



2025-2026

Elizabeth Forward
Elementary
Student Handbook

Welcome to the 2025-2026 School Year!

Dear Elizabeth Forward Elementary Families,

Welcome back! We are absolutely thrilled to extend our warmest greetings as we prepare to embark on an exciting and enriching 2025-2026 school year at the Elizabeth Forward School District elementary schools. Whether you are returning or joining our community for the first time, we are eager to welcome each and every one of you.

The summer has flown by, and our dedicated faculty and staff have been diligently preparing to create a vibrant, engaging, and supportive learning environment for all our students. We are committed to fostering a space where every child feels valued, challenged, and inspired to discover their full potential.

To help you navigate the upcoming year, we encourage you to review our Elementary School Handbook. This comprehensive guide provides essential information regarding school policies, procedures, academic expectations, and various programs designed to support your child's success. It serves as a valuable resource for both students and families, ensuring a smooth and informed experience throughout the school year.

We believe that a strong partnership between home and school is essential for student success. We encourage you to stay connected, participate in school events, and communicate openly with your child's teachers and school administration. Together, we can ensure a productive and memorable year filled with growth, discovery, and joy.

Let's make this an outstanding year together!

Mr. Berdard, Dr. Burns & Dr. Simola

Elizabeth Forward Elementary Principals

Important Elementary Contacts

Central Elementary School

401 Rock Run Road
Elizabeth, PA 15037
Phone: 412-896-2318
Fax: 412-751-0692

Health Office 412-896-2319l

Greenock Primary

1101 Greenock-Buena Vista Road
McKessport, PA 15135
Phone: 412-896-2324
Fax: 412-751-3818

Health Office: 412-896-2325

Mount Vernon Elementary

2400 Greenock-Buena Vista Road
McKeesport, PA 15135
Phone: 412-896-2327
Fax: 412-751-3818

Health Office: 412-896-2328

William Penn Elementary

392 William Penn Road
Monongahela, PA 15063
Phone: 412-896-2330
Fax: 412-384-4311

Health Office: 412-896-2331

Mrs. Lori Rogers

Elementary Social Worker for all buildinggs
412-896-2397
lrogers@efsd.net

Mr. Frank Berdar, Principal

fberdar@efsd.net

Mrs. Lisa Kotewicz, Secretary

lkotewicz@efsd.net

Mrs. Lisa Vay

lvay@efsd.net

Dr. Laura Burns, Principal

lburns@efsd.net

Mrs. Jackie West, Secretary

jwest@efsd.net

Mrs. Rachel Gindlesperger, RN

rgindlesperger@efsd.net

Dr. Laura Burns, Principal

lburns@efsd.net

Mrs. Yvette Guthrie, Secretary

yguthrie@efsd.net

Mrs. Anne Speney

aspeney@efsd.net

Dr. Brad Simala, Principal

bsimala@efsd.net

Mrs. Carol Hoover, Secretary

choover@efsd.net

Ms. Darlene Huston

dhouston@efsd.net

Attendance Procedures

Regular school attendance is a significant contributor to school success. The EFSD Policy #204 is available on the website to help parents/guardians understand our attendance policy/procedures and the laws that govern them. The district's attendance policy will be distributed yearly to parents/guardians.

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness
2. Religious holiday
3. Medical/dental appointments
4. Court appearances
5. Death in the family
6. Approved family educational trips
7. Approved educational tours and trips

Reporting Absences/Excuses

Upon the student's return to school, a parent/guardian must submit a written explanation within three (3) school days of the absence. If a parent/guardian fails to submit an excuse, the absence will be PERMANENTLY counted as unexcused/unlawful.

School Notification for Unexcused/Unlawful Absences

- Upon the first unexcused/unlawful absence, a written notification will be mailed home.
- Upon the third unexcused/unlawful absence, a written notification will be mailed home.
- Upon the fourth unexcused/unlawful absence, the parent/guardian will be invited to attend an Attendance Improvement Plan Meeting.
- A magistrate citation will be issued upon the sixth unexcused/unlawful absence.
- After a student accumulates eight (8) days of absences, regardless of reason, a letter will be mailed home informing parents/guardians of the potential need for a medical excuse.
- After a student accumulates ten (10) days of absences, regardless of reason, a letter may be mailed home, informing the parent/guardian of the need for a medical excuse for any additional absences.

School Notification for Tardiness to School (Elementary Level)

- Seven (7) non-medical tardies – A written notification will be mailed home and the student may be assigned after-school detention.
- Subsequent after-school detentions will be assigned at the principal's discretion.
- Fifteen (15) non-medical tardies – A magistrate citation will be issued.



Early Dismissals

Students will be permitted to leave school early with a written parent request up to five (5) times in a school year unless there is documented medical reason for additional early dismissal. The absence will be unexcused/unlawful unless the medical excuse is recorded. All early dismissals must occur before 3:15 PM (3:05 PM at Greenock ONLY) to accommodate dismissal.

Family Educational Trips

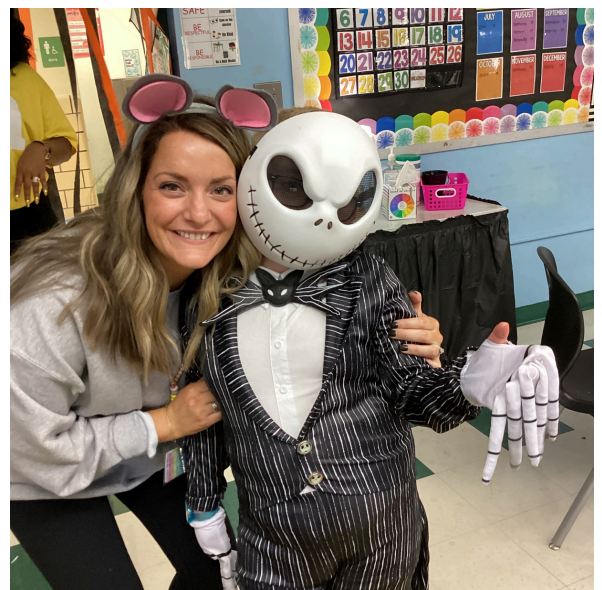
The parent/guardian must complete the Educational Trip Request Form provided by the school district, which will indicate the school days to be missed and the destination of the trip. The request should be made five (5) days before departure. The principal must approve the absence before the trip.

- The student shall give completed assignments to their teachers and arrange to complete additional assignments and/or tests.
- All academic work shall be completed within a time not exceeding the number of days absent due to the trip.
- The vacation request will be denied if a student requires a medical excuse due to excessive absences.
- **Note: No family educational trips will be approved during state testing (PSSA).**

The Educational Trip Request Form is available on the district website or the school office.

Automated Phone/Email Messaging System

An Automated Phone/Email Messaging System Is utilized district-wide for important announcements, including delays and closings due to inclement weather. Messages will be automatically delivered to your phone number and email listed in PowerSchool. Please keep your email and phone number current by notifying the school office. If your family requires both custodial parents to receive phone calls and emails, please contact the school office to ensure that your child's file is correctly coded in our information system.



Birthday/Party Treats

While it is not necessary, some students choose to bring in treats for a birthday celebration. Non-edible treats are preferred for those who would like to send them (i.e.: stickers, pencils, glue sticks, erasers, and bracelets). **Any edible treats must be individually wrapped by the manufacturer, and the ingredients must be printed on each package.** This includes packages of fruits and vegetables. No homemade items will be permitted. Bakery items will only be allowed if they are individually packaged, and each package marked with the ingredients. Approved snacks and treats are also available for purchase from our Food Service. If you wish, the order form is available through the school office, and the treats will be delivered to your child's classroom.

NOTE: Some classroom teachers may need to limit food treats further when there are serious concerns about food allergies in their classrooms. Others may decide to send treats home instead of students consuming them in the classroom. Please be understanding about this.

Bus Transportation

Students are only permitted to ride the bus they are assigned to and from school. This practice is in place for students' safety, health, and welfare. Emergency information is provided to the bus driver to which your child is assigned.

Please contact the school office regarding any temporary or permanent changes to your child's transportation needs. **DO NOT CONTACT the bus garage directly.** It is essential that the school be aware of all changes, so students are put on the appropriate bus at the end of the day. The School District requires a form for such requests.

Bus Rules

Students are expected to follow all school rules while on the bus. In addition, the following should be observed at all times:

- Listen to the driver and follow directions
- Stay in your assigned seat
- Use a quiet voice
- No eating or drinking on the bus
- Keep head, hands, and feet inside the bus
- Keep your hands and feet to yourself
- Keep the bus clean (use the trash can)
- All electronic devices must remain in student book bags

Students who are non-compliant with directions and reminders from the bus drivers will be reported to the principal. Failure to comply with bus rules may result in a loss of bus privileges for an amount of time determined by the school principal.

Change of Demographic Information

Please keep your address, home, cell phone numbers, email address, and emergency contacts current through the School District and the elementary school to efficiently provide you with information and announcements.

Communication

Regular communication between home and school is an expectation. Classroom teachers send home regular communication with students. The district website offers helpful information for parents and students. Many of our teachers also have classroom websites and/or Apps (i.e. Dojo or Remind) that you will find helpful. Please contact your child's teacher by phone or email regarding any concerns you may have.

If you wish to speak to your child's teacher, please call the school between 8:20am - 8:50am or after dismissal between 3:45pm and 3:58pm (3:35 and 3:48 at Greenock).

If there is an emergency, and/or a change to your child's transportation needs, please contact the school office by phone and speak to staff to ensure the information is received. The building secretary will ensure that all necessary staff receive the information.

Please remember, your child's teacher is with students the majority of the day and may not have the ability to check voicemail or email. **We respectfully request that you not expect an immediate response to phone or email messages from your child's teacher.** Their time during their working day must focus on teaching and the supervision of children.



Custody Orders/Agreements

It is your responsibility to keep your child's file current. Please provide the school office with a copy of all current custody orders/agreements to the main office. Please update your child's record if any changes are made throughout the school year. Please remember that the School District will abide by the most current order/agreement in your child's file.

Dress Code

A student's appearance, mode of dress, or cleanliness will not be permitted to disrupt the educational process or constitute a threat to health or safety. Elementary students should be dressed in school clothing with safety in mind. Please be aware that students frequently go outside for recess and should have appropriate outerwear given the day's forecast. As students grow and mature, we expect they will dress conservatively within these guidelines with proper guidance from their parents.

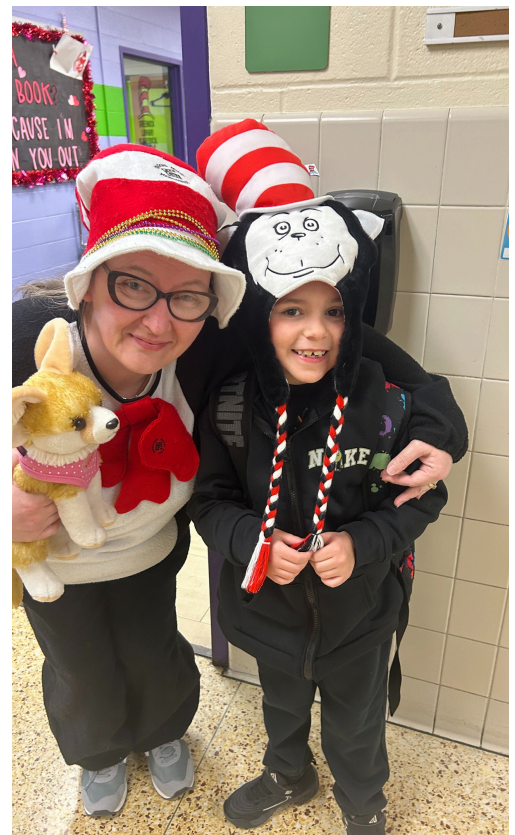
Students wearing any of the following will be required to change or will be sent home:

- Flip Flops or sandals without backs
- Bare shoulders or midriffs
- Short shorts or skirts (all must be fingertip length)
- Jeans or pants with large tears or holes
- Any article of clothing that displays tobacco, alcohol, weapons, violence, suggestive or offensive language, or graphics
- Hats, scarves, bandanas, gloves, or other miscellaneous outerwear not weather-related

Discipline

Learning is, by its very nature, discipline. Accepting direction from responsible adults and taking responsibility for one's behavior are lessons we must teach and model for our children. Lessons will be best learned when children know that parents and teachers work together and have the same expectations. Your child's teacher will provide a classroom behavior plan. We ask that you review it with your child.

Teachers will inform you of problems as they arise. We encourage you to contact your child's teacher with any concerns. The building principal will handle serious matters in accordance with District Policy #218, which can be found at <http://www.efsd.net>.



ELEMENTARY CODE OF CONTACT LEVEL I

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

EXAMPLES: May include the following, but are not limited solely to the behaviors listed below:

- Breaking of school and classroom rules.
- Classroom tardiness.
- Recurring classroom disruption.
- Damaging school property.
- Disrespect to teachers, lunchtime helpers, and other school personnel – verbal and nonverbal.
- Failure to remain seated as directed.
- Gum chewing.
- Improper lavatory behavior.
- Jumping on other children.
- Littering.
- Misbehavior for substitute teacher.
- Other behaviors relating to well-being and respect for others.
- Popping bags, cups, etc.
- Pushing/Shoving.
- Refusing to obey lunchtime helpers.
- Rude, discourteous, and annoying conduct.
- Running in halls.
- Shouting/Unnecessary noises.
- Spitting.
- Lying.
- Unwillingness to complete assignment.
- Using playground equipment improperly.
- Verbal outburst in class.

PROCEDURES*

There is immediate intervention by the staff member who supervises the student or who observes the misbehavior. Repeated misbehavior may require a parent/guardian and teacher conference. Proper and accurate record of the offenses and disciplinary action is maintained by the staff member.

SUGGESTED DISCIPLINARY OPTIONS/ RESPONSES

- Verbal reprimand.
- Isolation or change seat.
- Withhold recess, lunch playtime, special assembly programs, and/or other privileges.
- Apologize.
- Check appropriate item on report card.
- Make restitution, if applicable.
- Parent/Guardian and teacher conference.
- Send child to principal's office.
- Behavioral contract.
- Clean-up detail.
- After school detention.
- Removal from bus for one (1) day.

ELEMENTARY CODE OF CONDUCT LEVEL II

Misbehavior of a student whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

EXAMPLES: May include the following, but are not limited solely to the behaviors listed below:

- Continuation of Level I misbehaviors.
- Abusive language, including profanity and obscene gestures.
- Bullying.
- Improper dress.
- Infraction of school bus rules, including:
 - Improper boarding/departing procedures.
 - Failure to remain seated.
 - Refusing to obey driver.
 - Hanging out of windows.
 - Fighting/Pushing/Tripping.
 - Throwing objects in or out of bus.
 - Spitting/Littering.
 - Unnecessary noise.
 - Tampering with bus equipment.
 - Rude, discourteous, and annoying behavior.
 - Bringing articles of injurious or objectionable nature aboard bus.
 - Other behavior relating to safety, well-being, and respect for others.

- Possession/Use of non-instructional items (audio devices, playing cards, pagers, beepers, cellular phones, smart watches, laser pointers, etc.) during restricted times of the school day.
- Repeated tardiness to school.
- Truancy.
- Possession of obscene materials.
- Cheating.
- Lying.
- Plagiarism.

PROCEDURES*

The student is referred to the administrator or head teacher for appropriate disciplinary action. Parents/Guardians are informed by telephone or in writing by the classroom teacher, head teacher, or principal. Proper and accurate record of the offenses and disciplinary action is maintained by the teacher, head teacher or principal.

* The procedures and options suggested are actions that may be taken. Other disciplinary options or responses may be applied only after appropriate consultation with and approval by the building principal.

SUGGESTED DISCIPLINARY OPTIONS/ RESPONSES

- Verbal reprimand by the head teacher or principal.
- Withhold privileges from recess, lunch playtime, special assembly programs, and/or other privileges.
- Student calls his/her parent/guardian to explain the reason for being in the office.
- Behavioral contract.
- Call parent/guardian and discuss problem, requesting parental support with adequate discipline.
- Conferencing with principal.
- Parent/Guardian, teacher, and principal conference.
- Suspension (ISS/OSS).
- Suspension of bus riding privileges may occur when School Bus Incident Report is submitted by driver.
- After school detention.
- Referral to student assistance program.
- Make restitution, if applicable.
- Remove from bus (one (1) to three (3) days).

ELEMENTARY CODE OF CONDUCT LEVEL III

Acts directed against persons or property but whose consequences may not seriously endanger the health or safety of others in school. These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures that the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students.

EXAMPLES: May include the following, but are not limited solely to the behaviors listed below:

- Continuation of Level I or II misbehavior
- Disorderly conduct.
- Fighting (simple).
- Hazing.
- Major insubordination.
- Minor form of extortion.
- Stealing
- Threats to others.
- Vandalism (minor).
- Use of tobacco Products or lookalike tobacco products, vapors, e-cigarettes.
- Leaving school grounds without permission.

PROCEDURES*

Principal initiates action by investigating the infraction and conferring with staff on the extent of the consequences. The principal meets with the student and confers with the parent/guardian about the student's misconduct and the resulting action. Proper and accurate record of offenses and disciplinary action is maintained by the principal.

* The procedures and options suggested are actions that may be taken. Other disciplinary options or responses may be applied only after appropriate consultation with and approval by the building principal.

SUGGESTED DISCIPLINARY OPTIONS/RESPONSES

- Temporary removal from class or other assigned areas.
- Suspension (ISS/OSS).
- If applicable, restitution of property and damages.
- After school detention.
- Referral to student support team.
- Removal from bus (three (3) to five (5) days).
- Make restitution, if applicable.
- Behavioral contract.

ELEMENTARY CODE OF CONDUCT IV

Acts which result in violence to another person or property, or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative action which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board of School Directors.

EXAMPLES: May include the following, but not limited solely to the behaviors listed below:

- Continuation of Level I, II, and/or III misbehaviors.
- Arson or attempted arson.
- Assault/Battery.
- Bomb threat.
- Extortion.
- False fire alarms.
- Furnishing/Selling/Possession of unauthorized substances.
- Possession/Use/Transfer of dangerous weapons or look-alike weapons.
- Theft/Possession/Sale of stolen property.
- Vandalism (major).
- Indecent exposure.
- Violation of security protocol of the Elizabeth Forward School District computer network and its components.

PROCEDURES*

Immediate referral to administrator. The administrator verifies the offense and, if necessary, confers with the teacher/staff member involved before meeting with the student. Parents/Guardians are notified. The student is suspended from school and parents/guardians are notified of the date of the informal hearing. A complete and accurate report is submitted to the Superintendent for a possible hearing before the Board of Directors. Law enforcement agencies will be notified.

* The procedures and options suggested are actions that may be taken. Other disciplinary options or responses may be applied only after appropriate consultation with and approval by the building principal.

SUGGESTED DISCIPLINARY OPTIONS/RESPONSES

- Contact law enforcement agency.
- Referral for School Board hearing which could result in appropriate disciplinary action including possible expulsion.
- Alternative school.
- Make restitution, if applicable.
- Suspension (ISS/OSS)
- Referral to student support team.
- Disciplinary actions may be held over from grade level to grade level.

Dismissal Procedures

Regular dismissal time for elementary students is at 3:45pm (3:35 at Greenock only). If your child is not riding the bus home and will be picked up by you, please send a note to the child's teacher documenting the change for the day.

If there is an emergency, and/or a change to your child's transportation needs, please contact the school office by phone. The building secretary will ensure that all necessary staff receive the information.

Early Dismissal Procedures

Please send a note to your child's teacher on the day that an early dismissal is necessary. The person picking up the student must report to the office, sign the student out, and remain in the office until the student is excused from class. **Anyone picking up a student must be listed on the child's Emergency contacts, or have written consent to pick up your child, and be able to produce a state issued ID.**

Please keep this updated by contacting the school office. Early dismissals will not be permitted after 3:15 (3:05 at Greenock only).

Car Riders

Parents/guardians may elect to transport their children from school at the end of the school day. Only custodial parents/guardians, or those have been given permission in writing by the custodial parent/guardian are permitted to pick students up at the end of the day. Notes need to be turned in to the secretary at the beginning of each school day, or you must have a car rider form on file. Students are only permitted to ride in state registered motor vehicles and must follow state regulations for safely transporting children (i.e. helmets, car seats, etc.).

Please refer to the car rider dismissal procedures for your child's building for specific locations and traffic patterns.

It is essential that the person picking up your child is on time. Please note, that continual tardiness in picking up your child may result in a ChildLine report and/or collaboration with the Elizabeth Police Department.

Electronic Devices

Electronic devices refers to both school provided and personal devices including, but not limited to iPads, cell phones and smart watches. Each student in the Elizabeth Forward School District is loaned an iPad to use as a tool in the classroom and for educational purposes.

- The iPad is the property of the school district. It can be taken from the student's possession at any time, for routine maintenance, as part of a code of conduct investigation, or at the discretion of the district staff or administration.
- The student's sole responsibility is always to keep the device safe, free from damage, and in proper working order. The school-issued iPad must be held in the case given to each student upon deployment. Intentional theft or damage to an iPad will be dealt with under the code of conduct and subject to disciplinary action. The student is responsible for notifying the school of any lost or damaged iPad. If you would like your child's iPad to remain at school, please contact your child's teacher.
- Some parents may deem it necessary for children to carry cellular phones, smart watches or other electronic devices. for after-school safety. In that event, we request that you notify the classroom teacher and support our expectation that the phone must be turned off and stored during the school day. Use of these personal devices during school hours may result in disciplinary action.
- Bullying, inappropriate or harassing messages, unauthorized videotaping or photographing, accessing or sharing inappropriate or profane websites/material, and cheating are not permitted, and consequences will be given under the code of conduct. Violations of this rule will result in disciplinary action and possible law enforcement involvement.
- The open use of electronics is strictly forbidden in locker rooms and restrooms.
- The district is not responsible for lost or damaged cell phones or electronic items. This prohibition applies to all school property, including school-sponsored events, athletic events, and buses to and from school.

Emergency Information for Sudden Illness or Injury

The Health Office maintains Emergency Contact Information for each student. This information enables us to care for an ill or injured student. Only those named in that file will be contacted and can give permission for a student to leave the building. Parents must keep emergency contact information current. If your contact information is permanently or temporarily changed, ensure that your child and the school office have accurate emergency contact information. The health office is available for temporary care only. Parents/guardians are asked to develop a plan to allow their child to be picked up from school within a half-hour after notification of an illness or an injury.

Food Services/Lunch

For your student to be appropriately charged, a school lunch must contain 3 of 5 components: entrée, fruit, vegetable, milk, and grain. If at least three different items are not chosen, BY LAW, we must treat the purchase as an a la carte purchase. We do not have a Free Milk Program. If a child only needs milk, they must pay a la carte price.

Payments

- Students must enter their student ID number into the pin pad to purchase breakfast or lunch.
- Please make checks payable to EFSD Cafeteria and include the student's name on the memo line. Returned checks are subject to a \$25.00 processing fee. Cash payments are accepted but are very difficult to track.
- School Cafe Accounts can be set up, and payments can be made by credit or debit card. If you have questions about the School Cafe program, please refer to their website at www.schoolcafe.com.
- Low-balance email alerts are available through our IT Department. If you want an email alert, please send a note to the cafeteria with the student's name and email address.
- Questions or concerns can be directed to: Kristen Balogh, Food Service Director from Nutrition Inc., at 412-896-2340
- The cafeteria will never deny a child a lunch.
- Failure to pay your child's cafeteria balance by the end of the school year, will result in school retention of the district provided iPad over the summer.

Lunches from home

Students may also carry their lunches to school. Please follow the following guidelines.

- No glass bottles or cans of carbonated beverages are permitted for safety reasons.
- Do not drop off fast food for your child (i.e. McDonald's, Chick-fil-A, Subway, etc.).
- Do not send food to school requesting that it be heated for your child. If this is medically necessary, accommodations will be made by our Food Service personnel based on a doctor's order. In that case, please contact the principal or the school nurse.

Food/Environmental Allergies

We see an increasing number of students with serious food allergies each year. When a doctor determines it is medically necessary, a 504 Plan may be developed in collaboration with the student's parent/guardian, physician, and school nurse for students with potentially life-threatening allergies. Parents/guardians are asked to contact the school nurse to discuss their child's health and safety procedures initially and as needed throughout the school year.

Head Lice

All cases of head lice should be reported to the school nurse so that the required examination procedures may occur. The student is not permitted to return to the classroom until proper treatment has been completed, and the school nurse has checked the student. Any student with nits after treatment will be excluded from school until found to be nit-free. The positive action of reporting an incidence of head lice to the school cannot be overstated. Parents who treat their child for lice, yet do not report it to the school, risk the infestation of others and/or the re-infestation of their child. All reports are kept confidential.

Health Services

Emergency care is available in the health office for any illness or injury sustained during school hours. The nurse cannot address injuries that occur at home. By law, a nurse is not permitted to make a diagnosis, prescribe treatment or alter a treatment prescribed by a doctor. Children are excluded from school if they have a known or suspected infectious disease, an elevated temperature, vomiting, or diarrhea. If the school nurse suspects or learns that a student has a contagious illness, he/she will instruct the parents to follow the Allegheny County Health Department guidelines for the child's readmittance to school.

The School District maintains a practice of Universal Precautions (procedures designed to reduce the risk of transmission of bloodborne pathogens regardless of the presumed infection status of the individual) to ensure the health, safety, and welfare of our students and staff. Students are taught about possible disease transmission through blood/body fluids exposure. Students are to report any blood or body fluid spill to a teacher and never touch or clean up another person's blood/body fluid.

The School District is not equipped to provide advanced emergency care. The local EMS will transport children needing urgent medical attention to an emergency care facility.

Please notify the school nurse if your child has any health concerns that could need emergency services or need to be communicated to emergency personnel.

Required Health Screenings per PA School Health Code

All students will have their vision screened and their height/weight and body mass index calculated annually by the school nurse.

Homeless Information

The McKinney-Vento Homeless Education Act (2001) defines homelessness as living in the following places due to a lack of a fixed, regular, and adequate nighttime residence:

- In an emergency or transitional shelter
- In a hotel, motel, or campground
- In a car, park, public place, bus or train station, or abandoned building
- Doubled up with relatives or friends

Children and youth living in these settings meet the McKinney-Vento definition of homelessness criteria and have special education rights. They are eligible for transportation services to their school of origin and additional services within the school.

If you or someone you know is experiencing a homeless situation or you have questions about being homeless, please contact Lori Rogers, the Homeless Liaison Coordinator, at 412-896-2397.

Homework

The purpose of homework is to reinforce concepts taught in the classroom. While the amount of homework assigned and the time it takes to complete assignment varies by grade/teacher, the expectation is that students will complete all assigned homework.

The following may occur as a result of incomplete homework assignments:

- One missed assignment: No recess; the assignment made up at that time.
- Two missed assignments: No recess, phone call made to parent/guardian; make-up required
- Three missed assignments: lunch or after-school detention (4:30 pick-up)

Immunizations

According to the Pennsylvania Department of Health and Allegheny County Health Department Guidelines, each child in school must have required immunizations. Immunizations are not required in cases where special medical or religious factors are involved. Documentation of such will be required.

Medication Policy

The Elizabeth Forward School District has developed a medication policy in accordance with the Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care, which allows prescription or over-the-counter medications to be administered during school. A Physician's Instructions for Administering Medications During School Hours form must be completed and returned to the School Nurse along with the medication in the Rx bottle. This form is available in the Health Office or may be downloaded from the district website.

Possession/Use of Asthma Inhalers

Students are permitted to have in their possession a prescribed inhaler for the treatment of asthma under the following guidelines:

- Physicians written Instructions for Administering Medication completed and filed with the school nurse
- Written authorization by physician and parent to have an inhaler in their possession
- School nurse must be made aware that students are self-caring.

Party Invitations

Students are NOT permitted to bring birthday party invitations to school to distribute to classmates. The PTO creates a School Directory annually, with the names, home addresses, email addresses, and phone numbers of families who wish to share that information with their class.



PBIS (Positive Behavior Intervention & Supports)

PBIS is built on a foundation of expectations. Students are more likely to behave appropriately when they know what is expected and compliance with expectations is reinforced. With that thought in mind, principals, teachers, and staff at every school in the School District work together to set up behavioral expectations and rewards specific to their school. Expectations are reinforced, and students are acknowledged in various ways (e.g., individually, in classrooms, and at school-wide events). Please see the building webpages and/or principal communication with specific information about the buildings' PBIS programs.

PowerSchool

PowerSchool is a district student information management system for parents to monitor their child's academic progress. It is the sole method of accessing student report cards. Parents will utilize a unique username/password to access their child's account. Please email parentaccess@efsd.net for assistance in accessing your personal account.

PTO/PTA: Parent Teacher Organization/Association

Each elementary building is supported by an active PTO/PTA which sponsors various activities during the school year that help our school community. Through annual fundraising, they help to reduce the costs of field trips, pay for assemblies and provide activities that build community in our schools. Please contact our PTO/PTA representatives for more information on how to get involved in this worthy organization.

PSSA Testing

During April and May, students in grades 3 - 5 will take the Math and ELA Pennsylvania System of School Assessment (PSSA) exams. Students in 5th grade will also be taking the Science PSSA's. We would like all students to perform to the best of their ability on these state assessments, and we need your help. For them to perform well, we ask that they be well-rested, eat a healthy breakfast, and be at school on time during the days of testing. **Family and educational trips will not be approved during the testing window.** If you have specific questions, please contact the building principal. Thank you for supporting your child's achievement and growth.

Safety Officers

All buildings in the Elizabeth Forward School District are protected by armed safety officers.

Searches

When the administration reasonably suspects that the student, their personal belongings, their locker, or their vehicle (parked on school grounds) may possess/contain an item(s) that violates school policy or criminal code, a search may be conducted. Investigations will be conducted in the presence of an adult witness. Any contraband may be used for school disciplinary action and/or as part of a criminal complaint. Refusal to be searched will result in disciplinary action consistent with level IV consequences, including expulsion. Confiscated items will not be returned. Any suspicious activity in the restroom will be grounds for a student search.

Suspected Child Abuse

Pennsylvania's Child Protective Services Law requires all school employees (Mandated Reporters) to report suspected child abuse. When any member of the school staff has reasonable cause to suspect that a child may have been abused, they must notify the Childline and Abuse Registry and Allegheny County Children and Youth Services.

School officials are not responsible for determining if there has been abuse or neglect. The principal will permit authorized personnel from the Department of Public Welfare or Child Protective Services to interview the student at school without prior parental consent if the suspected abuser is unknown or may be the parent/guardian. If the student has suffered severe injuries that warrant medical attention, the principal will take appropriate action and attempt to notify the parent. The principal may request that the police investigate the matter if the suspected child abuse involves law violations under the Crimes Code.

Technology

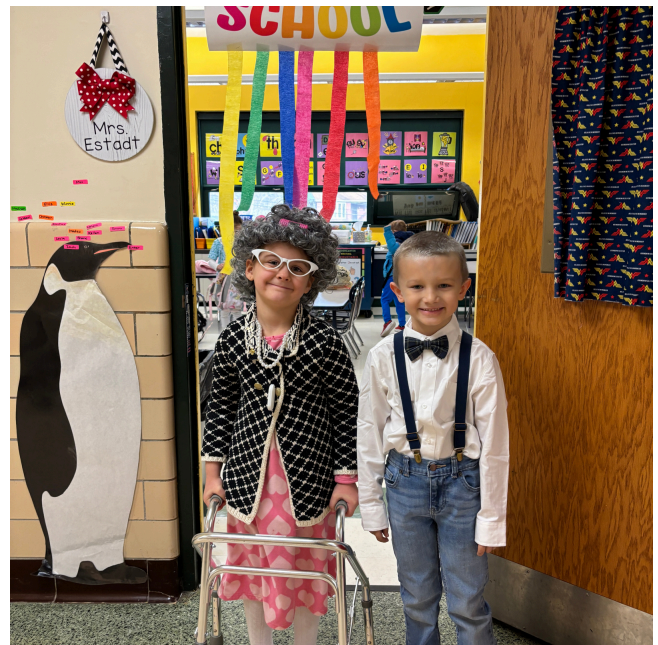
Acceptable Use of Technology Resources

- Students must adhere to the EFSD Code of Conduct and Policy 815 Acceptable Use of Internet, Computers, Network, and Technology Resources to maintain the privilege of accessing all technology.
- Students must adhere to Policy 815.5 Use of Generative Artificial Intelligence when accessing Artificial Intelligence Tools in the classroom. Privacy policies for artificial intelligence tools adhere to age restrictions. Signing this document will serve as parental permission to use Artificial Intelligence tools and resources in the classroom. Only District-approved AI tools will be used.
- COPPA regulations require children under 13 to obtain parental consent to use certain interactive websites, digital curriculum resources, and educational technology platforms (due to exposure to advertising and creation of accounts). Signing this document will serve as parental consent to use these sites, digital curriculum resources, and educational technology platforms under the guidance of a classroom teacher and in compliance with COPPA.
- Students will not uninstall, disable, or modify the operating system or installed applications.
- Students will not remove the iPad from the protective case.
- Students shall not share login credentials and/or passcodes and will secure the device to protect his/her work and information.

- Students will notify the administration immediately if he/she receives an electronic communication that may be unlawful, inappropriate, and/or potentially violate the EFSD Code of Conduct and Acceptable Use of Internet, Computer, Network, and Technology Resources policy.
- Students will take temporary possession of the device. The device remains the property of EFSD Administration. If the equipment is not returned, the student will be charged for missing items.
- Students will not apply stickers and/or markings or tamper with the provided screen protector/case.
- All damaged iPad repairs must be done through the district's repair company. All other outside repairs void this document, and you will be responsible for paying negligence/reckless damage fees.

Title IX

Title IX is a landmark federal civil rights law in the United States that was enacted as part of the Education Amendments of 1972. It prohibits sex-based discrimination in any school or any other education program that receives funding from the federal government. Updated Title IX regulations came into effect August 1, 2024. Dr. Randal Sydeski, Director of Personnel & Student Services, is the Title IX Coordinator and Compliance Officer for the Elizabeth Forward School District. If you feel that your child has been a victim of sex-based discrimination, you can contact Dr. Sydeski to file a Title IX



Trespassing

No unauthorized individuals are permitted on school property during school hours. All visitors must report to the main office and obtain proper authorization before entering any part of the campus. Any unauthorized presence on school grounds during this time will be considered trespassing and may be subject to legal action. School resource officers will approach unauthorized visitors on school campus.

Weapons Policy

Weapons and/or replicas of weapons are forbidden on school property. Act 26 of 1995 requires the expulsion of a student for at least one year for possession of a weapon on school property.

“Weapon” - Shall include, but not be limited to, any knife, cutting instrument, cutting tool, nun chucks, brass or metal knuckles, firearm, shotgun, rifle, look-a-like gun, a chemical agent such as mace, explosive device, and any other tool, instrument or implement capable of inflicting serious bodily injury.

“Possession” - a student has a weapon when the weapon is found on the person of the student, in the student’s locker, under the student’s control while they are on school property, on the property being used by the school at a school function or activity, at any school event held away from the school or while the student is on their way to or from school. Any weapon possessed on school property is subject to immediate seizure and forfeiture. Incidents of students possessing weapons will be reported to the student’s parents and the police. Appropriate disciplinary and legal action will be taken against students who possess weapons and students who assist in possession in any way. Discipline may warrant student expulsion from EFSD. (EFSD Board Policy 218.1)

No visitors are permitted to have weapons on school grounds for any reason. Weapons under the control of law enforcement personnel are permitted.

Visitors

A visitor is defined as a person not employed in the school building.

Parents/guardians are always welcome to visit the school. Before meeting with a teacher, counselor, or principal, an appointment should be made.

For the overall safety and security, the front of the building is equipped with a security buzzer and a security camera. To gain entrance to the building, visitors must first press an intercom button: identify themselves and their purpose for visiting the building. Visitors must show a valid state issued ID. Their ID will be scanned through the Verkada System to determine if the visitor is clear or not before going to any other area of the building. The visitor(s) must wear a badge while in the school building. Before leaving the building, the visitor is asked to return to the office, sign out, and return the visitor badge.

Elizabeth Forward School District

Elementary Student Handbook

As a parent/guardian in the Elizabeth Forward School District, I have been allowed to examine and review the contents of this handbook. I understand that my child is assumed to be a user of District technology and its resources and is subject to the terms of the District's computer policy, AI policy, COPPA regulations, and security agreement unless I request, in writing, that he/she not have access to network computer services.

I acknowledge that I have received a copy of the Elementary Student Handbook.

I further understand and agree that I will read it and be responsible for abiding by all relevant policies and practices outlined in this Handbook and all other Elizabeth Forward School District policies.

Please scan the QR code below to electronically complete the form for each of your children.



Central



Greenock/Mount Vernon



Willam Penn