

GENERAL GUIDELINES



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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.

BACKPACKS

Backpacks may be used to carry books and supplies to and from school, but they must be stored in lockers during the day and are not permitted in classrooms. Students with a medical condition requiring the use of a backpack during the day must submit a doctor's note to the school nurse, who will issue a mandatory pass to be displayed on the bag. Administration reserves the right to search backpacks.

CAFETERIA

All food must be consumed in the cafeteria, where standard rules of etiquette should be observed. This includes speaking in a subdued tone, remaining seated at a table during lunch, and thoroughly cleaning up tables and trays when finished. Students are expected to display courteous and orderly behavior on their way to, from, and within the cafeteria. During assigned lunch periods, students are restricted to the bottom floor and may use the bottom floor and PFAC restrooms; upper floors remain off-limits. Keeping with our community values, students are encouraged to pause for a private prayer before and after meals.

WG GRINDERS

Badin partners with WG Grinders for food services. Families will receive information on how to set up their account with WG Grinders at the beginning of the school year and can be found here: [Grinders Family Portal](#). Grinders serves an a la carte menu and prices are posted in the service line. A weekly menu will be posted.

Badin operates a closed lunch system. Students will be required to sit in the main office during his/her designated lunch time to consume any food/drink purchased outside of the cafeteria.

SENIOR PRIVILEGES

Seniors have "cut" privileges in the far (golf course) cafeteria line only. Seniors may use the picnic tables provided by the school during lunch periods only. Seniors are permitted to eat in the Student Commons. These are privileges, and will be withdrawn if abused.

DANCES

- Students are expected to follow all school rules, especially those pertaining to the possession or influence of alcohol, drugs, and tobacco. Students in violation of school rules will be disciplined.
- The “Back-To-School” Dance is for Badin students ONLY.
- Students must purchase a ticket to enter a dance.
- Once a student has entered the dance, he/she may not leave to go to the parking lot for any reason.
- Students who leave a dance are not permitted reentry and may not loiter outside the event.
- Dance administrators determine the official dismissal time for all formal dances. Students may not leave the venue prior to this time without verified authorization of their parents and a designated school official.
- Students must be dressed appropriately. Clothing contrary to the school’s core values is not permitted.
- Public display of affection is not permitted.
- Inappropriate dancing or potentially dangerous conduct is not permitted on the dance floor. Dancing that is deemed inappropriate by the administration will result in a warning. If it continues, the student will be removed from the dance.
- Freshmen are not permitted to attend Homecoming or Jr/Sr Prom.
- Traditional couples only (male and female) may attend any dance designated as a “date dance”.
- Only one guest per Badin student is permitted at “date dances”. Guest forms must be completed before the purchase of his/her ticket and guests must abide by all school rules and regulations.
- Students are encouraged to leave valuables at home and not leave items unattended.
- Breathalyzers may be utilized.

FIELD TRIPS

- 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 for retreats.
- 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.
- 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.
- If the field trip is unexpectedly canceled 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.
- Faculty and administration reserve the right to remove a student from the field trip list based on attendance, behavior or academic concerns.

ELEVATOR USAGE

Students experiencing mobility problems or a physical condition should bring a doctor’s note to the school nurse for permission to use the elevator. The nurse will provide the student with a pass to be displayed on his/her lanyard. Students utilizing the elevator without permission are considered out of bounds.

HALL PASSES

Students are required to have a written pass or a teacher approved electronic pass to be in the halls except during change of class. Students are expected to go directly where requested and report back to class in a timely manner. Students are expected to utilize the nearest restroom to his/her classroom.

HANDBOOK - RIGHT TO AMEND

This handbook is not a binding contract on Badin High School. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook at any time and for any reason. Parents, guardians, and students will be given notification if changes are made.

LOCKERS

Students will be assigned one locker with a pre-installed combination at the beginning of the school year. Students are encouraged to not give access to others or share lockers. Students are not permitted to tamper with the lock mechanism to prevent the locker from locking. The school is not responsible for items missing from lockers. Lockers are the property of Badin High School, we reserve the right to inspect its contents at any time. Stickers and writing are not permitted on lockers.

LOST & FOUND

The lost and found is located outside the main office. Items will be emptied at the end of each quarter. Unclaimed items will be donated to a local charity.



PARKING PERMIT & DRIVING PRIVILEGE

Safety in parking lots is imperative. Driving to school is a privilege, failure to comply with expectations and reckless driving or speeding will not be tolerated. If a student abuses driving or parking privileges his/her parking permit may be revoked at any time without a refund, as well as subject to disciplinary action. Students are not permitted to go to cars during school hours.

STUDENT PARKING AGREEMENT GUIDELINES

- **ELIGIBILITY:** You must be at least 16 years old with a valid driver's license. Students with a temporary permit may not purchase a parking permit.
- **ASSIGNMENT:** Spots are assigned on a first-come, first-served basis.
- **IMPORTANT:**
 - Students may not drive to school until a space has been officially assigned and confirmed via email.
 - Student parking is by paid permit only. Parking permits must be hung on the rearview mirror and may not be resold. Replacement tags will be charged \$5.
 - Students found parking on campus without a paid parking permit will be charged \$35 on his/her FACTS account per infraction and risk being towed.

PARKING PERMIT RULES & AGREEMENT

- **FEES:** Upon receiving a permit a \$150 fee will be charged to your FACTS account. Seniors who registered for a personalized space will be charged an additional \$40. All parking fees are non-refundable and will be applied to your FACTS account within one month of registration.
- **WHERE TO PARK:** Park only in your assigned space and display your permit on your rearview mirror.
- **IF SOMEONE IS IN YOUR SPOT:** Report it immediately to the Main Office or by emailing the Dean of Students and park in the New London Lot in the parent pick-up area (Rows C-G).
- **RESTRICTED AREAS:** Students are not permitted to park in the front or rear of school or anywhere reserved for faculty members or visitors.
- **DRIVING SAFETY:** Obey all traffic laws, maintain a 10 mph speed limit on campus, and immediately report any accidents to the School Resource Officer.
- **PUNCTUALITY:** Arrive early enough to park, enter the building, and get to class on time.
- **BEHAVIOR & DISCIPLINARY ACTION:** All school rules apply while in the parking lot. Violations of school rules or this parking agreement may result in disciplinary action and/or the loss of your parking permit.
- **RESPECT OUR NEIGHBORS:** Keep noise to a minimum; no honking or loud music/radios.
- **VEHICLE CHANGES:** Notify Dean of Students immediately if you change the vehicle you drive to school. Remember to hang your permit in the change of vehicle.
- **CONSENT TO SEARCH:** Students and families consent to school officials unlocking, opening, and inspecting the vehicle and its contents while on school property if there is reasonable suspicion of a rule or law violation.

SENIOR PRIVILEGE

Seniors have the opportunity to paint a personalized parking space. Designs must be submitted to administration and require approval. A \$40 fee will be charged to your FACTS account. Students must follow all guidelines regarding paint requirements and approved painting dates and times.

PEDESTRIAN & TRAFFIC PROCEDURES

Badin takes the safety of its students, staff, and visitors very seriously. To ensure a safe and an efficient arrival and departure please maintain a safe speed and follow procedures. The front circle driveway is a designated a “Fire Lane” and parking is not permitted at any time.

PROCEDURES

- **BUS RIDERS:** Buses drop-off & pick-up in the front circle. Upon exiting/entering the bus, students must utilize stay on the sidewalk.
- **CAR RIDERS AM DROP-OFF:** Drop-off is in the New London Lot circle. Upon exiting vehicles, students must use the sidewalks and steps to enter the building.
- **CAR RIDERS PM PICK-UP:** Parents must park in the available spaces located in the New London Lot. Faculty and staff will support students in crossing safely at designated crosswalks and support a safe and orderly flow of traffic.
- **STUDENT PARKING LOTS:** Students are encouraged to access designated steps and crosswalks to get to cars safely.
- **WALKERS:** Students walking to or from school must stay on the front circle sidewalk and use the designated safety crosswalk on New London Road. For your safety, always activate the flashing pedestrian lights before crossing.

RIDESHARE

In an effort to help facilitate communication amongst families who are in need of transportation to and from Badin, we encourage families who are looking to carpool to complete the form on the [Ride Share](#) website. Families are encouraged to use the [Ride Share information](#) to establish communication with other interested families. While Badin is not responsible for setting up transportation, Erica Millkin (emillikin@BadinHS.org) is available to provide support and assistance.

SCHOOL BUSES

The school will discipline any student for misconduct on any school district bus. Badin will comply with the local public school district’s transportation policies with regards to bus service as it relates to misconduct on the bus. 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 will be 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 student’s school district of residence 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.

SIGNS, POSTERS & BANNERS

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

SPECIAL CIRCUMSTANCES REGARDING ATTENDANCE

Badin is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by Badin when determining whether to admit or retain a student.

GENDER IDENTITY POLICY

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same. The Archdiocese of Cincinnati has specified the following policy regarding gender identity: In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine. Catholic schools should:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teachings of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

PREGNANT STUDENTS

The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor/president and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

STUDENT IDENTIFICATION BADGES

Student ID badges are part of the uniform and must be on a lanyard worn around the neck and visible at all times. Students are not permitted to cover up his/her name and photo or utilize another student's ID. Students are encouraged to place his/her badge in their assigned locker at the end of each school day.

- **FORGOTTEN BADGES** - Each time a student forgets their ID badge, they must report to the main office at the start of the school day for a temporary badge. Each time a temporary badge is assigned, an infraction will be recorded into FACTS. Students will receive three warnings for the school year before discipline is assigned. At seven infractions, a \$10 fee will be assessed through FACTS for each subsequent infraction.
- **LOST BADGES** - If a student loses their badge, they must notify the Office Receptionist at the start of the school day. Lost badges will be assessed a \$10 fee that will be added to their FACTS account.
- **DAMAGED BADGES/SLEEVES** - Students whose badge breaks must turn them into the office for an assessment. A replacement will be issued free of charge, provided the badge was not willfully destroyed. Replacement sleeves are available in the main office, free of charge.

TELEPHONES

Students may use the telephone in the school office with permission from a faculty member. Phone messages will not be delivered to students during school hours except in cases of emergency. Parents/guardians are encouraged to communicate via email for non-emergency correspondence.

TECHNOLOGY

Use of the internet at Badin is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for parent's/guardian's signature before a student can use the internet at school.

While Badin attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with Badin policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

THEFT OR LOSS OF PERSONAL PROPERTY

Badin is not responsible for loss or theft of students' personal property on school grounds or at school events. Students who bring personal items are responsible for securing them. Students are discouraged from bringing valuables (cash, expensive electronics, clothing, jewelry, etc.); if brought, they are at the student's own risk. Parents/guardians should take steps to ensure that any valuable items are appropriately insured. Badin will report and pursue legal action for theft or vandalism when appropriate.

UNAUTHORIZED USE OF ELECTRONIC DEVICES

Students are not permitted to use or wear cell phones, earbuds or smartwatches throughout the school day. All items must be stored in lockers. Headphones/earbuds are permitted to be utilized during a specific class period for instructional purposes, but only when directed by a teacher. The school is not responsible for lost or stolen electronic devices. Photos and recordings of school personnel or other students in or out of the classroom are not permitted, unless permission was granted for instructional purposes. Parents/guardians are encouraged to communicate with their child via school email for non-emergency correspondence.

VIDEO RECORDING

Permission must be obtained from a faculty/staff member prior to electronically recording any activity while on school premises. Posting videos or pictures taken during school hours is prohibited. Students in violation are subject to disciplinary action.

WEBSITE & BADIN BLAST

The [Badin website](#) presents a wealth of information about the school including activities, organizations, calendar, alumni, information for students, and much more.

The [Badin Blast](#) is a newsletter that is emailed out every Friday with timely and important information regarding academics, sports, clubs, service, retreats, and any other extracurricular activities.

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 website, 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.

WORK PERMIT

A work permit is required for students under the age of 18 to work part-time. To obtain a minor work permit, please follow these steps:

1. Download and complete the [pre-application form](#).
 - a. The pre-application form be completed and signed by both the potential employer and parent/guardian.
 - b. The Employer's Tax ID number is mandatory, as is the actual hours and days the employer expects the student to work. Please note, this information is approved by the State of Ohio when entered into the work permit website by the school official.
 - c. Some employers require minors to take a physical for employment purposes. Only if required by the employer, complete the [Physician Certificate for Minor Work Permit Form](#).
 - d. A certified copy or original birth certificate is kept on file at Badin as part of the student's original registration, so there is no need for further proof of age.
2. Students must email the completed form(s) to [Erica Millikin](#) to be processed through the State of Ohio.
3. Once approved, Mrs. Millikin will email the official work permit to the student who may sign the issued work permit and take it to their employer.