Dear Parents/Guardians and Students:

The number one goal of Ballard High School is the academic achievement for all 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
Principal

ADMINISTRATORS AND CONTACT LIST
For full contact list, please visit ballardhs.seattleschools.org

<table>
<thead>
<tr>
<th>Principal</th>
<th>Keven Wynkoop</th>
<th>(206) 252-1000</th>
<th><a href="mailto:kswynkoop@seattleschools.org">kswynkoop@seattleschools.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Principals:</td>
<td>Elizabeth Guillory (206) 252-1004</td>
<td><a href="mailto:eguillory@seattleschools.org">eguillory@seattleschools.org</a></td>
<td></td>
</tr>
<tr>
<td>Students A-F</td>
<td>Carrie Burr (206) 252-1003</td>
<td><a href="mailto:cjburr@seattleschools.org">cjburr@seattleschools.org</a></td>
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</tr>
<tr>
<td>Students G-Z</td>
<td>Laura Roesener (206) 252-1005</td>
<td><a href="mailto:rjroesener@seattleschools.org">rjroesener@seattleschools.org</a></td>
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<tr>
<td>Activity Coordinator</td>
<td>Kevin Kendrick</td>
<td><a href="mailto:khkendrick@seattleschools.org">khkendrick@seattleschools.org</a></td>
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</tr>
<tr>
<td>Athletic Director</td>
<td>Eric Ensign (206) 252-1076</td>
<td><a href="mailto:erensign@seattleschools.org">erensign@seattleschools.org</a></td>
<td></td>
</tr>
<tr>
<td>Academic Intervention Specialist</td>
<td>Lisa Coacher (206) 252-1107</td>
<td><a href="mailto:ljcoacher@seattleschools.org">ljcoacher@seattleschools.org</a></td>
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<tr>
<td>Mike Broom</td>
<td><a href="mailto:mrbroom@seattleschools.org">mrbroom@seattleschools.org</a></td>
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<tr>
<td>Counselors</td>
<td>Sonja Petersen (206) 252-1106</td>
<td><a href="mailto:slpetersen@seattleschools.org">slpetersen@seattleschools.org</a></td>
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<tr>
<td>Students A – Ci</td>
<td>Sarah Bowman (206) 252-1011</td>
<td><a href="mailto:sabowman@seattleschools.org">sabowman@seattleschools.org</a></td>
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<tr>
<td>Students Cj – Han</td>
<td>Tom Kramer (206) 252-1102</td>
<td><a href="mailto:tkramer@seattleschools.org">tkramer@seattleschools.org</a></td>
<td></td>
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<tr>
<td>Students Hao – Mci</td>
<td>Gail Olson-Laing (206) 252-1103</td>
<td><a href="mailto:golsonlaing@seattleschools.org">golsonlaing@seattleschools.org</a></td>
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<tr>
<td>Students Mcj – Sch</td>
<td>Leti Bravo (206) 252-1104</td>
<td><a href="mailto:lrbravo@seattleschools.org">lrbravo@seattleschools.org</a></td>
<td></td>
</tr>
<tr>
<td>Head Custodian</td>
<td>Young Wong (206) 252-1133</td>
<td><a href="mailto:yowong@seattleschools.org">yowong@seattleschools.org</a></td>
<td></td>
</tr>
<tr>
<td>Librarian</td>
<td>TuesD Chambers (206) 252-1121</td>
<td><a href="mailto:tschambers@seattleschools.org">tschambers@seattleschools.org</a></td>
<td></td>
</tr>
<tr>
<td>Lunchroom Manager</td>
<td>Lan Dang (206) 252-1134</td>
<td><a href="mailto:ldang@seattleschools.org">ldang@seattleschools.org</a></td>
<td></td>
</tr>
<tr>
<td>Nurse</td>
<td>Annette Cologna (206) 252-1007</td>
<td><a href="mailto:acologna@seattleschools.org">acologna@seattleschools.org</a></td>
<td></td>
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<tr>
<td>Psychologist</td>
<td>Nicole Garie (206) 252-1108</td>
<td><a href="mailto:nlgarie@seattleschools.org">nlgarie@seattleschools.org</a></td>
<td></td>
</tr>
<tr>
<td>Service Learning</td>
<td>Lindsay Squires (206) 252-1015</td>
<td><a href="mailto:lesquires@seattleschools.org">lesquires@seattleschools.org</a></td>
<td></td>
</tr>
<tr>
<td>Speech</td>
<td>Cindy Nitz (206) 252-1021</td>
<td><a href="mailto:cmnitez@seattleschools.org">cmnitez@seattleschools.org</a></td>
<td></td>
</tr>
<tr>
<td>Teen Health Center</td>
<td>Sailau Tuitele- Office Manager (206) 781-6400</td>
<td><a href="mailto:sailau.tuitele@swedish.org">sailau.tuitele@swedish.org</a></td>
<td></td>
</tr>
<tr>
<td>Administrative Secretary</td>
<td>Cindy Peterson (206) 252-1006</td>
<td><a href="mailto:crpeterson@seattleschools.org">crpeterson@seattleschools.org</a></td>
<td></td>
</tr>
<tr>
<td>Asst./Athletics Secretary</td>
<td>Rayna Bauer (206) 252-1147</td>
<td><a href="mailto:rcbauer@seattleschools.org">rcbauer@seattleschools.org</a></td>
<td></td>
</tr>
<tr>
<td>Attendance Secretary</td>
<td>Alice March (206) 252-1009</td>
<td><a href="mailto:amarch@seattleschools.org">amarch@seattleschools.org</a></td>
<td></td>
</tr>
<tr>
<td>Counseling Secretary</td>
<td>Carol Bristol (206) 252-1104</td>
<td><a href="mailto:cbristol@seattleschools.org">cbristol@seattleschools.org</a></td>
<td></td>
</tr>
<tr>
<td>Fiscal Specialist</td>
<td>Karen Kazanjian (206) 252-1075</td>
<td><a href="mailto:kikazanjian@seattleschools.org">kikazanjian@seattleschools.org</a></td>
<td></td>
</tr>
<tr>
<td>Registrar</td>
<td>Kim Nickerson (206) 252-1105</td>
<td><a href="mailto:knickerson@seattleschools.org">knickerson@seattleschools.org</a></td>
<td></td>
</tr>
<tr>
<td>Security Office</td>
<td>Dan DeLong (206) 252-1110</td>
<td><a href="mailto:dodelong@settleschools.org">dodelong@settleschools.org</a></td>
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</table>
PTSA INFORMATION
Visit ballardhighschoolsptsa.org for board members, meeting dates, current events, and more! Contact bhs.ptsa.pres@gmail.com with questions.

RESOURCES

BHS PTSA Weekly News – The PTSA emails out a weekly newsletter. If you are not already receiving the weekly newsletter please contact ballardhighnews@gmail.com to be added to their distribution list.

SCHOOL WEBSITE – The BHS website is at ballardhs.seattleschools.org and is our externally-facing web presence for people interested in learning more about our schools and programs. It contains important information about things happening at the school and up to the minute notices.

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.

SCHOOLOLOGY PAGES – To set up your Schoology account, please visit www.seattleschools.org/Schoology. Schoology is our Learning Management System, where teachers can post course content, provide resources for students, and review assignments. 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. To learn more about Schoology, please visit www.seattleschools.org/Schoology.

THE SOURCE- is where parents/guardians, and students go to see their schedule, assessment scores, attendance, library information and secondary student grades. To set up a Source account, please visit: www.seattleschools.org/SourceSetup

- To learn more about the Source, please visit: www.seattleschools.org/Source
- Student missing from your account? Students are linked to your Source account by the email address on record at each student's school. If you have a Source account, but a student is missing from it, please contact the school office and update the email address. Approximately 2 hours after your email address is updated, the student will appear on your account.
- Need help? Email sourcesupport@seattleschools.org

TRANSPORTATION – The school district will send a notice to all students for an ORCA card. School bus, cab, or other appropriate transportation is provided for students with special needs. For Metro bus schedules online contact King County Metro Schedules and Maps or call Metro Rider Information at 206-553-3000, Service TTY 206-684-1739. METRO lost and found number is (206) 553-3090. The SPS district transportation office number is 206-252-0900 or seattleschools.org/departments/transportation

ORCA Cards – All students will receive an Orca Card and should receive paperwork that needs to be signed by the parent and student and returned to the school 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.

STUDENT LEADERS ROSTER

ASB
President: Joe Zahner
Vice President: Kaya Edwards
Treasurer: Paige Bouvatte
Secretary: Clara Propst
Communications Director: Gavin Nichols
Communication Relations:
Club Coordinator: Jessie Anderson
Athletics Liaison: Pierluca Carnovale
Student Senate Rep: Anna Fina
TV Program: Jasper Swift
Advisor: Kevin Kendrick

CLASS OF 2020
President – Maddy Angelos
Vice President – Henry Gilchrist
Secretary/Treas. – Maddie Joseph

CLASS OF 2022
President – Kiyomi King
Vice President – Milan Bailey
Secretary/Treas. – Nicklas McNamara

CLASS OF 2021
President – Sarah Haworth
Vice President – Min Jang
Secretary/Treas. – Bella Angelos

CLASS OF 2023
TBD in Fall 2019

Student Senate - 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 Main Office.

BALLARD SERVICE LEARNING PROGRAM

Service Learning Coordinator
Ms. Squires (206) 252-1015 lesquires@seattleschools.org

One of the graduation requirements 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 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.
ASB/ACTIVITY CARDS AND YEARBOOKS

ASB/ACTIVITY CARDS - All students who tryout/participate in a Ballard athletic team or perform in a music group must purchase a BHS Activity Card for $35.00. Paying the fee also allows students to receive free admission to BHS home games (except Football). They will also get a discount on the price of a Yearbook and activities like school dances. Activity cards are sold daily during break, during lunch, and after school in the Activity Center. Parents may pay online via The Source/School Pay or students may bring exact cash or a check payable to BHS in the amount of $35.00. One check may be made for both the yearbook and activity card.

YEARBOOKS - Yearbook sales dates are established in accordance with state tax policies. Yearbooks are sold during break, during lunch, and after school in the Activity Center and online through the Source/School Pay. No Yearbook sales between May 2 and Beaver Day, June 5. Pre-Sold Yearbooks will be distributed on Beaver Day, June 5. Yearbook sales resume Monday June 8 following Beaver Day until books are sold out $55.00 with Activity Card $90.00 w/out an Activity Card. CHECKS MAY BE MADE PAYABLE TO BALLARD HIGH SCHOOL. The Fiscal Office will accept exact cash, checks and money orders in person only after June 8.

<table>
<thead>
<tr>
<th>Date</th>
<th>Price with Activity Card</th>
<th>Price w/out Activity Card</th>
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<tr>
<td>9/9/19-9/27/19</td>
<td>$50.00</td>
<td>$85</td>
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<tr>
<td>1/6/20-1/24/20</td>
<td>$55.00</td>
<td>$90</td>
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<tr>
<td>4/6/20-5/1/20</td>
<td>$55.00</td>
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ATHLETICS

Ballard is a member of the METRO 3A league. Fall sports include Football, Cross Country (coed), Girls Volleyball, Girls Soccer, Girls Swimming, Slow Pitch, and Golf (coed). Winter Sports - Girls Basketball, Boys Basketball, Wrestling (coed) and Boys Swimming. Gymnastic tryouts start on Nov. 11th all other team tryouts start on Nov 18th. Spring sports are Baseball, Softball, Boys Soccer, Tennis (coed), Track and Field (coed). Tryouts start on March 2, 2020. Athletic paperwork is accepted at any time but must be turned in 2 weeks prior to tryouts/first practice. Paperwork received after this time may delay the athletes ability to tryout/participate in the sport. Sports paperwork is available in the Main Office or at ballardhs.seattleschools.org. An ASB Activity Card is required to tryout/participate in sports. ASB cards are $35.00 and are good for one school year.

HEAD COACHES 2019-2020

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
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<tbody>
<tr>
<td>Cross Country</td>
<td>Basketball, Boys</td>
<td>Baseball</td>
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<tr>
<td>Neal Howard</td>
<td>Mike Broom</td>
<td>Doug Montgomery</td>
</tr>
<tr>
<td>Football</td>
<td>Basketball, Girls</td>
<td>Boys</td>
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<tr>
<td>Ross Humphries</td>
<td>Brad Baker</td>
<td>Mark McAlexander</td>
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<td>Golf, Girls</td>
<td>Gymnastics</td>
<td>Softball</td>
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<tr>
<td>Sam Maccarrone</td>
<td>Stephanie Gundel</td>
<td>Dale Griffith</td>
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<tr>
<td>Swim, Girls</td>
<td>Swim, Boys</td>
<td>Tennis</td>
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<tr>
<td>Stephanie Cummings</td>
<td>Kyle Morean</td>
<td>Kevin Todd</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Wrestling</td>
<td>Track</td>
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<tr>
<td>Gina O'Neill</td>
<td>Jared Daniels</td>
<td>Neal Howard</td>
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</tbody>
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CLUB SPORTS

<table>
<thead>
<tr>
<th>Fall/Coed</th>
<th>B-Lacrosse</th>
<th>B/G Ultimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hank Bethke</td>
<td><a href="mailto:hank.bethke@live.com">hank.bethke@live.com</a></td>
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</tbody>
</table>
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, please review this with your counselor with the new 24 credits. 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. (This may affect students needing 24 credits for graduation)

**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
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 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 classes through 2020. 24 credits will be required for future years. 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 course. If a student fails a required 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 2.0 credits. Teacher Assistant positions earn .25 credit and a P/N grade. Office and Lab Assistant positions earn .50 credit and a pass/no pass grade. Please be aware that TA positions can negatively affect 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 and to take into account needing 24 credits for graduation the year 2020 and beyond.

**Athletic Eligibility:** In order to play on a school sports team, students must have earned a grade point of 2.0 or higher in 5 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.
ACADEMIC DEADLINES

1st SEMESTER 2019

Wed, September 4th

First day of the semester

Tues, Sept 17th (10th day of semester)

Last day for students to request to drop a class. 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, October 4th (end of 5th week)

Last day for students to request a Pass/No Pass grade. Only one P/N 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.

Thurs, October 10th (end of 6th week)

Last day for teachers to turn in grade changes including completion of “I” grades from last semester.

Wed, November 6th

January 23rd, 24th, 27th
January 28th

End of First Quarter
First Semester Finals
Amnesty Day

Wed, January 29th

Day Between Semesters – No School

2nd SEMESTER 2020

Thursday, January 30th

First day of the Second semester

Wednesday, February 12th (10th day of semester)

Last day for students to request to drop a class. 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, February 28th (end of 5th week)

Last day for students to request a Pass/No Pass grade. 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 6th (end of 6th week)

Last day for teachers to turn in grade changes including completion of “I” grades from first semester

Wednesday, April 8th

End of third Quarter

Weds & Thurs – June 12, 2020

June 10th & 11th Senior Final Exams & Senior Check Out (June 11th)

Graduation is at 5:30pm - Memorial Stadium, rehearsal is at 10:00 am Memorial Stadium mandatory attendance

June 15th-17th

Second Semester Final Exams

Thursday, June 18th

Amnesty Day, End of Second Semester, Last Day of School

REPORT CARDS

Report cards are sent at the end of each semester.

STATE TESTING REQUIRED FOR GRADUATION

STATE TESTING REQUIRED FOR GRADUATION - Juniors and Seniors who have not yet taken and passed the Smarter Balanced English Language Arts or Math exam must take the Retake in November. Sophomores - Smarter Balanced ELA test in late April & Smarter Balanced Math test in late May.

COLLEGE TESTING DATES 2019-2020

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 16th, at Ballard High School. 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. 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. 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 4, 2020. Tentative: check BHS website for testing updates.

SAT and ACT Services for Students with Disabilities


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 mid-January. The spring 2020 AP test schedule is online at http://apcentral.collegeboard.org. Fees must be paid online when you register in October.
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: 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. The following Seattle School District definitions apply to students at all ages:

Excused Absences: 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.

- 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 truancies 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 a courtesy extended to the school but is not required. The phone call must be followed with a written note or email to ballardhs.attendance@seattleschools.org. 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.

- 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. Students late to periods 2-6 need to get a tardy pass from an administrator or security specialist to be admitted into class.

PRE-ARRANGED ABSENCES:

- A school sponsored pre-arranged absence form will be provided to the student from the appropriate advisor/sponsor. 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.
- 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 on 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.

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 teacher’s 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 (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. The Seattle School Board has approved the 2019 – 2020 school calendars. The calendar was developed and negotiated in cooperation with all the bargaining groups representing Seattle Public Schools employees. The calendar is structured to provide a full week of instruction following Spring break and before the beginning of the spring HSPE testing period. The calendar also provides specific dates that will be used as make-up days if inclement weather necessitates school closures.
### IMPORTANT DATES 2019-2020

*Proposed Dates - Please check the Ballard web site at ballardhs.seattleschools.org for confirmation*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2</td>
<td>Curriculum Night - 7:00 PM Clubs and Sports information 6:30pm</td>
</tr>
<tr>
<td>October 3</td>
<td>PTSA General Meeting – 7pm - Library</td>
</tr>
<tr>
<td>October 8</td>
<td>Free Flu Shots for students, adults need insurance card 3:00 pm – 7:00 pm</td>
</tr>
<tr>
<td>October 11</td>
<td>Professional Development Day – No School</td>
</tr>
<tr>
<td>November 6</td>
<td>End of First Quarter</td>
</tr>
<tr>
<td>November 11</td>
<td>Veterans’ Day Holiday – No school</td>
</tr>
<tr>
<td>November 28 &amp; 29</td>
<td>Thanksgiving Holiday (no school)</td>
</tr>
<tr>
<td>December 20</td>
<td>One-hour early dismissal Winter Break</td>
</tr>
<tr>
<td>December 23 - January 3</td>
<td>Winter Break (no school)</td>
</tr>
<tr>
<td>January 20</td>
<td>Martin Luther King Jr. Day Holiday (no school)</td>
</tr>
<tr>
<td>January 27</td>
<td>End of First Semester</td>
</tr>
<tr>
<td>January 29</td>
<td>Day between semesters (may be used as a make – up snow day)</td>
</tr>
<tr>
<td>February 17 - 21</td>
<td>Presidents Day – Mid Winter Break</td>
</tr>
<tr>
<td>April 8</td>
<td>End of 3rd Quarter</td>
</tr>
<tr>
<td>April 13-17</td>
<td>Spring Break – No School</td>
</tr>
<tr>
<td>May 25</td>
<td>Memorial Day - No School</td>
</tr>
<tr>
<td>June 5</td>
<td>Beaver Day / Year Book Distribution</td>
</tr>
<tr>
<td>June 8</td>
<td>Year Book sales resume</td>
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<tr>
<td>June 12</td>
<td>2020 Graduation Day at 5:30 pm – Memorial Stadium – Rehearsal 10:00 am at Memorial Stadium</td>
</tr>
<tr>
<td>June 18</td>
<td>Last Student Day 9th-11th Grades (1-hour early dismissal)</td>
</tr>
<tr>
<td>June 19 and June 22</td>
<td>Optional Snow Make up Days</td>
</tr>
</tbody>
</table>

### SEATTLE PUBLIC SCHOOLS INTERNET AND COMPUTER USE AGREEMENT

The Seattle Public Schools makes available to students to 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 available outside the Main Office or on the SPS website.

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 not share my password with others.
- 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 other's 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 are 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 2019-2020" pamphlet located outside the Main Office or on the SPS website. 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 always prohibited. 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:
  1. Physically harms a student or adult or damages the student’s or adult’s property; or
  2. Has the effect of substantially interfering with a student’s education or the adult’s work environment; or
  3. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational or work environment; or
  4. 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 DISCRIMINATION & SEXUAL HARASSMENT COMPLAINT PROCEDURES** – Information on the Seattle Public Schools Discrimination Complaint Procedure and the Sexual Harassment and Complaint Procedure may be found on the Ballard High School website under Resources and Services, BHS & SPS Forms, SPS Resources Forms & Links, Discrimination and Sexual harassment Complaint Procedures. Paper copies of both of these documents are available outside of the Main Office.

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

- **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.

- **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 DRESS AND APPEARANCE Please review the Seattle Public Schools Student Dress Code approved by the Seattle School Board on July 10, 2019. seattleschools.org/district/calendars/news/what_s_new/inclusive_dress_policy

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”, 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 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.

LOCKERS 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.

OPEN CAMPUS All students will be permitted to leave the school premises during their lunch period without written authorization 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. 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 School and Park are off limits to all students during school hours.

ORCA CARDS – All Seattle Public Schools high school students will receive an ORCA card. Lost or stolen cards may be replaced. The first replacement card fee is $5.50; the second replacement card is $25.00. 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 will 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, no later than graduation.

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.

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 the 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.

WEAPONS The Seattle Public Schools has a no tolerance policy regarding 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.
VISITOR POLICY

STUDENT VISITORS
Student visitors must submit a visitor form 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 midterm 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.

SHADOWING
8th grade students may shadow a BHS student during the month of February only. Both the 8th grader and the BHS student must complete paperwork, including their Assistant Principal’s signature. This paperwork needs to be turned into the office 3 days in advance of the shadowing date.

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.

2019-2020 BELL SCHEDULES

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tbody>
<tr>
<td>55/60 minute classes</td>
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<tr>
<td>2nd</td>
<td>9:50-10:45</td>
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<td>9:30-10:20</td>
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<tr>
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<td>5th</td>
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ALTERNATE BELL SCHEDULES: Please visit our website, ballardhs.seattleschools.org to view our special bell schedules (located under the Our School tab) for assemblies, finals, and more.