

# WELCOME TO BLUFFTON HIGH SCHOOL

106 West College Avenue  
Bluffton, Ohio 45817

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## HOME OF THE PIRATES!

### Alma Mater

Three-hundred strong sing we a song  
Bluffton High to thee, oh, worthy art thou of praise.  
When in the fray at close of day  
Another team we see, our cry of victory we raise,  
Our cry of victory we raise.  
Bluffton High School, Bluffton High School,  
Hail to thee, hail to thee, Bluffton High School.  
Oh, Bluffton High forever.  
To us art ever dear.  
We hail thy works and pleasures.  
Thy name we love to hear.  
To thee we will be loyal, to thee, we will be true.  
Oh, Bluffton High forever, we sing all hail to you.

### Fight Song

Fight the team across the field  
Show them that Bluffton's here.  
Set the earth reverberating with a mighty cheer  
B.H.S.  
Hit them hard and see how they fall,  
Never let that team get the ball.  
Hail, hail, the gang's all here  
so let's win that ol' ball game now.

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**BLUFFTON HIGH SCHOOL**  
**STUDENT/PARENT POLICY HANDBOOK**  
**2023-2024**

**INTRODUCTION:** Welcome students to the 2023-2024 school year! This handbook is for all Bluffton High school students. Therefore, all students regardless of age, are responsible for and must adhere to all regulations contained within. All of our policies are developed for the good of the total operation of our school and for the good of the entire student body. It is the duty and responsibility of the faculty, staff, administration, and student body to create an educational atmosphere that is necessary in developing a fine school that is conducive to learning. Best of luck for a successful school year at Bluffton High School.

**MISSION STATEMENT:** The mission of the Bluffton Exempted Village School District is to provide a safe and stimulating environment in which flexibility is encouraged in meeting the needs of every student, and to value all persons and learning in order to develop individuals who demonstrate problem-solving skills, personal responsibility, and a desire for lifelong learning.

**VISITORS:** All visitors must report to the office and must be approved by the Principal.

**ATTENDANCE:** Good school attendance is critical for a good education. Classroom attendance, the interaction with the instructor and fellow classmates, and the student's active participation are necessary for learning to take place. Teachers are encouraged to make attendance patterns an integral part of their student management system. Parent(s)/guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The principal or his designee is also required to notify a student's parents, custodial parent, guardian, legal custodian or other person responsible for his/her when the student is absent from school. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, and home address, as well as emergency telephone numbers. **EXCUSES MUST BE SPECIFIC** as to the reason for the absence. A list of all unexcused students will be provided to all classroom teachers at the end of each school day. When a student is absent from school, he/she may not participate in or attend after school activities on that day, (i.e., sports practice, contests, club meetings, band practice, etc.) unless approved by the principal.

**ATTENDANCE REGULATIONS**

It is the duty of Bluffton High School to enforce the compulsory attendance law. Therefore, students will be allowed **eight (5)** days of absences per semester. Any absences over (5) days per semester without a physician's excuse or administrative permission may result in a loss of credit for that grading period and treated as unexcused absences. (Days of classes missed because of representing Bluffton High School do not count. Arrangements must be made

with the instructor for missed assignments.)

Any student, who misses more than 5 days in a semester course and 10 days in yearlong course, may receive an attendance failure.

**ATTENDANCE FAILURE:** The student will receive the grade they have been assigned for the course, but will not receive any credit for the course.

**EXCUSED ABSENCES:** Excused absences entitle a student to make up any school work missed within a reasonable amount of time. Absences based on one or more of the following conditions will be excused: (1) personal illness; (2) death or illness in the immediate family; (3) observance of a recognized religious holiday; (4) quarantine for contagious disease; (5) other circumstances or emergency situations which the principal deems legitimate. If a student's absences, excused and/or unexcused, exceed 5 days in a quarter or 10 days in a school year, a medical certificate will be required from a doctor if the additional absences are to be excused. We realize that there may be special situations and in those cases the principal will deal with each situation on its individual merits.

**UNEXCUSED ABSENCES:** School work missed during an unexcused absence can be made up for 80% of the grade. Unexcused absences usually include, but are not limited to, (1) needed at home; (2) gainful employment; (3) oversleeping/missed the school bus; (4) car trouble of any kind; (5) running non-emergency errands. (6) out of school suspensions or expulsion. **PERSONAL REASONS** will also be unexcused unless specific reasons are given to, and prior approval is obtained, from the principal. After 5 days in a quarter or 10 days in a school year, even if a parent/guardian calls their student in with a legitimate excuse, it will be marked unexcused unless accompanied by a medical excuse. If a student is absent from school because of illness, and he/she attends a school function that day, either as a participant or spectator, or goes to work, the absence will be unexcused.

**HABITUAL TRUANCY:** "Habitual" truancy is any child of compulsory age who is absent without a legitimate excuse for 30 hours (**five** or more) consecutive school days, 42 hours (**six** or more school days) in one month, or 72 hours (**eleven** or more school days) in a school year. If a student is considered "Habitual Truant" an absence intervention team will meet with parent/s of the child to develop an absence intervention plan. If absences continue within a period of time designated in the plan then the school district is REQUIRED to file a complaint to the Juvenile Court. Students who are truant 10% or more of the required attendance days (18 days) may be subject to attendance failure.

**EXCESSIVE ABSENCES:** Excessive absences is any child of compulsory age who is absent with or without a legitimate excuse for 38 hours in one month, or 65 hours in a school year. If a student is considered excessively absent an absence intervention team may meet with the student and parent/s of the child to develop an absence intervention plan. If absences continue within a period of time designated in the plan then the school district may file a complaint to the Juvenile Court.

**PROLONGED ABSENCES:** Students unable to attend classes for a lengthy period, but who are able to study at home, may call the guidance office to make arrangements to send school work home.

**MEDICAL APPOINTMENTS:** Students who must be out of school to secure any medical service must bring a note back from the doctor/dentist.

**TARDINESS:** Students who are tardy to school must report to the office. A student is tardy for almost any reason if they arrive after 8:05 a.m., but prior to 9:43 a.m. (If a student is tardy three or more times in a semester, additional school time will be assigned in accordance with the Minor Misconduct Code, Item 4). Tardiness to class will be handled by each individual classroom teacher. If a student reports to school after 11:23 A.M., he/she will be considered absent 1 day. Any student who comes to school after 10:34 A.M. (BEGINNING OF 4TH PERIOD) OR WHO IS SENT HOME DUE TO ILLNESS DURING THE SCHOOL DAY WILL NOT BE ELIGIBLE TO TAKE PART IN ANY TYPE OF AFTER-SCHOOL EVENT OR ACTIVITY AS A PARTICIPANT OR SPECTATOR. This clause (10:34) can only be used 2 times in each sport season, unless special permission is granted by the Principal. We realize that there may be special situations and in those cases the principal will deal with each situation on its individual merits.

**VACATIONS:** (Defined as an extended absence from school with the immediate family). Excused vacations will be restricted to a maximum total of 10 days per year, and 5 days in any semester. If a vacation is planned during the school year, students must have a "Permission to be Out of School" form completed and returned no later than 24 hours prior to leaving (when the absence exceeds 1 day) if their absence is to be excused. Students will not be excused to vacation with a friend's family.

**GROUP TRIPS:** The school does not provide for class trips. Individual groups or classes will not be excused from school to participate in functions which are not sanctioned and supported by the school. Students missing school for reasons not normally considered valid may be excused if they have the prior approval of the principal. However, these excuses will only be permitted for unusual circumstances and will not be allowed to develop into a pattern nor set a precedent. GENERALLY, STUDENTS WILL NOT BE EXCUSED FROM SCHOOL FOR A FAMILY VACATION THE LAST WEEK OF EITHER SEMESTER. HOWEVER, SPECIAL PROVISIONS MAY BE MADE IF IN THE OPINION OF THE PRINCIPAL THEY ARE WARRANTED.

**OVERNIGHT TRIPS FOR THE BAND AND CHOIR:** In order for a student to be eligible for an overnight trip with the band and/or choir, the following guidelines must be met: 1. No more than one unexcused absence from school for the year at the time of the trip. 2. The student must have a "B" average or higher in the class that is taking the trip: band or choir. 3. A student that has been expelled, suspended, or sent to the alternative school will not be eligible for the trip. 4. A student that has been assigned a Saturday School may be eligible for the trip only with Principal approval.

If a student that has paid for the trip is not allowed to attend, every effort will be made to get whatever refund is possible from the company that is coordinating the trip. However, students/parents must realize that there is the possibility that no money will be refunded.

**EARLY DISMISSALS:** Whenever a student needs to leave school early for any reason other than lunch, he must notify the office in the morning **prior to the first period**. Emergency situations during the day such as a student becoming ill, will be handled through the principal's office. A phone call will be made to parents for any emergency dismissal. No one may sign out without parental and administrative approval. If a student leaves school without the permission of the office, he/she will be considered truant and disciplinary action may be taken. If a student becomes ill while at home for lunch during the noon period, his/her parents must notify the school by phone.

**COLLEGE VISITATIONS:** College visits will be approved for students (2 day for second-semester Juniors; 1 days - Seniors) who have met specific criteria by the guidance office.

**EXTRACURRICULAR OR CO-CURRICULAR ACTIVITIES:** It is expected that high standards of conduct and attitude be a part of all extracurricular endeavors. The same standards that apply to in-school behavior are demanded for out-of-school activities (home or away) of extracurricular clubs, organizations, and teams. Participation in these activities is not a right, but a privilege that may be regulated. Therefore, all students who participate or attend extracurricular activities must follow the Student Handbook. Failure to comply with these regulations at these activities will result in disciplinary action.

Remember that students assume the same responsibility and legal liability in an "off-campus" activity as they do when on campus. Inappropriate behavior at an extracurricular event may result in denial from future attendance at activities, Saturday School, progressive school suspensions, alternative school, expulsion, and/or permanent exclusion.

**ELIGIBILITY:** In addition to OHSAA eligibility regulations (which students must pass 5 credits the previous nine weeks to participate), Bluffton School policy states that any students grades 9-12 receiving 2 or more F's or receiving less than a 1.00 G.P.A. in a given grading period will be considered ineligible for the next grading period. This policy is specifically covered in the athletic handbook and may be obtained by contacting the athletic director. Students must adhere to the policies set forth in the athletic handbook.

**SPORTSMANSHIP:** Extracurricular activities are a part of the total educational process and the same level of responsibility and behavior is expected at practices and competitions as is expected in the classroom. Should individual students act in a manner detrimental to the school and student body at any extra/co-curricular activity, they will lose the right to attend contests and events involving other students and schools and may be subject to further disciplinary action.

**STUDENT PASSES:** Teachers shall not allow a student to leave the classroom without a properly signed hall passport, these passports will be given to students the first day of school. Students are not to be in the halls without a passport or a signed pass from a teacher. Students must go to their desired destination by the most direct route. Hall passes can be restricted or denied at any time by the teachers or the administration.

**LOCKS AND LOCKERS:** All students will be assigned a locker with a combination lock. If a student loses his/her lock, replacement locks are available at a cost of \$10.00. All lockers are to be kept locked at all times. *Money or other valuables should never be left in lockers.* The right to enter a locker for any reasonable cause that may affect the health, safety, and/or welfare of the students is retained by the school administration. Students should also note that lockers are the property of the school and are subject to random searches without cause.

**SEARCH AND SEIZURE:** In order to insure the safety and wellbeing of all students, teachers, school employees and guests, it is the policy of this school district to authorize its administrators to search the clothing and personal effects of students where such a search is reasonably necessary under all the surrounding circumstances. In order to conduct such a search, it is not necessary that the administrator have probable cause to believe that a crime or violation of a school rule has occurred. It is necessary only for the administrator to have reasonable suspicion to believe that a search will produce evidence that a student has violated or is violating a law or school rule. If such reasonable suspicion exists, an administrator may conduct a search of a student's person or personal effects including vehicles. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the possible infraction that may have or may be occurring. Dog searches using K-9 units from law enforcement agencies may be used to search the school building, parking lot and grounds.

**SECURITY SURVEILLANCE CAMERAS:** Security surveillance cameras, located inside and outside the school campus, may be used to record student activity and the recordings may be used for discipline. Due to privacy rights of students, the recordings are not open to public view.

**SCHEDULE CHANGE:** Schedule changes will only be made in the most severe cases and/or where there is an academic reason. Schedule changes will be made only during the first week of school and the change must be approved by the Principal. When it is necessary to drop a course after the first week of the semester, permission of the guidance counselor, a parent (if under 18), and the principal must be obtained. A grade of WF will be recorded in the student's permanent record, and "0" credit included in his G.P.A. This includes band and choir. Cases with mitigating circumstances will be considered on an individual basis by the principal. Credit flexibility is a program allows qualifying high school students to earn high school credits through the successful completion of a proposed curricular plan. Information regarding this opportunity is available in the guidance office.

**COLLEGE CREDIT PLUS:** This program allows qualifying high school students to earn college and high school graduation credit through the successful completion of college course work at eligible post-secondary institutions. CCP courses dropped after two weeks will result in a withdraw failing grade on the high school transcript. A student who does not receive a passing grade will be responsible for reimbursing Bluffton Exempted Village Schools for the cost of the course. Information regarding this opportunity is available in the guidance office.

**TESTING:** Students are required to take the End-of-Course state tests in the spring for English 9, English 10, Algebra 1, Geometry, Biology or Integrated Science, American History and American Government during the year the courses are taken. All juniors will take the ACT free of cost at school during the second semester. Students should see the guidance counselor for additional ACT and SAT information/dates.

**STUDENT RECORDS:** During the school year various types of information are mailed to the parents/guardians of students. Also, the need sometimes arises to notify parents in case of an emergency. Therefore, the school requests the filing of an Emergency Medical Form with the office within the first week of each new school year. Changes in address or phone numbers during the school year shall be made as soon as possible to the high school office so that records may be updated.

Student records are confidential. Only the staff and student's parent have access to the records. Directory information such as name, address, phone number, date and place of birth, participation in officially recognized activities and sports, weight and height if a member of an athletic team, dates of attendance, date of graduation, awards received, major field of study, etc. is not confidential. A divorce or change of custody does not change the rights of a natural parent to his/her child's records. A non-custodial parent can request a copy of the child's grade card (stamped, self-addressed envelopes must be provided), permanent record (stamped, self-addressed envelopes must be provided), and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions. With the passage of a Federal Law, directory information on students must be given to the US military upon request. If a parent objects to giving this information to the military, a parent or student, must give the office a letter stating the objection and then that student can be taken off the list. Please note that if a student is taken off the list for the military, that student is taken off all lists that would be sent out with directory information. This request needs to be turned in by September 15<sup>th</sup> of each year.

**COMMENCEMENT CEREMONY:** The opportunity to participate in the graduation ceremony is a privilege for seniors and not a right. In order for qualified students to participate in the ceremony, proper attire is required, including the cap and gown representative of the school. Any student displaying inappropriate behavior or possessing any disruptive objects at either the graduation rehearsal or graduation ceremony will be disciplined in an appropriate manner as determined by the administration. In order for a senior to participate

in the ceremony, he or she must fulfill all graduation requirements.

**DANCES AND PARTIES:** Plans and procedures for all school social events must be discussed and approved with advisors and the principal well in advance of the event. At a minimum, one faculty member and one parent must be present to supervise all school parties and dances.

**BULLETINS, ANNOUNCEMENTS, AND SIGNS:** Students wishing to have an announcement made must have it signed by a teacher and approved by the principal before 8:00 A.M. Announcements will be made at the end of first period. Signs may be posted only in approved areas. Signs must first be approved by the principal.

**AFTER SCHOOL HOURS:** The school will open at 7:30 A.M. Students who must arrive before this time must receive prior permission from the principal and remain in the cafeteria until 7:30 a.m. All students are expected to be out of the building by 3:30 P.M. unless they are engaged in a supervised after school activity.

**MEDICATION:** Medication must be presented in its original container and brought directly to the office upon arrival at school. A non-prescription bottle of medication brought to school must have the student's name on the bottle and the appropriate authorization form must also be completed. All medication must be accompanied by the appropriate medication form completed by the parents and approved by the school nurse. The medication form can be found on our school website or picked-up in the office. This must be completed each school year or whenever medication or dosage changes. If medication is not in the original container and/or the form is not completed correctly, the medication will not be given that day but will be stored in the office until school is dismissed. A record of the dispensing of medication will be kept in the office. In the absence of the school nurse, office secretarial personnel or the building administration will dispense medication. All medication will be taken in the office and in the presence of a school official.

**PUPIL TRANSPORTATION GUIDELINES:** The State Board of Education adopted pupil transportation management policies that are developed cooperatively by school administrators and transportation personnel. Policies are designed to ensure the safety and welfare of all school bus passengers and include:

- A. The school bus driver's authority and/or responsibility to maintain control of the pupils.
- B. The pupil's right to "due process" as provided for by the local board of education policy and procedure.
- C. Pupil management regulations, including the following:
  1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
  2. Pupils must wait in a location clear of traffic and away from the bus stop.
  3. Behavior at the school bus stop and on the bus must not threaten life, limb or property of any individual.
  4. Pupils must go directly to an available or assigned seat.

5. Pupils must remain seated, keep aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not harass, intimidate, or bully others as defined in the Student Code of Conduct.
8. Pupils must not use profane language.
9. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
10. Pupils must not use tobacco on the bus.
11. Pupils must not have alcohol or drugs in their possession on the bus, except for prescription medication required for a student.
12. Pupils must not throw objects on, from, or into the bus.
13. Pupils may carry on the bus only objects that can be held in their laps.
14. Pupil must leave or board the bus at locations to which they have been assigned, unless they have parental and administrative authorization to do otherwise.
15. No changes in bussing transportation can be made after 2:00 p.m. the day of the change. Written notes by parent/s must be turned into the office no later than 9:00 a.m. the day of the change.
16. Pupils must not put head or arms out of the bus windows.
17. Pupils must go directly between school and school bus.
18. Pupils must not have matches, lighters or any flammable material in their possession on the bus.
19. Animals, firearms, ammunition, explosives and other dangerous materials or objects which may interfere with the safe operation of the vehicle will not be allowed on the bus.
19. Cell phone usage is not permitted on the bus.

### **SUSPENSION, EXPULSION OR IMMEDIATE REMOVAL FROM BUS:**

1. The superintendent, or superintendent designees, or principals, or assistant principals are authorized to suspend or remove pupils from school bus riding privileges.
2. Immediate removal of a pupil from transportation is authorized. A pupil removed immediately from transportation must be given notice as soon as practicable of a hearing which must be held within 72 hours of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when the pupils' presence poses a danger to persons or property or a threat to the safe operation of the school bus. Length of time removed from rider ship shall be in accordance with school district policy up to one school year.
3. Expulsion of a pupil from riding privileges shall be by the superintendent.
4. School bus drivers shall report in writing to the appropriate administrator all rule violations or conduct that justifies immediate removal, suspension or expulsion.
5. Suspension or immediate removal of handicapped pupils may require a modification of the above procedures.
6. Cameras may be used to discipline students on the bus.

**STUDENT DISCIPLINE/CODE OF CONDUCT:** Education cannot proceed without good discipline. Good discipline is the presence of a friendly yet business-like rapport in which students, teachers, and administrators work toward accepted goals.

Bluffton High School will honor the suspension and/or expulsion from another district, in or out of state, for the duration of the suspension/expulsion. In addition, Bluffton High School will honor the discipline given to students that attend Apollo Career Center.

If a student is assigned to the alternative school, suspended, or expelled, these students are not permitted to participate in any school/district activity.

**MISCONDUCT CODE:** A violation of any of the following rules may result in disciplinary action including detention, Saturday school, emergency removal, in-school suspension, suspension, or expulsion. This list of rules is not all inclusive. When necessary, charges may be filed with Allen County Juvenile Court.

1. **Disruption of School:** A student shall not purposely cause the disruption or obstruction of the educational process by knowingly: (a) Occupying any school building or facility with the purpose of depriving others of its use; (b) Blocking or prohibiting the entrance to or the exit from any school building; or interfering with students attending classes or activities; (c) Engaging in behavior likely to encourage a violent response, (d) persistently disrupting classes, (e) or any other activity that would disrupt school.
2. **Damage to School or Private Property:** A student shall not intentionally cause or attempt to cause damage or destruction of school or private property on school grounds or during a school activity, function, or event off school grounds. In addition, students that deface or damage property of any school employee will be held accountable.
3. **Unauthorized Touching:** A student shall not knowingly or willingly cause or attempt to cause physical harm to another, or knowingly cause another to believe that the offender will cause physical harm to that person.
4. **Narcotics, Alcoholic Beverages, and Drugs:** No student shall possess, use, transmit, purchase, have under his/her control, offer for sale, administer to another, or be under the influence or smell of any intoxicant, hallucinogen, prescription or nonprescription drug, narcotic, or any other drug: (a) while on or immediately prior to being on school grounds or on property leased or borrowed by the board at any time (b) off school grounds at a school activity/event or prior to the event. No student shall have or possess any equipment or paraphernalia (dug-outs, one hitters, bong, cigarette lighters, wrapping papers, vape pens, etc.) which may be for the purpose of any of the items mentioned above. Included in this prohibition are any substances represented as a controlled substance, steroids, and look-alike drugs or intoxicants (near beer- O'Doul's, e-cigarette, etc.). If a student has been determined to have been illegally abusing or using any of the above, that student may be required to attend an appropriate Drug and Alcohol Program. This policy shall also apply to counterfeit controlled substances.
5. **Extortion:** No student shall obtain or attempt to obtain money, items of value, or special favors from anyone by implied or expressed threats or intimidation.
6. **Unauthorized Possession of Property:** A student shall not steal or attempt

to steal or be in possession of stolen property, any school or private property, or the personal property of other students or school personnel, either on school grounds or during a school-related activity, function, or event off the school grounds.

7. **Harassment/Intimidation/Bullying:** Harassment, intimidation, or bullying means either of the following:

- I. Any intentional written, verbal, or physical act that a student had exhibited toward another particular student more than once and the behavior both: a.) causes mental or physical harm to the other student; b.) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- II. Violence within a dating relationship.

Conduct constituting harassment may take different forms, including but not limited to the following:

**SEXUAL HARASSMENT**

Sexual harassment is defined as unwanted sexual advances, or unwanted verbal, visual or physical conduct of a sexual nature. A student who feels he/she have been a victim of sexual harassment should file a sexual harassment complaint with the principal.

- A. Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
- B. Non-Verbal: Causing the placement of sexually suggestive pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

**GENDER, ETHNIC, RELIGIOUS, DISABILITY, HEIGHT, WEIGHT HARASSMENT**

- A. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district. (Hate speech). Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.
- B. Non-Verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.
- C. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

**CYBER-BULLYING**

An electronic act of abusive behavior including, but not limited to, taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetuated with computers, cellular phones, internet websites, and/or any other electronic device. Such actions are subject to a variety of disciplinary actions notwithstanding the possibility of suspension.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should promptly take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the district other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and forwarded to the principal.

The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior the district recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the district.

This guideline does not negate the requirements for reporting suspected child abuse to the proper authorities in compliance with child abuse law. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student-abuser be reported to proper authorities in compliance with State law.

8. **Hazing:** A student shall not recklessly participate or permit the hazing of another. Hazing is defined as doing any act or coercing another to do any act of initiation into any organization that causes or creates substantial risk of causing mental or physical harm to any person.
9. **Fighting:** Students shall not participate in fighting or other activities which may provoke fighting or a physical altercation.
10. **Threats:** No student shall direct any verbal or written physical threats toward other students, school personnel, school or personal property. Any threat made in reference to using a weapon will be dealt with promptly and with serious consequences. In addition, the local police department will be

contacted, and criminal charges may be filed in accordance to the law.

11. **False Alarms/911 Calls:** No student shall participate in the act of initiating a fire alarm or false warning report of a fire or an impending bombing, or other catastrophe.
12. **Unauthorized Fire:** No student shall willfully and/or maliciously burn or attempt to burn all or any part of private or school property. No open flames of any sort are permitted. A student shall not have in his/her possession a lighter, matches, or any other flammable materials.
13. **Dangerous Weapons and Instruments:** A student shall not possess, handle, transmit, or conceal any object which may cause or threaten to cause physical injury to any person in school or on school property. It is a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by or controlled by, or to any activity held under the auspices of a school. These objects include, but are not limited to, guns, knives, laser pointers, firecrackers, explosives, and clubs, and/or look-alikes to these items. Students will be subject to an expulsion up to one calendar year if in violation of this weapons policy. This is a mandatory expulsion which the Superintendent may reduce on a case-by-case basis in accordance with the law.
14. **Repeated School Violations:** A student shall not persistently fail to comply with the directions of teachers, student teachers, substitute teachers, teacher aides, principals, assistant principals, or other authorized school district personnel during any period of time when the student is properly under the authority of school personnel.
15. **Gross Misconduct:** A student shall not partake in any conduct that could be considered gross misconduct by the Principal.
16. **Inappropriate Use of Computers:** Any violation.
17. **Inappropriate Dress/Appearance:** A student shall not dress or appear in a manner deemed inappropriate because it either endangers or interferes with student health and/or welfare or is distracting to the educational process. The dress and appearance of a student shall not be distracting to the educational environment for others.
18. **Leaving School Premises:** No student shall leave the school premises during the school day unless permission is expressly granted by the building administrator.
19. **Misinformation:** No student shall knowingly make a false statement so as to purposely mislead school personnel.
20. **Tardy to School:** A student who reports to school after 8:05 A.M. will be considered tardy. The following is a list of consequences for being tardy each semester.
  - 1<sup>st</sup> and 2<sup>nd</sup> Tardy-No disciplinary action
  - 3<sup>rd</sup> and 4<sup>th</sup> Tardy- Detention
  - 5-9 Tardies-Saturday School
  - 10 Tardies and more- In/Out of School Suspension
  - Tardy to class: Will be handled by the individual teachers and a student may be referred to the office.

21. **Skipping Class:** A student shall not willfully miss class.
22. **Insubordination/Disrespect:** No student shall willfully disobey a reasonable request or be disrespectful to any employee of the Bluffton Schools.
23. **Public Display of Affection:** All students are expected to maintain a reasonable level of decency as it relates to showing affection. The only acceptable display will be that of holding hands.
24. **Profane or Obscene Language:** A student, while on school property under the authority of school personnel, shall not use profane or obscene language, either written or verbal, in communicating with any other person. This would include obscene gestures, signs, pictures, or publications.

**DETENTION:** A detention period will be held each Wednesday from 3:20 P.M. - 4:00 P.M. in the library. Teachers also have the option to hold detentions in their classrooms at other assigned times. Students serving detention will be responsible for their own transportation.

**SATURDAY SCHOOL:** Saturday schools will be held from 8:30-11:30 A.M. in either the high school or middle school buildings. Students serving Saturday school will be responsible for their own transportation and should enter the Jackson Street entrance. Students must adhere to all rules for Saturday School.

**IN-SCHOOL SUSPENSION:** In lieu of suspension for non-violent behavior, students may be assigned to in-school suspension. Students are to report to the high school office by 8:00 a.m., and bring materials for all of their classes.

**SUSPENSION:** Suspension of a student means the denial of attendance at school or school events for a period not more than ten school days. A student who is suspended shall not be on school grounds until the suspension is completed. Suspension days are counted as unexcused days.

**EXPULSION:** Expulsion is the involuntary removal of a pupil for more than ten days. Expelled students shall not attend school or school events and shall refrain from being on school grounds.

**DRESS/PERSONAL APPEARANCE CODE:** Dress can be regulated when said attire is bizarre, offensive, disruptive, or is distracting to the educational process. The final decision on the appropriateness of attire shall rest with the school administration. In all cases of questionable attire or appearance, administrators reserve the right to make judgments and decisions regarding “appropriateness and acceptability” of such clothing or appearance for the health and safety of students and to stop a disruption to the school environment. Note: Shirts, etc. which display alcohol, tobacco, or drug related lettering/symbols should not be worn to school. Any clothing that displays sexually suggestive comments or acts are inappropriate to wear. If a student is in violation of the dress code the student must change or cover the dress that is in violation. Any student who refuses to cover or change, will be considered insubordinate and may be disciplined. The following clothing is not allowed.

1. Clothing that exposes a bare midriff

2. Halter, Tube, and Tank Tops
3. Pajamas
4. See-through clothing
5. Chains hanging from clothing
6. Cut-off shirts
7. Hats and hoods
8. Exposed underwear
9. Dark glasses cannot be worn in school unless prescribed by a doctor
10. Spaghetti strap clothing of any kind
11. Any clothing deemed inappropriate by the administrator.
12. Clothing that depicts violence or is associated with gang activity.
13. Sagging pants below the hip bone.
14. Clothing that depicts sexual innuendos.
15. Short shorts or skirts

### **CELLULAR PHONES AND OTHER WIRELESS COMMUNICATION DEVICES**

Possession of a cell phone or other electronic communication device (ECD) by a student is a privilege, which may be forfeited by the student if he/she violates this policy or any policy in the handbook.

Cell phones and other wireless communication devices may be used on school grounds before the first bell to report to class and after the last period dismissal bell. These devices are to be turned off and secured out of site during all classroom periods unless such use is expressly authorized by the teacher and the principal for educational purposes. These devices used as an educational tool during the activity shall be turned off and secured out of site at the conclusion of the educational activity. A student may obtain permission in the office to use the device to communicate with a person outside of the school.

Possession and/or use, other than described above, many result in the confiscation of the device in its entirety, disciplinary action and parent retrieval of the item at the sole discretion of the administration. The use of these devices for illicit or harassing purposes is a serious violation of school rules and state laws and may be handled accordingly.

The district is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or another student's property. Students and parents are strongly encouraged to take appropriate precautions to make sure cellular telephones are not left unattended or unsecured. This policy refers to, but is not limited to, the following: two-way radios, pagers, PDA's, laptops, walkie-talkies, radio phones, laser pointers, gaming devices, and RIM (research in motion) wireless devices.

**LUNCH ROOM:** Students must remain in the cafeteria or lobby next to the cafeteria the entire period. Students who leave this area without permission will be given a Saturday School. There is to be no food or beverage in the hallways or classrooms. Students are allowed to pack his/her own lunch or buy his/her lunch in the cafeteria. In order to ensure that all students have the opportunity to eat a well-balanced school lunch, free and reduced lunches are provided to

families that qualify. Parents who wish to enroll in this government supported program should fill out the required application at the beginning of the school year. Check in the office for details. Students may not be permitted to leave school for lunch on a daily basis.

**EIGHTEEN-YEAR-OLD POLICY:** When a student turns eighteen years of age he/she, in the eyes of the law, is responsible for his/her own actions. An eighteen-year-old may sign his/her own forms and excuse his/her own absence; however, their excuses do not have to be accepted by the administration for school absences. It is important to understand that he/she must still adhere with our school policies and procedures. Adult students who continually violate school policy will be put on contract and will be subject to suspension and/or expulsion.

**COMPUTER USE /ACCEPTABLE USE POLICY:**

The Bluffton Exempted Village School District is pleased to make available access to interconnected computer systems within the district network and to the Internet for the purpose of productivity, research, curriculum delivery, professional development activities, and electronic storage in the pursuit of learning. The District Board of Education has policies which govern the access and use of computer and network systems. This Acceptable Use Policy is a guideline for use and a contractual agreement between the end user of said systems and the Board of Education. All end users of said systems must take responsibility for appropriate and lawful use of their access. Misuse under the guidelines of this document may result in loss of privilege to use computer systems, the network, and/or Internet access and may result in disciplinary action under Board Policy and/or the governing code of conduct.

Upon reviewing, signing, and returning this Policy and Agreement, each end user will be given an opportunity to enjoy access to computer and network systems at school and is agreeing to follow this agreement's guidelines and Board Policy. Anyone under 18 years of age must have his or her parent or guardian read and sign the policy. The Bluffton Exempted Village School District cannot provide access to anyone who fails to sign and submit the policy to the school as directed with accompanying signature of a parent or guardian if required.

If you have any questions about the guidelines below, please contact the District Superintendent.

**Personal Responsibility**

By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but are agreeing to report a misuse of the network to your immediate teacher, supervisor, or director. Misuse means any violations of this policy, Board of Education Policy, or any other use that is not included in the policy, but has the effect of harming another or his or her property.

**Term of the Permitted Use**

A properly signed and submitted copy of this document is required to have a computer account activated for a given school year. Accounts will be deactivated on September 15 of the school year for anyone who has not complied. A new agreement must be submitted by September 15 of every school year for an end user to retain access to a computer account.

**Purpose and Use**

The Bluffton Exempted Village School District is providing access to its computer network and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you should consult with your immediate teacher, supervisor, or director to help you decide if a use is appropriate. The following guidelines and procedures shall be complied with by staff, students, or community members who are specifically authorized to use the District's computers or network services:

Expectations for the use of the computer/network include but are not limited to:

1. Do make full use of Computer and Network access to enhance, enrich, and enliven the education process at all levels of the district.
2. Do make use of the Computer and Network access to store files, run approved software programs and simulators, perform research, produce original documents, projects, and presentations, and communicate in the pursuit of instruction and learning.
3. Do seek help and/or advice when appropriate from your immediate teacher, supervisor, or director.
4. Do use appropriate language and etiquette at all times as defined in Board policy and the applicable code of conduct.
5. Do keep electronic messages brief and use appropriate language.
6. Do report any security problem or misuse of the network to your immediate teacher, supervisor, or director.

The Board of Education assumes that all users understand the following guidelines for use of the computer/network:

1. Understand that Electronic mail (e-mail) is not guaranteed to be private. Systems managers have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
2. Understand that all electronic data that passes through a district owned computer or over the district's network is subject to monitoring and seizure and may be handed over law enforcement officials.
3. Understand that all electronic data created for the purpose of administration or instruction under the Board approved curriculum for a course or program should be assumed to be property of the District.
4. Understand that the rules and regulations of on-line etiquette are subject to change by the Administration.
5. Understand that the user in whose name a computer account is issued is responsible for its proper use at all times. Users must log off the computer to conclude a session or lock the computer if stepping away. Users retain responsibility for the activity of anyone accessing the computer and/or network under their account. Users shall keep personal account information, home addresses and telephone numbers private. They shall use this system only under the login and password information issued to them by the District. Users shall not grant others access to a computer and/or the network under their login and password.
6. Understand that computer systems and the District network shall be used only for purposes related to education or administration. Commercial, political and/or personal use of said systems is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use. An Exception may be considered when a portable computer is assigned to

staff for the purpose of at-home productivity outside of regular working hours. Staff is also permitted to check personal email should said email account be used for both work and personal use.

7. Understand that vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creation or deployment of computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.

Unacceptable uses of the computer/network include but are not limited to:

1. Do not violate the conditions of Federal and State laws dealing with students and employees' rights to privacy;
2. Do not reveal your personal home address or phone number or those of other students or colleagues or arrange a face-to-face meeting with someone you "meet" on the computer network or Internet.
3. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
4. Do not use the computer and/or network for financial gain or for any commercial or illegal activity.
5. Do not use the computer and/or network in such a way that it disrupts the use of the computer and/or network by others.
6. Do not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
7. Do not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs.
8. Do not place copyrighted material on the system without the author's permission.
9. Do not read other user's email or files or attempt to interfere with another user's ability to send or receive electronic mail or attempt to read, delete, copy, modify or forge another user's email.
10. Do not repost (forward) personal communication without the author's prior consent.
11. Do not copy commercial software and/or other material in violation of copyright law.
12. Do not "hack", gain, or attempt to gain unauthorized access to computers, servers, computer systems, internal networks, or external networks.
13. Do not access and/or view inappropriate material.
14. Do not download and/or install freeware or shareware programs without the approval of the Technology Department.
15. Do not plagiarize copyrighted or non-copyrighted materials for personal gain, recognition, or as graded work.
16. Do not use social network sites for the purpose of posting slanderous or otherwise harmful information, whether true or untrue, about the character and/or actions of the district's students or staff on district or personal technology equipment.

17. Do not use instant messaging, text messaging, and Internet telephony services without the consent of your teacher, supervisor, or director.

### Privacy

Network and Internet access is provided as a tool for education, the Bluffton Exempted Village School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Bluffton Exempted Village School District, and no user shall have any expectation of privacy regarding such materials.

### Failure to Follow Policy and Breach of Agreement

The user's access of computer systems, the network, and the Internet is a privilege, not a right. A user who violates this policy and breaches his/her agreement, may at the discretion of the Administration, have his or her access terminated for the remainder of the school year. The Bluffton Exempted Village School District reserves the right to refuse reinstatement of access for subsequent school years. A user breaches his or her agreement not only by affirmatively violating the above policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The Bluffton Exempted Village School District may take other disciplinary action.

### Warranties/indemnification

The Bluffton Exempted Village School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) or any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardians) arising out of the users of its computer networks or the Internet under this Policy and Agreement. By signing this Policy and Agreement, users are taking full responsibility of his or her user, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardians) are agreeing to indemnify and hold the Bluffton Exempted Village School District that provides the computer and Internet access opportunity to the Bluffton Exempted Village School District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user, The user or, if the user is a minor, the user's parent(s) or guardians) agrees to cooperate with the Bluffton Exempted Village School District in the event of the Bluffton Exempted Village School District's initiating an investigation of a user's use of his or her access to its computer network and internet, whether that use is on a Bluffton Exempted Village School District computer or on another's outside the Bluffton Exempted Village School District's Network.

### Updates

Users may be asked from time to time to provide new or additional registration and account information, which must be provided by the user if he or she wishes to continue to receive service. If after you have provided your account

information, some or all of the information changes, you must notify Technology Specialist of the change.

**STUDENT RENAISSANCE PROGRAM REQUIREMENTS:** The student oriented incentive program is to provide awards for the achievements based on academics, attendance, and behavior. The student will be awarded the appropriate colored card in accordance with his/her level of achievement. In return, the student will receive incentives based on what level of Renaissance Card they hold in a given grading period. Every student has the opportunity to earn one of the four levels of Renaissance Cards every grading period (nine-week grading period). Cheating and/or plagiarism is a violation of the program and the student is not eligible the next nine weeks. Students are responsible to sign-up for the Renaissance Program each quarter during the designated days to join. The card levels are as follows:

**Gold Card:** 4.0 GPA; 2 absent occurrences\* not to exceed 1 day or 1 occurrence not to exceed 5 days; 2 tardies; no disciplinary actions\*\*.

**Silver Card:** 3.3-4.0 GPA; 3 absent occurrences\* not to exceed 2 days or 2 occurrences not to exceed 5 days; 2 tardies; no disciplinary actions\*\*; no D's or F's.

**Red Card:** 2.5-3.299 GPA; 3 absent occurrences\* not to exceed 2 days or 2 occurrences not to exceed 5 days; 2 tardies; no disciplinary actions\*\*; no D's or F's.

**White Card (Pirate Card):** (Perfect attendance; 1 tardy; no disciplinary actions\*\*; no "F's") or (Raise GPA; 3 absent occurrences\* not to exceed 2 days or 2 occurrences not to exceed 5 days; 2 tardies; no disciplinary actions\*\*; no "F's".)

\* Absences refer to occurrences, not actual days. For example, if you have the flu and miss 3 days in a row, that is one occurrence of absence. One occurrence cannot exceed five days. If you take a vacation for 5 days that is 1 occurrence, but if it is more than 5 days then it would count as 2 occurrences. However, if you leave at noon for the remainder of the day, that is also one occurrence of absence even though it might appear as half a day on your grade card. Appointments will not count as an occurrence if you come to school by 9:30, leave after 1:30, or return to school within 2.5 hours.

\*\* Disciplinary actions include unexcused absences, detentions, office referrals, Saturday School, suspension, expulsion. 'Attitude' includes not breaking school rules and being responsible for your actions.

**Rewards:** All students who earn a card will receive a Renaissance rewards. The rewards will depend on the level of the card, but may be free study day or period, raffle prizes, or passes to athletic events, Reimbursement for ACT, SAT, PSAT, exemption for semester/final exams. Reduced group rates for incentives. Students may not use a Renaissance study day during the last week of a grading

period.

**Rules:** Students must register EACH nine weeks to be eligible for a card. Generally, grade cards are passed out on a Friday, and registration will be the following MONDAY and TUESDAY (at table near cafeteria). If you do not register, you will not receive a card! Late registration is not accepted unless the student has been absent both days of registration. Cards will be punched when announced.

**Appeals:** if a student applied for a card but did not receive one, check with one of the Renaissance advisors for an explanation immediately. If a card was denied for a reason such as absences, but the student believes there were extenuating circumstances such as a funeral or a hospital stay, an appeal may be filed. The appeal must be turned in within three days after cards have been passed out. Appeals forms are available from the advisors.

**Some general attendance guidelines:** if a student needs to visit a doctor or dentist (for example), the appointment should be scheduled for first thing in the morning or at the end of the day. A student who returns to school by the end of second period with a doctor's excuse or does not leave until the last period of the day will not be charged with a Renaissance absence. During the school day, if a student goes to a doctor but returns to school within one hour, this, too, will not be counted as a Renaissance absence.

**HONOR ROLL:** Students with all A's or B's will be on the honor roll for each nine-week grading period.

**GRADUATING WITH HONORS:** Students, with a cumulative grade point average of 3.75 or higher, will be distinguished by BHS for graduating with honors.

**DIPLOMA WITH HONORS:** A student who completes the college preparatory curriculum in high school must meet any seven of the following eight criteria to graduate with a state approved diploma with honors: (additional options available upon request in the guidance office)

1. Earn four units of English;
2. Earn at least four units of mathematics which shall include algebra I, algebra II, geometry and another higher-level course or a four-year sequence of courses which contains equivalent content;
3. Earn at least four units of science including two units of advanced science;
4. Earn four units of social studies;
5. Earn either three units of one foreign language or two units each of two foreign languages;
6. Earn one unit of fine arts;
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year;
8. Obtain a composite score of 27 on the American college test's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the

required writing section).

### **NATIONAL HONOR SOCIETY QUALIFICATION AND PROCEDURES FOR MEMBERSHIP:**

1. Any student grade 10-12 who has been at Bluffton High School for at least one semester and has a cumulative GPA of 3.5 or higher is eligible for selection to NHS.
  2. Eligible students receive and must complete the Student Information Form by the designated date and time. This form includes areas of leadership, co-curricular activities, community activities, work experience and other awards, and an essay. These sections are used to evaluate the students on service, leadership, and character.
  3. After completing and turning in the form, the faculty council (a five-member faculty panel) use this information to select eligible students for membership into NHS. Students need a majority vote in order to be selected into NHS.
  4. After the selection process, selected and non-selected students are notified by letter from the NHS advisor.
- Additional information about National Honor Society can be found at [nhs.us](http://nhs.us).

**ACADEMIC LETTERS:** Students who maintain a cumulative GPA of 3.5 or higher are eligible to receive an Academic Letter. A student will be eligible to receive this letter after the first semester of their sophomore year. The number of semesters included in this G.P.A. will be as follows by grade:

Sophomores:	3 semesters
Juniors:	5 semesters
Seniors:	7 semesters

This award will be presented annually at the Academic Letter Banquet to be held in the spring of the school year. Second and third-year awards will also be presented for those who have earned this award.

### **GRADUATION REQUIREMENTS:**

- English – Four (4) credits
- Math – Four (4) credits – Must include one (1) credit of Algebra II or the equivalent of Algebra II
- Science – Three (3) credits – Must include one (1) credit of Physical Science, one (1) credit of Life Science and one (1) credit of advanced study in one or more of the following sciences: chemistry, physics, or other physical science, advance biology or other life science: astronomy, physical geology, or other earth or space science.
- Social Studies – Four (4) credits: One (1) credit in each of the following: World History, American History, American Government, one-half (1/2) credit Sociology and one-half (1/2) credit of Economics.
- Physical Education – One-half (1/2) credit
- Health – One-half (1/2) credit
- Electives – Five (5) credits
- Passing the End of Course Exams and Graduation Seals as mandated by the Ohio Department of Education.
- Meet the economics and financial literacy requirement in grades 9 – 12.

- Complete at least two (2) semesters of fine arts in grades 7 – 12.
- TOTAL CREDITS: Twenty-one (21)

### **GRADING SCALE**

A+	100 and above	C+	83 - 82	F	64 and below
A	99 – 95	C	81 - 76	W	Withdrawn
A-	94 – 93	C-	75 - 74	WF	Withdrawn failing
B+	92 – 91	D+	73 - 72		
B	90 – 86	D	71 - 67		
B-	85 – 84	D-	66 - 65		

### **PROGRESSBOOK:**

Progressbook is an online grade program that gives students and parents the ability to monitor student grades, assignments, and homework. You can connect from home, school, work, the public library, or any place where you have an internet connection. Log on from our homepage, <http://www.blufftonschools.org>, and click on the Progressbook link located under the Parents/Community menu. Directions for changing your username and password can be found by clicking the Forms link on the Welcome page. If you have misplaced your username or password, contact the high school office for assistance.

### **GRADING POLICY:**

The final grade of a course is an average of all quarter and exam grades where the quarter grades are weighed twice as much as the exam grades.

Any student who is caught cheating or plagiarizing will be given a 0 for the score on that assignment or test. To use the ideas or writings of another as your own, or to appropriate passages or ideas from another and use them as your own is plagiarism. Students caught cheating or plagiarizing repeatedly may receive disciplinary action.

A grade of "E" may be given if in the opinion of the instructor the student has done the very best he/she can but has been unable to meet the minimum grading standard. **THIS GRADE MAY ONLY BE GIVEN AFTER CONSULTING WITH THE GUIDANCE COUNSELOR AND WITH THE APPROVAL OF THE PRINCIPAL.**

Grade cards will be published in Progressbook on the following dates, at the end of each nine weeks. If you would prefer to have the grade card printed or mailed home, contact the high school office. Please be aware that if there is a high number of calamity days, some of these dates may be pushed back.

<b>First Nine Weeks</b>	<b>Friday, November 10</b>
<b>Second Nine Weeks</b>	<b>Friday, January 26</b>
<b>Third Nine Weeks</b>	<b>Friday, March 29</b>
<b>Fourth Nine Weeks</b>	<b>Friday, May 31</b>

# DAILY TIME SCHEDULE

1 <sup>st</sup>	8:05 - 8:53
2 <sup>nd</sup>	8:56 - 9:42
3 <sup>rd</sup>	9:45 - 10:31
4 <sup>th</sup>	10:34 - 11:20
5A CLASS	11:23 - 12:11
5B LUNCH	12:11 - 12:41
5A LUNCH	11:20 - 11:50
5B CLASS	11:53 - 12:41
6 <sup>th</sup>	12:44 - 1:30
7 <sup>th</sup>	1:33 - 2:19
8 <sup>th</sup>	2:22 - 3:08/3:12

## ALTERNATE SCHEDULES

	2-Hour Delay	3-Hour Delay	Exam Schedule
1 <sup>st</sup>	10:05 - 10:35	11:05 - 11:27	1 <sup>st</sup> & 2 <sup>nd</sup> 8:05 - 9:39
2 <sup>nd</sup>	10:38 - 11:08	11:30 - 11:52	3 <sup>rd</sup> & 4 <sup>th</sup> 9:45 - 11:18
3 <sup>rd</sup>	11:11 - 11:41	11:55 - 12:17	Lunch 11:18 - 11:53
4 <sup>th</sup>	11:44 - 12:14	12:20 - 12:42	5 <sup>th</sup> & 6 <sup>th</sup> 11:56 - 1:29
5AC	12:17 - 12:59	12:45 - 1:23	7 <sup>th</sup> & 8 <sup>th</sup> 1:35 - 3:08/12
5BL	12:59 - 1:29	1:23 - 1:53	
5AL	12:14 - 12:44	12:42 - 1:12	
5BC	12:47 - 1:29	1:15 - 1:53	
6 <sup>th</sup>	1:32 - 2:02	1:59 - 2:18	
7 <sup>th</sup>	2:05 - 2:35	2:21 - 2:43	
8 <sup>th</sup>	2:38 - 3:08/12	2:46 - 3:08/12	

## WEATHER DELAYS AND CANCELLATIONS

Inclement weather may cause school delays and/or cancellations. Individuals may receive a text message or email concerning these issues. You may subscribe to our Alert List by clicking on the Parent Alert System icon located on the right side our school website, [www.blufftonschools.org](http://www.blufftonschools.org).

## **2023-2024 SCHOOL CALENDAR**

August 22-24	Tue-Thu	Staff Pre-Service
August 28	Monday	School Opens
September 4	Monday	No School-Labor Day
November 3	Friday	End of 1 <sup>st</sup> Grading Period (49)
November 22-24	Wed.-Fri.	Thanksgiving Break
December 20	Wednesday	Last day of school 2023
January 2	Tuesday	School re-opens, 2024
January 15	Monday	No School-MLK Day
January 19	Friday	End of 2 <sup>nd</sup> Grading Period (44)
February 19	Monday	No School- Presidents' Day
March 22	Friday	End of 3 <sup>rd</sup> Grading Period (44)
Mar 29, Apr 1	Fri., Mon.	No School-Spring Break
May 24	Friday	End of 4 <sup>th</sup> Grading Period (43)
May 25	Saturday	Commencement

## **DIRECTORY INFORMATION**

Greg Denecker, Superintendent	358-5901
Mike Minnig, High School Principal	358-7941
Josh Kauffman, Transportation	358-7961
Mike Wilson, Maintenance Supervisor	358-7941
Courtnee Morris, Technology Coordinator	358-7941
Elizabeth Smith, Guidance	358-7941
Julie Oberly, High School Secretary	358-7941

[Bluffton Schools Web Page](http://www.blufftonschools.org)  
[www.blufftonschools.org](http://www.blufftonschools.org)

## **SCHOOL OFFICE HOURS**

During School Year	7:30 A.M. - 3:30 P.M.
Summer Hours	8:00 A.M. - 3:00 P.M.