

STEPHEN T. BADIN HIGH SCHOOL  
2016-2017  
**STUDENT HANDBOOK**  
**TABLE OF CONTENTS**

	PAGE
Stephen T. Badin	1
Mission Statement	2
School Philosophy & Objectives	2
Admission	3
Tuition	3
Student Attendance	4
Christian Service Program	5
Cafeteria Information	6
Discipline System	7
Detention	7
Expulsion/Suspension	8
Dress Code	9
Drug/Alcohol Policy	11
Health Information	12
Academics	12
Schedule Changes	16
Resource Center/Library	17
National Honor Society	17
Pregnancy Policy	19
School Dances	20
Student Automobiles	21
Student Guest Policy	22
Web Site	22
Organizations and Activities	22
Faculty & Staff	25
School Calendar	27
Bell Schedule	29

**FATHER STEPHEN T. BADIN**

Badin High School is named in honor of Father Stephen T. Badin, the first priest ordained in the United States, a pioneer missionary in Ohio, Kentucky, Indiana, Michigan, Tennessee, and a former pastor of St. Mary Church in Hamilton. In the period between the Revolution and the Civil War, Father Stephen Badin was one of the great Catholic missionaries on the American frontier. He might justly be called the "Johnny Appleseed" of Catholicism in the Ohio Valley. The biography of his life, in his early years at least, is a history of the Catholic Church in the Old Northwest. Founding churches, establishing schools and preaching the Gospel, Badin, with rare courage, forged the Catholic Church on the frontier of the United States. This illustrious figure is also identified with the history of the city of Hamilton. He came to Hamilton on two occasions: once on one of his missionary journeys, and once in 1850 to take up duties as the pastor of a local parish, St. Mary Church on Front Street. Father Badin's contributions to American Catholic education merit acknowledgment. He was deeply committed to the parochial school system, and his contribution to the University of Notre Dame deserves high praise.

Stephen Badin was born in France in 1768, and he died in Cincinnati on April 19, 1853. As a young priest he went to Kentucky in 1793 and labored there until 1819. He was often the only priest in the

wilderness of Kentucky. Later he traveled to Europe and for ten years begged for the missions in France, Italy, and England. It was during this time that he was of great financial help to Bishop Fenwick, the first Bishop of Cincinnati. Bishop Fenwick directed him to take charge of the Potawatomi Indians of northern Ohio and southern Michigan. There Father Badin labored with great success. Later he wrote articles for the Catholic Telegraph in Cincinnati. Around this time he donated a farm in northern Indiana, which became the site of the present University of Notre Dame. Father Badin spent the last years of his life with Archbishop Purcell of Cincinnati at the old Episcopal residence on Plum Street. His body was laid to rest in the cathedral crypt in Cincinnati where it remained for over fifty years. In 1904, Archbishop Elder permitted the body of Father Badin to be transferred and buried at Notre Dame University in a small log cabin chapel, reconstructed as a replica of the chapel that Father Badin erected on that property almost eighty years before.

## **OUR VISION**

Badin High School will be the model for all Catholic high schools as we profoundly shape the way students think, achieve, serve and lead.

## **MISSION STATEMENT**

In an enriching and innovative college preparatory environment, rooted in Catholic tradition, Stephen T. Badin High School inspires young men and women to achieve their personal best, live their faith and lead the future.

## **PHILOSOPHY AND OBJECTIVES OF BADIN HIGH SCHOOL**

Stephen T. Badin, one of seventeen secondary high schools within the Archdiocese of Cincinnati school system, serves the secondary students of all the Catholic parishes in the southwest Butler County area, in addition to all others who wish to take advantage of a Catholic/Christian education. In this service we believe that we are called by our Creator into a human family destined to an everlasting life with Him. To this end, the family, the fundamental unit of society, has the primary responsibility to educate and to pass on Catholic tradition to its children. It is of the utmost importance to educate a student to assume a place as an active member of the Catholic community, as a responsible citizen in the larger community, and as a productive individual who finds purpose and meaning in life.

Badin High School's purpose is to assist parents in the development and continued spiritual growth of their children. We consider our contribution to this growth and development to be our most important task and goal. Our civic community needs informed citizens responsive to the democratic ideals and traditions of our country. In common with all other schools, we are also committed to equipping our students to be responsive to the needs and problems in our changing democracy and in the world. Each individual student should discover the philosophy, knowledge and skills, which will promote a personally productive and meaningful life. Our task is to help each individual student attain knowledge and develop these skills.

## **CORE VALUES**

Stephen T. Badin High School...

- Is a welcoming community, rooted in Catholic tradition, that instills a sense of family, leading to the formation of lifelong bonds and friendships.
- Promotes academic excellence through a rigorous and varied curriculum, grounded in problem-solving experiences.

- Develops servant leaders who believe they are called by Christ to serve God and serve others.
- Believes students achieve their personal best through the development of the whole person--academically, spiritually, socially, emotionally and physically.
- Celebrates each person as an individual, whose God-given talents contribute to a more vibrant and diverse community.
- Provides a safe, challenging, supportive and innovative learning environment.
- Cultivates open, consistent communication by respecting different viewpoints and new ideas.
- Nurtures meaningful relationships with students, parents, alumni, friends and community partners who strengthen the Badin family.
- Invests in highly qualified personnel who demonstrate deep passion for and strong expertise in their given areas of responsibility.
- Nourishes a unique identity that is reflected in all facets of the Badin experience.

## **ADMISSION**

Badin High School admits students of any sex, race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of educational policies, admission policies, athletic or other school administered programs, or in the hiring of teachers and staff members.

## **CHANGES TO HANDBOOK**

**This handbook is subject to change at any time throughout the school year. An e-mail will be sent with any changes or modifications that are made.**

## **TUITION**

Tuition for the 2016-2017 school year is \$9,150 plus \$250 technology fee and \$100 activity fee. If three students from the same family attend Badin, a reduction in tuition of \$1000 per student is granted.

Badin follows the policy used by many schools in the archdiocese regarding outstanding tuition. Seniors with outstanding tuition will not be permitted to participate in graduation activities, including Baccalaureate Mass and graduation ceremonies. If tuition is outstanding, no report cards, transcripts, letters attesting to graduation or diplomas will be issued until the tuition is paid. As in any financial situation, Badin incurs expenses that we are obligated to pay. We cannot meet these obligations unless we receive the tuition owed to the school. Tuition is paid in full in August or through ten monthly deductions. Commencing in August, all tuition payments are made electronically and families are required to sign up for the electronic payments before students receive their schedules. Unpaid tuition may be referred to an agency for collection.

## **STUDENT POLICIES AND GUIDELINES**

Certain norms of behavior and appearance must be observed to promote an atmosphere of academic development and personal growth for all members of the Badin community. The following pages include some of the more common policies and guidelines that will be employed during the school year. Since no list can be all-inclusive, the school presumes that common sense and mature judgment are the guidelines by which all Badin students and parents will measure conduct. However, the school reserves the right and the responsibility to hold students accountable for failures of common sense and mature judgment.

## **PADDLING/CORPORAL PUNISHMENT**

Badin High School is committed to Christian ideals and positive human relationships. Student discipline situations are best handled through dialogue and the establishment of terms and conditions under which continued enrollment will be considered. Paddling and other forms of corporal punishment are not acceptable methods of student discipline and are not permitted at Badin High School.

## **ATTENDANCE**

### **Absences**

When a student is absent, the parent must call the school between 7:15 a.m. and 11:00 a.m. each day of the absence: 863-3993. ext 110. The student must bring a brief note from a parent stating the exact date(s) of absence and the reason(s) for absence. An absence is excused if a note, verifying a visit and signed by a doctor, is provided to the attendance secretary.

To get homework, please check the Badin Portal Plus then email teachers directly. Email addresses are provided on the Badin website @ [www.badinhs.org](http://www.badinhs.org)

**IF A STUDENT MISSES MORE THAN SIX DAYS A QUARTER, THE STUDENT WILL LOSE ACADEMIC CREDIT FOR THE QUARTER. IF A STUDENT MISSES MORE THAN SIX CLASS PERIODS IN ANY ONE SUBJECT, THE STUDENT WILL LOSE ACADEMIC CREDIT FOR THAT SUBJECT. EXCEPTIONS FOR SERIOUS FAMILY OR MEDICAL REASONS CAN BE MADE BY THE PRINCIPAL.**

### **College/Career Days**

College/career days are to be used to visit a particular school or career option in which a student is interested. Seniors are permitted two college/career days; juniors are allowed one college/career day. For the 2016-2017 school year, all seniors are strongly encouraged to use one of their college days on September 26th. Seniors will have this day off due to 8<sup>th</sup> Grade Visit. Every effort should be made to visit colleges on that day. Students must bring a note from a parent prior to the college/career day to give the office. The student must bring a note on letterhead stationery from the respective college or institution to the office when s/he returns. The day will be counted as a regular absence if these conditions are not met. No more than ten students will be excused per day. Permission will be given on a first come, first served basis.

### **Funerals**

Students who wish to attend funerals of persons other than members of their immediate family should obtain permission from the school. This will count as a day of absence.

### **Perfect Attendance**

Perfect attendance awards will be presented at graduation to students who complete four years at Badin with no absences. (Legal college/career days are not counted as absences.)

### **Tardiness**

**A student who arrives after 7:30 a.m. will receive one (1) tardy and be considered absent for any class periods missed. Each student will be allowed to be tardy four (4) times in a school year before any disciplinary action is taken. Parents are required to notify the attendance clerk before 11:00 a.m. to report an absence or tardy.**

**ON THE FIFTH (5<sup>TH</sup>) TARDY, AND EACH SUBSEQUENT TARDY UP TO THE 10<sup>TH</sup> UNEXCUSED TARDY, THE STUDENT WILL BE ASSIGNED A ONE (1) HOUR DETENTION TO BE SERVED ON TUESDAYS AND THURSDAYS IMMEDIATELY AFTER SCHOOL. ON THE 10<sup>TH</sup> UNEXCUSED TARDY AND ANY THEREAFTER, THE STUDENT WILL SERVE A SATURDAY SCHOOL. ANY STUDENT WHO ARRIVES AFTER 7:30 a.m. IS CONSIDERED UNEXCUSED FOR EACH CLASS MISSED. SIX (6) UNEXCUSED ABSENCES FROM ANY COURSE RESULTS IN COURSE FAILURE.**

### **Truancy**

A student is truant if he/she absents himself/herself from school without leave from parent or school official. A student on school property without attending classes will be considered truant.

### **Unexcused Absences**

An unexcused absence is an absence without the school's permission. Examples of unexcused absences include vacations or trips during school days, more than two college days for seniors, more than one college day for juniors, and driving tests.

Parents requesting permission to take their children out of school for the above reasons should notify school authorities in writing, prior to the absences. **Teachers are not required to make up work for students who have unexcused absences.** If parents wish to have their children miss class, they take the responsibility for loss of work that the students have missed. *Doctor and dental appointments should be made outside of school time.*

**ATTENDANCE AND TARDINESS REMAIN A PART OF THE STUDENT'S PERMANENT RECORD.**

## **CHRISTIAN SERVICE PROGRAM**

As a Roman Catholic institution, Stephen T. Badin High School is committed to enabling each student with the capacity to experience and reflect upon the mission of Jesus Christ as the one who served others. ("Just as the Son of Man did not come to be served, but to serve." Matthew 21:28) The Christian Service Program provides the students with means to put faith into action. In doing so, the school reflects the guidelines of the Archdiocese of Cincinnati in that every Catholic secondary school implements a service dimension to the curriculum.

The Christian Service Program is based upon the corporal works of mercy. (Corporal works of mercy: feeding the hungry, sheltering the homeless, clothing the naked, visiting the sick...Catechism of the Catholic Church #2447). All students are required to complete the specified service hours for their grade level. If a student has not attended Badin for all four years, the Christian Service Director will establish an appropriate number of hours. If a senior fails to meet the requirements, their diploma will be held and they will receive a certificate of attendance until the hours are completed. For more detailed information please see the Faith page of the BHS web-site [www.badinhs.org](http://www.badinhs.org). Each student will also be given specific requirements at the beginning of the school year from their religion teacher. Each course syllabus will contain all of the necessary information for each grade level. Any questions can be directed to the Office of Religious Education at Badin at (513) 863-3993 ext. 118.

### **Required Christian Service Hours**

All students are required to complete 15 hours of service per academic year to a non-profit organization by May 1, 2017.

## **CAFETERIA**

### **Conduct**

All food is to be eaten in the cafeteria. Students are encouraged to say a private prayer before and after meals. The ordinary rules of etiquette should be observed. This means talking in a subdued voice, cleaning up the table when the meal is finished, disposing of paper in receptacles, recycling cans, etc. All students must be seated at a table during lunch. Students are to be courteous and orderly on the way to the cafeteria, in the cafeteria, and moving from the cafeteria. During the lunch period students are not permitted above the bottom floor except to use the restrooms. Students are not permitted beyond the pop machines on the bottom floor nor in the parking lot.

### **Kitchen Help Program**

In order to function properly, the cafeteria needs two volunteers daily from 11:15 a.m. to 1:45 p.m. One member of each family works two days per student and workers are offered a free lunch. Workers who choose not to stay for lunch may leave by 1:30 p.m. A thirty dollar (\$30) kitchen fee – per student - will be automatically deducted from your FACTS account on the last business day of September 2016. You will be reimbursed \$15 for each day you work.

It is the parent's responsibility to call the school to schedule dates. If you are scheduled to work and school is canceled due to weather, etc., you will need to reschedule for another day. Mrs. Kathy Lysaght coordinates the Kitchen Help Program and can be reached at 863-3993, ext. 129.

### **Menu**

The cafeteria serves an a la carte menu (choice of main dishes, salads, sandwiches, desserts, and drinks). Prices for the various items are posted at each cafeteria service line. A weekly menu will be posted.

Badin High School uses a computerized POS (point of sale) system in the school cafeteria. Parents should go to <https://www.payforit.net> to set up an account. Internet payments will be accepted through this account or students can also put money on their lunch accounts from 7:00-7:30 a.m. in the cafeteria Monday through Friday. Students are issued an ID card and PIN number, which is used when purchasing food in the lunch line.

### **Senior Privileges**

Seniors have "cut" privileges in the far (golf course) cafeteria line only. Seniors may use the picnic tables near the Pfirman Family Activity Center during lunch periods only. These are privileges, and will be withdrawn if abused.

## **CUSTODY FORM**

**In cases where students are not living with both biological parents, such as in a divorce or separation, a certified copy of the court order which states who has custody of the child must be on file at the school.**

Often parents who do not have custody request information in regard to the child's progress. The school will act in accordance with Ohio Revised Code 3109.05.1 with regard to access to student's records.

Students must live with their parents or legal guardian. Whenever a student, regardless of age, is not living with the custodial parent or legal guardian, or changes place of residence during the school year, the parents/guardian and student must meet with the administration to determine what action will be taken.

If parents/legal guardian will not be in the home over extended school time (i.e. vacation, business trip, etc.), the school must be informed of who is responsible for the student during parental absence.

## **USE OF VIDEO EQUIPMENT**

Permission must be obtained from a teacher prior to electronically recording any class activity. This includes, but is not limited to, the use of tape recorders, personal data assistants, camera/video phones, digital cameras or iPads. Posting videos or pictures taken during school hours is prohibited without teacher permission. Students will be reported to the office.

## **DISCIPLINE SYSTEM**

The 2016-17 school year will have a new discipline system in place. We have established a Classroom Behavior Management Plan and a Student Behavior Office Referral System to replace our demerit system that was used in the past.

### **CLASSROOM BEHAVIOR MANAGEMENT PLAN**

Each teacher will utilize a Classroom Management Plan in their classroom. The purpose of this plan is to provide opportunities for teachers to work with the students and modify inappropriate classroom behaviors that are detrimental to the learning process. The teacher and administration have the discretion to remain at this level if the student's behavior improves. Teacher consequences include verbal warnings, teacher/student conference, lunch detentions with teacher, after-school teacher detentions, or administrative conferences with students. All behaviors and teacher consequences will be documented by the teachers within the plan. Students will be given an Office referral when all attempts have been exercised and student behavior persists. Teachers are expected to communicate student behavior issues to parents, fostering a working relationship to improve the desired behavior.

### **STUDENT BEHAVIOR OFFICE REFERRAL SYSTEM**

Major violations of the discipline code will be dealt with immediately with the student being sent to the office and seen by an administrator.

Certain offenses carry automatic consequences. These include, but are not limited to:

**Cell Phone Usage:** 1<sup>st</sup>/2<sup>nd</sup> offense=DT. Further offenses will result in Saturday school or work detail.

**Dress Code Violation:** School Detention

**Violation of iPad Policy and Unapproved APPs:** Saturday School or Work Detail

**Plagiarism:** Automatic "F" with a Saturday School or Work Detail and 1 detention

**Drug and Alcohol Violation:** See handbook for details on page 14.

### **DETENTION**

Students will be given a one hour detention to be served the same week it was issued. Detentions will be held Monday-Thursday after school for one hour (2:35-3:35). If a student receives a detention on a Thursday, he/she will serve it the following week. No excuses will be accepted for a student who misses a detention.

### **WORK DETAIL**

A student will work from 2:30-5:00 p.m. after school with our custodial staff. General cleaning and setting up for events will be the focal point of this time.

### **SATURDAY SCHOOL**

Students will serve a 4-hour Saturday school. There will be a charge of \$30 for this day. Students will be assigned schoolwork and the atmosphere will be classroom-like. The date that Saturday school is served is non-negotiable. If a student skips Saturday school, an additional Saturday school will be assigned. If a student skips a second Saturday school he/she will serve a 3-day suspension. Students who arrive late will be sent home, will attend the next scheduled Saturday school, and may be required to attend an additional Saturday school. Saturday school will be in session from 8:00 a.m. until 12:00 p.m. Students who have not paid the fee will not be allowed to attend.

## **EXPULSION**

When a student incurs a third suspension from school during his/her career at Badin, that student is liable for expulsion.

Students will be expelled for any activity which causes scandal or which causes harm to students or staff. This may include, but is not limited to, selling or distributing drugs, carrying weapons, or participating in flagrant sexual acts on school property or at school events.

## **SUSPENSION AND EXPULSION**

A student may be suspended in-school or out-of-school for violation of the drug/alcohol policy. A student may also be suspended or expelled for any serious infraction or for any incident reflecting discredit on the school. Parents will be notified in case of a suspension. Before the expulsion of a student, the parents and the student shall be notified and asked to come to the school for an explanation of the reasons for the school's proposed action.

A student who has been expelled or asked to withdraw may apply to the principal for re-admission to Badin after meeting any stipulations made at the time of expulsion or withdrawal. The case will be reviewed at the time of application for re-admission and parents will be notified of the decision.

## **WEAPONS**

A student shall not possess, handle, transmit or conceal any weapon or object capable of causing injury to another person, including but not limited to, guns, knives, brass knuckles, fire crackers, smoke bombs or chemicals. Any student found in violation of this policy will be referred to the administrative team for disciplinary action. Police will be involved as warranted.

**In accordance with federal law/"No Child Left Behind", any student who has a weapon in their possession, as previously described, will be expelled from school for one year.**

## **HARASSMENT**

In compliance with Archdiocesan Policy 306.05, Badin High School prohibits harassment in any form, including but not limited to race, gender, religious belief, nationality, disability or sexual orientation. Harassment is defined as offensive, unsolicited behavior. It includes verbal jokes, innuendos, propositions or threats and non-verbal gestures, touching, assault or the display of pictures or other visual material. All complaints will be investigated.

## **BULLYING**

The law defines "harassment, intimidation, or bullying" as any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

- \*causes mental or physical harm
- \*is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the student

A student demonstrating any form of bullying will face disciplinary action. Possible action taken may include:

- Detention
- Saturday School
- In-school/out of school suspension
- Expulsion
- Referred to the police for legal action

## DRESS CODE

### Daily Uniform

Certain norms of behavior and appearance must be observed to promote an atmosphere of academic development and personal growth for all members of the Badin community. We want our students to dress for success. Since no list can be all-inclusive, the school presumes that common sense and mature judgment are the guides by which all Badin students measure their actions. Parents are expected to support the school's policy by ensuring their son or daughter complies with the dress code.

Students are to be in formal uniform for all Masses, special events and formal assemblies. Sweaters may be worn with shirt and tie. Spirit wear is not permitted during these times.

ANY DRESS CODE VIOLATION WILL RESULT IN AN AFTER-SCHOOL DETENTION. FIVE (5) DRESS CODE VIOLATIONS EQUALS ONE (1) SATURDAY SCHOOL.

### FORMAL UNIFORM REQUIREMENTS

Boys: Long dress pants, dress shirt and tie, tennis shoes or dress shoes and socks. Sweaters may be worn with a shirt and tie.

Girls: Uniform skirt and white polo shirt, tennis shoes or dress shoes and socks. Sweaters are optional.

### GENERAL GUIDELINES

1. General appearance should be conservative.
  - a. No visible body piercing with jewelry except girls' earrings.
  - b. Band-aids or spacers may not be worn to cover up body piercing.
  - c. No visible tattoos.
  - d. No faddish/unconventional styling or coloring of hair, nails, or make-up. Hair styles must be conservative.
  - e. Jewelry must be conservative and limited.
  - f. Hats may not be worn in the building during school hours (7:30 a.m.- 2:30 p.m.).
  - g. Socks must be worn.
2. Clothing may not be soiled, tight, torn or frayed.
3. No denim-colored or striped slacks may be worn.
4. Sweaters may be worn with a shirt and tie.
5. Patches, insignias, buttons, jewelry or other items that include obscene, violent, gang, tobacco, drug or alcohol related writing or images are not acceptable.
6. Long sleeve undershirts may not be worn under short sleeve polo shirts.
7. Backpacks may be used to carry school supplies and books to and from school. Backpacks must be plain except for the manufacturer's logo. **Backpacks may not be carried into the classroom; they must be stored in lockers during the day. Administrators have the right to search backpacks.**

### DAILY UNIFORM REQUIREMENTS

#### MALES

Male students are required to dress and groom themselves in the following manner:

1. Badin uniform, white polo shirts must be worn all year.
2. Khaki traditional shorts are permitted to be worn during the months of August, September and October as well as in April, May and June.

3. Students choosing to wear button down dress shirts are required to wear a tie and full length dress pants.
4. Uniform sweatshirts may be worn over the Badin polo shirt at any time of the year.
5. A plain **white** tee shirt is the only undergarment that may be worn beneath the polo shirt and must be tucked into the pants/shorts **IF** it is longer than the polo shirt.
6. Long pants must be traditional dress pants. Unacceptable pants include, but are not limited to cargo style, painter, denim, striped or jean style pants. Pants with "rivets" are considered jeans and may not be worn. No pants with draw strings are permitted. No jogger pants are permitted.
7. Long pants must be one of the following colors: navy blue, dark green, khaki, black or gray.
8. Pants must be worn at the waist and may not be tight or oversized.
9. Additionally, pants must be clean with no tears or frays.
10. Tennis shoes or traditional dress shoes may be worn. No other types of shoes may be worn.
11. Males are required to be clean-shaven with sideburns stopping at the bottom of the ear.
12. Hair must be neatly groomed. Hair cannot be longer than the eyebrows, hang below ears or the top of the shirt collar. Only conventional hair styles may be worn. Head sculpting is not permitted.

#### FEMALES

Female students are required to dress in the following manner:

1. Badin uniform, white polo shirts must be worn all year with uniform skirt or uniform pants. Additionally, long khaki slacks or khaki Capri pants are permitted. These items may not be tight or "low rider" style of clothing.
2. Uniform skirts and pants must be purchased through School Bells or Educational Outfitters.
3. A plain, **white** shirt may be worn under a polo shirt but must be tucked in if longer than the polo shirt.
4. Uniform sweatshirts may be worn over the Badin polo shirt at any time of the year.
5. Skirts must be worn modestly—no shorter than 2 inches above the knee.
6. Pants may not be tight, must be worn at the waist and must be clean with no tears or frays.
7. Only black, white, gray, navy or dark green "tights" are permitted to be worn with the skirt.
8. Tennis shoes or dress shoes only must be worn. No other types of shoes may be worn.

#### OUT OF UNIFORM DAYS

1. Students are permitted to wear apparel considered appropriate, reflecting ideas consistent with and promoting the realities of good education. Examples of **inappropriate** apparel include, but are not limited to: halters, midriff tops, spaghetti strap or strapless tops, revealing or mesh tops, etc.
2. Shirts and tops must be long enough to tuck into lower garments and must have neck lines which are high enough to cover all cleavage. Tight fitting tops are not permitted.
3. Jeans, Capri pants, sweat pants, bib overalls, sweaters and /or T- shirts are permitted
4. Lower garments are to be worn at the waist and cannot drag the floor.
5. Torn or tattered clothing is not to be worn.
6. Boots are permitted.
7. No sandals, flip-flops, slippers or backless shoes of any kind may be worn.
8. If Administration deems that shorts are permitted, the shorts may not be tight fitting and must extend past the fingertips.
9. No yoga pants.

## RAM SPIRIT DAYS

Guidelines are the same as above, but the student **must** wear a shirt that is Badin spiritwear.

1. Badin sports jerseys may be worn.
2. If a half shirt or sleeveless shirt is worn, a shirt must be worn underneath.
3. Another shirt or jacket may **not** be worn over the Badin shirt.

## **DRUG/ALCOHOL POLICY**

**In order to promote a drug-free environment in our school, drug- detecting dogs may be employed inside the building and on the school grounds.**

A student **suspected** of using drugs/alcohol before school, during school, or at a school related function will be required to undergo a drug/alcohol test within 48 hours.

**A student in possession of an illegal substance will be referred to the police.**

A student possessing or using any amount of alcohol, drugs or counterfeit drugs/look-alike drugs (including prescription or non-prescription drugs), or in possession of drug paraphernalia, before school, during school, or at a school-related function will be required to comply with the following:

### **1st offense:**

1. Student and parents must meet with the administrative team.
2. The student will be sent for an evaluation. The student and parents must agree to follow the recommendations resulting from the evaluation.
3. The student will be given 3 detentions and two Saturday schools.
4. The student will be given three days of school suspension (in-school or out-of-school at the administration's discretion).
5. The student will not be able to participate in ANY school related activities for 30 days beginning the day after meeting with the administrative team. This includes ALL activities: band, dances, clubs, athletic competitions, prom, graduation, etc.

### **2nd offense:**

1. The student must attend a treatment program, out-patient or in-patient based on a second evaluation of the student.
2. The student will receive 6 detentions and two Saturday School sessions.
3. Five days suspension (see above)
4. The student must follow through on all treatment recommendations.
5. The student will not be able to participate in ANY school related activity for 60 days.

### **3rd offense:**

1. The student will be expelled from Badin High School.

Any student found to be distributing or selling drugs or counterfeit drugs will be automatically referred to the principal for expulsion and to the police for legal action. THIS POLICY IS IN EFFECT FOR ALL SEMESTERS THE STUDENT IS ENROLLED AT BADIN.

## **TOBACCO**

The use or possession of tobacco in any form by Badin students on school grounds or at off-campus school-related events is prohibited. A student referral will be issued for violations of this rule.

## HEALTH

Stephen T. Badin High School annually inspects its facilities and responds to any repairs that may involve the removal or encapsulation of friable asbestos material. The current three-year asbestos re-inspection report provided by the Archdiocese of Cincinnati is stored in the assistant principal's office and may be inspected by the public upon request.

The health clinic is staffed by a school nurse and clerk. Students who become ill, require emergency assistance, or who are seeking appropriate adolescent or other health-care information may take advantage of the resources/services available in the health clinic. **If ill, students must come to the health clinic for evaluation before being dismissed from school. Students may not call their parents independent of a screening by the school nurse or nurse's aid. If a student does call home without the necessary permission, a student referral will be issued.**

### **Prescription and Non-Prescription Medications**

We discourage the use of medication to be given during school hours unless it is absolutely necessary.

1. The school nurse will directly supervise the administration of all prescriptive and non-prescriptive medication during school hours. If the school nurse is unable to supervise the administration of medication, a person designated by the principal will do so.
2. Completed medication forms require the signature of both parent (guardian) and physician prior to the starting date of administration of the medication.
3. Forms for medication will include name of drug, dosage, time of administration during school, dates to begin and end, side effects, special instructions for storage and emergency numbers for the physician. These requirements are in keeping with the O.R.C. 235.23.184.
4. If any information changes, a revised statement must accompany the student.
5. The **medication must arrive in its original container**, as dispensed by the physician and/or pharmacist.
6. The nurse or nurse's aid is required to document the administration of medication and this document will become a part of the student's health history.
7. A location has been established for the locked storage of drugs. Drugs, which require refrigeration, can be accommodated in school.
8. No medication may be used or administered in school, except in accordance with these rules. SAFE DELIVERY OF ALL MEDICATION TO SCHOOL IS THE RESPONSIBILITY OF THE PARENT.
9. **Any student who distributes non-prescription drugs to another student may be subject to a suspension or expulsion.**

### **Physical Examinations**

**\*\*\*10th grade students\*\*\***

All grade 10 students are required to have both a physical and dental exam, preferably before the start of the school year. It is recommended that parents have their private physician perform the physical. Private examinations are more thorough and also include booster shots recommended for this age group. (A Td--adult tetanus-diphtheria shot-- is recommended every ten years.) Forms for exams will be mailed home and/or may be picked up in the office. Physical and dental exams are required to be completed no later than October 1.

## ACADEMICS

### Valedictorian and Top Ten Criteria

Given the current rules and regulations of the Ohio Department of Education and state of Ohio laws regarding education, the following policy was developed and will take effect starting the 2016-17 school year.

To be considered for valedictorian and salutatorian of your graduating class, the following courses will be used to determine your eligibility:

For the class of 2017: 25 courses will be used.

Departments	Required	Elective Options	
English (4)	Honors I & II, AP English Language and Composition, AP Literature and Composition		
Social Studies (3)	AP U.S. History, AP Government	World History, U.S. History	
Religion (4)	Each year you attend Badin		
Science (5)	Honors Biology, Honors Chemistry, Honors Physics	Honors Physiology, Honors Chemistry II, Honors Physiology II, Honors Physics II, Honors Biology II	
Math (4)	Honors Math I, Honors Math II, Honors Pre-Calc.	AP Calculus, AP Probability & Statistics, Calculus II	
Foreign Language (3)	Spanish I, II, III or French I, II, III	Spanish IV, Spanish AP, French IV, French AP	
Additional Honors or AP Courses (2)	Honors or AP level courses in Math, Science, Foreign Language, AP Computer Science Principles, AP Art		

For the Class of 2018 and beyond: 26 courses will be used.

Departments	Required	Course Options
English (4)	Honors I & II, AP English Language and Composition, AP Literature and Composition	
Social Studies (3)	AP U.S. History, AP Government	World History or U.S. History
Religion (4)	Each year you attend Badin	
Science (5)	Honors Biology, Honors Chemistry, Honors Physics	Honors Physiology, Honors Chemistry II, Honors Physiology II, Honors Physics II, Honors Biology II
Math (5)	Honors Alg. I, Honors Alg. II, Honors Geometry, Honors Pre-Calc.	AP Calculus, AP Probability & Statistics, Calculus II
Foreign Language (3)	Spanish I, II, III or French I, II, III	Spanish IV, Spanish AP, French IV, French AP
Additional Courses (2)	Honors or AP level courses in Math, Science, Foreign Language, AP Computer Science Principles , AP Art	

A total of 26 AP or Honors courses would need to be completed here at Badin for valedictorian consideration.

CCP course taken at Badin or outside of Badin will be given AP weight, as required by the state, but will not be considered as part of the criteria for determining the valedictorian. The only exception will be Honors Biology II since it is a year-long course and is an honors level course regardless of the CCP designation.

In order to determine the top 10 students in a class, the courses above will be used or the equivalent ACP level course a student may take in English, Math and Science at Badin High School

Outside of the criteria for valedictorian and salutatorian, in order to determine the top 10 students in a class, courses taken at Badin High School in the following subjects will be used: English, Math, Science, Social Studies, Foreign Language and Religion. A total of 26 credits in these subjects will be used. For year-long CCP courses, the associated weight for the non-CCP course will be used.

For the purposes of Honor Roll, all courses a student takes will be counted.

The Valedictorian will be determined after 7 semesters. A student must attend Badin for at least 5 semesters to be considered for valedictorian.

This policy will go in to effect for the 2016-17 school year. This policy can be amended. Any possible changes that may need to occur to this policy will be communicated to students and parents prior to being finalized.

### **Class Rank**

Due to our challenging college-preparatory curriculum and the relatively small size of our senior class, Badin High School DOES NOT RANK students numerically. It is our belief that number is often misleading since small differences in grade point averages can produce significant differences in rank. Student transcripts record both the weighted and un-weighted GPAs.

### **Credit Flexibility**

Credit Flexibility means that a student may earn high school graduation credit by demonstrating subject area competency through the completion of traditional coursework, testing out or otherwise demonstrating master of course content and/or pursuing an approved educational option pursuant to the model for credit flexibility adopted by the Ohio State Board of Education.

All students will have opportunities to earn credits through flexible methods. There is no implication that every student must be permitted to earn FlexCredit for every course. Students interested in earning credit must submit a personalized learning plan and have it pre-approved by the school. The personal learning plan must identify the learning outcomes of the course. This plan must be submitted to the student's counselor for approval by March 15 for the upcoming academic school year.

### **Interim Reports**

Midway through each quarter, interim reports are available through Parent Portal. The purpose of Parent Portal reporting is to keep parents informed and to elicit their cooperation in the efforts to motivate the student to a satisfactory level of achievement.

### **Exemption From Final Exams**

No students will be exempt from first semester exams. A student needs a 93% average and the teacher's permission to be exempted from a second semester examination. Students will be informed of exemption by the last day of class.

### **Failures/Credit**

In addition to having a cumulative average of 69.5% or higher in a given course, a student must pass the fourth quarter (or second quarter of a semester course) **or** the final exam in order to receive credit for the course.

### **Homework Recovery**

Student success in any course is a direct result of the amount of time and effort put into the various assignments that are utilized for that course.

When a student has an average of D or F in any course and is also missing assignments, the teacher will email the parents and student. The student will have 2 days to turn in the assignment to the teacher. The student will receive no more than 50% credit for that assignment. Any assignment not turned in by the required date will receive a grade of zero with no option of making up the work at a later date. This policy does not apply to a student with a medical or family emergency situation.

Parents and student should refer to each teacher's syllabus for their policy on late assignments. In an effort to better prepare the students for their college experience, juniors and seniors may have classes with zero tolerance for missing work.

### **Grade Point Average**

The overall grade point average for any period (quarter, semester, final) is determined by adding the quality points of that period for each course and dividing by the number of courses that period. Only full credit subjects and semester courses of one-half unit are considered. Course graded Pass/Fail, Health, and PE grades are not calculated in the GPA. In determining honor roll, good student discount insurance, etc., the overall grade point average is not rounded as it is in arriving at the semester and final grades. For example, if the qualification for an honor discount requires a "B" average, a student must have a 3.00 overall average for the period.

### **Incomplete Grades**

Incomplete grades must be removed within two weeks after the end of the quarter or they will automatically become "Fs" unless other arrangements are made with the course teacher and the Assistant Principal of Academics and Curriculum.

### **Method of Calculation**

The final grade in a course is determined by the four quarter grades and the two semester examination grades. Each quarter grade is 20% of the final average grade for a course. The exam grade is 10% of the final average grade for a course. Average grades are determined numerically using the school grading scale (see below). The numerical average is converted to the corresponding letter grade for the report cards and transcripts.

<b>GRADE SCALE</b>	<b>GPA DETERMINATION</b>	<b>HONOR ROLL</b>
A+=97-100	(effective 2012-2013)	3.70 – 4.00 1 <sup>st</sup> Honors
A = 93-96.9	A+=4.00	3.25 – 3.69 2 <sup>nd</sup> Honors
A- =90-92.9	A =4.00	3.24 - 3.00 Hon. Men.
B+=87-89.99	A-= 4.00	
B = 83-86.99	B+=3.67	
B-= 80-82.99	B =3.33	
C+=77-79.99	B- =3.00	
C = 73-76.99	C+=2.67	
C-=70-72.99	C =2.33	
D+=67-69.99	C- =2.00	
D = 63-66.99	D+=2.67	
D-= 60-62.99	D =1.33	
F = 0-59.99	D- =1.00	
	F =0.00	

### **Summer School/Evening School Courses**

Summer school or evening school credits from other institutions will be accepted for make-up credit only. Summer school or evening school courses do not typically require the type of intellectual challenge and academic rigor demanded by course work offered at Badin during the regular school year. Students may not receive more than 2 summer school credits in any given subject or more than 5 summer school credits total.

### **Transcripts**

Transcripts are issued at no cost to current students. Any student who wants a transcript of credits sent to another school must have a parent sign a form authorizing a release of grades. This form is available in the guidance office. Students who are withdrawing from Badin must obtain a release form from the school office. **Tuition must be current before a transcript will be released to another school.**

### **Graduation Requirements**

Please consult the link on the Badin website.

### **Honors Diploma**

The Ohio State Department of Education has set requirements for students to earn the Honors Diploma. In order to meet the requirements for an Honors Diploma in Ohio, a student must meet seven of the following eight criteria:

- 1) 4 units of English; 2) 4 units of Mathematics; 3) 4 units of Science; 4) 4 units of Social Studies; 5) 3 units Foreign Language, or 2 units in two languages studied; 6) 1 unit of Fine Arts or Performing Arts; 7) 3.5 G.P.A. on a 4.0 scale and 8) a 27 ACT or 1210 SAT. (For more details contact the counseling department.)

## **SCHEDULE CHANGES**

### **Early Course Change:**

A student dropping a course and adding a different course may do so during the first two weeks of the school year with no fee charge and no record of the course on his/her transcript. The request will be reviewed by the guidance counselor as to the appropriateness of the request and the availability of the change.

### **Academic Level Change:**

A **teacher** may request that a student change academic levels at any time. The teacher will initiate the change by contacting the student's guidance counselor. The student will not be charged a fee if the course change is made. A meeting of the student, parents, teachers and counselor may be required.

A **student** initiating a change of academic level in the areas of science, math or English from **week three through week six** of the school year must complete the following: attend a meeting of student, parent(s), teachers involved with the course change and counselor/administrator; pay a fee of **fifty dollars**; and agree to no change in academic level for that subject for the next school year. A **student** initiating a change of academic level in the areas of science, math or English from **week seven through week twelve** of the school year must complete the following: attend a meeting of student, parent(s), teachers involved with the course change and counselor/administrator; pay a fee of **one hundred dollars**; agree to no change in academic level for that subject for the next school year.

The change in level will be recorded on the student's transcript with a WP (withdraw passing) or a WF (withdraw failing). The designation of WP or WF will not affect the student's rank or GPA.

### **Course Drop:**

A student requesting to drop a course from **week three through week six** of the school year must attend a meeting of student, parent(s), teacher(s) involved with the course change and counselor/administrator and pay a fee of fifty dollars.

A student requesting to drop a course from **week six through week twelve** of the school year must attend a meeting of student, parent(s), teacher(s) involved with the course change and counselor/administrator and pay a fee of one hundred dollars.

The dropped course will be recorded on the student's transcript with a WP (withdraw passing) or a WF (withdraw failing). The designation of WP or WF will not affect the student's rank or GPA. If the student wishes to add a new course, it will be at the discretion of the teacher of the course to be added. If the student cannot add a course at the time of the drop, the student will be placed in study hall for the remainder of the semester. If the student already has a study hall, the student will be placed in a second semester class that is least disruptive to the student's schedule.

No student initiated changes will be permitted after week twelve except for medical reasons.

## **PLAGIARISM**

Plagiarism, a federal misdemeanor subject to fines and/or imprisonment, is the theft of another person's words or ideas. Students must be careful to understand that paraphrasing without proper acknowledgment is a form of plagiarism just as serious as stealing words verbatim. Paraphrasing is the rewording of a writer's ideas and must be acknowledged directly through a footnote or indirectly in the text. This applies to computer generated material as well as print material.

Students will sign a policy regarding plagiarism in English class.

## **RESOURCE CENTER**

The Resource Center is open to students Monday through Friday. Computers with Internet access and subscriptions to three on-line periodical databases, and links to college/career information and educational sites are available. These computers are to be used for educational (school-related) purposes, not recreation (games) as stated in the school's Acceptable Use Policy (AUP) that all students must sign before being allowed to use the computers. Students may not e-mail or use chat rooms.

Students who wish to use the resource center/library during class periods should request a pass from their teacher. An atmosphere of quiet study is expected in the resource center/library throughout the day. All students are welcome at the Badin Albert Stuhlmueller Resource Center, and we hope this will be a helpful and well-used resource.

Due to ever-changing technology, please refer to the website for the most up-to-date policies.

## **NATIONAL HONOR SOCIETY**

### **Selection Process**

Membership is open to all juniors and seniors who have completed one full semester at Badin High School and have at least a cumulative grade point average of 3.35. A list of students who meet both criteria is published. Any student wishing to be considered for membership is asked to fill out and submit a student profile sheet. Those students returning a completed profile sheet are then evaluated by the entire faculty. All materials are then submitted to the faculty council. This faculty council, appointed by the principal, then selects students for membership. The principal is not a member of the faculty council. The National Honor Society advisors are non-voting facilitators of the council.

### **Criteria for Membership**

Membership in the National Honor Society is both an honor and a responsibility. Students may not apply for membership. Membership is granted only to those students selected by the faculty council

in each school. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character. The faculty council will meet at the request of the advisors to consider discipline and dismissal issues, in accordance with the National Honor Society handbook.

The following guidelines, as stated in the National Honor Society handbook, will be used in determining membership:

### **Leadership**

The student who exercises leadership:

- ✓ Is resourceful in identifying new problems, applying principles and making suggestions.
- ✓ Demonstrates leadership in promoting school activities.
- ✓ Exercises influence on peers in upholding school ideals.
- ✓ Contributes ideas that improve the civic life of the school
- ✓ Is able to delegate responsibilities.
- ✓ Exemplifies positive attitudes.
- ✓ Inspires positive behavior in others.
- ✓ Demonstrates academic initiative.
- ✓ Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable.
- ✓ Demonstrates leadership in the classroom, at work, and in school activities.
- ✓ Is thoroughly dependable in any responsibility accepted.

### **Service**

The student who serves:

- ✓ Is willing to uphold scholarship and maintain a loyal school attitude.
- ✓ Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties.
- ✓ Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- ✓ Works well with others and is willing to take on difficult or inconspicuous responsibility.
  
- ✓ Cheerfully and enthusiastically renders any requested service to the school.
- ✓ Is willing to represent the class or school in inter-class and inter-scholastic competition.
- ✓ Does committee and staff work without complaining.
- ✓ Shows courtesy by assisting visitors, teachers, and students.

### **Character**

The student of character:

- ✓ Takes criticism willingly and accepts recommendations graciously.
- ✓ Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability.)
- ✓ Upholds principles of morality and ethics.
- ✓ Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- ✓ Demonstrates the highest standards of honesty and reliability.
- ✓ Shows courtesy, concern and respect for others.
- ✓ Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
- ✓ Has powers of concentration and sustained attention as shown by perseverance and application to studies.
- ✓ Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing an unwillingness to profit by the mistakes of others.
- ✓ Actively helps to rid the school of bad influences or environment.
- ✓

## **PHONE MESSAGES**

**PHONE MESSAGES WILL NOT BE DELIVERED TO STUDENTS DURING SCHOOL HOURS EXCEPT IN CASES OF EMERGENCY.**

## **LOCKERS**

Students will be assigned one locker at the beginning of the school year. Students may not trade lockers or utilize unassigned lockers. Students must use the pre-installed locks at all times. The school is not responsible for items missing from lockers. Lockers can be searched by administrators or staff members with permission of an administrator. Lockers are the property of Badin High School. No stickers or writing will be allowed on the lockers.

Physical Education students are required to use a Badin lock for P.E. lockers.

## **PREGNANCY & MARRIED STUDENTS**

The Catholic values, which are central to the mission of Badin High School, do not support active sexuality before or outside of marriage. We do recognize, however, that some students will become, or cause another to become, pregnant. In such event it is our hope to respond with Christian charity and to be supportive of both the young parent and the unborn child.

A student who has become pregnant, or who has caused another student to become pregnant, may remain a student at Badin subject to the following guidelines:

1. The student and his/her parents will meet with the administrative team.
2. The student shall pursue counseling during the course of the pregnancy. Badin's agency of choice is Catholic Social Services. Other arrangements may be made with the approval of the principal.
3. The pregnancy shall be carried to full term. The young woman shall be under a doctor's care and no artificial means may be employed to terminate the pregnancy before full term.
4. Pregnancy requires that the lives of the students involved begin to take a different course. For that reason, the students' activities will be limited to the academic day for the duration of the pregnancy. They may NOT participate in any clubs, sports or extra-curricular activities.
5. Parenting students may not bring their child to school or to other Badin functions.
6. Other considerations as may be deemed appropriate by the principal.

**MARRIED STUDENTS** – The decision to retain or expel a married student should be made by the principal only after all interested parties have been consulted. Each occurrence calls for an individual decision based upon the principles of Christian charity, and should take into account the common good and the welfare of all the students.

## **SCHOOL BUSESSES**

The school will discipline any student for misconduct on any school district bus. Students must bring a note from a parent/guardian to ride home with another student. A bus pass will be issued. Students are not permitted to ride another school district's bus.

## **SCHOOL CLOSINGS OR DELAYS**

Information on late starts or closings can be seen on local TV stations, Badin Facebook and Twitter accounts. Parents and students are also notified by email whenever possible. If an emergency of any kind should occur at school, we will notify parents by e-mail, local radio stations and television stations.

When a school district is on delay due to inclement weather and Badin is not on a delay, students residing in that district will not be marked tardy if arriving late.

### **SCHOOL-SPONSORED ACTIVITIES OFF SCHOOL GROUNDS**

The school has the right to discipline any student for misconduct at athletic contests or other activities in which Badin is involved.

### **FIELD TRIP POLICY**

- 1) In order to be eligible to attend a field trip, a student must have a C or higher in each of his/her classes. This policy applies to all field trips except attendance on retreats and DECA District, State and National Competitions. This policy does apply to leading a retreat and all other DECA trips.
- 2) The teacher leading the field trip **must** have signed permissions forms for each student outlining the procedures, purpose and regulations regarding the trip. The teacher **must** send out the list of students to the faculty and staff at least one week prior to field trip.
- 3) Classroom teachers must email the field trip teacher within 24 hours of receiving the list with any students with which they have a concern or who does not have the required C average. Failure to email the field trip teacher is the same as the teacher giving permission for that student to attend the field trip.
- 4) Field trip teacher will meet with the nurse to obtain emergency medical forms, medicine needed and proper training if needed.
- 5) Students should be encouraged by the teacher leading the field trip to notify his/her other teachers prior to the field trip. Student should email or meet personally with his/her teachers in the classes missed to obtain assignments for that day and/or arrange for tutoring over missed material.
- 6) If the student has any assignments due on a day of a field trip, they are required to submit the assignments prior to leaving on the field trip – if not; the work will be considered late. Students may not assume that they have an additional day to make up the work unless prior arrangements have been made with their teacher.
- 7) If a student has a test the day of a field trip, the student must discuss with the teacher, *prior to the trip*, to determine when he/she will make up the test.
- 8) If the field trip is unexpectedly cancelled or postponed (for example, due to poor weather conditions), the students must be made aware that all class expectations for that day should be met and they should plan accordingly.
- 9) Administration reserves the right to remove a student from the field trip list based on excessive tardiness or absences prior to the trip.
- 10)

### **SCHOOL-SPONSORED DANCES**

1. All school rules regarding behavior apply during dances, especially those pertaining to possession or influence of drugs and/or tobacco. Students should consult this handbook for further information regarding the consequences of such behavior.
2. The "Back-To-School" Dance is for Badin students only. NO NON-BADIN GUESTS are permitted at this dance.
3. For all other dances, only one guest per Badin student is permitted. The guest must have completed paperwork prior to the dance and must abide by all rules and regulations by which a Badin student is

expected to abide.

4. Students must pay to enter the dance. Then they may be permitted to stand on the front patio of the building (during dances held in the school gymnasium) or on the golf course patio (during dances held in the school cafeteria or in the PFAC.)
5. Once a student has entered the dance, he/she may not leave to go to the parking lot for any reason.
6. Students who leave a dance may not return and/or loiter on the school grounds.
7. Students must be dressed in an appropriate manner. No reference to drugs, alcohol, sex, or other offensive themes will be permitted. All clothing should be modest and in good taste.
8. No public display of affection is permitted.
9. No "slam-dancing", inappropriate dancing or other potentially dangerous conduct is allowed on the dance floor.
10. Any style of dancing that is deemed inappropriate by the Administration will result in a warning. If it continues, the student/s will be removed from the dance.
11. Students are asked not to bring valuables or to leave purses unattended.
12. Freshmen are not permitted to attend date dances.
13. It is mandatory that traditional couples only (male and female) may attend any dance designated as a "date dance".
14. No one may leave the homecoming dance or the prom before the court is announced, without the permission of his/her parents and a school official.
15. A breathalyzer test may be used at dances.

### **SIGNS/POSTERS/BANNERS**

All signs must have the approval and stamp of the Student Council. Signs, posters, and banners must be removed by 4:00 PM on the day that the event has occurred.

### **STUDENT AUTOMOBILES: PEDESTRIANS & TRAFFIC**

#### **A.M. PROCEDURES**

1. ENTERING THE FRONT OF THE BUILDING FROM BUSES AND CARS - When exiting the buses and cars, all students will immediately access the sidewalk at the nearest point from disembarking and will remain on the sidewalk to the point of entering the building.
2. ENTERING THE REAR AREA OF THE BUILDING - Upon exiting vehicles in the rear parking lot, all students will walk a path from the cars to the main steps and will enter the building from the walkway/entrance to the building.

#### **P.M. PROCEDURES**

1. EXITING THE FRONT OF THE BUILDING TO BOARD BUSES  
Upon exiting the building from the main entrance, students will remain on the sidewalk until entering their bus at its location. Students, who will board a bus on the far north exit driveway that faces north toward the main street, will proceed in front of the administrator to the driveway and will enter the assigned bus at its location. NO student may walk to the rear parking lot from the front of the building at that time.
2. EXITING THE FRONT OF THE BUILDING TO WALK HOME  
Students who have chosen to walk home from the premises, will remain on the sidewalk and will follow the same procedure as those students who walk to their bus locations. Those students that exit toward the golf course will cross in front of the staff member. Those students who exit the building and walk to the left will remain on the sidewalk until reaching the main street, at

which point, will obey all traffic and pedestrian rules pertaining to the city of Hamilton.

3. EXITING THE REAR OF THE BUILDING TO THE STUDENT PARKING AREA - Students will exit the building through the back exit and remain on the walkway to the main steps of the parking lot and will proceed directly to their vehicles. Vehicles will exit the lot on the designated driving area adhering to the directions provided by the staff member in charge who is located near the buses directing pedestrian traffic.

Student parking is in the upper lot. Students are not permitted to park in front of school or anywhere reserved for faculty members and guests. Students illegally parked will receive five demerits and cars may be towed. Because the area has been designated a "Fire Lane," no one is to park in the front circle driveway at any time.

Students must register their cars in the school office by presenting a valid driver's license along with make of car, color, and license number. Parking passes will cost \$75.00 per year and will be limited to one per family. Students may park only in their assigned parking places. Students reserving parking spots should drive almost every day. Reserved parking places may not be sold by students. Students are strongly urged to car-pool and share a space.

Safety in the school parking lot is important. Reckless driving will not be tolerated in the parking lot or while entering or leaving the parking lot. Students are liable for up to ten demerits for reckless driving, and students who continually violate the rules could lose their driving privileges. Students involved in life-endangering situations may be suspended or expelled.

### **STUDENT GUEST POLICY**

At least three days before bringing a guest to school, Badin students must report to the office to obtain permission from an administrator. A signed permission/health form from the guest's parent is also required. On the day before the guest is to attend classes, the student should have a permission slip from the office signed by each of his/her teachers. This pass is then to be returned to the office at the end of the day. On the day of visitation, the student should bring the guest to the office and receive a pass. No guest will be permitted the last two days before any vacation or the last week of school.

### **WEB SITE**

The Badin Internet Web Site presents a wealth of timely information about the school including activities, organizations, calendar, alumni, information for students, and much more. The URL is: <http://www.badinhs.org>

Badin High School may use a student's photograph or image with or without the student's name, both single and in conjunction with other persons or objects, on our web site, in the school newspaper, in publicity brochures, or other publications. If parents do not want their child's photograph used in these ways, they must submit their objection in writing to the Badin office.

### **ORGANIZATIONS AND ACTIVITIES**

#### **SCHOOL BOARD**

The school board by its nature acts as advisor to the principal and administrative team. If parents have questions they wish the school board to consider, they should contact a school board member. The board member will present the question at a regular school board meeting. A parent concerned with a school policy can appear before the school board to express his or her concern. The request to appear before the board must be submitted in writing at least one week prior to the school board

meeting. The request must be addressed to the president of the school board who will review the matter, and will determine whether it is a question of policy or of administration of policy. The president of the board will notify the parents of her/his decision. If the matter involves school policy, the president of the board will notify the parents that the matter will be placed on the agenda. Questions may be addressed to: President, Badin School Board, 571 New London Road, Hamilton, OH 45013.

SCHOOL BOARD MEETINGS ARE HELD ON A REGULAR BASIS. PLEASE SEE THE MONTHLY SCHOOL CALENDAR FOR DATES AND TIMES. VISIT THE BADIN WEBSITE FOR A LIST OF CURRENT MEMBERS.

### **CATHAM CLUB**

The purpose of the Catham Club is to financially support all Badin athletic programs. This is achieved by a variety of fund-raising activities throughout the year.

Catham Officers for 2016-2017

President – Scott Holderbach - sjholderbach@gmail.com

Vice President – Karen Reed - Karen.patebrowning@gmail.com

Secretary – Karen Wolpert - karenw@matandy.com

Treasurer – Laura Hiler - laura@hilercpa.com

ALL CATHAM CLUB MEETINGS ARE HELD ON THE SECOND MONDAY OF EVERY MONTH AT 7:00 P.M. IN THE RESOURCE CENTER.

### **BAND BOOSTERS**

The Badin Band Boosters are the support arm for the activities of the band. The boosters meet all of the financial needs of these groups including transportation, music, instruments, equipment and uniforms. They provide for physical needs as well, from chaperones to equipment movers. Most importantly, they are the spirited support for the performing members of band and guard, attending functions to cheer and applaud the strong efforts of the band and guard students.

ALL BAND BOOSTER MEETINGS TAKE PLACE ON THE SECOND WEDNESDAY OF EACH MONTH AT 7:00 P.M. IN THE MUSIC ROOM. VISIT THE BADIN WEBSITE FOR A LIST OF CURRENT BAND BOOSTER OFFICERS.

### **STUDENT COUNCIL**

Student Council serves as a communication link among the administration, faculty, and students in offering an exchange of ideas. As the largest student representative organization at Badin High School, Student Council consists of: class representatives, four class officers from each class; members-at-large from each organization; and five Student Council officers. Elections are held in early spring; special elections are held in the fall for the freshmen. Meetings, which are conducted by the Student Council president according to a planned agenda, are held twice a month after school. All students are welcome and encouraged to attend these meetings.

Student Council oversees many activities; however, Student Council may not commit the school, its facilities, or personnel without the approval of the proper authority.

### **EXECUTIVE BOARD**

The Executive Board consists of the principal, assistant principal, faculty moderators of the Student Council and each of the four classes, Student Council officers and the four class presidents. At these meetings, certain school rules and regulations are formed and/or reviewed, activities are evaluated, and various issues of policy or improvement, which affect the school are discussed. Board members have equal voting strength. The principal may veto any decision.

**PROPOSED STUDENT COUNCIL SCHEDULE OF  
EVENTS 2016-2017:**

Back-to-School Dance	Student Council Elections
Canned Food Drive	Christmas Adopt-a-Family
Class Rep. Elections	Class Officers Elections
Freshman Rep. Elections	Homecoming
Freshmen Officers Election	Spirit Week
Leadership Banquet	Summer Meetings
	Staff Appreciation Week

**STUDENT COUNCIL OFFICERS**

President – Dominic Scalf  
Vice President – Jack Chew  
Secretary – Sam Lehker  
Treasurer – John Marot  
Executive Board Secretary – Sam Lehker

**CLASS OFFICERS**

**SENIOR CLASS:**

President – Nick Rand  
Vice President – Laurel Pendergest  
Secretary/Treasurer – Meg McDulin

**JUNIOR CLASS:**

President – Laura Lamermayer  
Vice President – Ethan Krug  
Secretary/Treasurer –  
Kenny Pendergest

**SOPHOMORE CLASS:**

President – McKenna Meyers  
Vice President – Tori Jarvis  
Secretary/Treasurer – Eddie Kammerer

**FRESHMAN CLASS:**

*Freshman class officers are  
Elected in October.*

**EXTRACURRICULAR ACTIVITIES**

Ambassadors	Liturgical Music Group
Anthony Munoz	M and M Program (Seniors only)
Badin Life	National Honor Society
Badin Rocks	Magnified Giving
Culinary Club	Ping Pong Club
Custom Car Club	Pro Life Club
DECA	Publications
Drama (Theatre)	Scholar Leader Academy
Eucharistic Ministers	Science Clubs (JETS, Biology Bowl)
Fishing Club	Shantytown
French Club	Ski Club
Garden Club	Spanish Club
History Club	Spirit Club
INTERalliance Club	Studio (Art Club)
Jazz Band	Student Council
Jets	The Daily Ram
JSA (Junior State of America)	U4U
Knitting and Tea Club	Ultimate Frisbee

## **ATHLETIC ACTIVITIES**

<u>BOYS</u>	<u>GIRLS</u>
Baseball	Basketball
Basketball	Bowling
Bowling	Cheerleading
Cross Country	Cross Country
Football	Golf
Golf	Gymnastics
Soccer	Soccer
Swimming/Diving	Softball
Tennis	Swimming/Diving
Track	Tennis
Volleyball	Track
Wrestling	Volleyball

**Club Sports:** Archery, Clay Busters, LaCrosse, Rowing

## **FACULTY/STAFF 2016-2017 – by Department**

### **ADMINISTRATION:**

Brian Pendergest, B.S., B.A., M.Ed., Principal  
Sid Imhoff, B.S., M.Ed., Assistant Principal, Dean of Students  
Chris Mate, B.A., M.Ed., Assistant Principal of Curriculum and Academics  
Jennifer Fabry-York, CPA, B.S., Director of Finance

### **ADVANCEMENT OFFICE**

Kelli Kurtz, B.A., M.S.E., Executive Director of Advancement  
Virginia Bauer, Coordinator of Advancement Services  
Patti Gray, Administrative Assistant

### **ADMISSIONS, MARKETING and ALUMNI**

Angie Gray, B.S., Director of Marketing Communications  
Dirk Allen, B.A., Director of Admissions & Media Relations  
Kim Graham, B.S., B.A., Director of Alumni Relations

### **ATHLETIC DEPARTMENT**

Geoff Melzer, B.S., Athletic Director  
Craig Cheek, M.Ed., Strength & Conditioning Coach

### **BUSINESS & TECHNOLOGY DEPARTMENT:**

David Gretz, B.S. B.A., B.S., M.S., Chair  
Adam Schuckman, B.A., M.A.

### **ENGLISH DEPARTMENT:**

Sara Thompson, B.S., Chair  
Rikki Bell, B.A., M.Ed.  
Kathy Jeffcoat, B.A.  
Katie Maciulewicz, B.S., M.A.  
Mark O'Hara, B.A., M.A., M.Ed., PhD

### **FINE ARTS DEPARTMENT:**

Sarah Daniels, B.F.A., Chair  
Michelle Martin-McDulin, B.F.A, M.A.  
Elaina McCormick, B.S.  
Matt McCormick, B.S.

**FOREIGN LANGUAGE DEPARTMENT:**

Whitney Oliver, B.S., Chair  
Cristina Grieser, B.A.  
Laura McAdams, B.A.

**IT DEPARTMENT**

Mike Memory, Director of Technology  
Chuck Andrews, Technology Coordinator

**MARKETING EDUCATION DEPARTMENT:**

Joseph DeAngelo, B.S., Chair  
Timothy McCabe, B.S.

**MATHEMATICS DEPARTMENT:**

Mark Merz, B.S., M.S., M.B.A., Chair  
Diane Bierbaum, B.S., M.Ed.  
Erin Keating, B.S., B.A.  
Lori Suedkamp, B.S.  
Jennifer Vieira, B.S., M.A.T.

**PHYSICAL EDUCATION DEPARTMENT:**

Bill Tenore, B.A., M.A.

**RELIGION DEPARTMENT:**

Rev. Edward T. Pratt, BSBA, M.Div., Chaplain  
Cynthia Minton, B.S.Ed., Chair  
Gina Helms, B.S., M.A., Campus Minister  
Beth Enderle, B.S.  
Megan Halverson, B.S., Service Coordinator  
Becky Long, B.A.  
Matthew Shamp, B.A., A.A.

**SCIENCE DEPARTMENT:**

Kay Collins, B.S., M.A., Chair  
Angela Breetz, B.S., M.A.T.  
Ken Brown, B.S., M.Ed  
Emily Ferguson, BSME  
Teresa Heinrich, B.S.  
Mark Merz, B.S., M.S., M.B.A.  
Katie Gray, B.A.

**SOCIAL STUDIES DEPARTMENT:**

Josh Mears, B.A., M.Ed., Chair  
Patrick Keating, B.S.  
Charles Mignery, B.S.  
Matthew Shamp, B.A., A.A.  
Adam Schuckman, B.A., M.A.  
Paul Zimmerman, B.A., M.Ed.

**ACADEMIC SUPPORT:**

Bill Valerius, B.S., M.Ed.  
Andrea Joyce, B.S.Ed., M.Ed.  
Martha Lombard, B.S., M.Ed.  
Karen McKnight B.S.Ed.  
Katie Roark, B.S., M.Ed.

**GUIDANCE DEPARTMENT:**

Angie Bucheit, B.S., M.Ed., Director  
Brion Treadway, B.A., M.A.

**NURSE:**

Angel Cook, R.N., B.S.N., Licensed School Nurse  
Melanie Schmitt, R.N., B.S.N., Licensed School Nurse

**OFFICE STAFF:**

Sharon Adams, Secretary  
Rene Brock, Financial Assistant  
Nancy Gersbach, Secretary  
Cynthia Robison, Attendance Secretary

**DIETARY DEPARTMENT:**

Kathy Lysaght, Manager  
Emily Ernst  
Donna Gerbus  
Sharon Grebner  
Amy Hanavan  
Diane Kugler  
Carol Schappacher  
Debbie Thien  
Peg Wooten  
Willie Zeinner

**MAINTENANCE DEPARTMENT:**

Matt Thompson – Maintenance Director  
Harold Dexter Carpenter, Custodian  
J. Darrell Murrell, Custodian and Clayton Sebastian, Custodian

**BADIN HIGH SCHOOL CALENDAR 2016-2017**

**1<sup>st</sup> Quarter**

Aug. 18: Fall Sport Pictures  
Aug.20: Fish Fry/Draw Down  
Aug. 22, 23 & 24: Professional Days  
Aug. 24: Freshmen First Day of Class/Orientation  
Aug. 25: First day of class for all students  
Aug. 30: Meet the Teachers  
Sept. 5: No School (Labor Day)  
Sept. 16: No School (Professional Day)/Homecoming Parade & Game  
Sept. 17: Homecoming Dance  
Sept. 26: 8<sup>th</sup> Grade Visit and Senior College Day  
Oct. 12: District 5 Fall Leadership  
Oct. 19: PSAT  
Oct. 24-28: OGT (Ohio Graduation Test)  
Oct. 28: End of 1<sup>st</sup> Quarter

**2<sup>nd</sup> Quarter**

Nov. 1-4: OGT Make-ups  
Nov. 6: Open House  
Nov. 7: No School (Professional Day)  
Nov. 8: Late Arrival for Students (1 hr. delay)

Nov. 19: 8<sup>th</sup> Grade Placement Test  
 Nov. 21-22: District Chicago Trip  
 Nov. 23, 24 & 25: No School (Thanksgiving Break)  
 Nov. 28: DECA State-Fall Leadership Conference  
 Dec. 1: Late Arrival for Students (1 hr. delay)  
 Dec. 5-16: EOC Testing Window  
 Dec. 19 – Jan. 2: No School (Christmas Break)  
 Jan. 3: Classes Resume  
 Jan. 10-13: Semester Exams  
 Jan. 13: End of 2<sup>nd</sup> Quarter/1<sup>st</sup> Semester

**3<sup>rd</sup> Quarter**

Jan. 16: No School (Martin L. King, Jr. Day)  
 Jan. 30-Feb. 3: Catholic Schools Week  
 Feb. 6-19: Spirit Week  
 Feb. 9: Late Arrival for Students (1 hr. delay)  
 Feb. 9: District 5 Career Development  
 Feb. 20: No School (Presidents' Day)  
 Mar. 9: Late Arrival for Students (1 hr. delay)  
 Mar. 13-24: OGT (Ohio Graduation Test)  
 Mar. 13-31: EOC Testing Window  
 Mar. 17 End of 3<sup>rd</sup> Quarter

**4<sup>th</sup> Quarter**

Mar. 17 & 18: Ohio DECA State CDC  
 Mar. 29: Grandparents' Day  
 Apr. 3-28: EOC Testing Window  
 Apr. 5: Late Arrival for Students (1 hr. delay)  
 Apr. 14-Apr. 21: No School (Spring Break)  
 Apr. 24: Classes Resume  
 Apr. 26-May 2: International DECA Conference  
 May 1-12: EOC Testing Window & AP Tests  
 May 13: Prom  
 May 16-19: District New York Trip  
 May 22-26: Senior Week  
 May 26: Senior Mass  
 May 29: No School (Memorial Day)  
 May 30, 31, June 1 & 2: Semester Exams  
 June 1: Baccalaureate Mass  
 June 2: End of 4<sup>th</sup> Quarter/2<sup>nd</sup> Semester  
 June 2: Graduation  
 June 5: Professional Day

*\*\*Some dates may be subject to change*

**2016-2017 Campus Ministry Schedule**

*Back to School Mass* – August 26  
*Other Masses:* Sept. 21, Oct. 12, Nov. 1-Kairos,  
 Nov. 22, Dec. 8 @ 1:30pm, Jan. 30, Mar. 1 @  
 1:30pm, Mar. 29 @ 8:45am-Grandparents Day

- Masses @ 10am unless noted

**Summer Time Service Week**

August 8-12

*Senior Kairos Retreats:* June 6-9, July 18-21, and  
 Nov. 1-4

*Junior Retreats:* Oct. 6 & 7, Dec. 8 & 9 and  
 Jan. 26 & 27, 2017

*Sophomore Retreat:* Sept. 12 & 13

*Freshman Day of Recollection – September 30*

*Freshman Retreat* – April 6, 2017 and April 7,  
 2017 –Camp Campbell Gard

*Shantytown* – October 13 & 14

*St. Mildred Mission Trip* – November 22 & 23

*iSplash* – May 12, 2017

May Crowning – May 10, 2017

**BLOCK DAYS:**

**Sept. 7 & 8 and 28 & 29, \* Oct. 18 & 20, \* Nov. 16 &  
 17, \* Dec. 14 & 15, \* Jan. 18 & 19, \*  
 Feb. 15 & 16 \***

***MARCH, APRIL & MAY-to be determined***

## BELL SCHEDULES

### #1—REGULAR SCHEDULE

WARNING BELL: 7:25

HOMEROOM: 7:30 - 7:40

- (A) 1st 7:43 - 8:27
- (B) 2nd 8:30 - 9:14
- (C) 3rd 9:17 - 10:01
- (D) 4th 10:04 - 10:48
- (E) 5th 10:51 - 11:35
- (F) 6th 11:38 - 12:55
  - 6th A 11:38 - 12:08 1st Lunch
  - 12:11 - 12:55 Class
  - 6th B 11:38 - 12:22 Class
  - 12:25 - 12:55 2nd Lunch
- (G) 7th 12:58 - 1:42
- (H) 8th 1:45 - 2:30

### #2—MASS SCHEDULE

WARNING BELL

HOMEROOM: 7:30 - 7:37

- (A) 1st 7:40 - 8:12
- (B) 2nd 8:15 - 8:47
- (C) 3rd 8:50 - 9:22
- (D) 4th 9:25 - 9:58
- MASS 10:03 - 11:18
- (E) 5th 11:23 - 11:55
- (F) 6th 11:58 - 1:18
  - 6th A 11:58 - 12:31 1st Lunch
  - 12:34 - 1:18 Class
  - 6th B 11:58 - 12:43 Class
  - 12:46 - 1:18 2nd Lunch
- (G) 7th 1:21 - 1:53
- (H) 8th 1:56 - 2:30
- (H) 8th 1:56 - 2:30

### #3—BLOCK SCHEDULE

WARNING BELL: 7:25

HOMEROOM: 7:30 - 7:37

- BLOCK 1: 7:40 - 9:00 (80 minutes)
- BLOCK 2: 9:05 - 10:25 (80 minutes)
- FLEX PERIOD: 10:30 - 11:10 (40 minutes)
- BLOCK 3: 11:15 - 1:05
  - 11:15 - 11:42 1st Lunch
  - 11:45 - 1:05 Class (80 minutes)
  - 11:15 - 12:35 Class (80 minutes)
  - 12:38 - 1:05 2nd Lunch
- BLOCK 4: 1:10 - 2:30

### #4—EARLY DISMISSAL / PM ASSEMBLY

WARNING BELL: 7:25

HOMEROOM: 7:30 - 7:37

- (A) 1st 7:40 - 8:18
- (B) 2nd 8:21 - 8:59
- (C) 3rd 9:02 - 9:40
- (D) 4th 9:43 - 10:21
- (E) 5th 10:24 - 11:02
- (G) 7th 11:05 - 11:43
- (F) 6th 11:46 - 1:06
  - 6th A 11:47 - 12:19 1st Lunch
  - 12:22 - 1:06 Class
  - 6th B 11:47 - 12:31 Class
  - 12:34 - 1:06 2nd Lunch
- (H) 8th 1:09 - 1:47
- Assembly: 1:50 - 2:30

*Bell Schedules continued*

**#5—ONE-HOUR DELAY**

WARNING BELL: 8:25  
HOMEROOM: 8:30 - 8:37

- (A) 1st 8:40 - 9:15
- (B) 2nd 9:18 - 9:53
- (C) 3rd 9:56 - 10:31
- (D) 4th 10:34 - 11:09
- (E) 5th 11:12 - 11:47
- (F) 6th 11:51 - 1:10
  - 6th A 11:51 - 12:23 1st Lunch
  - 12:26 - 1:10 Class
  - 6th B 11:51 - 12:35 Class
  - 12:38 - 1:10 2nd Lunch
- (G) 7th 1:14 - 1:51
- (H) 8th 1:54 - 2:30

**#6— 1:18 DISMISSAL**

WARNING BELL: 7:25  
HOMEROOM: 7:30 - 7:37

- (A) 1st 7:40 - 8:14
- (B) 2nd 8:17 - 8:51
- (C) 3rd 8:54 - 9:28
- (D) 4th 9:31 - 10:05
- (E) 5th 10:08 - 10:42
- (G) 7th 10:45 - 11:19
- (F) 6th 11:22 - 12:41
  - 6th A 11:22 - 11:54 1st Lunch
  - 11:57 - 12:41 Class
  - 6th B 11:22 - 12:06 Class
  - 12:09 - 12:41 2nd Lunch
- (H) 8th 12:44 - 1:18

**#7— TWO HOUR DELAY**

WARNING BELL: 9:25  
HOMEROOM: 9:30 - 9:37

- (A) 1st 9:40 - 10:06
- (B) 2nd 10:09 - 10:35
- (C) 3rd 10:38 - 11:04
- (D) 4th 11:07 - 11:33
- (E) 5th 11:36 - 12:02
- (F) 6th 12:05 - 1:24
  - 6th A 12:05 - 12:37 Lunch
  - 12:40 - 1:24 Class
  - 6th B 12:05 - 12:49 Class
  - 12:52 - 1:24 Lunch
- (G) 7th 1:27 - 1:54
- (H) 8th 1:57 - 2:30

**#8 EXTENDED HOMEROOM**

WARNING BELL: 7:25  
HOMEROOM - 7:30 - 8:05

- (A) 1st 8:08 - 8:48
- (B) 2nd 8:51 - 9:31
- (C) 3rd 9:34 - 10:14
- (D) 4th 10:17 - 10:57
- (E) 5th 11:00 - 11:40
- (F) 6th 11:43 - 1:03
  - 6th (A) 11:43 - 12:15 1st Lunch
  - 12:18 - 1:03 Class
  - 6th (B) 11:43 - 12:27 Class
  - 12:30 - 1:03 2nd Lunch
- (G) 7th 1:06 - 1:46
- (H) 8th 1:49 - 2:30