

### Arrival to School

Students must report to school by the following times to not be marked tardy:

High School: 7:25am  
Middle School: 8:09am  
Elementary: 9:10am  
(Greenock ONLY: 9:00am)

### Tardy to School

If late, the 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/tests/quizzes due that day.

### School-Based Consequences for Unexcused/Unlawful Tardies

#### At the Secondary Level (6-12)

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 rest of the school year and exclusion will include all senior activities (e.g., 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 principal's 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 a school year. After four (4) parent/guardian written notes, the student must 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 extracurricular activities (e.g., prom, dances, senior activities, field trips). In cases of serious accident or injury, a panel, including district administration, will review situations on a case-by-case basis.

### School-Based Consequences for Unexcused/Unlawful Absences

#### At the Secondary Level (6-12)

Upon the second and subsequent unexcused/unlawful absence(s), any assignments submitted will be marked with a zero (0).

#### At the Secondary and Elementary Levels (K-12)

Upon the fourth unlawful/unexcused absence, a school-family conference meeting will be scheduled to create a School Attendance Improvement Plan (SAIP) to ensure regular school attendance.

### 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.

Please see the Elizabeth Forward School District Attendance Policy in its entirety.

**If you have any questions/concerns regarding your child's attendance, contact the Building Principal.**



# Attendance Policy & Procedures



## Elizabeth Forward School District

2022-2023 School Year



[www.efsd.net](http://www.efsd.net)



**The Elizabeth Forward School District understands there is a direct correlation between regular school attendance and academic performance. To ensure that students receive the necessary academic coursework, we have developed an attendance policy that will promote school attendance and involve all the essential stakeholders.**

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

**Laws Governing Attendance**

Pennsylvania's Public-School Code  
 • 2016 Act 138

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 a 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

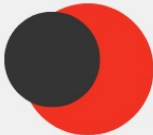
**Unlawful/Unexcused Absences**

- 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 absent; however, upon the second and subsequent unexcused/unlawful absence(s), any work submitted will be recorded as 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 (e.g., dances, prom, senior activities, field trips). In cases of serious illness or injury, situations will be reviewed case-by-case.



**Notification**

Parents/Guardians will be notified by mail upon:

- One (1) unlawful/unexcused absence
- Three (3) unlawful/unexcused absences
- Four (4) unlawful/invitations to participate in a School Attendance Improvement Plan Meeting
- 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 five (5) school days before departure. All academic work shall be completed within a period not exceeding the number of days absent due to the trip.

**Religious Observance**

All absences occasioned by the 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.

