must be completed within six school weeks of the end of the grading period or the Incomplete will become an E grade. All classes earn .50 semester credit, with the exception of TA (teacher assistant) positions which earn .25 semester credit.

Percent (%) grading scale: A=93-100, A- =90-92, B+=87-89, B=83-86, B- =80-82, C+=77-79, C=73-76, C- =70-72, D+=67-69, D=60-66, E=0-59

Report Cards and Progress Reports: Semester report cards are issued twice a year and are mailed to all students. Semester grades are posted to the official transcript. Mid-term progress reports are issued at the middle of each semester and mailed to all students. These grades are for information only. However, senior year mid-term grades may be used as part of the college admission process, even though credits are not posted to the transcript. "D" and "E" grades are reported halfway through each quarter and are mailed to students receiving these grades. These progress reports are for information only and are not posted to the transcript.

Weighted Class Rank: Class rank is an indicator requested by some colleges and universities, scholarship programs, and some employers. A weighted class rank system is intended to recognize students who take more rigorous academic courses. These include courses designated as Honors (H), Advanced Placement (AP), College in the High School (CIHS) and Running Start (HRS). Honors courses earn a half weighting point; AP, CIHS, and HRS courses earn a full weighting point. The weighted ranking process does not affect the GPA. The highest attainable GPA is 4.0 (WAC 180-57-050). Valedictorian(s) and Salutatorian(s) are based on cumulative weighted rank as of 1st semester senior year.

Ballard High School Valedictorian/Salutatorian Policy

Ballard's Valedictorian must:

1. Have the highest weighted Class Rank after the first semester of the Senior year. Additional courses taken beyond the six period day will not be counted towards the calculation of the student's Class Rank for purposes of determining Valedictorian, except in the case of Running Start courses, for which all credits through Fall quarter of senior year will be counted.
2. Have been a full time student (six classes each semester) on Ballard's campus, including Running Start courses, all four years
3. Have no "E" or "N" grades on the transcript.
4. Have no "P" grades other than for Driver's Education
5. Have no Teacher or Office Assistant classes on transcript

Ballard's Salutatorian(s) must:

1. Have the second highest weighted Class Rank after the first semester of the Senior year. Additional courses taken beyond the six period day will not be counted towards the calculation of the student's Class Rank for purposes of determining Salutatorian, except in the case of Running Start courses, for which all credits through Fall quarter of senior year will be counted.
2. Have been a full time student (six classes each semester) on Ballard's campus, including Running Start courses, for at least three years
3. Have no "E" or "N" grades on the transcript
4. Have no "P" grades other than for Driver's Education and/or a Study Abroad experience
5. Have no Teacher or Office Assistant classes on transcript

Class Standing: A minimum of 21.00 credits are required to graduate for class of 2015 through 2019. Students must meet the graduation requirements of their "Class of" designation, as assigned in grade 9. This is never altered regardless of the year of actual graduation (i.e., early or late completion of graduation requirements).

High School Credit for Middle School Courses: High School credit is available for some pre-approved middle school courses. Requests for credit must be received by the end of the student's senior year. See your counselor for details.

Making Up a Required Course: To graduate, students must pass all required courses and have a 2.0 grade point average in core subjects (language arts, social studies, math, and science) and cumulatively as well. If a student fails a required course or wishes to raise the GPA by repeating a course, he/she generally must expect to take that course through an after school or summer school credit retrieval program if available, or through an accredited program outside of Ballard High School.

Course Fees: We believe students should be able to take courses of their choice regardless of their ability to pay required course fees. Course fees are vital to offering high quality programs but they are optional.

TA (Teacher or Office Assistant) Students may take only one TA position per semester. Such credits may not exceed a total of 2.0 credits. Teacher Assistant positions earn .25 credit and a P/N grade. Office Assistant positions earn .50 credit and a letter grade. Please be aware that TA positions can negatively impact athletic eligibility, Valedictorian/Salutatorian standing, and PE waiver availability, so students are advised to consider this decision carefully before deciding to take a TA position.

Athletic Eligibility: In order to play on a school sports team, students must have earned a grade point of 2.0 or higher in five subjects during the previous semester of school. Continuing eligibility will require a student athlete to earn no less than a 2.0 grade point average in five subject areas (2.5 credits) as reported on their current report card. **TA classes, lab assistants and PE waivers cannot be counted as one of the five classes for eligibility.**

NCAA Athletic Eligibility: Students interested in participating in college athletics after high school need to be aware that additional academic courses are required for eligibility and not all courses are approved for NCAA eligibility. Student athletes must also register with the NCAA Eligibility Center, preferably during the junior year. Visit the NCAA website www.eligibilitycenter.org and see the athletic director or your counselor for more information.

State Testing Requirements: Smarter Balanced Assessment and End of Course Exams

Academic Intervention Specialist/Testing Coordinator

(206) 252-1107 - Lisa Coacher

The Academic Intervention Specialist coordinates all state testing for Ballard High School. This includes the **Smarter Balanced Assessment (SBA) for English Language Arts and Math**, the **Biology End of Course Exam (EOC)**, as well as the Algebra EOC, the Geometry EOC, and Collection of Evidence for students who have not passed these required state exams. Ms. Coacher also coordinates Advances Placement (AP) testing for Ballard HS. If you have any questions regarding these state exams, please contact Ms. Coacher. Ms. Flanagan coordinates the PSAT and SAT testing for Ballard High School.

STATE TESTING DATES 2016-2017

Smarter Balanced Assessment in ELA and MA Fall Retakes for juniors & seniors are November 7 – 14.

Algebra, Geometry and Biology EOC Retakes for juniors & seniors are January 24-26.

Smarter Balanced Assessments in ELA and MA for sophomores & juniors are during the month of April & May.

Algebra and Geometry EOC Retakes for juniors are June 1.

Biology EOC is June 6, 7, and 8 for students enrolled in Biology this year.

Biology EOC Retake is June 8 for students no longer enrolled in Biology.

COLLEGE TESTING DATES 2016-2017

PSAT – The PSAT is a practice SAT college admission test and can qualify eleventh grade students for National Merit Scholarship Competition.

All BHS sophomores / juniors will take the PSAT on Wednesday, October 19th, at Ballard High School. Tentative: Check BHS website for testing updates.

ACT – College admission test. Register on-line at www.act.org. Seattle sites fill up quickly, so register far in advance of deadlines. Tests are offered on October 22, December 10, February 11, April 8, June 10. Additional fees apply if you register late or make changes to your test type, center or date after registering.

SAT – College admission test. Register on-line at www.collegeboard.org Seattle sites fill up quickly, so register far in advance of deadlines. Tests are offered on October 1, November 5, December 3, January 21, March 11, May 6, and June 3. Additional fees apply if you register late or make changes to your test type, center or date after registering. **All juniors will be able to take the SAT at Ballard for free on Wednesday, March 1st, 2017. Tentative: check BHS website for testing updates.**

SAT and ACT Services for Students with Disabilities

Information on how to request accommodations on the SAT is available at <http://sat.collegeboard.org/register/for-students-with-disabilities> and for the ACT at <http://www.act.org/content/act/en/products-and-services/the-act/taking-the-test/services-for-examinees-with-disabilities.html>

Advanced Placement Testing

Ballard High School offers AP courses according to student interest and budget availability. Students will register for exams on the Ballard AP registration site starting January 23. The spring 2017 AP test schedule is online at http://apcentral.collegeboard.com/apc/public/exam/dates_fees/index.html

ACADEMIC DEADLINES

1st SEMESTER 2017

Week of January 25th First Semester Finals

Thurs, January 28th End of First Semester

2nd SEMESTER 2017

Monday, February 1st First day of the semester

Friday, February 12th Last day for students to request to drop a class.
(10th day of semester) Class must be replaced with a TA, late arrival or early dismissal. The student may not choose another elective. Classes dropped between this date and the end of the 5th week will result in a "W" on the student's transcript.

Friday, March 11th Last day for students to request a Pass/No Pass
(end of 5th week) grade or a contract course. (Form available in Counseling Office.) Only one P/N or contract class allowed per semester. After the 5th week of the semester, Administrative approval is required to drop a class and an "E" grade will be posted on the student's transcript for the dropped class.

Friday, March 18th Last day for teachers to turn in grade changes including completion of "I" grades from first semester
(end of 6th week)

Friday, April 1st End of third Quarter

Thursday, June 23rd End of Second Semester

REPORT CARDS/PROGRESS REPORTS

Progress reports are usually sent the 5th week of each quarter to all freshmen and any other students with a "D" or "E" in a class

ATTENDANCE POLICY 16-17 for BALLARD HS

Assistant Principals:

Elizabeth Guillory 252-1004 - Attendance and Discipline for Last Names Starting with A - F
Carrie Burr 252-1005 - Attendance and Discipline for Last Names Starting with G - N
James Slaid 252-1003 - Attendance and Discipline for Last Names Starting with O - Z

Attendance Secretary

Alice March (206) 252-1009 – ballardhs.attendance@seattleschools.org

BHS ATTENDANCE POLICY – “THE BASICS”

Student absences can only be excused by a note signed by parent or guardian or by email from parent/guardian. Absences cannot be excused by phone. However, if this is an extended absence of 3 or more days, you may wish to contact the Counseling Office for assistance to contact teachers for assignments. Please allow 24 hours to process your request.

- Absences may affect the grade and credit earned for a course depending on each teacher's syllabus. Each student will receive a copy of the course syllabus and a copy of the syllabus will be posted in the classroom.
- A tardy is defined as a student entering a class after the tardy bell has sounded.
- It is the student's responsibility to make up work for excused absences, school related absences such as field trips, or suspensions. The teacher's syllabus will explain the makeup policy for that class.
- Excuse Note or email – An excuse note must be turned in to the Attendance Office or an email sent to Alice March in The Attendance Office ballardhs.attendance@seattleschools.org within 3 school days of the absence. A note or email received after the third day will be noted as a "Late Note" and is not excused. Unacceptable reasons will not be excused and will be noted as "Not Excused". Phone calls do not excuse an absence.
- Late Passes – Students late for 1st period should report directly to class. Students late to periods 2-6 need to get a tardy pass from an administrator or security specialist to be admitted into class. Students with note from a parent or Parent has already emailed can come to The Attendance Office for a pass to class.
- Early Dismissals – Students MUST have authorized parent/guardian permission AND school permission to leave school for an outside appointment or an illness during the school day. Without permission, the absence will be unexcused. Please excuse Early Dismissals in advance by note or email turned into The Attendance Office
- Pre-Arranged Absences/Parent Initiated – Students who knowingly will be absent two or more days should obtain a "**Pre-Arranged Absence Form**" available in the Attendance Office or The Ballard HS Website to notify their teachers of their absence and arrange for makeup work, if required. The "Pre-Arranged Absence Form" needs to be completed and returned to the Attendance Office three days prior to the absence.
- Pre-Arranged Absences/School Initiated – Activities such as field trips require a pre-planned absence form. Students should obtain a pre-arranged absence form from the teacher in charge of the field trip to notify their teachers of their absence and arrange for makeup work, if required. The pre-arranged absence form should be completed and returned to the teacher three days prior to the absence. The teacher informs The Attendance Office about the Field Trip so students can be excused.

BALLARD HIGH SCHOOL ATTENDANCE POLICY

Since experience has shown that frequent absences from school contribute to poor achievement, the current grading practices will include student attendance. The laws of the State of Washington require regular attendance of all pupils enrolled in the public schools. It is the responsibility of the student to make up missed class assignments/tests for excused absences. Classroom assignments may be requested through the Counseling Office if the student is going to be absent more than three school days. Please allow twenty-four hours to process a request.

Ballard High School Attendance Office: (206) 252-1009

Attendance is required so that students will be able to:

- Participate in oral presentations
- Participate in all classroom physical activities
- Participate in class discussions or in group work that does not involve written work
- Receive verbal instructions concerning new concepts and review of previous concepts.
- Participate in lab activities
- Collaborate in group processing skills
- Hear and respond to guest speakers and outside resources (films, video presentations, etc.)

DEFINITION OF AN ABSENCE: The following Seattle School District definitions apply to students at all ages:

Excused Absences:

- Unplanned absences are excused when your child's personal illness or injury, or the illness, injury or death of a family member, prevents your child from attending school. The school may require a note from your child's doctor before excusing those absences if your child is absent due to illness or injury for an excessive number of days. Ballard High School requires a note from a parent or guardian to excuse any absence within 3 days of student's return to school from any absence.
- Planned absences are excused when you submit a request to the principal or assistant principal at least three school days before the start of a planned absence, usually for a family trip of short duration, doctor or dentist appointment, or religious or other special one-time event. However, long-term absences or a succession of long-term absences may affect whether your child will be promoted and/or earn credit for graduation. Absences for longer than twenty consecutive school days may result in your child being dropped from school enrollment.
- Absences due to short-term discipline of your child are excused on District attendance records unless your child is under court order to attend school without additional truanancies or behavior problems.

Unexcused Absences:

- All other absences are considered unexcused, including absences caused by the student or parent oversleeping, student missing the bus, transportation problems, student needed for babysitting, student job requirements, etc.
- Absences by long-term suspended or expelled students for whom space is available in the reentry program, but who do not enroll and attend, are unexcused.
- Students entering a class more than 10 minutes after the tardy bell will be counted as an unexcused absence.

PROCEDURES REGARDING EXCUSED ABSENCES

To excuse an absence, the student must present a written note stating the reason for the absence to the Attendance Office within **3 school days** of returning to school. A late written excuse does not remove an unexcused absence from the records. A phone call regarding an absence is considered to be a courtesy extended to the school but is not required. The phone call must be followed with a written note. Note: Students living on their own need to contact their administrator to establish the procedures to be followed regarding attendance. All work missed due to excused absences must be made up as determined by the classroom teacher.

DEFINITION OF A TARDY A tardy is defined as a student entering a class after the tardy bell has sounded. Unexcused tardies must be recorded in the teacher’s roll book and on the Attendance Office forms.

- When tardy to periods 2-6, students must get a tardy pass from an administrator or security specialist to admit them to class. This pass will result in the student serving one day of lunchroom detention.
- Tardies may affect your course grade and credit.
- Students entering a class more than 10 minutes after the tardy bell will be counted as an unexcused absence.

EARLY DISMISSALS:

Students must present a written note to the Attendance Secretary on the day of the appointment or get permission from their administrator prior to leaving school. Early dismissals will not be excused after the fact.

LATE ARRIVALS: For late arrivals to school, a written excuse from parent/guardians is required within 3 school days. Students with written excuses should report directly to the Attendance Secretary. Students without written excuses should go directly to class.

PRE-ARRANGED ABSENCES:

1. A school sponsored pre-arranged absence form will be provided to the student from the appropriate advisor/sponsor.
2. Students and parents/guardians must complete the form and must obtain classroom teacher’s signatures **THREE DAYS PRIOR TO THE EVENT.** Teachers should mark this in their roll books.
3. The student must return the completed form to the advisor/sponsor **THREE DAYS PRIOR TO THE EVENT.**

GRADING POLICY RELATED TO ATTENDANCE:

Teachers are encouraged to incorporate participation into their grading system. Participation may include points earned for being in class and on time. Students will be notified of teachers’ participation grading policies in their syllabi.

COMPULSORY STATE ATTENDANCE LAW - "BECCA" BILL

Parent/guardians of children at least eight years old and less than eighteen years old must have their children in school on a full time basis or in an approved home instruction program. If a student has seven (7) unexcused absences within a month or ten or more unexcused absences within a school year, the School District is required to file a petition in juvenile court directed toward the student, parent/guardian or both.

IMPORTANT DATES 2016-2017

Proposed Dates - Please check the web site for confirmation

DATE	EVENT
January 16	Martin Luther King Jr. Day Holiday (no school)
January 31	End of First Semester
February 1	Day between semesters (may be used as a make – up snow day)
February 20 - 24	Presidents Day – Mid Winter Break
March 16	Opening Night Gala 5:30pm – Les Miserables 7:30pm
March 22	Professional Development Block Time (2 hour early dismissal) 6 period day
April 7	End of Third Quarter
April 10-14	Spring Break (no school)
May 10	Professional Development Block Time (2 hour early dismissal) 6 period day
May 29	Memorial Day - No School
June 1	Professional Development Block Time (2 hour early dismissal) 6 period day
June 9	Beaver Day / Year Book Distribution
June 12	Year Book sales resume
June 19	2017 Graduation Day – Memorial Stadium – 5:00 pm Rehearsal 10:00 am at Memorial Stadium
June 23	Last Student Day 9 th -11 th Grades (1 hour early dismissal)
June 26 & 27	Optional Snow Make up Days

DAILY BELL SCHEDULE 2016-2017

- 1st Period 8:45 – 9:35
- 2nd Period 9:40 – 10:35 (Includes 5 minutes for Announcements)
- Extended Passing Period 10:35 – 10:40**
- 3rd Period 10:45– 11:35
- 2nd Floor 1st Lunch 11:40 – 12:10**
- 2nd Floor 4th Period 12:15 – 1:05
- 1st Floor 4th Period 11:40 – 12:30
- 1st Floor 2nd Lunch 12:35 – 1:05**
- 5th Period 1:10 – 2:00
- 6th Period 2:05 – 3:15*
- *DAM Time (2:55 – 3:15 Daily Academic Minutes)

TWO HOURS EARLY DISMISSAL

- There are several two-hour early dismissals for staff professional development at Ballard High School. Dates are 9/23, 10/26, 1/13, 3/23, and 6/1
- 1st period 8:45-9:15
- 2nd Period 9:20-9:55 (Includes Announcements)
- Extended Passing Period 9:55-10:00**
- 3rd Period 10:05-10:35
- 4th Period 10:40-11:10
- 5th Period 11:15-11:45
- Lunch 11:50-12:20**
- 6th Period 12:25-1:15*
- *DAM Time 12:55-1:15 – Dedicated Academic Minutes

2 HOUR LATE START

1st Period 10:45- 11:15

2nd Period 11:20- 11:55 5 minutes for announcements

Extended Passing Period 11:55- 12:00

3rd Period 12:05- 12:35

Lunch 12:40- 1:10

4th period 11:15- 1:45

5th Period 1:50- 2:20

6th Period 2:25- 3:15*

*DAM time (2:55- 3:15 Daily Academic Minutes)

BEAVER DAY-June 9, 2017

(30 min classes, 45 min assembly, no DAM time, Beaver Day celebration)

1st Period 8:45 – 9:15

2nd Period 9:20 – 9:55

Extended Passing Period 9:55 – 10:00

3rd Period 10:05 – 10:35

4th Period 10:40 – 11:10

5th Period 11:15 – 11:45

LUNCH 11:50 – 12:20

6th Period 12:25 – 12:55

1st Floor to main gym @ 12:55

2nd Floor to main gym @ 1:00

Assembly 1:05 – 1:50

Yearbooks 2:00 - 3:15

Assembly Schedule

10/7 – Homecoming Assembly, 11/18 – Awareness Assembly
3/24 - Academic Assembly, 5/26 - Awareness Assembly

(45 Min classes, 40 min assembly, No DAM Time)

1st Period 8:45 – 9:30

2nd Period 9:35 - 10:25 5 minutes for announcements

1st floor leaves @ 10:25

2nd Floor leaves @ 10:30

Assembly 10:35 – 11:15

Extended Passing Period 11:15 - 11:20

3rd Period 11:25 – 12:10

2nd Floor 1st Lunch 12:15 – 12:45

2nd Floor 4th Period 12:50 - 1:35

1st Floor 4th Period 12:15 – 1:00

2nd Lunch 1:05 – 1:35

5th Period 1:40 – 2:25

6th Period 2:30 - 3:15

Martin Luther King, Jr. Assembly

Friday, January 13 and Friday, February 17

(35 minute classes, 65-minute assembly, 10 min discussion time, DAM time)

1st Period 8:45-9:20

2nd Period 9:25-10:05 (Includes announcements)

1st floor leaves @ 10:05

2nd floor leaves @ 10:10

Assembly 10:15 – 11:20

Extended Passing Period 11:20 – 11:25

3rd Period 11:30 – 12:20 (includes 15 min for debriefing)

2nd Floor 1st Lunch 12:25 – 12:55

2nd Floor 4th Period 1:00 – 1:35

1st Floor 4th Period 12:25 – 1:00

1st Floor 2nd Lunch 1:05 – 1:35

5th Period 1:40 – 2:15

6th Period 2:20 – 3:15 *

*DAM time included for last 20 minutes, Daily Academic minutes

Professional Development Days

Wednesdays 9/23, 10/26, 1/13, 3/23, and 6/1

No school for Seattle School District students on October 9, 2015 this day will be used for staff professional development.

SEATTLE PUBLIC SCHOOLS INTERNET AND COMPUTER USE AGREEMENT

The Seattle Public Schools makes available to student's access to computers and the Internet. Through the Internet students may have access to databases, Web sites, and sometimes email. Students might also publish online. Students are expected to use computers and the Internet responsibly and for school related purposes only. Every student will be asked to click ACCEPT after reading the agreement on their initial log on to the Seattle School district computers.

Use of the Seattle Public Schools network is a privilege. Violations of conditions of use may result in that privilege being taken away in whole or in part by school district personnel. All other related student policies are applicable and other consequences including suspension or expulsion may follow. Please review the "Student Rights and Responsibilities" pamphlet.

As a condition of my right to use the Seattle Public School Internet service, I understand and agree with the following:

- I will use computing resources responsibly
- I will use the Internet and other computer resources for academic activities only.
- I will only play educational games authorized by my teacher, instructor, or librarian.
- I will follow the guidelines for printing set by my teacher or school.
- I will only save material in my folder appropriate for educational use.
- I will not transmit or deliberately access obscene, indecent, harassing, defamatory, or otherwise offensive material in any form.
- I will use computing resources safely
- I will not give out my name, picture, address, e-mail, or any other personally identifying information online
- I will only access chat rooms, bulletin boards, blogs, or post to an Internet site with explicit teacher permission
- I will use computing resources respectfully
- I will not deliberately attempt to harm or destroy data on any system on the network or internet
- I will not damage computer equipment or alter computer settings.
- I will not alter other students' files.

- I will use computing resources in a manner that respects the intellectual property of others.
- I will not install, store, or distribute unauthorized copyrighted software or materials.
- I will turn in work that I have created myself. If I borrow or copy material from other sources, I will properly cite those sources

I understand that:

- I am responsible for what is done on my computer account.
- School district personnel have the right to review any material sent, mailed, or accessed through a District computer or District provided network account. School district personnel have the right to inspect all material stored on a District computer. By accepting these terms and conditions, students waive any right to privacy or confidentiality to material that was created, sent, accessed, or stored using a District computer or District provided network account.
- District personnel can edit or remove any material that it believes may be unlawful, obscene, indecent, harassing, or otherwise objectionable.
- The district does not promise that the functions of the internet service will meet any specific requirements you may have, or that the Internet service will be error-free or uninterrupted.
- I cannot use computing resources to violate district policies, federal and state laws.
- District administrators have the final say on what constitutes a violation of internet policies. Those violations include but are not limited to all bulleted points in this agreement.

STUDENT WORK HONESTY & PLAGARISM POLICY

Students are expected to be honest about what is theirs: ideas, writing, work, and the representation of themselves. To this end, Ballard High School is adopting this policy to ensure that student work is, indeed, their own so that teachers can know how best to meet the needs of their students and to be able to assess their progress in their education.

Honesty is:

- Doing your own work
- Crediting others' words, pictures, facts or ideas
- Keeping your eyes on your own work
- Helping, not copying
- Using electronic sources with integrity

Because cheating in any of its forms is detrimental to the educational process, the following disciplinary procedure will be followed for our school. Any student who cheats will be disciplined. Please review the individual syllabus for each class and the District Standard Practices. District Offenses is as follows:

- 1st Offense:** Rewrite paper or make up test
 - 2nd Offense:** Lose credit for paper or test
 - 3rd Offense:** Lose credit for paper or test and school based consequences
- NOTE:** The class need not be the same one in which the second instance of cheating occurred.

THE BASIC RULES OF SEATTLE PUBLIC SCHOOLS

These rules supplement the rights and responsibilities, limitations and due process accorded each student enrolled in the Seattle School District. Students are responsible for adhering to all the rules and responsibilities as stated in "THE BASIC RULES OF SEATTLE PUBLIC SCHOOLS." Violations of these regulations will result in disciplinary action.

APPROPRIATE BEHAVIOR Students on the school grounds, at school events, or on the way to or from school, involved in behavior which is not acceptable will be subject to disciplinary action (Examples: drug and/or alcohol use or possession, profanity, fighting, cheating, and hazing/bullying.) Disciplinary action may include the loss of the privilege to participate in school activities such as athletics, dances including prom, and the graduation ceremony.

ALCOHOL AND DRUGS The use of any alcoholic beverage or drug is strictly prohibited. Any possession, use or sale of alcoholic beverages or drugs on school grounds, at school functions, or on a school bus is prohibited at all times. This includes possession of drug paraphernalia. Any student found in possession of, or under the influence of drugs or alcohol at school or a school-sponsored activity will be excluded from future activities including such activities as athletics, prom, etc.

ANTI-HARASSMENT POLICY - BULLYING, FROSHING, HAZING, INTIMIDATION Seattle School Board prohibits "Harassment, intimidation or bullying" means any intentionally written message or image (including those that are electronically transmitted), or verbal or physical act. These include, but are not limited to, acts shown to be motivated by race, creed, color, religion, ancestry, national origin, age, economic status, gender, sexual orientation including gender expression or identity, pregnancy status, marital status, physical appearance, the presence of any sensory, mental or physical disability, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability, or other distinguishing characteristics, when an act:

- ☞ physically harms a student or adult or damages the student's or adult's property; or
- ☞ has the effect of substantially interfering with a student's education or the adult's work environment; or
- ☞ is so severe, persistent or pervasive that it creates an intimidating or threatening educational or work environment; or
- ☞ has the effect of substantially disrupting the orderly operation of the school or work place?

Nothing in this section requires the affected student or adult to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

Bullying, Hazing, Froshing, Intimidation, or similar activities are forms of harassment and possibly assault and will be dealt with accordingly. Engaging in harassment will result in appropriate discipline. Retaliation against any person who makes or is a witness in a complaint is prohibited and will result in appropriate discipline. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Complaint Process – INFORMAL Reports may be made to any staff member. Informal remedies **may** include: a) An opportunity for the complainant to explain to the alleged harasser the nature of the complaint either in writing or face-to face; b) A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated or; c) A general public statement from an administrator review the District Anti-Harassment Policy without identifying the complainant. Informal complaints may become formal at the request of the complainant, parent/guardian, or if the District believes the complaint needs to be more thoroughly investigated.

FORMAL – All formal complaints shall be in writing, signed by the complainant, and shall set forth the specific acts, conditions, or circumstances alleged to have occurred and to constitute harassment. The Affirmative Action Manager or another designee of the Superintendent shall receive and investigate all formal written complaints of harassment or information in the District's possession that the Superintendent or designee believes requires further investigation. The Superintendent shall respond in writing to the complainant

and the accused within thirty (30) days. Corrective measures deemed necessary by the Superintendent will be instituted as quickly as possible, but in no event more than thirty (30) days after the Superintendent's written response, unless the accused is appealing the decision.

ATTENDANCE Students are expected to know and follow the attendance regulations as listed in the Attendance Policy and Procedures for Ballard High School.

CLOSED CAMPUS Seattle School District policy: Exceptions: Approved late arrivals, early dismissals, or prior administrative approval. Students may leave campus at break or lunch so long as they respect the neighborhood community around the school, do not create a public nuisance, and do not engage in any criminal or civil misconduct.

DANCE RULES Freak dancing, offensive and/or obscene dances are prohibited in accordance with Seattle School District policy. Violations of this policy include but are not limited to students exceeding the 45-degree rule and inappropriate touching. For most dances, students are allowed to bring one non Ballard guest if a completed Guest Request Form is turned in to the Activity Coordinator the Wednesday before the dance and approved by administration. Dancers responsible for any action that causes potential harm to others or to the DJ's equipment will be asked to leave the dance. Inappropriate behavior may result in the loss of the privilege to attend future school activities such as dances /other extracurricular events.

DETENTION Students may be assigned detention by staff and administration for infractions of the school code of conduct. Failure to complete detention may result in the student being assigned to Saturday School or other appropriate disciplinary action.

DRESS AND APPEARANCE Must not present health and safety problems or cause disruption. Overly revealing or disruptive clothing (sagged pants (exposing underwear), gang related insignia, marijuana leaf and/or any clothing that depicts or condones alcohol, illegal drugs or that states or implies an obscenity, may not be worn at Ballard High School. Some type of footwear must be worn. Any headwear in the classroom will be worn only with teacher approval. Students will be required to change such clothing or be sent home.

ELEVATOR Students are prohibited from using the elevator without prior approval by the nurse, security or administration.

FINES Students are responsible for all books, lockers, school equipment, other instructional materials issued to them, and all school related incurred charges. Such fines are expected to be paid prior to final withdrawal from school, sending transcripts, participation in athletics, forwarding of records, annual distribution, graduation ceremony, and/or diploma. A record of fines is maintained in the fiscal secretary's office. The library maintains the records of textbooks and library books. Fines incurred from a previous school may also be included. Fines may be paid in the fiscal office during the school year before school, during break, or at lunch.

FOOD / DRINKS No food or non-water drinks will be permitted in any academic pod, the performing arts areas, 1st floor entrance next to the Main Office, library, Career Center, office areas, gyms, or in the locker room areas. Exceptions to this rule must have prior administrative approval. Water is permissible with prior approval of each teacher or staff member.

GAMBLING- of any kind is not allowed in school.

GOOD NEIGHBOR POLICY-Ballard High School students respect the property of our neighbors and community.

HALL BEHAVIOR Hallways are to be clear and quiet during class time. There is to be no loitering in the halls or on school grounds when classes are in session. Students must have a pass (RED plastic hall pass, a BLUE "Student Permit", Student Planners for 9th graders or a WHITE "Request to Report slip) when in the halls during class time. Students with a late arrival should plan to arrive five (5) minutes before class. Students with early dismissals (such as seniors with no sixth period) are to leave the building before the tardy bell rings. All students must leave the building by 15 minutes after the last bell unless they are participating in an adult supervised activity.

ID BADGE POLICY The Seattle School District has directed all staff and students to wear ID cards. The administration at Ballard High School urges all staff and students to wear or carry their ID card.

LIBRARY The Ballard High School Library strives to be a welcoming and integral part of a student's learning experience at Ballard High School. The library is open before and after school and during lunch. Teachers bring their classes in to do research, use computers and checkout library books and text books throughout the school day. Visitors are welcome although they do need to go the Main Office first to obtain a Visitor's pass.

OPEN CAMPUS All students will be permitted to leave the school premises during their lunch period without written authorization. Students who leave assume the responsibility for returning on time for class. Students may not visit other school campuses without authorization of Ballard High School administration and the authorization of the other school's administration. Salmon Bay Park is off limits to all students during school hours. Salmon Bay Playfield is off limits during their school hours.

ORCA CARDS – Seattle Public Schools provides eligible students with an ORCA card. The basic eligibility requirement is that the student lives 2.5 or more miles from Ballard High School. Lost or stolen cards may be replaced. The first replacement card is \$5.50; the second replacement card is \$25.50. You may take the exact amount in cash or a check made out to Seattle Public Schools to our fiscal office in the Activity Center. It may take two or more weeks for a replacement card to be issued. You are responsible for your transportation costs until your new ORCA cards is issued. Our Attendance Secretary will email teachers so that they may tell you your card is available in the Attendance Office.

PARKING POLICY There is no student parking anywhere on campus. Student parking on campus will result in disciplinary action, fine, and/or towing without notice. Parking in spots marked POOL may result in your vehicle being towed without warning by the Parks Department. **Students may be fined if caught parking in the staff parking lot. This ticket is \$50.00 and this debt must be cleared in a timely manner, definitely before graduation.**

CELL PHONES AND OTHER SUCH DEVICES These items lead to disruption and shall not be used during regular school hours. Cell phones must be turned off and put away during class time. Any devices turned on during class time are subject to confiscation based on the policies of the classroom teacher. Laser pens, electronic games, or other gambling devices, etc. are not allowed in school. These items are subject to confiscation. It is recommended that these items not be brought to school. The school is not responsible for loss or theft of these items.

RANDOM LOCKER SEARCHES The Seattle School District has increased its efforts in becoming the safest school district in the United States. Appropriate disciplinary action will be taken, resulting in a possible suspension for the remainder of the school day or a short-term suspension. Students with lockers in which contraband or weapons are found are subject to suspension or expulsion and their parent/guardian will be contacted immediately. Lockers are not secure. Therefore, students are advised not to place their valuable items (wallets, purses, etc) in their lockers. Contraband items are not to be placed in lockers at any time. Students are responsible for all items that are stored in their assigned lockers. Students must not share lockers. Lockers may be opened by school administration at any time.

SEARCH AND SEIZURE is conducted whenever there is reasonable suspicion of student involvement in controlled substances or weapons.

SKATEBOARDING OR RIDING SCOOTERS is prohibited on school grounds. Skateboards AND scooters will be confiscated if used on campus.

STUDENT SMOKING/LOITERING Student smoking, use of tobacco products, and/or loitering is prohibited within one block of the school or within sight of the school campus. Tobacco products in student's possession within one block of the school are subject to confiscation. Violation of this rule may also result in a citation and fine by the Seattle Police Department.

TEXTBOOKS Students will be issued textbooks for their registered classes. Many, but not all, departments will issue textbooks from the Textbook Room located by the library. You are responsible for the return of those textbooks to the issuing teacher or to the Textbook Room when this course is finished, when you change your schedule, drop the class, or withdraw from Ballard High School. The student is responsible for the care of checked out books. If it is lost or stolen, the replacement price will be charged. Textbook prices are available on request. Damage is assessed on an individual basis. Destruction of a barcode in any book is \$5.00. Students must not loan or give their books to anyone else. It is the obligation of the student to write his/her name in the front of his/her textbooks and protect them from rain or other damage. Report the loss of a textbook to the issuing teacher or Textbook Room/Library. Another textbook for the subject will not be issued until the replacement price has been paid.

VALUABLES For security reasons, students are advised not to bring large sums of money or expensive items such as cell phones or I-Pods to school. The school and individual teachers cannot be responsible for such items.

VANDALISM Students are expected to respect the property of the school keeping it free from litter and refraining from destruction and/or defacing property, including graffiti.

VISITOR POLICY

STUDENT VISITORS

Student visitors must follow the guidelines in the student handbook and secure permission from an administrator at least three days in advance of the visit. Permission forms are in the Main Office and should be picked up at least one week in advance of the requested visit date. Arrangements for a visitor's pass are good for one day only. Children under the age of 14 will not be permitted at school. The building is closed to all student visitors the first ten (10) days of each semester, the last fifteen (15) days of each semester, the five (5) days prior to mid-term examinations, and the first five (5) days prior to and the five (5) days after winter, mid-winter, and spring vacation. Babysitting younger children will not be permitted. Students bringing younger children to school will be asked to take them home. **Ballard High School reserves the right to deny permission for visits.**

ADULT VISITORS

Ballard High School invites appropriate visitors from the community. Parents, guardians, participants in school programs and representatives from agencies are expected to check in at the Main Office and wear a visitor's badge while on campus. Classroom visitors should be scheduled at least three days in advance through the appropriate teacher and administrator.

Ballard High School reserves the right to deny permission for visits.

Seattle Public Schools- Standard Discipline for District Offenses

The complete list for standards and Exceptional Discipline for District Offenses can be found in the Parent/Guardian Handbook or online at www.seattleschools.org Students>Student Basics>Student Discipline>Additional Links>Documents.

WEAPONS The Seattle Public Schools has a no tolerance policy with regard to weapons of all kinds. Student possession or use of guns (loaded or not, operable or not, "real" or not), knives of any length (including pocket knives), pepper spray, laser pens and other weapons and objects capable of causing bodily harm will, in almost all cases, result in expulsion from school. Jewelry, apparel and accessories that can be used as weapons are prohibited. Having a weapon for "protection" or "by accident" or "because somebody handed it to me" (and it wasn't turned in immediately to the office or school staff) is not the sort of mitigating circumstance that will avoid expulsion.