

Arrival to School

Students must report to school by the following times:

High School: 7:25am

Middle School: 8:09am

Elementary: 9:10am

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)

5 - 1 after-school detention and loss of extra curricular activities for 10 school days.

10 - 1 day of ISS and loss of extra curricular activities for 20 school days.

15 - 1 day of ISS, magistrate citation, and loss of extra curricular 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 - 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

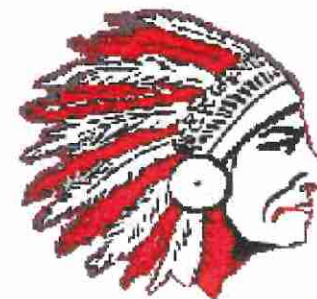
A magistrate citation will be issued when the student accumulates six (6) unlawful/unexcused absences or fifteen (15) non-medical tardies to school.

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

Building Administration

High School- Mrs. Heather Hibner (412)896-2360

Elizabeth Forward School District



Elizabeth Forward
School District

Attendance Policy
2020-2021



Attendance and Academics

The Elizabeth Forward School District understands there is a direct correlation between regular school attendance and academic performance. In order to ensure that students are receiving the necessary academic course work, we have developed an attendance policy that will promote school attendance and involve all the necessary stakeholders.

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



Laws Governing Attendance

Public School Code of 1949

- ❖ Sections 1301-1345

Regulations of the State Board of Ed.

- ❖ Chapter 11
- ❖ Chapter 12

* NEW - Elizabeth Forward School District Attendance Policy

References

www.pde.state.pa.us
www.jlc.org

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 extra curricular 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 will be notified by mail upon:

- ✓ One (1) unlawful/unexcused absence
- ✓ Three (3) unlawful/unexcused absences
- ✓ Four (4) unlawful/invitation to participate in a Truancy Intervention Conference
- ✓ Excessive absences from school
- ✓ Medical excuse requirement
- ✓ Unlawful/unexcused tardies to school

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 for excusal to the building administrator on a form provided by the school district, which will indicate 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 shall be completed within a time period not exceeding the number of days absent as a result of the trip.

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.

