

BLUFFTON MIDDLE SCHOOL
"Four Houses, One C.R.E.W"
STUDENT/PARENT
HANDBOOK
2021-2022

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School Website: www.blufftonschools.org

BUSINESS HOURS

Mon-Fri 7:30 A.M. to 3:30 P.M.
Classes begin at 8:05 A.M.
Classes end at 3:05 (bus rider) 3:12 (walker)
Summer Office Hours:
Mon-Fri 8:00 A.M.-3:00 P.M. during June & August.
The office is closed during the month of July.

This planner belongs to:

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INTRODUCTION:

Welcome students and parents to the 2021-2022 school year! This handbook contains rules and regulations governing Bluffton Middle 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. We wish you the best of luck for a successful school year.

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. All visitors are required to sign in and out.

1. ATTENDANCE

Good school attendance is commensurate with good education. Classroom attendance, the interaction with the instructor and fellow classmates, and the students' active participation are necessary for learning to take place. Nothing takes the place of students in the classroom. 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 him/her when the student is absent from school. Parents or other responsible persons may provide the school with their current home and/or work telephone numbers, their home address, as well as their emergency telephone numbers. EXCUSES MUST BE SPECIFIC as to the reason for the absence. If the student's absence was not reported to the office on the day they were absent, an excuse must be brought in to the office the day of their return. When a student is absent from school, he/she may not participate in after school activities on that day, (i.e., sports practice, contests, club meetings, band practice, etc.,) unless approved by the principal.

A student who reports to school after 9:42 a.m. but arrives prior to 11:20 a.m. will be given an a.m. absence. If a student leaves after 11:20 a.m., they will be given a p.m. absence. If a student reports to school after 11:20 a.m. or if they leave prior to 11:20 a.m. they will be given a whole day absence.

Any student who comes to school after 10:30 a.m. 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. We realize that there may be special situations, (funerals, etc.) in such cases the principal will deal with each situation on its individual merits.

2. EXCUSED ABSENCES

Excused absences entitle a student to make up any schoolwork missed within a reasonable amount of time. Absences are based on one or more of the following conditions will be excused: (1) personal illness; (2) death or illness in the immediate family; (3) quarantined for contagious diseases (4) observance of a recognized religious holiday; (5) other circumstances or emergency situations which the principal deems legitimate. ***If a student's absences, excused and/or unexcused, exceed 16 days, 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; in such cases the principal will deal with each situation on its individual merits.

3. UNEXCUSED ABSENCES

Schoolwork missed during an unexcused absence can be made up for full credit. Unexcused absences include:

- Needed at home.
- Gainful employment.
- Oversleeping/missed the school bus.
- Car trouble of any kind.
- Running non-emergency errands.
- Out-of-School Suspensions

PERSONAL REASONS will also be unexcused unless specific reasons are given to and prior approval is obtained from the principal. 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 regardless of whether their absence has been previously approved.

4. TRUANCY

In accordance with state law, "Habitual" truancy is any child of compulsory age who is absent without a legitimate excuse for 30 hours consecutive school days (five or more), 42 hours in one month (six or more school days), or 72 hours in a school year (eleven or more school days).

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) and who has failed two or more required courses at his/her grade level cannot be promoted unless the principal and teachers of the failed subject agree that the student is academically prepared for the next grade level.

5. PROLONGED ABSENCES

Students unable to attend classes for a lengthy period, but who are able to study at home, may call the office to make arrangements to send schoolwork home.

6. MEDICAL APPOINTMENTS

Students who must be out of school to secure medical service must bring a note from their parents and/or an appointment form from the doctor/dentist.

7. TARDINESS

Students who are tardy to school must report to the office. **A student is tardy if they arrive after 8:05 a.m., but prior to 9:42 a.m.** (If a student receives three or more unexcused tardies in any given grading period, additional school time will be assigned).

8. TARDINESS TO CLASS

Each individual classroom teacher will handle tardiness to class.

9. 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: Individual groups 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 OR DURING A TESTING WEEK. HOWEVER, SPECIAL PROVISIONS MAY BE MADE IF IN THE OPINION OF THE PRINCIPAL THEY ARE WARRANTED.**

10. EARLY DISMISSALS

Whenever a student needs to leave school early for any reason other than lunch, he/she must notify the office preferably in the morning or as early as possible. Emergency situations during the day such as a student becoming ill are handled through the 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.

11. ELIGIBILITY

In addition to OHSAA eligibility regulations, Bluffton School policy states that any students grades 7 or 8 receiving 2 or more F's and/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.

12. SPORTSMANSHIP/EXTRACURRICULAR 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, dances, organizations, and teams, including practice. 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, school suspension, alternative school, expulsion, and/or permanent exclusion.

13. 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 may be made as soon as possible to the middle 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, addresses, phone number, age, weight, participation in officially recognized activities and sports, student achievement awards or honors, major field of study, date of attendance ("from and to" dates of enrollment), date of graduation, 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, permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions.

14. STUDENT PASSES

Teachers may not allow a student to leave the classroom without a proper hall pass signed by a teacher or staff member. These are found in the back of our handbook.

15. VISITORS

All outside visitors must report to the office and sign in at the front counter. Students wishing to bring students from other schools to visit Bluffton Middle School must have their parent/guardian complete a "Visitor request form" from the office and have written approval on the "Visitor Request Form" of the principal and all teachers before the visitor is allowed to attend our school.

16. USE OF PHONES

All calls made to home will come from staff. Students will not be permitted to use the office phone and may be asked to use their cell phone to reach parents from the office.

17. USE OF ELEVATOR

A student must have a written permission slip from a doctor to use the elevator for medical reasons.

18. 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 \$5.00. 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.



19. SEARCH AND SEIZURE:

In order to insure 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 may 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.

20. SCHEDULE CHANGE

Schedule changes will only be made in the most severe cases and/or where there is an academic reason. *No schedule changes will be allowed during the first week of school and after the second week of the semester.* When it is necessary to drop a course after the second 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.

21. DANCES & 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. Participation in these activities is not a right, but a privilege that may be regulated. At a minimum, one staff member and one parent must be present to supervise all school parties and dances.

22. BULLETINS/ANNOUNCEMENTS/SIGNS

Students wishing to have an announcement made must have it signed by a staff member and approved by the principal before 8:00 a.m. Announcements will be made at the beginning of first period at 8:05. Signs may be posted only in approved areas. The principal must first approve signs before being posted.

23. AFTER SCHOOL HOURS

The school doors will automatically open at 7:30 a.m. The black key fob light beside the doors will glow green when students can enter the building. Students who

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.

24. 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 a doctor, and approved by the school nurse. This form 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 nurse's office until school is dismissed. A record of the dispensing of medication will be kept in the nurse's office. These procedures are described by law. In the absence of the school nurse, office secretarial personnel or the building administration will dispense medication. All medication will be taken in the nurse's or principal's office and in the presence of a school official.

25. 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.

26. 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.

MAJOR MISCONDUCT CODE: A violation of any of the following rules may result in disciplinary action including detention, Saturday school, alternative school, in-school suspension, emergency removal, suspension or expulsion. When necessary, charges may be filed with Allen County Juvenile Court.

1. **Disruption of School:** A student may 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.
2. **Damage to School or Private Property:** A student may 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.
3. **Unauthorized Touching:** A student may 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. **Alcohol, Drugs, Narcotics, and Tobacco:** No student may possess, use, transmit, purchase, have under his/her control, offer for sale, administer to another, or be under the influence of any intoxicant, hallucinogen, prescription or nonprescription drug, narcotic or other dangerous drug: (a) while on or 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 may have or possess any equipment or paraphernalia, 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. 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. **Unauthorized Possession of Property:** A student may 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.
6. **Extortion:** No student may obtain or attempt to obtain money, items of value, or special favors from anyone by implied or expressed threats or intimidation.
7. **Harassment--Bullying (General/Racial/Sexual):** A student may not engage in any act, which may be considered to be a form of harassment or bullying. Bullying is 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. 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 has been a victim of bullying, harassment, or sexual harassment should file a harassment complaint with the principal.

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

SEXUAL HARASSMENT:

Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.

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.

Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerces sexual

intercourse, with a fellow student, staff member or other person associated with the District.

GENDER, ETHNIC, RELIGIOUS, DISABILITY, HEIGHT, WEIGHT HARASSMENT AND BULLYING:

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.

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.

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.

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 persons 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 he/she 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 may 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 may not participate in fighting or other activities that may provoke fighting or a physical altercation.
10. **Threats:** No students may 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 may participate in the act of initiating a fire alarm false warning report of a fire or an impending bombing, or other catastrophe.
12. **Unauthorized Fire:** No student may 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 may not have in his/her possession a lighter, matches, or any other flammable materials.
13. **Dangerous Weapons and Instruments:** A student may 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. A student may not 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 law.
14. **Use or Possession of Tobacco:** A student may not use or possess tobacco of any type in school, on school property, in view of the school, or at any school activity.
15. **Repeated School Violations:** A student may 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 may not partake in any conduct that could be considered gross misconduct by the Principal.

<p><u>MINOR MISCONDUCT CODE:</u> Violation of these rules may result in disciplinary action including detention, Saturday school, alternative school, in-school suspension or suspension. REPEATED MINOR MISCONDUCT WILL BE TREATED AS MAJOR MISCONDUCT.</p>

1. **Inappropriate Dress/Appearance:** A student may not dress or appear in a manner deemed inappropriate because it either endangers or interferes with student health and/or welfare or with the educational process. The dress and appearance of a student may not be distracting to the educational environment of others.
2. **Leaving School Premises:** No student may leave school premises during the school day unless permission is expressly granted by the building administrator.
3. **Misinformation:** No student may knowingly make a false statement so as to purposely mislead school personnel.
4. **Tardy to School:** A student who reports to school after 8:05 a.m. and/or late from lunch will be considered tardy. After 3 tardies, students will be subject to disciplinary action. In a 9 week period, 6 tardies will equal 2 detentions and 10 tardies or more at the conclusion of a 9 weeks, will warrant further disciplinary action determined by the principal.
5. **Skipping Class:** A student may not willfully miss class.
6. **Insubordination/Disrespect:** No student may willfully disobey a reasonable request or be disrespectful to any employee of the Bluffton Schools.
7. **Public Display of Affection:** All students are expected to maintain a reasonable level of decency as it relates to showing affection.
8. **Profane or Obscene Language:** A student, while on school property under the authority of school personnel, may 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.
9. **Cheating:** Students may not cheat or plagiarize another person's work. Students may not allow another student to copy or plagiarize their work. Students may not take credit for work they have not done. Any student who is caught cheating or plagiarizing will be given a 0 for the score on that assignment or test. Students caught cheating or plagiarizing may receive disciplinary action.
10. **Misconduct:** A student may not partake in any conduct that could be considered misconduct by the Principal.

26. DETENTION

All school staff have the option to issue detentions. Students serving detention will be responsible for their own transportation.

27. SATURDAY SCHOOL

Saturday schools will be held from 8:30-11:30 a.m. in the middle school building. Students serving Saturday school will be responsible for their own transportation.

28. IN-SCHOOL SUSPENSION

An in-school suspension is the removal of a student from his/her regular class. Student may attend school and credit for class work will be given. Students are to report to the middle school office by 8:00 a.m. and bring all materials for all of their classes.

29. SUSPENSION

Suspension of a student means the denial of attendance at school or school events for a period not more than ten days. A student who is suspended may not be on school grounds. Suspension days are counted as unexcused days.

30. EXPULSION

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

32. 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 may 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. Bare Midriffs
2. Sleeveless shirts
3. See-through clothing
4. Dark glasses cannot be worn in school unless prescribed by a doctor.
5. Hats or bandanas (male or female)
6. Short skirts, dresses or shorts
7. Chains hanging from clothing
8. Outside coats/jackets
9. Exposed underwear
10. Sagging pants below the hip bone
11. Spaghetti strap clothing of any kind.



33. TOYS

Students should not have toys, skateboards, games or cards when school is in session unless specifically utilized in part of the curriculum.

34. CELL PHONES, WIRELESS COMMUNICATION DEVICES, AND ELECTRONIC EQUIPMENT

Possession of a cell phone or other electronic communication device by a student is a privilege, which may be forfeited by the student if he/she violates this policy. Students are not to have cell phones on them during schools hours (7:30-

3:30). These devices should not be used to take pictures, videos, or voice recordings at any time. **Students who bring cell phones or other wireless communication devices to school are to turn them off and leave them in their locked lockers.** The district is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or other student 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.

35. COMPUTER USE & INTERNET ACCESS

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 may 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 may keep personal account information, home addresses and telephone numbers private. They may use this system only under the login and password information issued to them by the District. Users may 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 may 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 may 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, install, or attempt to install peer-to-peer file sharing programs such as Kazaa, Bittorrent, Limewire, Bearshare, and others.
17. Do not use social network sites such as MySpace, Xanga, and others and/or forum sites and/or blog 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.
18. 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 may be and remain the property of the Bluffton Exempted Village School District, and no user may 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 may 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 user's 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.

36. 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 may 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 use profane language.
 8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
 9. Pupils must not use tobacco on the bus.
 10. Pupils must not have alcohol or drugs in their possession on the bus, except for prescription medication required for a student.
 11. Pupils must not throw objects on, from, or into the bus.
 12. Pupils may carry on the bus only objects that can be held in their laps.
 13. 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.
 14. 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.
 15. Pupils must not put head or arms out of the bus windows.
 16. Pupils must go directly between school and school bus.
 17. Pupils must not have matches, lighters or any flammable material in their possession on the bus.
 18. 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.
 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 may 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 may be in accordance with school district policy up to one school year.

3. Expulsion of a pupil from riding privileges may be by the superintendent.
4. School bus drivers may 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.

38. GRADING SCALE

A+	100 %	C-	75-74
A	99-95	D+	73-72
A-	94-93	D	71-67
B+	92-91	D-	66-65
B	90-86	F	64-0
B-	85-84	W	Withdraw
C+	83-82		
C	81-76		

In year long courses, each 9 weeks is worth 20% and the exam (semester and final) is worth 10%. If a class only has a final exam, then that exam is worth 20%. If a student is exempt from the exams, then the 9 week grades will be averaged alone to give the final grade.

In semester courses, each 9 week grade is worth 40%, and the final exam is worth 20%. Again, if a student is exempt from the final exam, then the final grade would be determined by 9 week grades only.

BMS EMPLOYEE E-MAIL ADDRESSES

If you have questions or concerns regarding your child, please feel free to e-mail us at the following addresses. Also check out the school website/calendar at www.blufftonschoools.org for upcoming events:

Office Staff :

Josh Kauffman (Principal)	kauffmanj@blufftonschoools.org
Steve Lemley (Guidance)	lemleys@blufftonschoools.org
Karen Phillips (Admin. Asst.)	phillipsk@blufftonschoools.org

Gen. Ed. Teachers:

Kasey Krendl (Am. History)	krendlk@blufftonschoools.org
Natalie Armstrong (Lang. Arts)	armstrongn@blufftonschoools.org
Robin Ault (Science/Health/P.E.)	aultr@blufftonschoools.org
Melissa Richards (Lang. Arts)	richardsm@blufftonschoools.org
Jackie Bourassa (History/Art)	bourassaj@blufftonschoools.org
Dave Bracy (Science)	bracyd@blufftonschoools.org
Nicole Flory (Science)	floryn@blufftonschoools.org
Makenna Fox (Math/History)	foxm@blufftonschoools.org
Cindy Lee (History/PE)	leec@blufftonschoools.org
Dina Tadena (Math/Pre-Alg)	tadenad@blufftonschoools.org
Diana Kiser (Lang. Arts)	kiserd@blufftonschoools.org
Paul Utendorf (Math/Algebra I)	utendorfp@blufftonschoools.org

Special Education/Aides:

Jared Byers	byersj@blufftonschoools.org
Sandy Karhoff	karhoffs@blufftonschoools.org
Erika McCrory	mccrorye@blufftonschoools.org

Specials Teachers:

Nicole Anderson (Art)	andersonn@blufftonschoools.org
Tyler Rosendale (P.E./Health)	rosendalet@blufftonschoools.org
Karen Falk (Consumer Science)	falkk@blufftonschoools.org
Rachael Lewis (Strings)	lewisl@blufftonschoools.org
Dave Sycks (Band/Music)	sycksd@blufftonschoools.org
Kara Zink (Choir/Music)	zinkk@blufftonschoools.org
Jaime Shaw(Makerspace/Lib.)	shawj@blufftonschoools.org

Cafeteria:

Rosanne Garmatter (Head Cook)	garmatterr@blufftonschoools.org
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2021-2022 SCHOOL CALENDAR

2021-2022 SCHOOL CALENDAR BLUFFTON EXEMPTED VILLAGE SCHOOLS

August 25 & 26	Wednesday & Thursday	Staff Pre-Service
August 30	Monday	School Opens
September 6	Monday	No School - Labor Day
October 29	Friday	End of 1 st Grading Period (44)
November 23, 24	Tuesday, Wednesday	No School - (Elem/M.S.)
November 24	Wednesday	No School - (H.S.)
November 25, 26	Thursday, Friday	No School - Thanksgiving Break
December 21	Tuesday	Last Day of School 2021
January 3	Monday	School Re-opens 2022
January 14	Friday	End of 2 nd Grading Period (45)
January 17	Monday	No School - Martin Luther King Day
February 21	Monday	No School - Presidents' Day
March 25	Friday	End of 3 rd Grading Period (48)
April 15 & 18	Friday, Monday	No School - Spring Break
May 27	Friday	End of 4 th Grading Period (43)
May 28	Saturday	Commencement
May 31	Tuesday	Staff Post-Service Day

2021-2022 Calamity Days

The Bluffton School District has adopted the following contingency plan for making up days due to cancellations that exceed the five (5) calamity days.

- 1st day - Martin Luther King Day, January 17, 2022
- 2nd day - Presidents' Day, February 21, 2022

Additional days as needed may be added to the end of the year beginning with Tuesday, May 31, 2022

The staff post-service day will be added after the last instructional make-up day.

GRADING PERIOD

PARENT/TEACHER CONFERENCES

August 30 - October 29
November 1 - January 14

44 Days
45 Days
89 Days

November 22 - Monday
5 - 8 p.m. All Schools

January 18 - March 25
March 28 - May 27

48 Days
43 Days
91 Days

November 23 - Tuesday
9 a.m. - 4 p.m. & 5 - 8 p.m. Elm/M.S.
5 - 8 p.m. H.S.

Instructions180 Days
Staff Service Days03 Days
TOTAL DAYS 183 Days

The Pirate Pact

P - PRIDE

Take pride in yourself, your school and your community. Hold yourself to the highest standard behaviorally and academically. No excuses.

I - INITIATIVE

Seek out leadership and involvement opportunities.

R - READINESS

Be ready and prepared to engage in every part of the day.

A - ATTITUDE

Respect, encourage, and empathize with all people. Practice positive and effective communication skills.

T - TOLERANCE

Always be kind, positive and inclusive. Utilize listening skills to understand others.

E - EXCELLENCE

Be the best version of yourself every day.

S - STRENGTH

Fully embrace challenging situations.

We Are... PIRATES