

# Ballard High School Student Handbook

2015-2016

**Honor**

**Loyalty**

**Truth**

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**“Home of Champions”**



6000 Brownsboro Road

Louisville, KY 40222

2015-2016

Dear Ballard Students and Parents:

Welcome to Ballard! The information contained in this handbook is meant to serve as a general guide for the upcoming year and to answer some basic questions.

We encourage you to stay connected to Ballard by visiting our school website and following us on social media. There you can find a calendar of events and other information about what is happening at Ballard. Our weekly newsletter is The Bruin Buzz and is automatically sent to the e-mails listed for each student household.

Another important resource is the district website. That current web address is ***www.jefferson.kyschools.us***. The website is user-friendly and is a great resource for district policy manuals, calendars, events, and district news.

Of special note in this handbook is information about our new Social Curriculum. The policies included are the result of the work of a committee of teachers and administrators and the Site-Based Decision Making Council. The Social Curriculum reflects our commitment to provide the best environment for students to be successful in and out of the classroom and prepared for life after high school.

Sincerely,

Ballard Staff and Administration

## **MISSION STATEMENT**

Ballard High School strives to meet the needs of students, parents and community through the implementation of a rigorous and disciplined academic environment as we continue to build upon a longstanding tradition of excellence in academics, the arts, and athletics.

### **Our Challenge**

Ballard High School graduates will be college and career ready.

### **Our Motto**

*Ballard High School:*  
***EXPECT EXCELLENCE***



### **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER** **OFFERING EQUAL EDUCATION OPPORTUNITIES**

The JCPS District does not discriminate on the basis of age, religion, color, creed, disability, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation in its employment practices, educational programs, services, or vigorous affirmative action program as an integral part of personnel policy and practice in the employment, development, advancement, and treatment of employees of JCPS. The Districts contact for obtaining additional information is the compliance coordinator, Office of Compliance, Vanhoose Education Center, 2<sup>nd</sup> Floor, 3332 Newbury Road, Louisville, KY 40218 Telephone – (502) 485-3341.

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# Important Dates



First Day	Aug. 12
Labor Day	Sept. 7
PTSA Open House	Sept. 24
Nonattendance Days	Oct. 2 & 5
Parent-Teacher Conferences	Oct. 6
Nonattendance Days	Nov. 2 & 3
Thanksgiving Break	Nov. 25-27
Winter Break	Dec. 21-Jan. 4
Martin Luther King Jr. Day	Jan. 18
Parent-Teacher Conferences	Feb. 29
<b>ACT (all Juniors)</b>	<b>Mar. 1</b>
Nonattendance Day	Mar. 14
Spring Break	Apr. 4-8
<b>Adv. Placement Testing</b>	<b>May 2-May 13</b>
Nonattendance Day	May 6
<b>K-PREP Testing</b>	<b>May 9-13</b>
Last Day for Students	May 26
Memorial Day	May 30

School Website.....[www.ballardbruins.org](http://www.ballardbruins.org)  
Twitter .....[@BHSBruins](https://twitter.com/BHSBruins)  
Between the Lines.....<http://ballardbtl.weebly.com>  
Athletics Website.....[www.goballardbruins.com](http://www.goballardbruins.com)  
JCPS Website.....[www.jefferson.k12.ky.us](http://www.jefferson.k12.ky.us)



## **ADMINISTRATIVE OFFICES**

### ***Attendance Office:***

**485-8606**

Attendance Clerk

scottie.alford@jefferson.kyschools.us

### ***South Building:***

**485-7618**

Assistant Principal

boyd.gudgel@jefferson.kyschools.us

Assistant Principal

john.bunting@jefferson.kyschools.us

Counselor

philip.johnston@jefferson.kyschools.us

Counselor

amy.meeron@jefferson.kyschools.us

Social Curriculum

raymond.yaksic@jefferson.kyschools.us

South Office Clerk

chrisann.cherry@jefferson.kyschools.us

### ***North Building:***

**485-8206**

Principal

staci.eddleman@jefferson.kyschools.us

Assistant Principal

kerri.dixon@jefferson.kyschools.us

Dean of Students

tonketya.rodgers@jefferson.kyschools.us

Athletic Director

chris.kinney@jefferson.kyschools.us

School Secretary

sandy.ramsey@jefferson.kyschools.us

Bookkeeper

pam.brakmeier@jefferson.kyschools.us

Cafeteria Manager

martha.taylor@jefferson.kyschools.us

### ***East Building:***

**485-8915**

Counselor

mike.carter@jefferson.kyschools.us

Counselor

terri.sgro@jefferson.kyschools.us

Community Liaison

debbie.wolfe@jefferson.kyschools.us

Records Clerk

lee.brown@jefferson.kyschools.us

### ***Youth Services Center:***

**339-8783**

YSC Coordinator

yvonne.riggs@jefferson.kyschools.us

Positive Action Center

vicky.gapen @jefferson.kyschools.us

## ACADEMIC INFORMATION

### Graduation Requirements

In addition to the credit requirements, students must also meet the diploma requirements outlined in this section.

Content Area	# of Credits
English I, II, III, & IV	4
Mathematics (Students must successfully complete a math course every year including grade-twelve.)	3
Science	3
Social Studies	3
Health and P.E. (½ credit of Health, ½ credit of PE)	1
History and Appreciation of Visual and Performing Arts **	1
Electives* Students MUST demonstrate technology competency. (In addition to the above courses, college-bound students are encouraged to take, as part of their elective course selections, additional course work in math, science, foreign language, and the arts)	7
<b>Total</b>	<b>22</b>

**\*Electives shall include the following:**

- World Language: Two world language credits are recommended for college bound student
- Academic or career: A four-course sequence of electives connected to his or her academic or career interest goals as listed on the ILP.
- Technology Competency: Students must demonstrate performance-based competency in technology in one of the following ways:
  - a. Before entering high school: demonstrate proficiency on the JCPS grade-eight technology assessment.
  - b. During high school: either earn IC3 certification or successfully completing a high school Computer Applications course.

**\*\* Humanities (1 credit):**

Prior to graduation, each student must earn one (1) credit in humanities. This can be accomplished in one of the following ways:

1. Humanities course (History of the Arts or Adv. History of the Arts)
2. Three years of either chorus, visual art, band, orchestra, theatre arts, or photography. (must be three years in a fine arts curriculum)
3. Europe Travel Program – Enrollment requires:
  - A. Acceptance based on a record of responsible academic performance, school attendance, disciplinary record, and satisfactory teacher recommendations.
  - B. Submit a non-refundable deposit (required by Tour Company).
  - C. Participate in additional activities as determined by program sponsors (ex. after school meetings (3x a week for 35 minute

## **Grade-Level Promotion**

Placement of students in grades nine through twelve is determined by the number of credits earned by the beginning of the school year and how those credits align with high school graduation requirements.

Freshman .....	0–4.99 credits
Sophomore .....	5–10.99 credits
Junior .....	11–15.99 credits
Senior .....	16+ credits

## **Individual Learning Plan (ILP)**

The ILP must be completed annually. This is a major component of transition planning for all students. Each student shall complete an ILP that emphasizes the following:

- Career exploration and plans.
- Related postsecondary education options, including information about financial planning for postsecondary education.
- Educational needs, including courses that the student intends to take throughout high school.

## **Course Level Descriptions**

Comprehensive	Comprehensive is designed for students wanting to earn a basic high school diploma.
Honors Program (HNR)	These courses are challenging, college preparatory designed for the college-bound student.
Advance Program (ADV)	This program is designed to provide accelerated instruction for academically gifted and talented students.
Advanced Placement (AP)	The advanced placement courses provide the most rigorous curriculum at Ballard High School. AP Courses are developed and sanctioned by the College Board, requiring special teacher training and a prescribed and accelerated curriculum, culminating with each student taking an AP Exam in May. Students enrolling in AP courses should be self-motivated, demonstrate strong reading and writing skills, and be willing to devote the time necessary to be successful.



## **Explanation of Academic Grades**

The following is approved by the Board and shall be used by schools for the assessment of individual student progress:

A Above Standards.....	90–100%
B Meets Standards.....	80–89%
C Approaching Standards.....	75–79%
D Below Standards .....	70–74%
U Substantially Below Standards.....	Below 70%

I (Incomplete) Incomplete work due to absence must be completed and the grade recorded within the following timeline:

- Fifteen school days following the end of the first-semester grading cycle (ten school days for first- or second-trimester cycles)
- Before the first student day of the next school year following the second-semester/third-trimester grade cycle. If work is not completed in that time, the grade is recorded as a U.

W—(Withdrawal) Students who withdraw from school and do not complete a course are assigned a W.

\*College-credit courses (e.g., dual credit; Advanced Placement [AP]) follow the standard college grading scale as listed below.

### College Credit Grading Scale

A	90–100%
B	80–89%
C	70–79%
D	60–69%
U	Below 60%

## **Kentucky Educational Excellence Scholarship (KEES)**

The KEES program provides scholarships to students who earn at least a 2.5 GPA each year they attend a certified Kentucky high school. The better they do in high school, the more they earn toward college. They may also earn awards for ACT/SAT scores and Advanced Placement (AP), International Baccalaureate (IB) or Cambridge Advanced International (CAI) test scores. Home school and GED graduates may earn awards based on their ACT scores.

### KEES Base Award Amounts

For each year you earn a 2.5 or better GPA, you can earn the base amount listed below. For instance, a high school freshman who earns a 3.5 GPA would have a \$375 scholarship for each year of college. Amounts may change based on available funds.

<b>GPA</b>	<b>Amount</b>
2.50	\$125
2.60	150
2.70	175
2.75	187
2.80	200
2.90	225
3.00	250
3.10	275
3.20	300
3.25	312
3.30	325
3.40	350
3.50	375

3.60	400
3.70	425
3.75	437
3.80	450
3.90	475
4.00	500

#### ACT Bonus Award Amounts

You can earn a bonus award for an ACT score of 15 or above. For example, a KEES-eligible student who has a score of 25 would earn an additional \$393 for each year of college.

ACT Score	Bonus
15	\$36
16	71
17	107
18	143
19	179
20	214
21	250
22	286
23	321
24	357
25	393

26	428
27	464
28+	500

#### Advanced Placement Supplement Award Amounts

If you have been eligible for free or reduced-price lunch during any year of high school, you can earn a supplemental award if you have received a qualifying score on an Advanced Placement (AP) exam. For example, a KEES eligible student who receives a score of 3 on an AP exam and is eligible for free or reduced-price lunch would earn an additional \$200 for each year of college.

Advanced Placement	
Exam Score	Supplemental Amount
3	\$200
4	\$250
5	\$300

#### ACT National Test Dates

Test Date	Registration Deadline	(Late Fee Required)
September 12, 2015	August 7, 2015	August 8–21, 2015
October 24, 2015	September 18, 2015	September 19–October 2, 2015
December 12, 2015	November 6, 2015	November 7–20, 2015
February 6, 2016	January 8, 2016	January 9–15, 2016
April 9, 2016	March 4, 2016	March 5–18, 2016
June 11, 2016	May 6, 2016	May 7–20, 2016

## SOCIAL CURRICULUM

### Virtues of Ballard

Emblazoned on our school's crest are three virtues that we strive to uphold:

#### **Honor**

At Ballard, we want to exemplify **honor** in our everyday lives. We believe actions speak louder than words. A person with honor can only distinguish himself through achievements and accomplishments. We will continually work toward bringing honor to ourselves and the community around us.

Working as one, we can overcome any obstacle and achieve any dream. We will respect our community, our family and our friends. Honor is not merely a word, it is an ideal that we value. We believe that excellence is within our grasp.

#### **Loyalty**

Loyalty is important. We will demonstrate this virtue by caring for those around us, and by being role models and leaders within our school and our community. Loyalty is having pride in both oneself and the school. When we demonstrate **loyalty** we are reliable, devoted to a cause and dependable.

Loyalty is the mark of strength. It is when an entire community can count on you and trust that you are living up to your fullest potential. Ballard will accept nothing less than students who are willing to make a positive difference in their own lives and the lives of those around them.

#### **Truth**

When we embody **truth**, we are establishing a record of unbreakable integrity. Our ideals are cemented in the belief that we will respect one another regardless of the differences we may possess. We are true to ourselves while standing up for those in need.

We will honor those who personify integrity. Truth is important when building a path toward success. We must remain faithful to our beliefs while supporting and standing up for those whose power has been squelched.

*“This is Who We Are”*

**Student Matrix of Expectations**

<b>Student Responsibilities</b>			
	<b>Classroom</b>	<b>Hallway</b>	<b>Cafeteria</b>
<b>Honor</b>	<ul style="list-style-type: none"> <li>-Best effort</li> <li>-Always be focused</li> <li>- Complete your own work</li> </ul>	<ul style="list-style-type: none"> <li>-Take responsibility for your actions</li> <li>-Stay in designated area</li> <li>-Respect other people’s property and privacy</li> </ul>	<ul style="list-style-type: none"> <li>-Come into classroom cafeteria safely and orderly</li> <li>-Be prepared and don’t cut in line</li> <li>-Stay in designated area and don’t leave before the bell</li> <li>-Respect other people’s property and privacy</li> </ul>
<b>Truth</b>	<ul style="list-style-type: none"> <li>-Treat everyone with kindness and respect</li> <li>-Speak up when you don’t understand.</li> <li>-Use technology appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Treat others with kindness and respect</li> <li>-Get to class on time</li> <li>-Use a hall pass when leaving during class time</li> </ul>	<ul style="list-style-type: none"> <li>-Use appropriate voice level and language</li> <li>-Treat all students and adults with kindness and respect</li> <li>-Dispose of your trash in a trash can</li> </ul>
<b>Loyalty</b>	<ul style="list-style-type: none"> <li>-Come prepared and ready and work</li> <li>-Use time wisely</li> <li>-Participate during class</li> </ul>	<ul style="list-style-type: none"> <li>-Keep school community clean and safe</li> <li>-Demonstrate Bruin Pride and Passion</li> </ul>	<ul style="list-style-type: none"> <li>-Report directly to cafeteria during scheduled lunch period</li> <li>-Keep school community clean and safe</li> <li>-Demonstrate Bruin Pride and Passion</li> </ul>

## **Trio Program**

Trio is a program for when students go above and beyond and embody one of our 3 virtues at Ballard: **honor, loyalty** and **truth**. This program is for all students and requires the participation of all staff members for potential recognition.

The following are examples of each virtue and what we might look for when considering incoming applications.

<b><i>Honor</i></b>	<b><i>Truth</i></b>	<b><i>Loyalty</i></b>
<i>Achievements and Accomplishments</i>	<i>Integrity and Justice</i>	<i>Pride, Leadership and Community Outreach</i>
<b>Examples:</b> -winning state competition -scoring high on state testing -participating successfully in a club or extracurricular -receiving award for academic excellence -turning around GPA and excelling academically	<b>Examples:</b> --standing up for someone being bullied -being honest when others are not -demonstrating selflessness -sitting by someone at lunch who is eating alone	<b>Examples:</b> -planning a school event -participating in community service -perfect attendance to school for a year -participating in Character Counts: Next Generation Committee -picking up litter in the halls -cleaning up the cafeteria

## Protocol

Ballard staff members can nominate a student observed demonstrating honor, truth, or loyalty. The Social Curriculum Committee reviews the nominations each month and determines if the students meet the criteria for the selected virtue. Students who are chosen will receive:

- a) A pin for their letter jacket representing their accomplishment
- b) Their picture displayed on the TRIO bulletin board
- c) Recognition in the monthly Social Curriculum Newsletter.

## Dress Code

At Ballard, we want students to promote their individuality while maintaining a sense of professionalism. We want all students to be actively engaged in the classroom, free from distractions. In order to encourage this, we are implementing a dress code to create norms that all students and adults will adhere to.

- Shorts & skirts are allowed, but the skirt's length must be to the student's knee. Shorts or skirts must be worn at waist level so as to cover all undergarments.
- Yoga pants/leggings are allowed as long as the student's shirt (or tunic) goes down to mid-thigh.
- Shirts must have sleeves. No midriff or bare shoulders may be exposed.
- Undergarments must be covered. No low cut blouses or shirts are permitted, even under a jacket or sweater. No exposure of cleavage, and no sagging pants are allowed.
- No pajamas or pajama bottoms, or blankets worn throughout the building as outer garments.
- Ripped or torn garments exposing bare skin are not permissible. See-through garments (mesh, net) are unacceptable.
- Hats and headwear (or beanies), with or without bills, including wave caps and tams, sweatbands, bandanas, and scarves are not to be worn and will be confiscated if not corrected.
- Sunglasses are not permitted.
- Shoes must be worn at all times. House shoes and slippers are not permitted.
- Clothing with messages about, or advertisements for tobacco products, alcohol, drugs, weapons, sexually suggestive material, violent material or any other material of an offensive nature may not be worn during the school day or at school functions.
- Items from other high schools and middle schools with their names or symbols, are not permitted.

Students violating the dress code will be given an opportunity to correct the infraction, and/or be removed from the regular classroom until the violation is corrected. Repeated violations will result in school-level consequences, to be determined by school administrators.

**All problems and issues will not be covered directly by the dress code. Should an issue be considered inappropriate or distracting Administrators and Support Staff can act at their discretion to correct the issue.**



## **Cell Phones and Electronic Devices**

We want to promote and teach appropriate use of technology in the classroom. Student use of electronic devices is **only** acceptable during class if the teacher allows such use. If a student violates the teacher's classroom rule and refuses to comply, the behavior will be treated as defiance and referred to the appropriate administrator.

Use of electronics is not permitted during class changes.

## **Tardy to Class**

If a student is late to class by 5 minutes or less, the following protocol will be implemented:

- 1<sup>st</sup> Offense: Teacher-Student conversation and email sent to parent/guardian*
- 2<sup>nd</sup> Offense: Detention and email parent/guardian*
- 3<sup>rd</sup> Offense: Detention, PAC conference with student and phone call home*
- 4<sup>th</sup> Offense: Administrative intervention*

## **Failure to Attend Detention**

Ballard Support Staff will let students know if they have a detention. Students are able to reschedule a detention once per semester. Should a student skip or miss a detention they will receive:

1. 1<sup>st</sup> incident: *A second detention*
2. 2<sup>nd</sup> incident+: *Saturday School or administrative intervention*

## **Tobacco Products**

The use of tobacco products is not permitted on school grounds at any time, including school functions. The following consequences will be applied for violations:

- 1st Offense - Parent Conference/Saturday School
- 2nd Offense - Parent Conference/Saturday School
- 3rd Offense - Short Term Suspension

Athletic contests (home and away), extra-curricular events, and moving to and from cars are included as part of this policy, as students are prohibited from using tobacco products at these events.

**Please refer to the JCPS Code of Acceptable Conduct  
(separate document) for more specific information on  
expectations and consequences for infractions.**

## **Probation and Restitution**

Unfortunately, no matter how effective our behavior plan is, there will always be students who struggle with meeting our expectations. Probation is designed for students who continually have patterns of misbehavior and need further behavioral interventions. Probation is handled by Administration. The behavior levels are:

### Probation

	<b>Behavior</b>
<b>Level 1</b>	1. Unexcused tardiness to class/Nonattendance to class 2. Deliberate disruption 3. Failure to follow rules or directives/Academic dishonesty
<b>Level 2</b>	4. Leaving school grounds without permission, skipping detention 5. Forgery/Counterfeiting 6. Profanity/Vulgarity 7. Gambling
<b>Level 3</b>	8. Use/Possession of tobacco products 9. Inappropriate sexual behavior (includes possession of pornography, consensual sexual contact, and all sexual offenses except assault/abuse) 10. Theft/Vandalism 11. Robbery 12. Fighting/Striking student
<b>Level 4</b>	13. Fighting/Striking faculty, staff, or other officials 14. Intimidation/Harassment/Interference with staff or student/Bullying/Harassing communications/Cyberbullying
<b>Level 5</b>	15. Drug/Alcohol possession/Under the influence 16. Drug/Alcohol distribution 17. Assault/Sexual abuse/Sexual assault/Criminal abuse 18. Arson 19. Weapons/Dangerous instruments 20. Bomb threats/False fire alarms/False police reports/Terroristic threatening/Fireworks/Explosives 21. All other criminal offenses: kidnapping, extortion, etc. (law)

#### **Reaching Probation:**

- Students will receive cumulative points for their suspensions (e.g. Tier 3 is equivalent to 3 points).
- Once a student receives 6 points they will be placed on probation.

#### **Probation Includes:**

- Loss of all sports and extracurricular activities
- Probation is indefinite until the student advocates and negotiates for an acceptable and appropriate restitution.
- Possible alternative academic placement.
- If a student goes to an extracurricular activity while on probation they will receive an administrative intervention.

## Restitution

Whenever a student is placed on probation, they will remain there until they create an appropriate restitution. We are not implementing probation to further punish students. The Restitution System is designed to promote responsible citizenship and endorse self-advocacy.

### Protocol:

1. Student receives more than 6 points in suspensions (or other behavioral interventions).
2. Student is placed on probation.

### When student is placed on probation they will receive the following:

- Conference with administrator explaining that they are on probation.
- Letter sent home detailing their information.
- Information on the Restitution Program and also how to set up a meeting with the Committee.

3. Student sets up a "Restitution Meeting" with the Social Curriculum Committee.
4. The Social Curriculum Committee meets with student at designated time.
5. The student must advocate for himself and present his proposed restitution. The student will explain the following:
  - a) *What his restitution will be.*
  - b) *Why it is meaningful to him.*
  - c) *Why the committee should accept his proposed restitution.*
  - d) *How he will demonstrate completion of his proposed restitution.*
6. After the student's presentation the committee will meet and discuss the proposed restitution.
7. If the committee **accepts** the proposal, the student will then be cleared to go and complete his self-assigned rehabilitation. After completion of the restitution the student will submit his evidence and upon review, will be lifted from probation.
8. If the committee **rejects** the proposal, they will discuss with the student why it has been rejected, and then the student will have 24 hours to revise their restitution and submit it electronically to all members of their discipline committee.

### Other Important Information:

-The committee will be comprised of at least: 2 members from Social Curriculum Committee and 1 parent representative. In the event of an absence, only an administrator can take the place of committee member. All faculty and staff are welcome to participate.

-Students must advocate for themselves. Parents, coaches and friends are all important stakeholders, however ultimately students will have to promote themselves.

-If a student does not complete restitution, he/she will not be able to be lifted from probation.

## **ATHLETICS & EXTRACURRICULAR ACTIVITIES**

At Ballard High School, we believe that participation in extracurricular activities enriches and improves the high school experience. We offer a wide range of opportunities for students to find and develop their talents and passions. Clubs must have a sponsor who is employed by Ballard High School and be recognized by Ballard's SBDM Council.

### **Attendance at Extracurricular Events**

A great tradition at Ballard is the enthusiastic support of our extracurricular teams and clubs. Students are encouraged to be part of the Bruin Nation by supporting and cheering for their classmates. While attending extracurricular events, students are expected to demonstrate sportsmanship and pride in their school through appropriate behavior. Those who choose to violate school and district rules will be excluded from participation.

### **Eligibility to Participate**

#### **Establish Initial Eligibility**

In order to establish initial eligibility a student must be on proper grade level at the beginning of each semester. A student ineligible for not being on grade level on the first day of a semester will remain ineligible for the entire semester.

#### **Progress Reports**

Each athlete's academic progress will be checked by the athletic director every three weeks. To be in good standing the student must be passing all classes and maintaining a 2.0 GPA in both the current year and overall. A student who is failing one or more classes or who has fallen below a 2.0 GPA at any time will be required to participate in an after-school study program for the subsequent three-week cycle each day offered. The student will practice and participate during that time. The study program will be offered on Tuesday, Wednesday, and Thursday from 2:30-3:30. Students will be allowed one tardy. A second tardy will result in ineligibility. Failure to attend will result in ineligibility.

At the next three-week progress report the athletic director will check grades. If the student does not meet the 2.0 GPA or fails any class, eligibility will be forfeited during the next three-week period and the student will continue to participate in the study skills program. Upon meeting the academic requirements, eligibility will be restored, but the student must complete the three-week study program. If there is a failure to meet academic standards after six weeks will result in the student being declared ineligible.

The only person who can deem a student eligible is the athletic director. The athletic director gets documentation from the teacher(s) and reinstates the student when the information has been gathered. The eligibility guidelines are the same for all seasons of sports. This policy will be applied on a tri-weekly basis according to academic performance. Failure to comply with or attend the study program will result in ineligibility.

## Semester Grades

Students must have 2.5 credits the previous semester to be eligible. This can include any e-school credits earned through Ballard High School or Jefferson County's e-school program. Failure to earn the appropriate number of credits will result in ineligibility until the credits are earned.

## Addendum for Freshman Athletes

The policy change for freshman athletes is as follows: Each freshman athlete's academic progress will be checked by the academic athletic advisor every three weeks. To remain in good standing the student must be passing five of six classes and maintaining a 2.0 GPA. All appeals will be to the athletic director and principal.

## Addendum for Winter Sports

The students who participate in wrestling, swimming and basketball are the only students whose season spans two semesters. Unlike fall athletes who have the 2<sup>nd</sup> semester and summer to make up credits and spring athletes who have the summer and fall semester, winter athletes have no such opportunity to make up work. The addendum states students who have earned no more than one U in one course may continue to participate in the winter sport. They will be mandated to be a part of ESS or correspondence classes during the spring. All student athletes must have a 2.0 and no U's at the beginning of the fall semester.

## Activities Covered By The Eligibility Requirements

Academic Teams	Chess	Dance Team
Athletic Teams	Chorus (competitive events)	Quick Recall Team
Cheerleaders	Marching Band (competitive events)	Step Team

The following teams play during the designated seasons:

FALL: Cross Country, Field Hockey, Football, Soccer, Volleyball and Golf

WINTER: Basketball, Wrestling, Swimming

SPRING: Baseball, Softball, Tennis, Track, and Field, Lacrosse (club sport)

## NCAA Clearinghouse

For those planning to play a sport in college:

1. Apply online @NCAA Eligibility Center
2. Select NCAA on your Parchment account to have your transcript sent.
3. Let your counselor know if you are on free/reduced lunch and your application fee can be waived.

## **List of Sports and Coaches**

Athletic Director: Chris Kinney

Baseball: David Trager

Basketball (Men): Chris Renner

Basketball (Women): TBA

Bowling: Alan Jones

Cheerleading: Kim Brakmeier

Cross Country (Men): Don Goodwin

Cross Country (Women): Don Goodwin

Dance Team: Molly Whiting

Field Hockey: Lindsey Trager

Football: Mike Jackson

Golf (Men): Pat Heitz

Golf (Women): Gina Nuzzo

Lacrosse (Men): Sean Blue

Lacrosse (Women): Jaime Redding

Soccer (Men): Mark Benitez

Soccer (Women): Frank Eovino

Softball: Alan Jones

Step Team: Pashun Barnes, Nikki Fisher

Swimming: Brad Hultz

Tennis (Men): Charles Crawford

Tennis (Women): Brad Hultz

Track (Men): Don Goodwin

Track (Women): Don Goodwin

Volleyball: Lamar Grayson

Athletic Trainer: Cory VanAmberg

All sports schedules and rosters are available at [www.khsaa.org](http://www.khsaa.org).

For more information about the Ballard athletic program see [www.goballardbruins.com](http://www.goballardbruins.com).

## **Academic Teams, Clubs, and Organizations**

BARC (Ballard Animal Relief Club)	Laura Younkin
Beta Club	Kelly Risinger
Blood Drive	Terri Sgro
Book Club	Laura Younkin
Bruin Nation	Kim Barber, Suzanne Taylor
Chemistry Club	Ronda Fields
Chess Team	Nick Hibma
Craft Club	Laura Younkin
Dance Maroon	Sarah Graham, Jenny Lin
Dead Poet's Society	Elle Bond
Debate Team	TBA
Doo-Wop Project	Noel Weaver
Drama Club	Faith Anderson
Europe Trip	Bryan Rich
FBLA	Ryan Gilliland
FCA/Young Life	Elle Bond
Film & Video Club	Donna Evans
French Club	Victoria Watkins, Audrey Villon
Freshman Class Sponsor	Terri Gupton
Future Educators of America	Portia Wright
Future Problem Solving Team	Eric Caudill
GSA	Jay Crocker
Guitar Club	Dan Bowman
Hebrew Club	Loretta Roscoe
Japanese Club	Spencer Zimmerman

Junior Class Sponsor	Erik Ransom
Latin Club	Michael Harstad
Madrigal Singers	Noel Weaver
Math Peer Tutors	Mary Eschels
Math Team	Emily David, Andrew Tullbane
Men of Quality	Yvonne Riggs
Mu Alpha Theta	Jennifer Bean, Andrew Tullbane
National Art Honor Society	Patty Bradford, Darrell Smith
National English Honor Society	Nikki Fisher
National Honor Society	Erica Grossberg, Mariana Tackett
Peer Mediators	Vicky Gapen
Quick Recall Team, Varsity	Bryan Rich
Quick Recall Team, JV	Adam Hartigan
Science Olympiad	Chris Osters, Belinda Hafell
Senior Class Sponsor	Sandy Klinglesmith
Ski and Snowboarding Club	Susan Davis
Sophomore Class Sponsor	Suzanne Taylor
Spanish Club	Amy Scott, Bill Lacap, Adam Hartigan
Student Council	Terri Gupton
Student Ambassadors	Kerri Dixon
Super Smash Brothers	Adam Hartigan



## GENERAL INFORMATION

### Attendance

Regular attendance at school is a prerequisite for academic success. Accordingly, all students at Ballard High School are expected to be present in their classes every school day unless legally absent for the following valid reasons in accordance with Kentucky State Law: Death in the immediate family; illness of the student; quarantine; court summons; work or school activity approved by school; observance of a religious holiday; state emergency; and suspension. Educational leave forms are available in the attendance office and can be filled out and turned in to the principal for consideration. A student on educational leave will not be counted absent.

Students who will be absent from school should have their parent/guardian notify the school on the morning of their absence by calling the attendance office at **485-8606**. In addition, such students are to provide a suitable note explaining their absence within 48 hours of their return to school. Such notes must include the signature of the parent/guardians and a telephone number at which they may be reached. Students and parents are reminded that class participation grades are adversely affected by a student's absence. Participation grades weigh in the determination of final grades.

Students who are excessively absent from school or who cut classes may face the loss of their right to participate in athletics and co-curricular functions. In addition, juniors and seniors who are excessively absent, cut classes or arrive late to school could also be subject to the loss of parking privileges. The school seeks the cooperation of parent/guardian in the matter of school attendance and punctuality. The driver's license laws in this state mandate that poor academic performance and/or poor attendance will prevent a student from receiving a driver's license.

There is never a time during the regular school term when a student "does not have to go to school" without following JCPS attendance policies. Further, once a student arrives on campus the only time they are permitted to leave is through proper check-out procedures. Leaving campus without proper approval will result in consequences.

### Make-up Work

According to JCPS policy, a student receiving an excused absence shall have the opportunity to make up missed schoolwork and not have his or her class grades adversely affected for lack of class attendance or class participation due to the excused absence. A student returning to school after an excused absence or suspension may have the number of school days of absence or suspension plus one school day from the time he or she receives the make-up work to complete the work and submit it to the teacher. Please note that students on educational leave/enhancement are responsible for all class work immediately upon return. Educational leave must be approved by the principal.

## Medical And Dental Appointments

Whenever possible, medical and dental appointments should be made after regular school hours. A written note from the parent/guardian, including the date and time of appointment, is required by the attendance office before such absence can be determined to be legal. The student may request make-up work if the absence is excused.

## Tardy to School

Students who arrive late to school must sign in at the Attendance Office. Students with unexcused tardies to school are subject to the consequences outlined in the Social Curriculum. The excused reasons for lateness to school are the same as for absences: death in the immediate family; illness of the student; quarantine; court summons; work or school activity approved by school; observance of a religious holiday; state emergency; and suspension.

**\*Note:** Tardies to school can affect perfect attendance! Per the KY Department of Education, attendance rates are calculated based on the number of minutes a student is in school each day.

## **Bank**

The First Ballard Reserve Bank is located on the 1<sup>st</sup> floor of the East Building. It is open during lunch to provide services to students and staff. Services include savings and checking accounts, lunch loans and larger loans, CDs, and staff and student IDs. The bank is sponsored by PNC.

## **Bookstore**

The Ballard bookstore is located on the 1<sup>st</sup> floor of the East Building. Students and staff can purchase Ballard clothing and gear as well as basic school supplies in the bookstore. It is open before school and during the lunch period.

## **Cafeteria**

The school cafeteria serves breakfast (7:00-7:30) and lunch (11:17-12:32) each school day. Student prices for meals are \$2.75 for lunch and \$1.85 for breakfast (subject to change).

## Cafeteria/Lunchtime Expectations

1. Report directly to the cafeteria at the beginning of the scheduled lunch period.
2. Form lunch lines in single file.
3. Do no cut into the lunch line.
4. Put trash in containers.

5. Keep noise to a minimum.
6. Do not disturb classes that are in session
7. Eat all food in the cafeteria only.
8. Remain in the cafeteria areas and do not return to the halls until the tone rings.
9. No outside food is allowed to be brought into the school or school cafeteria during the school day.

## **Conferences**

Parents/guardians are encouraged to contact teachers concerning their child’s academic performance, attendance and discipline. If you wish to make an appointment to meet with a teacher, please e-mail the teacher directly or call the school at **485-8206**. The teacher will return your call in a timely manner. Conference days are scheduled for October 6, 2015, and February 29, 2016, but conferences may also be held at other times if necessary.

## **Daily Schedule**

Teacher’s Workday	7:30 a.m. – 2:30 p.m.
Offices Open/Close	7:00 a.m. – 4:00 p.m.
Warning Bell	7:35 a.m.
Period 1	7:40 a.m. – 8:31 a.m.
Period 2	8:35 a.m. – 9:25 a.m.
Period 3	9:29 a.m. – 10:19 a.m.
Period 4	10:23 a.m. – 11:13 a.m.
Period 5	11:17 a.m. – 12:32 p.m.

### **LUNCH SCHEDULE**

11:17 – 11:37	First Lunch
11:42 – 12:02	Second Lunch
12:12 – 12:32	Third Lunch
Period 6	12:36 p.m. – 1:26 p.m.
Period 7	1:30 p.m. – 2:20 p.m..

North and South buildings will be closed daily starting at 3:00 p.m.

**Students must be directly supervised to remain on campus after 3:00 p.m. There will, however, be somebody in the main office (485-8206) available to answer the telephone and direct calls until 4:00 PM.**

In the event there are weather delays or early dismissals the bell schedule will change.

## **Hall Passes**

Students should be in their assigned class for the entire period. In case of emergency, if a student must be in the hall during class time, s/he must have an official hall pass written and signed by the teacher. Clipboards are provided to teachers to be used as an acceptable hall pass with an attached sheet for recording the student name, time out, and teacher signature.

## **Illness**

A student who becomes ill during the school day should report to the Attendance Office, in the South Building, to call parent/guardian to make arrangements to be picked up.

## **Library/Media Center**

The library is located on the 2<sup>nd</sup> floor between the North and South Buildings. It is open from 7:10 AM until 3:30 PM. Individual students may visit the library during the school day only with a pass from a teacher. During lunch, students may enter the library with a Lunch Period Ticket, which must be obtained in the library during the morning of the day they wish to be in the library. They are expected to have something to work on, not just hang out with friends.

## **Lockers**

All students will be issued lockers during registration. After this time, lockers may be rented through the North Office. All students will be charged for locker rental. Problems with lockers should be reported to the appropriate assistant principal.

## **Lost and Found**

Students should report lost or stolen items to the North Office. Clothing that is not picked up at the end of each semester will be donated to a charity.

## **Medications**

At times it may be necessary for students to take prescription medications during school hours. All such medications should be taken to the Counseling Office to be dispensed at the proper times. A "Medication Information Form" must be filled out by the parent to be kept in the student's file. No medications can be dispensed unless they are provided by the parents.

## **Textbooks and Course Materials**

All textbooks are issued to students in the Book Room located on the 1<sup>st</sup> floor of the East Building. At the end of the semester or school year, students return books to the Book Room. Students are held responsible for care of textbooks. In cases of lost/damaged books, **reimbursement must be made before another book can be issued.**

Students pay all school and course fees in the North Office, if they were not paid during Orientation. Teachers do not collect any student fees. Students on approved fee waiver are not responsible for registration and course fees, but are responsible for class fees, as those activities are optional.

All students are expected to have calculators for math classes. Ballard does have a rental program for those who may not be able to purchase a calculator. Students who qualify for the free lunch program and textbook waiver will also qualify for a waiver of the calculator rental fee. All rented calculators will be returned at the end of the school year.

## **Transportation**

### Regulations For Students Riding School Buses

The following information is furnished for compliance with student transportation guidelines. It is important to note that misbehavior on a bus or at a bus stop can result in suspension from all JCPS transportation for a specified time, or the student will be subject to in-school discipline.

#### While Waiting To Board A Bus

Students should arrive at the bus stop five minutes ahead of the bus. Students fighting at the bus stops and on the way to and from school bus stops are subject to disciplinary action. Students should never run alongside the bus when the bus is moving, but should wait until the bus stops and then walk to the door and board the bus in an orderly manner using the handrail, and not push and/or shove. Students living on the opposite side of the road from a bus stop should wait on their side of the road until the bus arrives and the driver gives them the signal to cross the road.

#### While Riding The Bus

The driver of the school bus is in complete charge of the passengers while they are aboard. Students are to obey the driver's instructions. If a student has a complaint, he/she should take it to the principal. The driver has the authority to assign seats. The maximum number of students that may be assigned per seat is three. Passengers should be seated immediately and should remain seated while the bus is in motion. If a seat is not available, the student should be sure to hold onto the back of a seat. Students must not extend arms, legs or head out of the bus.

Passengers should refrain from talking to the driver except in an emergency. No student shall tamper with or operate the emergency door, fire extinguisher, or other equipment on the bus. Passengers must not mark or deface the bus. Seat coverings must not be damaged in any manner. Any damage to the bus or seats should be reported to the driver by the student(s) as soon as possible. Anyone caught damaging the equipment will be subject to disciplinary action and/or making restitution. Passengers must not fight or scuffle in the bus or create any loud disturbance. Passengers must not wave or shout to pedestrians or occupants of other vehicles and must not throw objects from the bus window. Trash should be placed in a receptacle as provided near the entrance to the bus. Smoking, eating and drinking are not permitted on school buses. The use of profanity and obscene signs on the bus is prohibited. Do not enter or exit from the back of the bus

### On The Trip Home

Passengers are permitted to leave the bus only at their regular designated stops. Any change must be made with the parent's request in writing and approved by the signature of the school principal or designee. The alternate or requested stop must be at an established bus stop. If a student lives on the opposite side of the road from the bus stop, the student should go to the front of the bus and wait until the bus driver gives the signal to cross the road. Students should not cross the road at the rear of the stopped school bus.

### Student Parking

Ballard High School provides parking privileges to a limited number of students in the junior and senior class only who meet the following guidelines:

1. They must possess a KY Drivers License.
2. They must have regular access to a properly registered, inspected, and insured vehicle.
3. They must maintain acceptable attendance and disciplinary standards.
4. They must complete and return a signed student driver information card.
5. Must display a Ballard parking tag.

Parking on school property is for authorized vehicles only. Upon arrival students are to go immediately into the building and not linger in cars or the parking lot. Students who drive to school without authorization create a hardship for everyone; therefore, please be advised that students who drive to school without authorization will be subject to disciplinary action and/or having the vehicle towed at the owner's expense. Those students who have been absent from school (30) days or more in the preceding school year will be denied permission to park on school grounds. Students who have been absent from school 20-29 days in the preceding school year will be issued provisional parking permit, which will be reviewed on a semester basis. Excessive tardiness (more than 10) to school may result in loss of parking privilege. **The North Parking Lot will be used by our marching band and students will have to vacate that location by 2:45 p.m. each day during marching band season.** Students must have permission from an

administrator to go to their car during the school day. Failure to obtain proper permission may be counted as a class cut.

### Visitor Parking

During the school day, visitors can park in the designated spaces inside the bus circle outside the South Building. Parking in fire lanes is prohibited and your vehicle can be ticketed or towed. The bus circle must be kept clear with no parking from 6:50 am – 7:40 am, and 1:50 pm – 3:00 pm to allow safe movement of our school buses. Parking is also available in the South and Center lots.

### **Vending Machines**

Vending machines are available for student use in the cafeterias. These machines are operated by our cafeteria staff. Other vending machines are available after school hours.

### **Visitors and Volunteers**

School policy is to accept only those visitors who have legitimate business at school. Visitors and guests must register in the South Office immediately upon entering the building and obtain a pass/sticker. Former students are welcomed to visit after school hours but may not visit teachers or students during the school day. Current students are not permitted to bring friends to class. Parents are welcomed to visit each office and to request a conference, which will be held in one of the office areas.

All guest speakers and volunteers must be approved in advance by the principal. Volunteers in JCPS schools must complete paperwork and undergo a criminal records check before being allowed to work with students. This includes chaperones for field trips.

### **Youth Services Center**

The YSC, created as a part of the Kentucky Education Reform Act (KERA), enhances students' abilities to succeed in school by providing students and their families access to social services and/or information about the services. The YSC also provides programs to assist children and parents in family crisis, recreation, after school activities, and community development. The center is located at Ballard High School in the East Building. If you are in need of a service, please call our Youth Services Center Coordinator Yvonne Riggs at 339-8783.

## Anti-Plagiarism Agreement

### Ballard High School

I \_\_\_\_\_ (student's name) have been informed of the meaning and consequences of plagiarism and hereby do agree to avoid plagiarism in all my schoolwork.

- I have received instruction in my English class on note taking, paraphrasing, and documenting as research strategies designed to prevent plagiarism.
- As a result, I am aware that using some other writer's words, ideas, phrases, or intellectual property without giving accurate documentation is a serious offense that amounts to cheating and theft. (This includes tests and other assignments.)
- I am aware that downloading information from the Internet in part or in whole and inserting it into my work without giving proper credit to sources also amounts to plagiarism. This includes graphics and pictures.
- I am aware that plagiarism even includes copying the structure and organizational patterns created by another writer.
- I have been informed that my senior portfolio will be scored incomplete in the event that I commit plagiarism, and that I will receive a zero on any plagiarized piece in my underclassman writing folder.
- I am also aware that I will face disciplinary action for plagiarism and cheating, which will include any consequence ranging from a zero on the work to more punitive measures.
- I realize that there is no excuse for plagiarism:

Your signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

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

Adapted from the High School English Core Content Guide  
Jefferson County Public Schools



## JCPSNet Student Acceptable Use Policy

The Jefferson County Public Schools (JCPS) offer student access to electronic information through a service called JCPSNet. Along with this access to computers and to people all over the world comes the availability of materials that may not be considered appropriate for use in the classroom. Because it is impossible to control all materials available through the global network, school staff and parents/guardians of minors are ultimately responsible for setting and conveying the standards that students should follow when using these information resources. JCPS supports each family's right to decide whether or not to allow their child to have access.

### **Access is a privilege, not a right.**

Students are responsible for appropriate behavior when using the Internet, just as they are in classrooms and school hallways. Therefore, general school rules for behavior apply. Access to network services is offered to students who agree to act in a considerate and responsible manner, and parent permission is required.

Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use, and their decisions are final. The administration and staff may revoke or suspend user access when these terms are violated.

### **Students will:**

Use the network for educational purposes such as conducting research for assignments consistent with the JCPS academic expectations; and and, use appropriate language, avoiding swearing, vulgarities, or abusive language.

### **Students will NOT:**

- transmit or receive materials in violation of federal or state laws or regulations pertaining to copyrighted, threatening or obscene materials, including sexually explicit materials;
- use JCPSNet for personal or commercial activities, product promotion, political lobbying, or illegal activities;
- break into/attempt to break into another computer network;
- damage/attempt to damage, move, or remove software, hardware or files;
- use unauthorized multi-user games; send or forward chain letters; use unauthorized software products
- create or share computer viruses;
- share access to their JCPSNet account, or use another person's account;
- maliciously attempt to harm or destroy data of another user; or
- use network resources to otherwise violate the JCPS Student Code of Conduct
- use network resources to disrupt the efficient operation and/or
- educational programs of the Jefferson County Public Schools.

JCPSNet communications are not private, and may be reviewed by JCPS personnel, or by someone appointed by them, to ensure that all guidelines are followed. Violation of the terms listed above will result in a loss of access to JCPSNet, and may result in other disciplinary action under the guidelines of the JCPS Uniform Code of Student Conduct. Use of public property for personal gain is a felony. Violators or parents of student violators may be subject to prosecution.