



SEAT TIME / ATTENDANCE RECAP of KEY POINTS

2024-2025 & 2025-2026 HILTON HEAD ISLAND HIGH SCHOOL

Attendance Appeals: Steven Schidrich, Principal

WHY IS SEAT TIME/ATTENDANCE IMPORTANT? **FACT:** *Student absenteeism from school has been documented to cause a myriad of negative impacts – the student is more likely to fall behind academically, be less educated, drop out and not graduate. Long term less educated students not obtaining a High School Diploma are more likely to be underemployed, less financially stable and have poor health. [Sbh4all.org]*

(1.) South Carolina Law states: One hundred twenty (120) instructional hours of class attendance is required in order for a student to be awarded a high school credit.

[SC Law See: South Carolina Code Ann § 59-65-10 to 59-65-280 (2004) and 24 S.C. Code Ann, Regs. 43-275 [hereinafter Reg. 43-274]

(2.) The number of school days in each semester is 90 days.

Students can miss up to 10 classes (5 for quarter classes) each semester.

(3.) Classes at Hilton Head Island High:

(a.) Are approximately 90 minutes long.

(b.) Students **must attend a minimum of 80 full classes** to meet the Seat Time Requirement.

40 full classes must be attended for quarter-long (1/2 credit) classes

(c.) If a student misses 50% of a class, this will count as an Absence.

(d.) **Every Tardy reduces seat-time by 30 minutes.**

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

(4.) Any student who has NOT met the required Seat Time for any class(es) will receive a Failure for Absences (FA) instead of a passing grade.

(5.) Seat Time for excessive absences/or tardies can be recovered through Saturday School at HHIHS but --

only within 30 days from the date of that 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* | *CODES LISTED ON NEXT PAGE | | |

| Attendance Codes* | Lawful/Excused Absences | Present but not in scheduled class | Unlawful/Unexcused Absences |
|--|--|---|---|
| <p><i>*Refer to excerpt from <u>BCSD Student Code of Conduct</u> Below</i></p> | <p>BRV – Bereavement DSML – Dismissal EDSM – Early Dismissal LEG – Legal Proceedings MED – Medical OSS – Out of School Suspension PA – Principal Approved PN – Parent Note REL – Religious</p> | <p>FT – Field Trip (school sponsored) ISS – In School Suspension ONST – On Site Services (testing) COL – College visits (up to 3 days)</p> | <p>UNEX – Unexcused Absence UEDM – Unexcused Early Dismissal UEPN – Parent Note Unexcused</p> |

(6.) BEAUFORT COUNTY SCHOOL DISTRICT (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.

(7.) 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 or Saturday 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.

