



2021/22 Hilton Head Island High School

Attendance / Seat Time Overview

Attendance Appeals: Steven Schidrich, Principal

One hundred twenty (120) instructional hours of class attendance is needed to be awarded a high school credit.

see S.C. Code Ann § 59-65-10 to 59-65-280 (2004) and 24 S.C. Code Ann, Regs. 43-275 [hereinafter Reg. 43-274]

The number of school days in each semester varies.

Students should refer to the BCSD calendar to determine the total number of days in each semester.

Classes at Hilton Head Island High are 90 minutes long.

Students must attend a minimum of 80 full classes to meet seat time requirement.

40 full classes for quarter-long (1/2 credit) classes.

If a student misses 50% of a class, this will count as an absence.

Each tardy reduces seat-time by 30 minutes.

Time from accumulated tardies reduces the instructional hours credited by attendance.

Any student who has not met the seat time requirement for any class(es) will receive a Failure for Absences (FA) in lieu of a passing grade.

Seat time for excessive absences and/or tardies can be recovered through Saturday/Sunday or after-school programs offered at HHHS.

within 30 days from the date of last class

Type of absence From class	Lawful/Excused Absences	Present but not in scheduled class	Unlawful/Unexcused Absences
Does Seat Time need to be made up?	Yes	No <i>(dependent on teacher approval)</i>	Yes
Can academic work be made up?	Yes	Yes	No
Attendance Codes* <i>*Refer to excerpt from BCSD Student Code of Conduct on back</i>	BRV – Bereavement COL – College Visit DSML – Dismissal EDSM – Early Dismissal EX – Parent Note (Excused) LEG – Legal Proceedings MED – Medical OSS – Out of School Suspension PA – Principal Approved REL – Religious	FT – Field Trip (school sponsored) ISS – In School Suspension ONST – On Site Services (testing)	UNEX – Unexcused Absences PN – Parent Note Unexcused UEDM – Unexcused Early Dismissal

***BCSD Student Code of Conduct**

Any student who misses school must present a written excuse within 3 days of returning to school, signed by his/her parent/legal guardian. The excuse will contain such other information as directed by the administration. The school administration will keep all excuses confidential.

If a student fails to bring a valid excuse to school, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, the staff member will refer the student to the school administration for appropriate action. The District will consider students lawfully absent under the following circumstances:

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family.
- There is a recognized religious holiday of their faith.
- Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.

***Make-up Work**

In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours per unit, regardless of the number of days missed. Therefore, Districts should allow students whose excessive absences are approved to make up work missed to satisfy the 120-hour requirement.

Examples of make-up work that address both time and academic requirements of a course may include the following:

- After-school and/or before school
- Edgenuity with approval of the principal

All make-up time and class work must be completed within 30 days from the last day of the course for the Fall Semester.

All make-up time and class work must be completed by the last day of school for the Spring Semester.

For excused (lawful) absences, students will be granted the opportunity to make-up any missed assignments and /or work due to the absence(s).

This will include quizzes, test, writing assignments etc.

Seat time can only be made up before/after school (with the class teacher, if the teacher's schedule allows)
or in an approved seat-time recovery program at HHIHS.