

Palmetto Bays Elementary Attendance Policy

HCS Attendance Policy can be found at horrycountyschools.net. HCS Attendance policy is also provided in the yearly registration and the Parent Student Guide sent home at the beginning of every school year.

As a parent or guardian of a student enrolled in HCS your access to your student's attendance is through the PowerSchool parent portal. Select-Grades and Attendance, under absences or tardy click on the blue # to see the dates and codes or go to Attendance History.

Overview of HCS Attendance

- My child must be IN his/her classroom by 7:40 am to be counted present at PBE. (walking in the hallway to class will result in being marked absent and/or tardy)
- If my child is NOT IN the classroom by 7:40 am, he/she is considered absent until I sign him/her in as an unexcused tardy (SC-UTRD) at PBE unless lawful documentation is provided.
- If I sign my child out of school before dismissal at 2:30 pm, at PBE this is an unexcused Early Dismissal, (SC-EDSM). If my child is signed out and has not been present at least 50 percent of the school day, it will be coded as (SC-DSML) and will reflect an unexcused absence. These codes will reflect as an unexcused tardy or dismissal on my child's attendance record, unless lawful documentation is provided with 3 days of a tardy or early sign-out.
- If my child is tardy or signed out early without lawful documentation (more than 10 times cumulatively), it will be necessary to have an Attendance Intervention Plan (AIP) conference.
- If my child is absent 3 consecutive or 5 cumulative days or has a combined 10 unexcused tardys and/or early dismissals without lawful documentation provided within 3 days of occurrence to PBE, my child will have met the definition of **truant** and I will be required to attend an AIP Conference to discuss my child attendance.
- I have read the above attendance policy