

ATTENDANCE



ATTENDANCE CONTACT



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ATTENDANCE

Attendance is critical for academic success. Badin students are required and expected to be in school every day. We believe students learn best when they are in-school on a daily basis. The interaction between students and teachers is vital to a successful educational experience. Although we know that there will be times when a student is ill and cannot attend school, the material that is covered on a daily basis is important and cannot be covered with the same depth at a later date. Parents/guardians are expected to be cooperative in this matter and avoid situations that will interfere with school attendance. Every effort should be made to schedule appointments and plan vacations after school hours and/or on days when school is not in session.

DAILY REPORTING

ABSENCES

A parent/guardian must email the attendance office by 8:30 a.m. on the day of the absence with the student's full name, grade, and reason for absence.

TARDIES

Students must be in their rooms by 7:30 a.m. Arriving after this requires scanning into the Main Office for a tardy slip. Parents must notify the school by 8:30 a.m. if a student will be late.

EARLY DISMISSALS

Parents must send an email or note on the morning of the appointment. The student will receive an Early Dismissal Pass and must sign out in the main office. A doctor's note must be submitted upon return to excuse the missed hours.

EXCUSED VS UNEXCUSED

PARENT EXCUSED LIMIT

Families can excuse up to six absences, six tardies, and six early dismissals per school year without official documentation, as long as they are reported.

OFFICIAL DOCUMENTATION

To excuse absences, tardies or early dismissals beyond six, official documentation (medical/dental notes, court notes, or funeral cards) must be submitted within 24 hours of the student's return.

EXTENDED ILLNESS

Any medical absence exceeding three consecutive days requires a certified written note from a healthcare professional.

UNEXCUSED CONSEQUENCES

Any non-reported or undocumented absence, tardy or early dismissal past the parent excused limit of six will be marked unexcused. Teachers are not required to provide make-up work for unexcused hours. Starting at the ninth cumulative incident, students will be assigned detention and teachers will be instructed to award a zero for any assignments, tests, quizzes, projects given during unexcused hours from school. Truancy or skipping class results in automatic zeros and immediate discipline.

ACADEMIC GUIDELINES

EXAM POLICY

Vacations will not be approved during exams. Students will only be permitted to make-up exams with medical or legal documentation.

HOMEWORK DURING AN ABSENCE

To obtain homework during an absence, students must check all Google Classrooms and email teachers directly. Email addresses are provided on the [Badin Faculty & Staff](#) website. Teachers are not required to provide make-up work for students who have unexcused hours or who are truant or skipping.

UNEXCUSED CONSEQUENCES

Cumulative unexcused incidents (absences, tardies, or early dismissals) will result in a detention at the ninth incident, and repeat every third incident thereafter (12, 15, etc.). Additionally, teachers will be instructed to award a zero for any assignments, tests, quizzes, or projects given during those unexcused hours.

SPECIAL DAYS, SENIOR PRIVILEGE & VACATION

COLLEGE/CAREER VISITS

Juniors get two days and Seniors get three days per year. You must notify attendance in advance and provide official institutional verification for it to count as time spent in school.

NOT AT SCHOOL - NAS

Only official Badin-sponsored activities, such as retreats, field trips, and school academic or athletic competition count as time spent in school. Absences for independent, non-Badin club or sports activities are not included.

SENIOR LATE ARRIVAL

Eligible seniors may arrive up to two periods late depending on the daily schedule. They must check in with the SRO in the commons five minutes before their first class.

VACATION POLICY

Badin allows only one vacation (up to 5 days) per year to be excused.

- Requests must be emailed at least ONE week in advance.
- Students must have a clean attendance record and at least a 75% grade average in all classes to be approved.
- Approved students must get a Vacation Form signed by all teachers and submit it to Mrs. Millikin. All work must be completed before returning; deadlines are not extended.
- No vacations are approved during final exams.



**DAILY
ATTENDANCE
RATE**

**ATTEND TODAY,
ACHIEVE
TOMORROW**

ATTENDANCE PLAN

Absenteeism is tracked by hours based on Badin's 6.5-hour school day. The state of Ohio requires schools to communicate about attendance concerns when a student misses 5% of the minimum number of hours for any reason. To help you stay informed, parents will receive automated notifications through FACTS for all non-reported absences, tardies, and early dismissals. Because these everyday events accumulate in small hourly increments, families are encouraged to monitor their student's cumulative time on the FACTS portal.

TRIGGER	CONSEQUENCE/ACTION
6 unexcused absences, 6 unexcused tardies OR 6 unexcused early dismissals	- Meeting with student. - Written notification to parent/guardian.
9 unexcused absences, 9 unexcused tardies OR 9 unexcused early dismissals *subsequent consequences every additional three	- Meeting with student - DT assigned. - Written notification to parent/guardian. - Teachers instructed to award zeros for any assignments, tests, quizzes, projects given during unexcused hours from school. - Revoke privilege for seniors with late arrival.
10% of missed hours	- Meeting with student. - Chronic Absenteeism notification sent to parent/guardian.
Habitual Truancy	- Meeting with student & parent. - Written notification to parent/guardian.
20% of missed hours	- Written notification to parent/guardian. - Attendance Probation.

EDCHOICE SCHOLARSHIP

Students using an EdChoice Scholarship will lose future eligibility if they accumulate more than 20 unexcused absences in a single school year.

CHRONIC ABSENTEEISM

Any student who is missing at least 10% of the minimum number of hours. Missing school for any reason contributes to chronic absenteeism. Any student who reaches this level will not be permitted to attend field trips, lead retreats, and will not be approved for vacations until his/her attendance has improved.

HABITUAL TRUANCY

Any student who is absent without legitimate excuse for 30+ consecutive hours, 42+ hours in one month or 72+ hours in a school year. Any student who reaches this level who fails to make satisfactory progress will result in a complaint to juvenile court and possible withdraw from school.

PROBATION

Excessive missed time can result in probation, restriction from extracurriculars, or an administrative requirement to withdraw from Badin.