

Arrival to School

Students must report to school by the following times:

High School: 7:25am

Middle School: 8:09am

Elementary: 9:10am (Greenock ONLY: 9:00am)

If late, student must report to the office upon entering the building and turn in an excuse to explain his/her tardiness to school.

At the secondary level each student may accumulate four (4) non-medical tardies (parent/guardian written excuse) for the school year. After four (4) non-medical tardies, the student will be required to bring in a medical excuse for each subsequent tardy. Failure to provide a medical excuse will result in the tardy being marked unexcused.

If the tardy to school is marked as unexcused, secondary students (6-12) will receive a zero (0) each period for missed or completed assignments/test/quizzes due on that day.

School Based Consequences

At the Secondary Level (6-12)

Tardies:

- 5** - 1 day of after-school detention and loss of extra curricular activities for 10 school days.
- 10** - 1 day of ISS and loss of extracurricular activities for 20 school days.
- 15** - 1 day of ISS, magistrate citation, and loss of extracurricular for the remainder of the school year. If the student is a senior, loss of driving privileges for the remainder of the school year and exclusion will include all senior activities (i.e. Senior Barbecue, Banquet, and Prom).

At the Elementary Level (K-5)

7 - 1 day of after-school detention and subsequent ASD will be assigned at the building principals discretion.

15 - A magistrate citation will be issued.



Early Dismissals

Students will be permitted to leave school early with a parent written excuse up to four (4) times in a school year. After four (4) parent/guardian written notes, the student will be required to bring in a medical excuse for each subsequent early dismissal. If a medical excuse is not received upon their return to school, they will be marked unexcused/unlawful. Any missed assignments will result in a zero (0) grade.

Excessive Absences

If a student accumulates twenty-five (25) or more days of absences (excused or unexcused) within a school year they will be excluded from any upcoming extra curricular activities (i.e. prom, dances, senior activities, field trips). In cases of serious accident or injury, situations will be reviewed on a case-by-case basis by a panel, including district administration.

Academics

Unlawful/Unexcused Absences

Secondary Level (Middle/High School)

The student will have an opportunity to complete make-up work when they are absent, however, upon the second and subsequent unexcused/unlawful absence(s) any work submitted will become a zero (0).

Secondary & Elementary Level

Upon the fourth unlawful/unexcused absence, a school-family conference meeting will be scheduled to create a Truancy Intervention Conference to assure regular school attendance. *Please see the Elizabeth Forward School District Attendance Policy in its entirety.

Magistrate Hearings

A magistrate citation will be issued when the student accumulates six (6) unlawful/unexcused absences or fifteen (15) non-medical tardies to school.

If you have any questions/concerns regarding your child's attendance please contact:

Building Administration

Mr. Ted Ulmer (412) 896-2349 - (Gr. 9)

Dr. Daniel Harrold (412) 896-2360 - (Gr. 10-11-12)

Attendance Policy & Procedures



Elizabeth Forward
School District

2026-2027

www.efsd.net



Attendance and Academics

The Elizabeth Forward School District recognizes the strong connection between regular school attendance and student academic success. To ensure every student has the opportunity to fully engage in the instructional program and achieve their greatest potential, the District has established an attendance policy that promotes consistent school attendance through the shared responsibility of students, families, school staff, and community partners.

Please use this information as a guide to understanding the laws that govern school attendance.



Laws Governing Attendance

24 P.S. 13-1326 – 13-1354

Date of Issue: August 8, 2006

Date of Review(s): November 3, 2016, November 28, 2018, February 2020, January 2024

24 P.S. 13-1326 – 13-1354: Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences

Elizabeth Forward School District Attendance Policy

Effective in 2021, a child must comply with compulsory attendance requirements from age 6 to 18. Specifically, a child who has attained age six on or before September 1 must enroll and attend at school or begin a home school program that year.

Excused Absences

- ❖ Illness
- ❖ Death in the family
- ❖ Medical/dental appointment
- ❖ Court appearances
- ❖ Religious holiday
- ❖ Educational tours and trips
- ❖ Family educational trips

Unlawful/Unexcused Absences

- ❖ Missed bus
- ❖ Needed at home
- ❖ Hunting/fishing
- ❖ Babysitting
- ❖ Birthday
- ❖ Overslept
- ❖ No documentation

Students have three (3) school days (upon the student's return to school) to submit a written excuse from a parent/guardian. If a written excuse is not received within three (3) school days, the absence will be marked **permanently** unlawful/unexcused. The student will have an opportunity to complete make-up work when they are absent, however, upon the second and subsequent unexcused/unlawful absence(s) any work submitted will become a zero (0).

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days may require an excuse from a licensed physician.

If a student accumulates twenty-five (25) or more days of absences (excused or unexcused) within a school year they will be excluded from any upcoming extracurricular activities (i.e. dances, prom, senior activities, field trips). In cases of serious illness or injury, situations will be reviewed on a case-by-case basis.

Notification

Parents/Guardians will be notified by text and/or email upon each unexcused/unlawful absence.:

- ✓ Four (4) unexcused/unlawful absences: includes an invitation to participate in a SAIP (School Attendance Improvement Plan) meeting.
- ✓ Excessive absences from school
- ✓ Medical excuse requirement
- ✓ Unlawful/unexcused tardies to school

Parents/Guardians will be notified monthly via text and/or email as to the current status of their child's attendance.

Educational Trips-Not School Sponsored

Student absences from school resulting from family vacations, with educational value, will be granted for up to five (5) school days throughout the year.

Educational vacations shall be ruled as excused if the parent/guardian provides a written request (vacation form) to the building administrator that indicates the school days to be missed, the destination of the trip and the educational value of the trip. This request should be made at least five (5) school days prior to departure. All academic work missed during the trip shall be completed upon the student's return to school.

Religious Observance

All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused upon written confirmation from a religious leader indicating the number of day(s) a student will be in observance. A penalty shall not be attached to an absence for a religious holiday.

