Ballard High School

6000 Brownsboro Road
Louisville, KY 40222

https://schools.jefferson.kyschools.us/High/Ballard/

Dr. Jason Neuss, Principal

Assistant Principals
Kerri Dixon
T’ Andrea Mayes
Jordan Paskitti
Tonkeyta Rodgers – Freshman Academy

Counselors
Terry Cox
Nik Heberlein
Allisa Hebermehl – Freshman Academy
Terri Sgro

Main Office.................................................................485-8206
Ballard High School Certification
The information contained within this handbook describes school policies and procedures. The faculty and staff strive to attain the high values and standards described herein. This certification is to acknowledge receipt of the handbook. We urge all students and their parents/guardians to familiarize themselves with its contents.

Failure to read and understand the handbook, policies, and codes will be no excuse for violations of school policies.

We, the parent(s)/guardian(s) and the student, certify that we have received the handbook, and we understand that Ballard has adopted a zero-tolerance stance in cases of chemical abuse; acts of violence (including fighting); harassment/intimidation; and possession of weapons of any sort. We understand that Ballard officials will act on such offenses to the fullest extent, as written in the Jefferson County Public Schools Code of Acceptable Behavior and the law. Participating in the possession, sale, or distribution of chemicals/alcohol could lead to the arrest of participants. Participating in fights, assaults, vandalism, or other acts of violence also could result in the arrest of participants.

Acknowledgement
By signing below, I acknowledge that I have read and understand the contents of the Ballard High School Student Handbook. This document must be returned and signed.

Student’s Name (Please print.):__________________________________

Student’s Signature: __________________________ Date: ________________

Parent’s/Guardian’s Signature: _________________________________

Date:___________________

(Please tear out, sign, and return this form to student’s 1st period teacher.)
GRADES AND GRADUATION

<table>
<thead>
<tr>
<th>Grading Scale:</th>
<th>JCPS Grading Scale</th>
<th>Advanced Placement Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>60-69%</td>
</tr>
<tr>
<td>U</td>
<td>59% and Below</td>
<td>59% and below</td>
</tr>
</tbody>
</table>

Frequency of Grade Reporting
A 6-week Progress Report will be distributed during each Semester. Students will receive a Final and Grade each 12 weeks.

Promotion Requirement
Students successfully completing a high school course will earn a one-half credit for each semester of work. The number of credits earned determines placement of students in high school:

<table>
<thead>
<tr>
<th>Credits needed to graduate</th>
<th>JCPS GRADUATION REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Freshman ...... 0 - 4.99 credits</td>
<td><strong>Course Credits</strong></td>
</tr>
<tr>
<td>• Sophomore ... 5 - 10.99 credits</td>
<td>English ..................4</td>
</tr>
<tr>
<td>• Junior ............ 11-15.99 credits</td>
<td>Mathematics ..............4</td>
</tr>
<tr>
<td>• Senior ........... 16 + credits</td>
<td>Science ..................3</td>
</tr>
<tr>
<td>• To Graduate.. Minimum of 22 credits</td>
<td>Social Studies ............3</td>
</tr>
<tr>
<td>• Must demonstrate technology proficiency</td>
<td>Health ................... ½</td>
</tr>
<tr>
<td></td>
<td>Physical Education .......½</td>
</tr>
<tr>
<td></td>
<td>Humanities ..............1</td>
</tr>
<tr>
<td></td>
<td>Technology ..............1</td>
</tr>
<tr>
<td></td>
<td>Electives ...............5</td>
</tr>
<tr>
<td></td>
<td>Total ......................22</td>
</tr>
</tbody>
</table>
**Advanced Placement Courses**
Students taking advance placement classes must take the advance placement test in order to receive credit for an AP course on their transcript. Students must be passing and fees must be paid by the end of 1\textsuperscript{st} semester to remain in the class.

**Advanced Placement Test Dates**

**2019 AP Exam Schedule**

<table>
<thead>
<tr>
<th>Week 1</th>
<th>8 am</th>
<th>12 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, May 6</td>
<td>US Government &amp; Politics</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>Tuesday, May 7</td>
<td>Seminar Spanish Language &amp; Culture</td>
<td>Physics 1: Algebra Based</td>
</tr>
<tr>
<td>Wednesday, May 8</td>
<td>English Literature &amp; Composition</td>
<td>European History</td>
</tr>
<tr>
<td>Thursday, May 9</td>
<td>Chemistry</td>
<td>Psychology</td>
</tr>
<tr>
<td>Friday, May 10</td>
<td>US History</td>
<td>Computer Science Principles</td>
</tr>
</tbody>
</table>

*Studio Art submission for Digital Portfolios (Friday, May 10, 2019)*

<table>
<thead>
<tr>
<th>Week 2</th>
<th>8 am</th>
<th>12 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, May 13</td>
<td>Biology</td>
<td></td>
</tr>
<tr>
<td>Tuesday, May 14</td>
<td>Calculus AB Calculus BC</td>
<td>Art History Human Geography</td>
</tr>
<tr>
<td>Wednesday, May 15</td>
<td>English Language and Composition</td>
<td></td>
</tr>
<tr>
<td>Thursday, May 16</td>
<td>World History</td>
<td>Statistics</td>
</tr>
<tr>
<td>Friday, May 17</td>
<td>Music Theory</td>
<td></td>
</tr>
</tbody>
</table>
KEES Scholarship and Curriculum Requirements
Kentucky high school students have a great opportunity to make their education pay with the Kentucky Educational Excellence Scholarship (KEES). Students who study hard and make good grades (C+ or above), can earn scholarship money for college or technical school. The higher the grade-point average, the more money students can earn to be applied to their post-secondary education. Bonus money is awarded for students’ highest ACT or SAT score. Students do not have to apply for the scholarship.

Schedule Changes
The schedule for the school is made up after students have chosen their courses. Once the schedule is run and schedule cards are printed, schedules are changed only for the following reasons: (1) technical errors; (2) failure of a student in a course; or (3) overloaded classes. No schedule is changed after the first two days of the semester, unless counselors have ascertained that the request is valid.

Seeing Your Counselor
The counselors are available to assist all students with their high school course of study, personal problems, and career plans. Students are assured that all concerns are treated in confidence and with respect. Counselors keep all student files in their offices. To see your counselor, you may drop in at their office before school or after school. In order to see your counselor during the school day, students must complete a Request to See a Counselor Form located in the Counselors’ Office. Upon receiving a request, counselors contact students during the school day as soon as possible. Conferences with students receive first consideration and are scheduled whenever necessary. You are encouraged to contact your counselor often and to make use of the services.

Adding or Dropping a Course
Students will be assigned (scheduled) to classes by the appropriate counselor. To ensure consistency in scheduling the following steps will be taken:
1. Students will receive scheduling information to review course offerings with teachers and parent/guardians
2. Students select courses in collaboration with counselors and support staff
3. Departments will review student course selections and provide feedback to students and counselors.
4. Parents will receive a copy of student course requests and have the opportunity to provide feedback.
5. Students scheduled into courses

All schedule changes will be made through the counselors. Student initiated schedule changes must be requested within 5 pupil days from the first day of classes. Advanced Placement (AP) and dual credit courses may be dropped within 15 pupil days from the first day of school or within 5 pupil days of the start of the second semester. Students dropping an AP or dual credit course after the payment deadline will not be reimbursed for the cost of the assessment. Additionally, students who are failing an AP or dual credit course at the semester will automatically be dropped from the course. When possible, the student will be moved to a lower level course in the same subject area. The student’s current grade will be transferred to the new course.
**Magnet and Career Certification Programs**
Students in Grades 9-12 have the opportunity declare a major that determines elective course work. By arranging the school in this manner, students will take classes that relate to their major/career interest while teachers work together to plan instruction that relates to the career theme.

<table>
<thead>
<tr>
<th>Academy</th>
<th>Pathways</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business/IT</td>
<td>• Administrative Support, E-Commerce, Marketing, Management &amp; Entrepreneurship, Cyber Engineering</td>
</tr>
<tr>
<td>Media and Communication</td>
<td>• Cinematography and Video Production</td>
</tr>
<tr>
<td></td>
<td>• Teaching and Learning</td>
</tr>
<tr>
<td>Visual and Performing Arts</td>
<td>• Art, Band, Chorus, Theatre, Graphic Design, Interactive Media</td>
</tr>
<tr>
<td>Freshman Academy</td>
<td>• Academic and social skill building</td>
</tr>
<tr>
<td></td>
<td>• Career Exploration</td>
</tr>
</tbody>
</table>

**Fee Schedule and Receipt**

**Mandatory Student Fee**

- $20.00

**Department Fees**

- **Art**
  - $45.00
- **Photography**
  - $45.00
- **Business/Technology**
  - $35.00
- **Choir**
  - $100.00
- **English**
  - $10.00
- **Health/Physical Education**
  - $10.00
- **Math**
  - $10.00
- **Science**
  - $25.00
Goggles (Chem. I science classes) $8.00
Social Studies $10.00
Foreign World Language $10.00
Drama $30.00

**Other**
Bruin Pass $160.00
(Includes all sports pass, yearbook, class dues, Homecoming Dance)
Parking $20.00

**Class Fee***
Class of 2016 $30.00
Class of 2015 $30.00
Class of 2014 $30.00
Class of 2013 $30.00
Advanced Placement Fees: (per test) $95.00*

**Total:**

*All students enrolled in advance placement courses must pay this nonrefundable fee. JCPS no longer helps pay for the cost of any AP exams.

Orchestra (BOA) $65
ATTENDANCE INFORMATION
Kentucky school attendance law states that the instructional minutes that students who sign in late or sign out early to school miss are to be counted as unexcused unless excused by the school. Unexcused minutes accumulate and can equal full day(s) of school unexcused. This is important when observing truancy laws; driver’s licensing attainment, and participating in extracurricular activities.

Goals and Objectives - The staff at Ballard High School will comply with school, district, and state attendance guidelines for taking and reporting student absences and promote good attendance by including class participation as a percentage of their daily grade. School staff will immediately and directly respond to excessive and unexcused absences as outlined in the school’s attendance procedures.

Attendance Policy
1. Absences
All students are expected to be in attendance on a daily basis. The following reasons constitute an excused absence with an appropriate note provided to the Main Office within three (3) days of the student’s return to school:
   - Student Illness
   - Doctor/Dentist appointment
   - Death in family
   - Family emergency (approved by principal)
   - Court appointment
   - One college visit during student’s senior year with documentation
     (This must be completed and signed by the principal 3 days prior to the visit.)

2. Tardy To School
All students need to report to their first period class by 7:40 am. Any student who is not in their classroom by this time is considered tardy and is required to sign in at the Main Office. The following reasons constitute an excused tardy:
   - Doctor appointment (with note from doctor’s office)
   - Dentist appointment (with note from dentist’s office)
   - Court appointment (with document)
   - Funeral (with document)
3. **Tardy To Class**  
Students who are deemed tardy are required to go to get a late pass from an administrator or staff member assigned to that area. Consequences for this offense are progressive and may result in detention, ISAP, or Saturday School.

4. **Early Dismissal - Leaving School before 2:20 P.M.**  
To obtain permission to leave school during the school day, students must present a note from their parent/guardian to the Main Office staff before first period. The note should include the following information: student’s name and grade, date, time to be excused, reason for leaving school, parent’s/guardian’s signature, and a telephone number where the parent/guardian can be reached to verify the early-dismissal request.

There are designated days when students are allowed early dismissal with parent pickup only. On these days, parents must come to school and sign the student out. **Parent pick-up dates include the day before the winter break, long weekends, prom, pep rallies, testing days, and other dates as deemed necessary by the administration.**

If a student drives to school, the parent/guardian may come to the office before school to sign out the student for the desired time. Before the student leaves the building, he/she must sign out in the Main Office and immediately leave the school grounds.

Early dismissals are excused only for the following reasons:

- Death in family/family emergency
- Doctor/dental appointment
- Court appointment
- Driver’s test
- School-related activity

*If the office staff cannot verify (with a legal guardian) that a student is to be dismissed early, the student is not permitted to leave school grounds.*

**Returning to school after an early dismissal**  
If students sign out for doctor and dentist appointments, Driver’s License tests, death in family and family emergencies, school-related activities, court
appearances, or emergencies, they may return to school and take part in class and other school functions. **If students sign out for illness or any reason other than those given above, they are not allowed to sign back in to school that day.**

**Attendance Procedure**

**Student/Parent Responsibility**

On the day following an absence, each student is required to bring a note from his or her parent/guardian or respective office. After 10 days of excused absences per school year, only a valid note from a doctor, dentist, court, or funeral home will be accepted. If this note is not presented, the absence will remain unexcused, and missed class work will not be given. This note should be presented to and signed by all of the student’s teachers. Students are to request missed class work within three (3) days of their return and are allowed one day plus the number of days missed to complete and return assignments. If a parent/guardian chooses to notify the school the morning of their child’s absence, the student’s name will be removed from the automated call home list. However, a note is still required as mentioned above.

**Teacher Responsibility**

All teachers are required to take accurate daily attendance. If a student is absent from class, the teacher will mark the absence unexcused until a note is presented to them. Make-up work is only allowed when a note is presented to the teacher (within three (3) days upon return).

**School Staff Responsibility**

- The attendance callers and the automated calling system will be utilized to notify a parent/guardian of student absences.
- Upon the 3rd unexcused absence, a notification of truancy will be mailed home.
- Upon the 6th unexcused absence, a second Notification of Truancy will be mailed home. In addition, if a student is under 16 years of age, the student’s name will be turned in to the Assistant Director of Pupil Personnel (TRUANCY OFFICER) and a referral will be made the Youth Service Center.
- School Staff will generate a list of students who have accumulated 9 or more unexcused absences so that student participation in extracurricular
activities, dances, Junior/Senior Prom, and senior activities will be limited.

- Upon the 9th unexcused absence, a third Notification of Truancy will be mailed home and further action will be taken by the Truancy Officer if the student is under 16 years of age.

**Attendance Consequences**

1. **Truancy** – Students will be referred to a truancy officer upon his/her 6th unexcused absence. Parents and their truant child(ren) face the possibility of court action including fines and penalties.
2. **Tardy to School and/or Class** – Students who are not in the classroom when the tone sounds are tardy and are required to receive a HERO pass from a faculty member or administrator. Consequences for each offense are progressive.

**Summary of Attendance Protocol**

When a student is absent from school, the following should occur:

- Appropriate note provided to the Main Office within three (3) days of the student’s return to school
- A valid/official note (doctor, dentist, court, funeral home, etc.) is required after the 10th excused absence is required to be turned in to the Main Office.

**STUDENT EXPECTATIONS**

- Follow the Directions of All Staff
- Use Appropriate Language
  - Cursing at (or in conversation with) an adult will result in suspension.
- Be Appropriately Dressed
- Be Respectful of Others and Property
- Be On Time and Prepared

**Immediately report bullying, harassment or inappropriate behavior**

If a student believes that they are the subject of harassment, sexual harassment, or bullying the focus of inappropriate behavior, they should report such incidents to their parents and school authorities. Students can report the information verbally or in writing to the principal, a counselor, a teacher, or a designated staff person. When reporting an incident, it is
helpful to provide as much information as possible. Such information includes

- A description of the event or events.
- The number of occurrences, with dates and places.
- The names of any witnesses.

If appropriate, documents, papers, and/or other exhibits. Students may receive guidance, advice, support, and/or advocacy from school staff, including administrators, counselors, teachers, or other staff. Students should report continued offenses directly to the principal or assistant principals.

**After-School Activities/Practice**

No students are allowed in any part of the building after school hours unless they are under the direct supervision of a coach/sponsor. All students should be out of the building and/or be with their coach, teacher, or sponsor by 2:30 p.m. Failure to leave the building promptly will result in disciplinary action and up to and including removal from the club, team, or program.

**Dress Code**

The administration reserves the right to determine whether or not clothing and/or accessories are disruptive to the educational process. In general, clothes that are too revealing, too tight, advertise alcohol or drugs, or other high schools are not permitted. Hats, headwear (except for religious reasons), and sunglasses are not permitted. No hoods may be worn over head at any time in the building.

Any other issues not addressed above that are considered to be inappropriate, distracting or disruptive will be included with the information students receive during orientation.

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 consequences to be determined by school administrators.
Electronic Equipment/Devices
At Ballard, it is our mission to create responsible citizens that use technology appropriately. Students are allowed to activate and display a personal electronic device during class changes and in common areas. The use of personal electronic devices is not permitted in the classroom unless approved by the teacher for instructional purposes.

- The use of electronic devices and peripherals is a privilege not a right.
- JCPS Code of Acceptable Behavior and Discipline will be enforced for failure to follow directives.
- Ballard High School, faculty and staff, are not responsible for any damage, loss, or theft of a personal electronic device.
- ALWAYS: Use appropriately, set to vibrate, have earphone volume low enough to hear bells and announcements.
- NEVER: Place or receive voice or video phone call, use a camera or take video, or use external speakers.
- INAPPROPRIATE USE: Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials or messages on any personal electronic device or otherwise violate the JCPS Acceptable Use Policy. Students may not disrupt the educational environment. Students may not violate the right of others.

If a student violates any of the expectations above, the personal electronic device will be confiscated by an administrator/teacher and the student will be subject to discipline pursuant to the JCPS Code of Acceptable Behavior and Discipline.

Inappropriate Bus Behavior
The safety of students is a top priority, and misbehavior on a school bus is not tolerated. It is a privilege to ride the school bus, not a right. The local school has authority over students from the time they leave home in the morning until they return home in the afternoon. This means that a student’s behavior on a school bus is addressed with disciplinary actions by the school administrator, which may include suspension of bus privileges, in-school
disciplinary measures, suspension/expulsion from school, and/or placement in an alternative school.

**Leaving School—Unauthorized**
When students come on the Ballard High School grounds—either by bus, walking, or some other means—they are not permitted to leave the school grounds for any reason unless they have permission from a principal. **This rule is in effect from the time the first student arrives in the morning, through the course of the day, and until all students have left at about 2:30 p.m. Leaving school grounds, unauthorized, will result in a loss of privileges for the student.**

**General School Conduct**
At Ballard, we feel that certain general conduct is expected of all students. Students must conduct themselves in a respectful manner as they relate to one another, teachers, staff, and all guests at Ballard High. Students are not permitted to engage in the following:

- Roughhousing/Horse playing
- Using loud, abusive, or profane language
- Public display of affection
- Cafeteria misconduct
- Fighting or trying to initiate a fight
- Disturbing class
- Cutting class/school
- Tardiness
- Willful disobedience/Failure to follow directives
- Refusing to identify oneself
- Dress-Code violations
- Verbal, physical, sexual harassment/intimidation
- Assault/Sexual abuse
- False activation of fire alarm/Bomb threats/ Firework
- Gambling
- Theft
- Use or possession of tobacco products
- Possession or use of drugs/alcohol/weapons (zero tolerance)
- Disrespect to faculty, staff, and/or administration

Involvement in any of the above behaviors results in some form of disciplinary action as described by Ballard High School and the *JCPS Code of Acceptable Behavior and Discipline*
Harassment/Bullying
No student or staff member of Ballard High School shall be subjected to any type of harassment. The school is committed to the creation and maintenance of a learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of harassment. Ballard High School will take appropriate action to prevent and correct behavior that violates this rule. If necessary, appropriate disciplinary action shall be taken against students and employees. A substantiated charge against a student shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the JCPS Code of Acceptable Behavior and Discipline.

The school prohibits retaliation against a person who reports an incident or cooperates with an investigation of a reported incident. Confidentiality will be maintained in all phases of the complaint process in accordance with the school’s obligation to investigate and address complaints.

Prescription Drugs
Prescription drugs must be in the original container, with the student’s name clearly marked on the original container. Prescription drugs must be kept in and dispensed from the Counselor’s Office. A permission form must be on file in the Counselor’s Office.

Sales on School Property
No items may be sold unless they are part of an approved Ballard fund-raising activity. All illegal items are confiscated by school personnel, and students are assigned some form of discipline

Sexual Harassment
Harassment/Discrimination is intimidation by threats of or acts of physical violence or the expression of hatred, contempt, or prejudice toward an individual for any reason. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical behavior of a sexual nature. Harassment/Discrimination of any type is not permitted. A student has the right to attend school free from harassment and should not be subjected to discrimination for any reason.
**Smoking Policy**
No smoking is allowed on Ballard High School grounds. In addition, students are not allowed to bring cigarettes or any tobacco products including E-cigarettes, on school property. This includes before, during, or after school. This policy also applies to school buses and all extracurricular activities. All tobacco products are confiscated by school personnel, and students are assigned some form of discipline.

**Special Note To Seniors**
All Ballard High School rules and regulations apply until the end of the official school year. This includes all pre-graduation, graduation, and post-graduation activities. According to JCPS policy, students may be excluded from graduation exercises for a documented threat of disruption.

**Weapons**
Weapons of any type are not allowed at Ballard High School or at any extracurricular activity. Ammunition and mace-type sprays also are strictly prohibited from school grounds or events.

**Zero Tolerance**
There will be zero tolerance for any aggressive behavior, fighting, assaults, verbal intimidation, harassment, or the use/possession of tobacco, drugs, alcohol, or weapons.

**Infractions Not Listed In Handbook**
Not all punishable infractions are listed in this handbook. Students must be aware that school personnel will challenge any student or any action that is felt not to be in the best interest of Ballard High School or that is disruptive to the educational process. Disciplinary action may be administered in such situations, based upon the judgment of the principals.

**Searching Lockers, cars, personal items**
It is important to remember that the lockers, parking lot, and all parts of the Ballard campus are the property of the Jefferson County Public Schools. Students do not own lockers. They are allowed merely to use these facilities on a rental or other basis. Under the terms of the law, school staff may subject lockers, cars, and other personal items to searches, if deemed necessary, to promote the safety of all students and staff.
CONSEQUENCES

In-School Discipline
In-school discipline may include any of the following: Notification to parents, special assignments, conference at school with parents, withdrawal of school privileges, separation from peers, In-School Adjustment Program (ISAP) and suspended driving privileges.

ISAP (In-School Adjustment Program)
In this program, the student is under constant supervision from 7:40 a.m. until 2:20 p.m. or during his/her assigned time. Extra time or days are assigned for misbehavior. Tests missed while in ISAP may be taken but must be scheduled at the teacher’s convenience. If a student is removed or leaves ISAP without permission the student may be subject to progressive disciplinary action.

Saturday School
Saturday school will be used as an alternative to ISAP or out of school suspension.

Out-Of-School Discipline
Out-of-school discipline includes suspension and/or expulsion. Students who are suspended from school are not permitted to participate in or attend after-school activities during the period of suspension. This includes activities such as dances, the prom, and any athletic/academic events.

GENERAL INFORMATION

Cafeteria/Lunch
The following regulations apply:
1. All students must go to the cafeteria during the lunch period they are assigned. A selection of à la carte items, as well as the regular plate lunch, is available.
2. Students may use the cafeteria or courtyard during their assigned lunch time. Food is not to be taken into the hallway or lobby areas. Students are not permitted into classroom buildings until the bell rings.
3. Every student is required to return all paper, trays, dishes, and other trash to the proper place in the cafeteria.
4. Students are prohibited from “cutting” the lunch line. Students who cut are placed at the back of the line. Further occurrences result in disciplinary action.
5. Students are not allowed to order food for delivery. Any delivery food will be confiscated.
6. Students are not allowed to bring food purchased from restaurants into school. This violates Federal and State laws.

**Semester and Final Exams**
Semester and final exam schedules will be determined by the principal and scheduled on the last two days of the semester. Exams may not be given prior to their assigned dates. Students who miss exams will be required to arrange for a make-up date no sooner than the day after the last exam.

**Participation in Junior and Senior Activities**
In order to participate in Junior or Senior Activities the following criteria must be met: be on grade level, considered in good standing (on track to graduate), dues and fees paid in full, satisfactory behavior as determined by school administration.

**Educational Enhancement Opportunity Request Protocol**
To request an absence to attend or participate in an educational activity, please complete an application form and return it to your school principal at least five (5) days prior to the absence.

Such an absence as requested by this signed application and approved by the school principal, will be considered an excused absence. The major intent of the activity must be educational in order for the student to be granted this type of absence.

The proposed activity must have significant educational value and be composed of an intensive program related to the core curriculum (e.g. art programs, dance programs, State Fair activities, workshops that are educational in nature, college visits, etc.).

The Principal will use his/her judgment to determine if the activity meets guidelines. A student may be approved for up to ten (10) days of absence.
per year for this purpose. Students who are granted an absence under this law will be allowed to make up all school work. Student grades cannot be affected by lack of attendance or participation in classes for approved days. This type of absence cannot occur during State or District-wide assessments, unless there are extenuating circumstances that are approved by the Principal. Decisions may be appealed to the Superintendent and then to the Board of Education. Applications may be picked up in the main office.

**Elevator Keys**
The elevator is to be used only by the disabled or those students with legitimate injuries. Elevator keys may be obtained through the office by paying a $5 deposit, to be returned to the student when the key is returned to the school. If a student’s injury is questionable, a doctor’s statement may be required. Only students with official approval from the office may use the elevator.

**Hall Passes**
All students must have a pass if they are in the hall during instructional time. The hall passes should be used only in emergency situations. Students may not receive a hall pass in the first or last 10 minutes of class or after 2 p.m. Only one student at a time should be allowed to leave the class.

**Library Information**
- **HOURS** -- The library is open from 7:20 a.m. to 2:30 p.m.
- **USAGE** - Students may enter the library with a library pass from their assigned classroom teacher. Students may be dismissed from the library for disruptive conduct.
- Students may enter the library with a scheduled class and classroom teacher. Before and after school, students may use the library during the scheduled hours.
- **CIRCULATION**: Students may checkout 2 books/magazines for a 2 week period. Students may renew books for an additional 2 week period. Students may not check out books for other students.
- **INTERNET USAGE**
  - The Internet is for school work only.
  - Inappropriate sites are filtered.
  - Chat rooms are not available.
  - The JCPS Internet Acceptable Use Policy User Agreement Form, with parent’s/guardian’s signature, must be on file.
**Lockers**
At the beginning of the school year, students must fill out a request form to receive a locker. Locker request forms will be available the first few days of school and upon registration for new students that begin after the start of the new school year.

**Student Arrival to School**
Students arriving to school in cars should be dropped off at the curb near the rear of the building or in the student parking lot. Students may enter the building only at the main entrance or the bus-loading dock area (by the cafeteria). All students are expected to enter the building immediately upon arrival. Students are not allowed to sit in a car, truck, or van or to loiter.

**Student Parking**

**DRIVING/PARKING RULES & REGULATIONS**

1. All Ballard High School student drivers must apply for and have an approved driving/parking permit.
2. The cost of the driving/parking permit is $20.00. Students must provide a copy of their valid Kentucky’s drivers license and be **cleared from any fees owed from last year**. Parking permits must be hung from the rear view mirror and visible through the front windshield at all times.
3. All automobiles parked on the **BALLARD HIGH SCHOOL** campus must have a permit displayed at all times. If a student parks on campus without a permit, a warning will be issued, your car will be stickered and parental contact made. If there is a second offense you **WILL LOSE YOUR DRIVING PRIVILEGE**, and you risk the possibility of your car being towed. **PARKING IS A PRIVILEGE, NOT A RIGHT.**
4. All authorized automobiles must be kept locked at all times. The Jefferson County Board of Education and Ballard High School, nor school officials, are to be considered liable for vandalism, theft, damage or any other problems that may occur while parked on the school campus.
5. Student drivers who are habitually tardy may lose all driving/parking privileges on the **BALLARD HIGH SCHOOL** campus. See Student Handbook for Student Tardy Policy.
6. There is no smoking while students are on campus. This includes students who are in their cars in the parking lot or students who are driving on/off campus.
7. Once an automobile is driven onto the **BALLARD HIGH SCHOOL** campus, you must have authorization to leave campus, (i.e. Early dismissal, CO-OP, etc.). All students must have permission from an Assistant Principal to enter their automobile during the school day.
8. When an automobile is driven onto the **BALLARD HIGH SCHOOL** campus, school administrators and security have the right to monitor and search the interior.
of the car. The contents may be retained by school officials or law enforcement and used as evidence in any disciplinary proceedings. **BALLARD HIGH SCHOOL** has random canine drug searches conducted. The searches include the entire **BALLARD HIGH SCHOOL** campus and vehicles parked on the campus.

9. Parking lot safety is essential. The speed limit is 10 M.P.H. or less. No speeding or horseplay. Always be alert for students moving between cars. Always obey all traffic laws and follow normal traffic flow. Do not attempt to pass another automobile or cut in front of cars anywhere on campus. Reckless driving as determined by school personnel will result in disciplinary action plus possible loss of parking privileges. Students may not park in fire lanes, the bus loading areas, unauthorized areas, etc.

10. Parking permits **MAY NOT BE TRANSFERRED OR GIVEN TO ANOTHER STUDENT FOR ANY REASON.** If a permit is lost, you must purchase a new permit and the old one will be invalid. If you must use a secondary car temporarily, you must be the driver and display your tag in that car.

**Textbooks/Fees**

Students are expected to take care of books **provided by the school.** Books that are damaged or lost are paid for by the students. Students, who leave Ballard, for whatever reason, must turn in all school-owned textbooks before they leave. This includes library books. Textbooks are not issued unless students have a designated locker. Per Kentucky state law, students who have not paid for lost textbooks are not issued textbooks the following year. **All fees must be paid before textbooks are issued.**

**ATHLETIC ELIGIBILITY REQUIREMENTS**

**Establish Initial Eligibility**

In order to establish initial eligibility a student must be on proper grade level at the beginning of each semester and maintain an overall 2.0 GPA. A student ineligible for not being on grade level on the first day of a semester will remain ineligible for the entire semester.

Student academic progress will be monitored by the Athletic Director on Monday of every week. Eligibility will be determined by the Kentucky High School Athletic Association in accordance with Section 2 of Bylaw 5.

On a weekly basis, a student shall be making continual progress during the school year in order to be eligible. Any athlete that has a U in any course will be required to attend study skills for a period of three days a week until the grade is no longer a U. Study skills, or an approved recovery program, will be offered 4 days a week from 2:30-3:30.
The only person who can deem a student eligible is the athletic director. The athletic director will gather documentation from teacher(s) and reinstate the student when the minimum requirements, as outlined above, have been met. The eligibility guidelines are the same for all seasons of sports. Individual sports, as determined by the head coach and in collaboration with the athletic director, may set higher standards than the minimum requirement. For programs that set standards higher than the minimum standard, the athletic director will not be involved in enforcement of that requirement.

**Maintaining eligibility during the school year:**

Each athlete’s academic progress will be checked by the Athletic Director and the Athletic department every three weeks. To maintain 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 pm. 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 it will result in the student being declared ineligible.

The only person who can deem a student eligible is the athletic director. The athletic director gathers documentation from the teacher(s) and reinstates the student when the information has been examined. 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.
COMPLETE THIS FORM TO EXERCISE YOUR RIGHT TO PRIVACY

Directory Information Opt-Out Form

The District has designated a student’s name, address, grade level and major field of study as Directory Information. If you do not want this information released to persons requesting Directory Information, the parent/guardian or eligible student (18 years of age or older) must sign this form and return it to the school office.

I hereby exercise my rights under state and federal law and hereby request that the name, address, grade level and major field of study of

_________________________________________________________ (student name), currently a student at ________________________________ (school name), NOT be released without prior written consent.

Signed by: (check one): _____ Eligible student  _____ Parent

_________________________________________________________Signature

_________________________________________________________Print Name

_________________________________________________________Address

_________________________________________________________City/State/Zip

For an explanation of the state and federal laws applicable to this form, see the Code of Acceptable Behavior and Discipline and the Student Bill of Rights.
COMPLETE THIS FORM TO EXERCISE YOUR RIGHT TO PRIVACY

Military Recruiter Opt-Out Form

If you do not want the student’s name, address and telephone number released to military recruiters, the student (regardless of age), parent or guardian must sign this form and return it to the school office.

I hereby exercise my rights under state and federal law and hereby request that the name, address and telephone number of

_______________________________________ (student name), currently a student at BALLARD HIGH SCHOOL, NOT be released to military recruiters without prior written consent.

Signed by:  (check one): _____ Student _____ Parent

_______________________________________Signature

_______________________________________Print Name

_______________________________________Address

_______________________________________City/State/Zip