

**BALLARD HIGH SCHOOL 2019-2020  
STUDENT HANDBOOK**

1418 NW 65<sup>th</sup> Street, Seattle, WA. 98117  
Phone (206) 252-1000 FAX (206) 252-1001  
Website: ballardhs.seattleschools.org

Dear 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. Of most immediate importance 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 assigned Counselor or Assistant Principal (see below). 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](http://ballardhs.seattleschools.org)

|                              |                      |                       |   |
|------------------------------|----------------------|-----------------------|---|
| <b>Principal</b>             | <b>Keven Wynkoop</b> | <b>(206) 252-1000</b> | <b><a href="mailto:kswynkoop@seattleschools.org">kswynkoop@seattleschools.org</a></b> |
| <b>Assistant Principals:</b> |                      |                       |   |
| Students A-F                 | Elizabeth Guillory   | (206) 252-1004        | <a href="mailto:eguillory@seattleschools.org">eguillory@seattleschools.org</a>        |
| Students G-N                 | Carrie Burr          | (206) 252-1003        | <a href="mailto:cjburr@seattleschools.org">cjburr@seattleschools.org</a>              |
| Students O-Z                 | Laura Roesener       | (206) 252-1005        | <a href="mailto:rjroesener@seattleschools.org">rjroesener@seattleschools.org</a>      |
| <b>Counselors</b>            |                      |                       |   |
| Students A – Ci              | Sonja Petersen       | (206) 252-1106        | <a href="mailto:slpetersen@seattleschools.org">slpetersen@seattleschools.org</a>      |
| Students Cj-Han              | Sarah Bowman         | (206) 252-1011        | <a href="mailto:sabowman@seattleschools.org">sabowman@seattleschools.org</a>          |
| Students Hao-Mci             | Tom Kramer           | (206) 252-1102        | <a href="mailto:tkramer@seattleschools.org">tkramer@seattleschools.org</a>            |
| Students Mcj– Sch            | Gail Olson-Laing     | (206) 252-1103        | <a href="mailto:gsolsonlaing@seattleschools.org">gsolsonlaing@seattleschools.org</a>  |
| Students Sci – Z             | Leti Bravo           | (206) 252-1104        | <a href="mailto:lbravo@seattleschools.org">lbravo@seattleschools.org</a>              |

**BHS ATTENDANCE POLICY**

|                             |             |                |  |
|-----------------------------|-------------|----------------|--|
| <b>Attendance Secretary</b> | Alice March | (206) 252-1009 | <a href="mailto:ballardhs.attendance@seattleschools.org">ballardhs.attendance@seattleschools.org</a> |
|-----------------------------|-------------|----------------|--|

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 directly from the teachers if the student is going to be absent more than three school days. Please allow twenty-four hours to process a request.

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 trancies 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 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. The Seattle School Board has approved the 2019 – 2020 school calendars. The calendar was developed and negotiated in cooperation with all of 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 in the event that inclement weather necessitates school closures.

## 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, 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 10<sup>th</sup> day of the semester but before the 5<sup>th</sup> 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. 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 (CHS) and Running Start (HRS). Honors courses earn a half weighting point; AP, CHS, 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 1<sup>st</sup> 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 courses. 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 consider 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](http://www.eligibilitycenter.org) and see the athletic director or your counselor for more information.

## ACADEMIC DEADLINES

### **1st SEMESTER 2019**

**Wed, September 4<sup>th</sup>** First day of the semester

**Tues, Sept 17<sup>th</sup>**  
(10<sup>th</sup> 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 5<sup>th</sup> week will result in a "W" on the student's Transcripts.

**Friday, October 4<sup>th</sup>**  
(end of 5<sup>th</sup> week) Last day for students to request a Pass/No Pass grade or contract course. (Form available in Counseling Office) Only one P/N or contract class allowed per semester. After the 5<sup>th</sup> 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 10<sup>th</sup>**  
(end of 6<sup>th</sup> week) Last day for teachers to turn in grade changes including completion of "I" grades from last semester.

**Wed., November 6<sup>th</sup>** End of First Quarter  
**January 23<sup>rd</sup>, 24<sup>th</sup>, 27<sup>th</sup>** First Semester Finals  
**January 28<sup>th</sup>** Amnesty Day & Last Day of First Semester  
**Wednesday, January 29<sup>th</sup>** No School - Day Between Semesters

### **2nd SEMESTER 2020**

**Thursday, January 30<sup>th</sup>** First day of the Second Semester

**Wednesday, February 12<sup>th</sup>**  
(10<sup>th</sup> 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 5<sup>th</sup> week will result in a "W" on the student's transcript.

**Friday, February 28<sup>th</sup>**  
(end of 5<sup>th</sup> week) Last day for students to request a Pass/No Pass grade. After the 5<sup>th</sup> 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 6<sup>th</sup>**  
(end of 6<sup>th</sup> week) Last day for teachers to turn in grade changes including completion of "I" grades from first semester

**Wednesday, April 8<sup>th</sup>** End of third Quarter

|   |  |
|---|--|
| <b>Weds &amp; Thurs –<br/>Friday, June 12</b> | <b>June 10<sup>th</sup>, 11<sup>th</sup></b> Senior Final Exams & Checkout<br>Graduation at 5:30pm - Memorial Stadium, rehearsal at 10:00 am Memorial Stadium mandatory attendance |
| <b>June 15<sup>th</sup>-17<sup>th</sup></b>   | Second Semester Final Exams  |
| <b>Thursday, June 18<sup>th</sup></b>         | <b>Amnesty Day</b> , End of Second Semester, Last Day of School  |

### REPORT CARDS

Report cards are sent at the end of each semester.

## SEATTLE PUBLIC SCHOOLS INTERNET AND COMPUTER USE AGREEMENT

Use of the Seattle Public Schools network is a privilege. You must read and agree to follow the network rules below to use your network account. 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 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 are as follows:

- 1<sup>st</sup> Offense:** Rewrite paper or make up test
  - 2<sup>nd</sup> Offense:** Lose credit for paper or test
  - 3<sup>rd</sup> 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 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 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 unless approved by the teacher. 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** 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](http://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, 1<sup>st</sup> 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) 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. Visitors are welcome although they do need to go the Main Office first to obtain a Visitor's pass.

**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. High School. 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 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.

**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.

#### **Seattle Public Schools- Standard Discipline for District Offenses**

The complete list for standards and Exceptional Discipline for District Offenses can be found online at [www.seattleschools.org](http://www.seattleschools.org) - Family Resources – Basic Rules of Seattle Public Schools and Student Rights and Responsibilities.