

WELCOME TO BLUFFTON HIGH SCHOOL

**106 West College Avenue
Bluffton, Ohio 45817**

**Office Phone: 419-358-7941
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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 AND PARENT/GUARDIAN POLICY HANDBOOK
2025-2026**

INTRODUCTION: Welcome students to the 2025-2026 school year! This handbook is for all Bluffton High School students. Therefore, every student, regardless of age, is 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 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 necessary for 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 quality 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. A parent/guardian 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 their designee is also required to notify a student's parents, custodial parent, guardian, legal custodian, or other person responsible 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, home addresses, and emergency telephone numbers. **EXCUSES MUST BE SPECIFIC** as to the reason for the absence. A list of all excused and unexcused students will be provided to all classroom teachers. Students who are absent from school may not participate in or attend afterschool 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 five (5) days of absence per semester. Any absences over five (5) days per semester without a physician's excuse or administrative permission may result in a loss of credit for that grading period and be treated as unexcused absences. Any student who misses more than five (5) days in a semester course and ten (10) days in a yearlong course may receive an attendance failure. Days of classes missed while representing Bluffton High School do not count. Arrangements must be made with the instructor for missed assignments.

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 emergencies which the principal deems legitimate. If a student's absences, excused and/or unexcused, exceed five (5) days in a semester or ten (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 circumstances 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/missing 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 five (5) days in a semester or ten (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 they attend 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:

- a. 30 consecutive hours (five (5) or more consecutive school days), or
- b. 42 hours (six (6) or more school days) in one month, or
- c. 72 hours (eleven (11) or more school days) in a school year.

If a student is considered "Habitually Truant" an absence intervention team may meet with the student and parent(s)/guardian(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 (eighteen (18) days) may be subject to attendance failure.

EXCESSIVE ABSENCES: Excessive absence 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)/guardian(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 schoolwork home.

MEDICAL APPOINTMENTS: Students who need to be out of school to secure any medical service must bring a note back from the treating physician.

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 am, but prior to 9:45 am. If a student is tardy three (3) 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 am, they will be considered absent one (1) day. ANY STUDENT WHO COMES TO SCHOOL AFTER 10:34 AM (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 AFTERSCHOOL EVENT OR ACTIVITY AS A PARTICIPANT OR SPECTATOR. This clause (10:34 am) can only be used two (2) times in each sports season unless special permission is granted by the principal. We realize that there may be special circumstances and, in those cases, the principal will deal with each situation on its individual merits.

VACATIONS: Vacations are defined as an extended absence from school with the immediate family. Excused vacations will be restricted to a maximum total of ten (10) days per year, and five (5) days in any semester. If a vacation is planned during the school year and the absence exceeds two (2) days, students must have a "Vacation Request Form" completed and returned to the office no later than 24 hours prior to leaving 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 that 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. SPECIAL PROVISIONS MAY BE MADE IF, IN THE OPINION OF THE PRINCIPAL, THEY ARE

WARRANTED.

OVERNIGHT TRIPS FOR THE BAND OR CHOIR: In order for a student to be eligible for an overnight trip with the band 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 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 the principal's approval.

If a student who 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 and parents/guardians 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, they must notify the office in the morning **before 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 the parent/guardian 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 they will be considered truant and disciplinary action may be taken. If a student becomes ill while away from school, their parent/guardian must notify the school by phone.

COLLEGE VISITATIONS: College visits (two (2) days for juniors; one (1) day for seniors) will be approved for students who have met specific criteria set 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 in 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.

ATHLETIC ELIGIBILITY: In addition to OHSAA eligibility regulations (which students must pass five (5) credits the previous nine weeks to participate), Bluffton School policy states that any student grades 9-12 receiving two (2) or more F's, or receiving less than a 1.00 grade point average (GPA) in a given grading period, will be considered ineligible during 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 on 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 their lock, a fee of \$10.00 will be applied to the student account. 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: To ensure the safety and well-being 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 utilized 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 the 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 only be made during the first week of school. When it is necessary to drop a course after the first week of the semester, permission from the guidance counselor, a parent/guardian (if student is under 18 years of age), and the principal must be obtained. A grade of WF will be recorded in the student's permanent record, and "0" credit included in their GPA. This includes band and choir. Cases with mitigating circumstances will be considered on an individual basis by the principal. Credit flexibility is a program that 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: The College Credit Plus (CCP) program allows qualifying high school students to earn college and high school graduation credit through the successful completion of college coursework at eligible post-secondary institutions. CCP courses dropped after the college's drop period will result in a withdrawal 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 10, Algebra 1, Geometry, Biology or Integrated Science, American History, and American Government during the year the courses are taken. All juniors can take the ACT free of cost at school during the second semester. Students should see the guidance counselor for additional ACT and SAT information and 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/guardians in case of an emergency. Therefore, the school requires 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 so that records may be updated.

Student records are confidential. Only the staff and a student's parents/guardians 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 their 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. By federal law, directory information on students must be given to the US military upon request. If a parent/guardian objects to giving this information to the military, the parent, guardian, or student must give the office a written letter stating the objection, 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 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, they 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/guardian must be present to supervise all school parties and dances.

BULLETINS, ANNOUNCEMENTS, AND SIGNS: Students who wish to have an announcement made must have it signed by a teacher and approved by the principal. Signs may only be posted in designated areas and must first be approved by the principal.

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

MEDICATION: All prescription and non-prescription medication must be presented in its original container with the student's name on it and brought directly to the office upon arrival at school. All medication must be accompanied by the appropriate medication form completed by a parent/guardian 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 dosages change. 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 the appropriate 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:

1. The school bus driver's authority and/or responsibility to maintain control of the pupils.
2. The pupil's right to "due process" as provided for by the local Board of Education policy and procedure.
3. Pupil management regulations, including the following:
 - a. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
 - b. Pupils must wait in a location clear of traffic and away from the bus stop.
 - c. Behavior at the school bus stop and on the bus must not threaten the life, limb, or property of any individual.
 - d. Pupils must remain seated and keep aisles and exits clear.
 - e. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
 - f. Pupils must not harass, intimidate, or bully others as defined in the Student Code of Conduct.
 - g. Pupils must not use profane language.

- h. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
- i. Pupils must not use tobacco or be in possession of tobacco products or paraphernalia on the bus.
- j. Pupils must not have alcohol, drugs, or paraphernalia of either in their possession on the bus, except for prescription medication required for a student.
- k. Pupils must not throw objects on, from, or into the bus.
- l. Pupils may carry on the bus only objects that can be held in their laps.
- m. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- n. No changes in bussing transportation can be made after 2:00 pm the day of the change. Written notes by a parent/guardian must be turned in to the office no later than 9:00 am the day of the change.
- o. Pupils must not put their heads or arms out of the bus windows.
- p. Pupils must go directly between school and the school bus.
- q. Pupils must not have matches, lighters, or any flammable material in their possession on the bus.
- r. Animals, firearms, ammunition, explosives, and other dangerous materials or objects that may interfere with the safe operation of the vehicle will not be allowed on the bus.

SUSPENSION, EXPULSION, OR IMMEDIATE REMOVAL FROM BUS:

1. The superintendent, superintendent's designees, 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 practical of a hearing which will be held within 72 hours of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when the pupil's presence poses a danger to persons or property or a threat to the safe operation of the school bus. The length of time removed from ridership shall be in accordance with Bluffton Exempted Village School District policy for up to one school year.
3. Expulsion of a pupil from riding privileges shall be approved 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 a student with a disability 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 who attend Apollo Career Center. If a student is assigned to an alternative school, suspended, or expelled, they are not permitted to participate in any school or district activities.

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 the Allen County Juvenile Court.

1. **Disruption of School:** A student shall not purposely cause the disruption or obstruction of the educational process by knowingly: (1) occupying any school building or facility with the purpose of depriving others of its use; (2) blocking or prohibiting the entrance to or the exit from any school building, or interfering with students attending classes or activities; (3) engaging in behavior likely to encourage a violent response; (4) persistently disrupting classes; (5) 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 to school or private property on school grounds or during a school

activity, function, or event off school grounds. In addition, students who deface or damage the 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 their 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: (1) while on or immediately prior to being on school grounds or on property leased or borrowed by the Board at any time; (2) off school grounds at a school activity/event or prior to the event. No student shall have or possess any equipment or paraphernalia that may be for the purpose of any items mentioned above. Included in this prohibition are any substances represented as controlled substances, steroids, and lookalike drugs or intoxicants (non-alcoholic beer, vape pens, 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. **Use or Possession of Tobacco:** Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products, electronic cigarettes, or similar devices in school, on school grounds, on school buses, or at any interscholastic competition, extracurricular event, or other school-sponsored event is prohibited. Tobacco products include, but are not limited to, cigarettes, electronic cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco. Smoking or possession of clove cigarettes is also prohibited.
6. **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.
7. **Unauthorized Possession of Property:** A student shall not steal, attempt to steal, or be in possession of stolen property, 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 school grounds.
8. **Harassment/Intimidation/Bullying:** Harassment, intimidation, or bullying means either of the following:
 - Any intentional written, verbal, or physical act that a student exhibits toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student, and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
 - 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 they have been a victim of sexual harassment should file a sexual harassment complaint.

- a. Verbal: The making of written or oral sexual innuendos, 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 the 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, or Weight Harassment

- a. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks (hate speech) concerning a person's gender, national origin, religious beliefs, etc. directed toward a fellow student, staff member, or other person associated with the district. This includes 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.

Cyberbullying

An electronic act of abusive behavior including, but not limited to, taunting, threatening, stalking, intimidating, 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 they are 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:

- a. 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 contact their principal as soon as possible after the incident.
- b. If the alleged harasser is the student's principal, the affected student should contact the superintendent as soon as possible after the incident.

The student may make contact by written report, telephone, or personal visit. During this contact, the reporting student should provide the name of the person(s) whom they believe 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.

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 a fellow student, staff member, or other persons 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 the law.

9. **Hazing:** A student shall not recklessly participate or permit the hazing of another. Hazing is defined as any act or coercing another to do any act of initiation into any organization that causes, or creates a substantial risk of causing, mental or physical harm to any person.
10. **Fighting:** Students shall not participate in fighting or other activities which may provoke fighting or a physical altercation.
11. **Threats:** No student shall direct any verbal or written physical threats toward other students, school personnel, or 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 with the law.
12. **False Alarms/911 Calls:** No student shall participate in the act of initiating a fire alarm or false

warning report of a fire, impending bombing, or other catastrophe.

13. **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 their possession a lighter, matches, or any other flammable materials.
14. **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 on any property owned or controlled by a school, or for any activity held under the auspices of a school. These objects include, but are not limited to, guns, knives, laser pointers, firecrackers, explosives, clubs, and/or lookalikes to these items. Students will be subject to expulsion for 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.
15. **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.
16. **Gross Misconduct:** A student shall not engage in any conduct that could be considered gross misconduct by the principal.
17. **Inappropriate Use of Computers:** Any violation of the Technology Acceptable Use Policy.
18. **Inappropriate Dress/Appearance:** A student shall not dress or appear in a manner deemed inappropriate because it either endangers or interferes with student health 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.
19. **Leaving School Premises:** No student shall leave the school premises during the school day unless permission is expressly granted by the building administrator.
20. **Misinformation:** No student shall knowingly make a false statement so as to purposely mislead school personnel.
21. **Tardy to School:** A student who reports to school after 8:05 am will be considered tardy. The following is a list of consequences for being tardy each semester.
 - 1st - 2nd Tardy - No Disciplinary Action
 - 3rd - 4th Tardy - Detention
 - 5th - 9th Tardies - Saturday School
 - 10 Tardies and Above - In/Out-of-School Suspension
 - Tardy to Class: Will be handled by the individual teachers and a student may be referred to the office.
22. **Skipping Class:** A student shall not willfully miss class.
23. **Insubordination/Disrespect:** No student shall willfully disobey a reasonable request or be disrespectful to any employee of the Bluffton Exempted Village School District.
24. **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.
25. **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.
26. **Refusing to Accept Discipline:** Students failing to comply with disciplinary penalties may face enhanced penalties for such action.
27. **Major Misconduct:** Students guilty of gross misbehavior, persistent disobedience, or having habits detrimental to the school may be suspended or excluded from school.

Disciplinary Action

Detention: A detention period will be held each Wednesday from 3:20 pm - 4:00 pm at the high school. Teachers have the option to hold detentions at other assigned times. Students serving detention will be responsible for their own transportation.

Saturday School: Saturday school will be held from 8:30 am - 11:30 am in either the high school or

middle school buildings. Students serving Saturday school will be responsible for their own transportation. 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 am 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 of 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 (10) 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 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 the “appropriateness and acceptability” of such clothing or appearance for the health and safety of students and to stop disruption to the school environment. Note: Clothing that displays alcohol, tobacco, or drug-related lettering/symbols should not be worn to school. Any clothing that displays sexually suggestive comments or acts is 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 change or cover 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. Cutoff 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. Clothing that depicts violence or is associated with gang activity
12. Sagging pants below the hip bone
13. Clothing that depicts sexual innuendos
14. Short shorts or skirts
15. Any clothing deemed inappropriate by the administrator

CELLULAR PHONES AND OTHER WIRELESS COMMUNICATION DEVICES: Possession of a cell phone or other electronic communication device by a student is a privilege, which may be forfeited by the student if they violate 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 sight 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, may result in the confiscation of the device in its entirety, disciplinary action, and parent/guardian 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 will be handled accordingly.

The district is not responsible for the loss, theft, damage, or vandalism of student cellular telephones or student property. Students and parents/guardians 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, personal digital assistants (PDA), laptops, walkie-talkies, radio phones, laser pointers, gaming devices, and research in-motion (RIM) wireless devices.

LUNCH ROOM: Students must remain in the cafeteria or lobby next to the cafeteria for the entire lunch 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 their own lunch or buy their 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/guardians who wish to enroll in this government-supported program should fill out the required application at the beginning of the school year. Check with 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 they, in the eyes of the law, are responsible for their own actions. An eighteen-year-old may sign their own forms and excuse their own absence, however, their excuses do not have to be accepted by the administration for school absences. It is important to understand that they must still adhere to 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/ONLINE SERVICES (ACCEPTABLE USE AND INTERNET SAFETY): Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy, computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify

the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive. The Board does not condone the use of such materials.

Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District may also use monitoring devices that, to the extent permitted by law, maintain a running log of internet activity and record which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District-provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

Monitoring of School-Issued Devices

For the following provisions, "school-issued device" means hardware, software, devices and accounts that a school district, acting independently or with a technology provider, provides to an individual student for dedicated student use. "Technology provider" means a person who contracts with a school district to provide a school-issued device for student use and creates, receives or maintains education-records pursuant or incidental to its contract with the District. "Technology provider" does not include a county board of developmental disabilities, educational service center, information technology center,

assessment provider, curriculum provider, or city, local, exempted village or joint vocational school district that enters into a service contract with a school district that includes issuing school-issued devices to students.

In compliance with State law, the District and technology providers in contract with the District are prohibited from electronically accessing or monitoring the following except when otherwise authorized by law:

1. location-tracking features of a school-issued device;
2. audio or visual receiving, transmitting or recording features of a school-issued device;
3. student interactions with a school-issued device, including, but not limited to, keystrokes and web-browsing activity.

These prohibitions on electronic access and monitoring of school-issued devices do not apply in the following circumstances:

1. where limited to a noncommercial educational purpose for instruction, technical support or exam-proctoring by District employees, student teachers, staff, a vendor or the Ohio Department of Education and Workforce (ODEW);
2. the activity is permitted under a judicial warrant or subpoena unless otherwise prohibited by State or Federal law;
3. the District or provider is notified or becomes aware that the device is missing or stolen;
4. the activity is necessary to prevent or respond to a threat to life or safety and access is limited to that purpose;
5. the activity is necessary to comply with Federal or State law;
6. the activity is necessary to participate in federal or state funding programs.

In any year the District or a technology provider elects to generally monitor a school-issued device under any of these circumstances, the District must provide notice to all parents of enrolled students. If access or monitoring of a student's school-issued device occurs due to a judicial warrant or subpoena, a missing or stolen device, or in response to a threat to life or safety and the school district initiates responsive action, the District must notify the parent of the student within 72 hours of access and provide a written description of the triggering circumstance, including which features of the device were accessed and a description of the threat, if any. This notice is not required when the notice itself would pose a threat to life or safety.

A contract entered into between a school district and a county board of developmental disabilities, educational service center, joint vocational school district, another school district or an information technology center for services, including the general monitoring or access of school-issued devices, must indicate which entity is responsible for providing notice.

Maintenance of Education Records by Technology Providers

Technology providers in contract with the District must comply with State law provisions related to the collection, use and protection of data as if it were a school district. Education records created, received, maintained or disseminated by technology providers are solely the property of the District. Technology providers in contract with the District must comply with the following:

1. if education records maintained by the technology provider are subject to a breach, the technology provider will disclose to the District all information necessary to comply with State law following discovery of the breach;
2. unless renewal of a contract with the District is reasonably anticipated, the technology provider

will destroy or return all education records created, received or maintained to the District within 90 days of the expiration of the contract;

3. the technology provider cannot sell, share or disseminate education records, except as part of a valid delegation or assignment under the contract with the District, unless otherwise allowed by State law;
4. the technology provider cannot use education records for any commercial purpose other than the services contracted for by the District.

A contract between technology providers and the District must ensure appropriate security safeguards for education records, including, but not limited to:

1. a restriction on unauthorized access by the technology provider's employees or contractors;
2. a requirement that the technology provider's employees or contractors may be authorized to access education records only as necessary to fulfill the official duties of the employee or contractor.

Notice and Inspection of Technology Provider Contracts

The District must provide parents and students annual notice by August 1 of any curriculum, testing or assessment technology provider contract affecting a student's education records. The notice can be by mail, electronic mail or other direct form of communication and must do all of the following:

1. identify each curriculum, testing or assessment technology provider with access to education records;
2. identify the records affected by the curriculum, testing or assessment technology provider contract;
3. include information about the contract inspection;
4. provide contact information for a school department that can answer parent and student questions or concerns regarding programs or activities that allow a technology provider access to education records.

The District must also provide parents and students an opportunity to inspect a complete copy of any technology provider contract.

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

GRADUATING WITH HONORS: Students with a cumulative GPA of 3.75 or higher will be distinguished by Bluffton High School for graduating with honors.

DIPLOMA WITH HONORS: A student who completes the college preparatory curriculum in high school has the opportunity to earn an Ohio honors diploma. Options for meeting these requirements can be found at: <https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Contacts-and-Resources/Honors-Diplomas>.

NATIONAL HONOR SOCIETY QUALIFICATION AND PROCEDURES FOR MEMBERSHIP:

1. Any student in grades 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 National Honor Society (NHS).
2. Eligible students receive and should complete the Candidate Form by the designated date and time. This form includes areas of leadership, co-curricular activities, community activities, work experience, 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) uses this information to select eligible students for membership into NHS. Students need a majority

vote in order to be inducted into NHS.

4. After the selection process, selected and non-selected students are notified by the NHS advisor.

Additional information about the National Honor Society can be found at www.nationalhonorsociety.org.

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 GPA will be as follows by grade:

Sophomores: Three (3) semesters
Juniors: Five (5) semesters
Seniors: Seven (7) semesters

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

GRADUATION REQUIREMENTS:

1. English – Four (4) credits
2. Math – Four (4) credits – Must include one (1) credit of Algebra II or the equivalent of Algebra II.
3. Science – Three (3) credits – Must include one (1) credit of Physical Science (Science 9), one (1) credit of Life Science (Biology or Integrated Science), and one (1) credit of Chemistry or Environmental Biology.
4. Social Studies – Four (4) credits – One (1) credit in each of the following: World History, American History, and American Government. One-half (1/2) credit in each of the following: Sociology and Economics.
5. Physical Education – One-half (1/2) credit
6. Health – One-half (1/2) credit
7. Electives – Five (5) credits
8. Passing the End of Course Exams and Graduation Seals as mandated by the Ohio Department of Education.
9. Meet the economics and financial literacy requirement in grades 9-12.
10. 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 program that gives students and parents/guardians the ability to monitor a student's grades, assignments, homework, and attendance. You can access ProgressBook from the school website: www.blufftonschools.org. From the homepage, click on the Parents tab at the top of the screen, then select ProgressBook from the drop-down menu. First-time users will need to register and must have a registration key issued by the school. If you need a registration key, contact the high school office. If you have misplaced your username or password, you can request to recover this information from the ProgressBook website.

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 zero (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 they can but has been unable to meet the minimum grading standard. **THIS GRADE MAY ONLY BE GIVEN AFTER CONSULTING WITH THE SCHOOL COUNSELOR AND WITH THE APPROVAL OF THE PRINCIPAL.**

Grade cards will be published in ProgressBook at the end of each nine weeks on the following dates. 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.

First Nine Weeks **Friday, October 31**
Second Nine Weeks **Friday, January 23**
Third Nine Weeks **Friday, March 27**
Fourth Nine Weeks **Friday, May 29**

DAILY TIME SCHEDULE

1 st	8:05 - 8:53
2 nd	8:56 - 9:42
3 rd	9:45 - 10:31
4 th	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 th	12:44 - 1:30
7 th	1:33 - 2:19
8 th	2:22 - 3:08/3:12

ALTERNATE SCHEDULES

	2-Hour Delay	3-Hour Delay	Exam Schedule
1 st	10:05 - 10:35	11:05 - 11:27	1 st & 2 nd
2 nd	10:38 - 11:08	11:30 - 11:52	8:05 - 9:39
3 rd	11:11 - 11:41	11:55 - 12:17	3 rd & 4 th
4 th	11:44 - 12:14	12:20 - 12:42	9:45 - 11:18
5AC	12:17 - 12:59	12:45 - 1:23	Lunch
5BL	12:59 - 1:29	1:23 - 1:53	11:18 - 11:53
5AL	12:14 - 12:44	12:42 - 1:12	5 th & 6 th
5BC	12:47 - 1:29	1:15 - 1:53	11:56 - 1:29
6 th	1:32 - 2:02	1:59 - 2:18	7 th & 8 th
7 th	2:05 - 2:35	2:21 - 2:43	1:35 - 3:08/12
8 th	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 register to receive a text message or email concerning these issues. You can subscribe to this alert list from the school website: www.blufftonschools.org. From the homepage click on the Parents tab at the top of the screen, then select SendIt Alert System from the drop-down menu. Complete the registration page to sign up.

2025-2026 SCHOOL CALENDAR

August 19-21	Tue-Thu	Staff Pre-Service
August 25	Monday	School Opens
September 1	Monday	No School-Labor Day
October 24	Friday	End of 1 st Grading Period (44)
October 27	Monday	Staff Day Only
November 26-28	Wed-Fri	Thanksgiving Break
December 19	Friday	Last Day of School 2025
January 5	Monday	School Re-opens, 2026
January 16	Friday	End of 2 nd Grading Period (47)
January 19	Monday	No School-MLK Day
February 16	Monday	No School-Presidents' Day
March 20	Friday	End of 3 rd Grading Period (43)
March 23	Monday	Staff Day Only
Apr 3, 6	Fri, Mon	No School-Spring Break
May 23	Saturday	Commencement
May 25	Monday	No School-Memorial Day
May 27	Wednesday	End of 4 th Grading Period (44)

DIRECTORY INFORMATION

Greg Denecker, Superintendent	419-358-5901
Mike Minnig, High School Principal	419-358-7941
Doug Westrick, Transportation	419-358-7961
Mike Wilson, Maintenance Supervisor	419-358-7941
Courtnee Morris, Technology Coordinator	419-358-7941
Elizabeth Smith, School Counselor	419-358-7941
Megan Morris, High School Admin Asst	419-358-7941

BLUFFTON SCHOOLS WEBPAGE

www.blufftonschools.org

SCHOOL OFFICE HOURS

During School Year	7:30 am - 3:30 pm
Summer Hours	8:00 am - 3:00 pm (closed 12:00 pm - 1:00 pm)