

2018/19

School Planner

Ballou Junior High
9916 136th St E
Puyallup, WA 98373
253-841-8725

This planner belongs to:

Name: _____

Homeroom: _____

Persistence **R**espect **I**ntegrity **D**etermination **E**xcellence

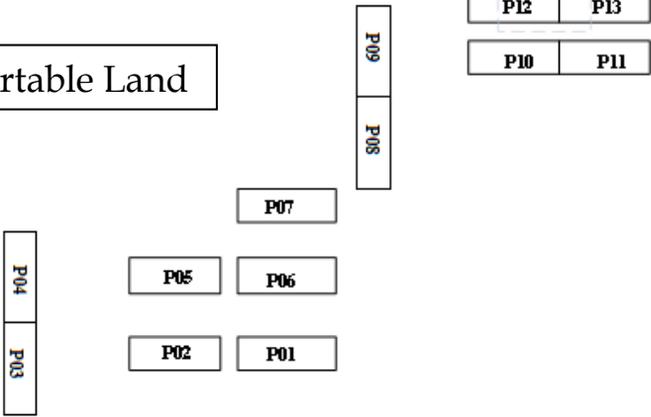
Monday		Tuesday/Wednesday/Thursday/Friday	
Period 1	8:40 - 9:30	Bruin Time	7:40 - 8:10
Period 2	9:34 - 10:18	Period 1	8:14 - 9:04
Period 3	10:22 - 11:06	Period 2	9:08 - 9:58
Period 4	11:10 - 12:36	Period 3	10:02 - 10:52
		Period 4	10:56 - 12:22
1st Lunch	11:06 - 11:36	1st Lunch	10:52 - 11:22
2nd Lunch	11:36 - 12:06	2nd Lunch	11:22 - 11:52
3rd Lunch	12:06 - 12:36	3rd Lunch	11:52 - 12:22
Period 5	12:40 - 1:23	Period 5	12:26 - 1:16
Period 6	1:27 - 2:10	Period 6	1:20 - 2:10

Telephone and Personal Directory

Main Office	253-841-8725
Principal	Lisa Kusche
Assistant Principal	Sam Sharpe
Counselor (A-K)	Natalie Matwiejow
Counselor (L-Z)	Mark Cooksley
Office Manager	Ronda Kelderhouse
Attendance Secretary	Debbie Ferderer
Office Secretary	TBD
Data Processor	Laura Barr
Security	Matthew Holm
Nurse	TBD
Athletic Director	TBD

Ballou Junior High Map

Portable Land



Welcome to Ballou,

Home of Bruin Pride!

Welcome to what should be a fabulous year at Ballou. The staff is very excited for the start of this year and we look forward to watching the tremendous successes that will come from you. Ballou has a rich history of school pride and well respected students. As a part of continuing this tradition, we encourage you to get involved in the school, participate in activities, and bring a positive attitude to the classroom.

Please take time to share this planner with your family so they can understand our expectations and procedures. Your responsibility for good citizenship begins with the sharing of your school experience with your family.

Sincerely, The Bruin Staff

BALLOU ACTIVITIES

Student activities and awards at Ballou Junior High are designed to provide incentive for increased student achievement, to foster school spirit, to involve students in the school, and to recognize a diverse accomplishment.

Athletics (7th and 8th Grade)

1st Quarter

Girl's Volleyball

Boys Football

Girl's Cross Country

3rd Quarter

Girl's Soccer

Boy's Basketball

2nd Quarter

Girl's Basketball

Wrestling

4th Quarter

Track

To be eligible to participate in athletics you are required to purchase an ASB card or pay the \$10.00 athletic user's fee (per sport), show proof of insurance, and have a current physical and concussion screening. There is an additional athletic/transportation fee per sport. Sport clearance is completed online on the PSD Website.

INTRAMURAL SPORTS (6TH - 9TH Grade)

Intramural Sports are available to grades 6-9. If you have questions, please see the Athletic Director.

1st Quarter - Co-ed Volleyball

2nd Quarter - Girls Basketball

3rd Quarter - Boys Basketball

ACTIVITY BUS

All students are expected to go home immediately after school unless staying for a school sponsored activity or extra help from a teacher. Students who are staying after school *for a school related activity* may take the activity bus home. Students must get an activity bus pass from their coach, teacher or advisor. The activity bus runs Monday through Thursday and leaves Ballou at 4:35.

ASB CARDS

Students may join the Associated Student Body (ASB) for \$30. Memberships are sold throughout the school year. An ASB membership allows students reduced admission into most dances, free school newspapers, participation in athletics and clubs, reduced admission into senior high games, and local business discounts. Because the money raised through the sale of ASB Cards supports student programs, students who participate in extra-curricular clubs or athletics must belong to Ballou's ASB. If you need a replacement card, there will be a \$3.00 charge for reprinting.

YEARBOOKS

The cost of yearbooks for the 2018/19 school year is \$25.00. Annuals may be purchased through January of the school year. If purchased after January, the price will be \$30.00. Yearbooks are distributed to students during the month of June. They are a great way to keep your memories of the friends and activities you have been involved with, at Ballou. Don't miss out!

ATTENDANCE PROCEDURES

Regular attendance is one of the keys to a student's educational success. Every subject taught in the school system requires a student's active and continuous involvement in order to develop skills and learning of the particular subject. Most classroom experiences cannot be duplicated on an individual basis.

On days that you are absent, your parent or guardian must call the school office (841-8725) to notify us. You will need to bring a note to school when you return if your parent has not contacted the Ballou office. Please make every effort to schedule appointments after 2:10. When you must leave school during the day, bring a note from your parents or guardian to the Attendance Secretary in the Main Office before school the morning of the appointment. You will be given an early dismissal pass to show your teacher before leaving class.

Late or Absent

Students must clear their absence/tardy with a note or phone call by a parent/guardian stating the date and reason for the absence/tardy. **It is preferred that the parent/guardian call the school attendance office on the day of the absence.** Please provide your name, the student's name, the reason for the absence, and a number where you can be reached. Call Ballou at (253) 841-8725 and select option 2 for attendance. Students may also bring a note to the attendance office upon return from their absence. Late arriving students must also check in with the office.

**For the safety of students,
parents/guardians need to bring ID with
them when picking up their child.**

Homework Requests

If the absence is for more than 3 days, assignments can be collected on request. Requested make-up work may be collected the following day after 2:30 p.m.

Planned Absence

A parent/guardian note is required for planned absences. Assignments may be requested ahead of the absence(s).

Excused Absences

Regular school attendance is necessary for mastery of the academic standards, however, sometime students at times may need be absent from class. Absences due to illness or a health condition; a religious observance, when requested by a student's family; school-approved activities; family emergencies, required by law, disciplinary actions or short term suspensions shall be excused. A parent may request a prior planned absence for their student. (Form available in the Main Office). The principal will review all planned absences.

Unexcused Absences

Absences are considered unexcused if (a) no parent/guardian phone call or written note is received by the office within a reasonable time, (b) the reason given does not meet the condition of an excused absence, or (c) in secondary, when a student misses ten minutes or more of a class period without teacher or office permission or fails to report to where he/she is directed. **Unexcused absences will result in disciplinary action.** Every effort must be made to get students to school who missed their bus. **Arriving to school on time is a student/family responsibility.** A missed bus, missed ride, traffic

conditions, weather conditions or car problems is not a valid excuse for an absence or tardy. Students who do not arrive with a note or phone call will be called down upon returning from their absence to clear the absence. If the absence is not cleared within 24 hours, progressive discipline will be applied.

Tardy Policy/Unexcused Tardies

Students need to be in class on time. Students who are excused must have a signed planner or hall pass.

1st – 3rd Tardy

Verbal Warning, Parents may be informed

4th – 7th Tardy

Students will be assigned Lunch Detention, Parents may be informed

8th – 10th Tardy

Students will be assigned After School Detention, Parents may be informed

10+ Tardies

In-School Suspension, Phone call home, Parent conference may be held, Progressive Discipline

Random Hall Sweeps may be conducted – tardy students may be issued a lunch detention. Unexcused Tardies will accumulate through the end of each semester. Incentives for no tardies may be offered.

EARLY RELEASE PROCEDURES

The student should bring a note to the attendance window before school starts to receive an Early Release pass. The note must be signed by his/her parent/guardian indicating the time of release and the reason. If a student is to be released to someone other than the parent/guardian listed on the enrollment card, or if the student is to walk home, it must be indicated on the note. If an early release has not been pre-arranged, the student will be released from class when the parent/guardian arrives at the school office. Please allow 10 minutes for an office assistant to get your student from class for you. All students must be signed out through the office. If a student returns to school on the same day, he/she should come to the office and record the arrival time.

BICYCLES AND SKATEBOARDS

All students are required to wear approved bicycle helmets when riding their bikes to school. Students are not to ride bikes or skateboards on campus. For bike

security, students are expected to lock their bikes and not loiter around the bike rack area.

ELECTRONIC DEVICES



Students are not allowed to use electronic devices such as: cell phones, MP3 players, iPods, CD players, video games, or other devices during class time. These devices need to be put away before students enter class. (See HIB Policy)

Students will not use telecommunication/electronic devices to harass other students or staff, to bully other students, or to disrupt the educational process, including but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.

We do not assume any responsibility for damage, loss or theft of your personal belongings.

1. Students using devices (cell phones, etc.) or students with devices which cause a disruption during the school day will have the devices confiscated by school staff and secured in the office.
2. Confiscated items will be brought to the Office as soon as possible to be secured and logged.
3. There is progressive discipline for each of the violations.

TECHNOLOGY USE

If you would like to withhold your student from using school-owned technology, please contact an administrator.

1 TO 1 DEVICES

All students issued a PSD 1:1 device are responsible for any damages to the device. Annual P3 Insurance is available and encouraged. Insurance DOES NOT cover a lost/stolen device. **Students will receive direct instruction on how and when to use their device.**

CLOSED CAMPUS

Ballou Junior High is a closed campus. Students may not leave during the day without permission from the administration/main office. If you leave campus during the day for any reason without checking out, your absence will be considered unexcused and subject to disciplinary action.

Before you speak:
THINK
T = Is it True?
H = Is it Helpful?
I = Is it Inspiring?
N = Is it Necessary?
K = Is it Kind?

CAFETERIA CONDUCT

There are three lunches. Students are not allowed to sell, trade, or give lunches to other students.

All food and beverages must be consumed in the cafeteria. No food/beverages are allowed in the courtyard, hallways or classrooms.

1. Remain seated for first 20 minutes.
2. Cutting in line or giving cuts is discourteous and violators are subject to lunch duty and/or lunch detention.
3. Students may not sit on the tables or on the stage.
4. Ballou PRIDE means that we pick up after ourselves.

OFFICE CONDUCT

Students should be quiet and courteous while in the office. The office phones are not to be used by students without permission. Always ask permission before heading back to see someone.

PASSING TIME AND HALL/BREEZEWAY CONDUCT

For the safety of students and in order to maintain conditions conducive to learning, certain rules have been established for hallways and breezeways. It is the responsibility of each student to maintain these rules with respect and courtesy for other individuals:

1. **Walk** immediately to the next class.
2. Think safety and Ballou PRIDE.
3. Stay to the right and keep moving in order to avoid congestion and traffic barriers in our crowded halls.
4. Help keep Ballou litter free.
5. Cooperate with any staff member, and identify themselves (give name) when asked.

COUNSELING

Counselors are concerned with each student's development, progress, and success in school. Your counselor is available to answer questions and help with any concerns that may arise. You are invited to see your counselor whenever they can be of assistance. Should you want to see the counselor, stop by during your lunch, or before or after school and fill out an appointment form. During class time it is necessary for you to get permission from your teacher before coming to the counselors' office.

FINES

Fines will be charged when a student loses or damages school equipment, property or materials. Transcripts will not be sent until all fees or fines are cleared. Ninth graders must have textbooks turned in and all fines paid (or plan) prior to purchasing Ninth Grade Dance tickets. Annuals will not be distributed until the last day of school if textbooks are not turned in and all fines are not paid.

DRESS AND APPEARANCE

No hats or head covering may be worn in the building during school hours, except for school authorized special events; such items must be stored in lockers or book bags in the building once a student arrives on campus. The uniforms nationally recognized youth organizations and clothing worn in observance of students' religion and clothing or items worn due to medical reasons are not subject to this policy. (For full Dress and Appearance rules, see page 19)

LIBRARY POLICIES & MISSION

The Ballou Library is open before and after school for checkout, renewals, and returns. During class time students must have a pass from their teacher to come to the library. Students may come to the library during lunch if a class is not in session. All library books are checked out for a period of 15 school days. Students are responsible for returning a book by the date stamped in the front of the book. The library charges \$.10 per school day for overdue library books. Overdue books and fines of \$3.00 or more will prevent a student from checking out materials until the matter is resolved with the librarian. A student who loses a library book or damages it beyond repair will be charged the replacement cost of the book (book cost, processing, and cataloging). Students are encouraged to speak to the librarian about any special circumstances related to overdue fines or replacement charges. The Ballou Library strives to help students become effective users of information and to develop a love of reading!

LOITERING

School hours are from 7:10 a.m. to 2:10 p.m. Students are expected to leave campus promptly at the end of the school day unless they are attending a supervised activity, such as: a school event, participating in an extra-curricular activity, or meeting with a teacher. Students are expected to make arrangements to leave campus promptly at the completion of their supervised activity. Students are not to loiter on school grounds. Students may not return to campus for any reason, including use of the activity bus. Violators of this policy will lose the privilege of staying after school, and will be subject to disciplinary action. If you are waiting for a sibling to be released from Firgrove, you may wait out front of Ballou.

ACADEMIC SUPPORT

Teachers are available for special help before and after school. Students should make an appointment with their teacher to get extra help whenever he/she needs additional support. Most teachers have open door policies to get help. Homework Club will be offered twice a week.

NURSE'S OFFICE

If you become too ill to stay in class, ask your teacher for a pass to the nurse's office. The nurse will evaluate your condition. Students may not leave the building because of illness without permission. Students who do may be subject to discipline. If the nurse is not in, students should see one of the office secretaries. All accidents must be reported promptly to the teacher in charge and to the nurse. Parents will be notified if an injury occurs. Any medication, prescriptive or over-the-counter, that is to be taken at school must be checked in at the nurse's office. Physician's orders and written parent/guardian permission are required. Standardized forms for physician orders/parent permission are available at school. If you need to call home, please get permission in the Health room.



SCHEDULE CHANGES

Schedule changes will only be considered if a student is missing a required class, has an incomplete schedule, or has been misplaced in a class. Contact your counselor.

SCHOOL SPONSORED EVENTS

Students at all school sponsored events must follow the Puyallup SD rules and regulations and are subject to the authority of school district employees whether the event occurs on or off school grounds. *Students who are absent or have been suspended from school may not attend after school or evening events.*

SECURITY

Maintaining a safe school environment requires the help of everyone. If you see someone who does not belong at Ballou, or if you have information about a theft, crime or vandalism, please report it to the office or to our security officer. Please do not bring money or valuables to school. ***We do not assume any responsibility for loss or theft of your personal belongings.***

STUDENT SENATE (ASB)

The Student Senate consists of the student body officers and elected representatives from designated classrooms. The Senate meets approximately once a month to discuss and vote on school affairs and disbursement of ASB funds. The Senate also plans various projects during the year and acts as a liaison between faculty, administration, and the student body. Among other duties, all members of the Student Senate are expected to keep their classroom advised of current school affairs and assist their classroom teacher with ASB issues as requested.

SCHOOL DANCES



School dances are planned through the Leadership Class and held periodically throughout the year. In order to increase the enjoyment at school dances, the following guidelines have been developed regarding correct behavior and dress:

Dress for school dances shall be regular school clothes, unless otherwise announced prior to the dance. Only Ballou students may attend the dances. Dances will be held after school from 2:15pm to 4:00 p.m. There will be no evening dances. Students should be prompt in attendance and will not be permitted into the dance after 2:30 pm. Students are not allowed to leave the dance and re-enter.

All rules and regulations of the PSD apply to dances. Students who are absent or are serving a suspension on the day of the dance cannot attend the dance.

NINTH GRADE DANCE

Each year during the last week of school, Puyallup's seven junior highs sponsor an evening dance for ninth graders. Formal wear is allowed but not required. Students must be appropriately dressed for a semi-formal occasion. Jeans and shorts are not allowed. The Ninth Grade Dance is ONLY for ninth grade students attending a junior high school in the Puyallup School District. Students must attend school the day of the dance. All fees, fines and disciplinary issues must be cleared prior to the dance.

TELEPHONE USE

Office telephones are for school business and are not available for student use except in the case of an emergency. The office phones are not to be used by students without permission.

TEXTBOOKS

During the first week of school students will check out a set of textbooks from the library. Students are responsible for the care of the books checked out to them. Students who lose or destroy books will be fined the total replacement cost.

VISITORS & DELIVERIES

Students are not allowed to bring visitors to school. Deliveries to students should be dropped off in the main office. Balloons and flowers etc., are not allowed in classrooms and can be picked up from the office at the end of the school day.

HOME ACCESS CENTER

Home Access Center will give you access to your student's attendance and the ability to update phone numbers and email addresses.

<https://homeaccess.puyallup.k12.wa.us>.

SCHOOLGY

Schoology is the PSD Learning Management System. Teachers, students and parents all have access to Schoology. Teachers will post grades, lessons, calendar items and content in Schoology. Students will access content, assessments and even upload quizzes and tests to Schoology. Schoology is located on the PSD website under the families tab.

GRADE PERCENTAGES	GRADE LETTERS	GRADE POINTS
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
60-66	D	1.0
59 & below	F or E	NO credit
CR = Credit (do not calculate)		

Puyallup School District Student Rights and Responsibilities 2018-19 will be uploaded to all 1:1 Devices. This information can also be found on the Puyallup School District Website. <https://www.puyallup.k12.wa.us>



GOAL: _____

<p>S Specific</p>	<ul style="list-style-type: none">• What do I want to accomplish?• Why do I want to accomplish this?• What are the requirements?• What are the constraints?	
<p>M Measurable</p>	<ul style="list-style-type: none">• How will I measure my progress?• How will I know when the goal is accomplished?	
<p>A Achievable</p>	<ul style="list-style-type: none">• How can the goal be accomplished?• What are the logical steps I should take?	
<p>R Relevant</p>	<ul style="list-style-type: none">• Is this a worthwhile goal?• Is this the right time?• Do I have the necessary resources to accomplish this goal?• Is this goal in line with my long term objectives?	
<p>T Time-Bound</p>	<ul style="list-style-type: none">• How long will it take to accomplish this goal?• When is the completion of this goal due?• When am I going to work on this goal?	

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