

ELYRIA HIGH SCHOOL

601 Middle Avenue
Elyria, Ohio 44035
(440) 284-8300
Mr. Tim Brown, Principal

Team 1

Assistant Principal 284-5201
Secretary 284-5201

Team 3

Assistant Principal 284-5203
Secretary 284-5203

Team 2

Assistant Principal 284-5202
Secretary 284-5202

Team 4

Assistant Principal 284-5204
Secretary 284-5204

Clinic 284-8300 ext. 11007

Athletic Office 284-8256

MISSION STATEMENT OF THE ELYRIA SCHOOLS

HISTORY

"Pride in our past — confidence in our future"

Elyria High School, the first chartered high school west of the Alleghenies (1830), became the first school in Ohio to receive a charter with the name "high school." Elyria High School was founded on the thought that a common school education was essential to prepare youth for citizenship. Elyria High school currently offers a four year program of quality education and has consistently been considered as one of the outstanding schools in Ohio.

Academic Affiliation - State Department of Education and the North Central Association of Colleges and Schools

Athletic Affiliation - Ohio High School Athletic Association (OHSAA) and the Northeast Ohio Conference

MISSION STATEMENT

"Every individual will reach a high level of academic achievement as determined by our district's standards. We are committed to building a comprehensive system of learning support so that all are successful.

COLORS

Red and White

NICKNAME

Pioneers

EMBLEM

Pioneer

ALMA MATER

All hail to thee, Elyria High
In tribute halt we now
In reverence that's deep and true
Our loyal heads we bow.
For time can never more destroy
The light of mem'ries burning bright
In days to come all through the years
You'll guide us by your light.
As forward to our goal we go
From scenes and pleasures rare.
Our lips must e'er their story tell,
Our hearts fond mem'ries share.
And tho the years roll on and on,
We hail to her with heart and hand
As first our school rose in the west
So first she'll always stand.

FIGHT SONG

Hurrah for Elyria High School
for she's alright
Keep the color flying
for the cherry and white.
Show the other fellows
what we can do
Rah for Elyria High School
For she'll break through.

GOOD NEIGHBOR POLICY

It is the intent of Elyria City Schools to have positive and good relations with our neighbors surrounding or near the building. In order to do this and to foster a greater image of the students and the schools, the administration and staff feel it is necessary to address this matter.

Students in grades 7-12 are not permitted to loiter, linger or smoke within eyesight of school district officials during the school day (6:45 a.m. - 4:00 p.m.). Many, but not all, of the specific areas of concern are the sidewalks and properties in and around the school buildings.

Students who are observed by school officials violating any policy/rule set forth by this document may be dealt with according to the guidelines set forth in the Elyria City Schools Student Handbook or the Elyria City Schools Code of Pupil Conduct.

GUIDELINES FOR GOOD GROOMING

The guidelines are printed in the Student Code of Conduct, which can be found online at www.elyriaschools.org under the Pupil Services tab.

VEHICLES DRIVEN BY STUDENTS

Students are to be forewarned that parking on school property is a privilege, not a right, and that vehicles in school parking areas are subject to routine patrol and potential search in accordance with the following guidelines. Patrols may look through vehicle windows and may search student vehicles when there is a reasonable suspicion of illegal or unauthorized behavior or contraband. Students are not permitted to be in the parking lot during the school day unless they have a written pass from a school administrator. Students are not permitted to park in areas designated as staff parking or visitor parking. All vehicles must have a parking pass displayed on the windshield. Parking passes are obtained through the main office.

BUS STUDENTS

Bus students are to act in a manner that does not interfere with the safety of other students on the bus. Students are to follow all school rules and policies, comply with the Bus Riders Rules and Regulations and obey the directions of the bus driver.

Students who misbehave will be referred to the office and will face consequences which may include: detentions, suspension/expulsion from riding the bus and/or suspension/expulsion from school.

JOINT VOCATIONAL STUDENTS

JVS/EHS students are subject to the Rules and Regulations set forth in this Handbook as well as the Code of Pupil Conduct of the Elyria City Schools. JVS students are not permitted to be in the Elyria High School building before departing for the JVS nor after returning from the JVS without written permission from an EHS administrator.

DANCES AND OTHER SCHOOL SPONSORED ACTIVITIES

School dance attendance is a privilege. The school will determine criteria for the eligibility of students participating or attending dances and/or other school sponsored activities. Such criteria can include, but is not limited to, attendance, tardiness, discipline record, grades. All school fees and obligations must be paid. Every attendee must have a valid ID. All Non-EHS students going to a dance must have a pre-approved Guest Request Form on file and be a guest of a current EHS student. Guests must be less than 21 years old. Middle School students are NOT ELIGIBLE to attend Elyria High School dances.

EHS students must purchase their dance tickets from the Student Council sales booth and have their name (and guest's name) listed for attending each dance. Students who do not appear on the Student Council sales list will be excluded from the dance with no refund. Do not buy dance tickets from other students. Arrange all rides to arrive promptly at the end of each dance. There will be no loitering after any school function.

REQUIREMENTS FOR GRADUATION

State Testing-End of Course Tests/Graduation

Class of 2021 and beyond

A minimum of twenty-one (21) units are required for graduation from Elyria High School. Of the twenty-one (21) units of credit, not more than four units of credit earned in music performance courses may be used to meet the minimum requirement.

A student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

English 4units

Social Studies 3 units (1 Modern World History, 1 American History, 1 American Government)

Mathematics 4 units (Algebra I, Geometry, Algebra II, and a 4-Year Math)

Science 3 units (Lab, 1 Biological Science, 1 Physical Science, and 1 Advanced Study)

Computer Experience 1/2unit

Personal Finance 1/2 unit

Health 1/2 unit

Physical Education 1/2 unit

Elective 5 units (Electives must include two semesters /1 unit of Fine Arts

TOTAL **21 units**

And Meet one of the following requirements:

1. Ohio's State Tests-Students earn a cumulative passing score of 18 points, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.

End-of-course exams are:

- Algebra and Geometry or integrated math I and II
- Biology
- American History and American Government

- English I and English II

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in biology, American history or American government may take and substitute test scores for end-of-course state exams to avoid double testing. Students also may substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-course state exams.

2. Industry credential and workforce readiness- Students earn 12 points through a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and achieve a workforce readiness score on the WorkKeys assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.
3. College admission test-Students earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take the exam free of charge.
4. Demonstrate competency and readiness for a job, college, military or a self-sustaining profession (See ODE website for more guidance).

CREDIT LOAD/SCHEDULE CHANGES

Full time students are required to be enrolled in, and attending, a minimum of five units of regular credit work. Regular credit courses are those receiving Carnegie Units of credit. Special circumstances must be requested through the principal.

In order to maintain athletic eligibility, students must be enrolled in a minimum of 5 classes (physical education does NOT count as one of the five) per semester. Student athletes should see their counselor immediately if their class schedule reflects less than 5 regular “academic” (.5 credit) classes in any semester.

In order for a student to be enrolled in eight or more units of work, permission must be obtained from the student’s parents, counselor, and administrator. Permission to carry additional units of credit shall be determined on the basis of the student’s ability and need, and scheduling capacity.

Permission to carry less than the full academic load may be granted for reasons of health, as certified by a physician, or other cases approved by the principal.

The deadline for changing schedules is the last day of summer school, excluding conflicts and scheduling errors.

If a student is carrying more than the minimum five units, extra semester long subjects may be dropped without a penalty by September 30 and February 27 for first and second semester classes, respectively. Note that yearlong classes may be dropped without penalty by September 30 only. After this deadline, an extra subject may be dropped, but a final grade of “F” will be recorded for the subject. Classes may only be added by the end of the first week of each semester.

BYPASSING PREREQUISITE COURSES

The departments of Elyria High School have developed prerequisites for their respective course offerings. For the exceptional student who would benefit most by entering at a more accelerated level, the following criteria must be met: a) The student will present the counselor a written request, signed by both parent and student, to enroll in a course for which he has not completed the prerequisite; b) The counselor will discuss this written request with the department head and, where appropriate, with the subject-matter teacher; c) The student may be required to successfully complete a subject-matter test; d) The student will also meet any other criteria established by the respective department after the preceding steps have been completed; and e) final decision will be made by the principal or a designee.

PROCEDURE FOR DETERMINING GRADE AVERAGES, GRADES 7-12

The philosophy of the Elyria Board of Education concerning academic achievement and children’s social growth and development is based on the premise that children have diverse capabilities and

individual patterns of growth and learning.

The Elyria City Schools recognizes that consistency in grading and reporting of student achievement will assist the student in determining his/her educational progress in ability and performance. Therefore, the following guidelines and grade scales are recognized:

Students in grades 7-12 shall be formally evaluated every nine weeks of the school year. Interim reports are to be sent to the parents of a student in danger of receiving a "D" or "F" or who has significantly dropped in scores from the preceding quarter. Additional interim reports may also be sent at the discretion of the principal and building staff.

Interpretation of Progress Marks:

- Grade A – Outstanding Progress. The student has mastered at least 90% of the course requirements.
- Grade B – Good Progress. The student has mastered at least 80% of the course requirements.
- Grade C – Average Progress. The student has mastered as least 70% of the course requirements.
- Grade D – Below Average Progress. The student has mastered at least 60% of the course requirements.
- Grade F – Unsatisfactory Progress. The student has mastered less than 59% of the course requirements.
- Grade I – Incomplete. Course requirements are not completed during the regular grading period due to an illness or other justifiable reason.

DISTRICT-WIDE PERCENTAGE AND LETTER GRADE SCALE

Grade	Percentage	Point	Advanced/Honors/AP
A+		4	5
A	90-100	4	5
A-		4	5
B+		3	4
B	80-89	3	4
B-		3	4
C+		2	3
C	70-79	2	3
C-		2	3
D+		1	2
D	60-69	1	2
D-		1	2

F	59 & below	0	0
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Courses identified as Advanced/Honors/AP may be on the 5 point scale.

Pluses and minuses may be used in nine week grades at the discretion of the teacher. Pluses and minuses do not impact a student's GPA.

If a teacher should desire to use a different evaluative procedure, based upon their professional judgment and past practices, this is permissible with the following conditions.

1. Such evaluative procedures are submitted in writing, discussed and approved by the principal.
2. The evaluative procedure is then communicated to the affected parents and students in written form at the beginning of the course.

It is understood that in certain classes (special education, art, physical education, music, industrial technology and life studies) the grade may be determined by other factors.

An Incomplete (I) shall be given to a student when the requirements of a particular course are not satisfied due to illness or for some other justifiable reason. All Incompletes must be made up by the end of the grading period unless there are extenuating circumstances. All extenuating circumstances must be approved by the principal.

SENIOR HIGH QUARTERLY AND SEMESTER GRADES

QUARTERLY			SEMESTER EXAM			SEMESTER GRADE		
Nine week Grade	Point Value	Hon-ors/AP	Semester Exam Grade	Point Value	Hon-ors/AP	Grade	Range	Hon-ors/AP
A	8	10	A	4	5	A	18-20	23-25
B	6	8	B	3	4	B	13-17	18-22
C	4	6	C	2	3	C	8-12	13-17
D	2	4	D	1	2	D	3-7	6-12
F	0	0	F	0	0	F	0-2	0-5

First quarter grade + second quarter grade + semester exam = semester grade

For semester credit, two out of three grades must be passing.

Credit is earned on a semester basis.

Athletic eligibility is based on the previous quarter's grades.

MIDDLE SCHOOL QUARTERLY AND FINAL GRADES

QUARTERLY		FINAL GRADE			
Nine week Grade	Point Value	Honors	Grade	Range	Honors
A	4	5	A	*14-16	*18-20
B	3	4	B	*10-14	*13-18
C	2	3	C	*6-10	*8-13

D	1	2	D	*2-6	*3-8
F	0	0	F	*0-2	*0-3

First quarter grade + second quarter grade + third quarter grade + fourth quarter grade = final grade
 The asterisk (*) indicates that when a point combination equals this total, the final grade shall be determined by the second semester grade trend.

For yearlong classes, students must have a passing grade (D-) in at least two grading periods, one of which must be in the second semester. The second grade level along with a plus/minus, will determine the final grade.

Athletic eligibility is based on the previous quarter's grades, beginning at the end of the first quarter of 7th grade.

GRADUATION

Graduates of 2019 and beyond:

Summa Cum Laude

Any student having earned an accumulative GPA of 4.3 or higher by the conclusion of the 7th semester will be distinguished as a *Summa Cum Laude* graduate (with highest honors). This distinction will replace the former recognitions of valedictorian and salutatorian.

Magna Cum Laude

Any student having earned an accumulative GPA of 4.0 to 4.299 by the conclusion of the 7th semester will be distinguished as a *Magna Cum Laude* graduate (with high honors).

Cum Laude

Any student having earned an accumulative GPA of 3.75 to 3.99 by the conclusion of the 7th semester will be distinguished as a *Cum Laude* graduate (with honors).

HONOR ROLL

Students excelling in academic performance may earn a spot on one of three honor rolls based upon their grade point average. This scale is the same as that used by Elyria High School.

A. TOP HONOR OR DISTINGUISHED

Students must have earned a Grade Point Average of: 4.000 up to 4.500.

B. HONOR ROLL

Students must have earned a Grade Point Average of: 3.500 up to 3.999.

C. MERIT ROLL

Students must have earned a Grade Point Average of: 3.000 up to 3.499.

GOLD TASSELS

Gold tassels are worn at graduation by all seniors who have earned a 3.75 or better grade point average (GPA) for eight semesters and graduating Juniors who have earned a 3.75 or better GPA for six semesters.

THE SCHOLASTIC "E"

Student Council awards a scholastic "E" to all senior students who have earned a minimum 3.75 cumulative grade point average at the end of seven semesters and to any graduating junior student at the end of six semesters. Senior students who also achieve a 3.75 cumulative GPA upon completion of eight semesters and six semesters for graduating juniors will be awarded the Scholastic "E".

NATIONAL HONOR SOCIETY

The Elyria High School Chapter 464 of National Honor Society was chartered May 5, 1926. Selection into NHS is based on four criteria: scholarship, character, leadership, and service. These four ideals are each considered equally in the selection process. NHS strives to recognize the total student: one who excels in all these areas. Students may not apply for membership. Those who meet the eligibility guidelines will be invited to become NHS members. Students must be well above average in character, leadership, scholarship, and service. NHS nominees and members should be exemplary role models in following the EHS Student Code of Conduct.

Initially, juniors/seniors become eligible for membership by demonstrating scholarship. They must have a minimum cumulative grade point average of 3.3 after five semesters of coursework for juniors and seven semesters of coursework for seniors. To be eligible for consideration into NHS membership, the pupil must have been enrolled in EHS for 3 semesters or more.

Once students are eligible scholastically, they are evaluated by staff and faculty who know them in the areas of character and leadership. Advisors, coaches, and staff who are directly responsible for supervising students in athletics, school clubs, organizations, or as teacher aides evaluate service. Therefore, the entire faculty at Elyria High School has an active, integral role in selection of NHS members.

The following information is provided to better help students understand the guidelines used when evaluating character, leadership, and service.

A student with positive character demonstrates high standards of attitude toward honesty, fairness, tolerance, and reliability. The student exemplifies desirable qualities of personality such as cheerfulness, friendliness, poise, stability, courtesy, and concern for others. The student cooperates in a willing spirit with school regulations, promptly meeting individual responsibilities to the school and teachers. Character is not merely one's personality; it includes upholding values and principles of ethics and integrity.

A student demonstrating leadership takes an active, constructive lead in classes and in school activities. This person influences others in a positive way, contributing ideas and attitudes which improve the school. A leader is totally dependable in any responsibility accepted. A leader inspires positive behavior in others, demonstrates academic initiative, and promotes school activities. Leadership is not based merely on holding offices in extracurricular clubs. Leadership is based on the efficiency and responsibility with which the student performs assigned duties in classes and organizations.

Service to the school is the fourth criteria for NHS membership. Service ratings will be based on two criteria:

1. The student will need a service rating from three different categories listed below, one during the current school year.
2. The student will need to get ratings from three different faculty members to qualify.

A teacher may only rate a student once. For example, if the student is a cheerleader and the advisor rates the student as a cheerleader and she is a teacher aide for the same advisor, she may not be rated as an aide by that advisor.

- Academics: Academic Challenge, MAC Scholars, Pioneers Rising, and Science Olympiad
- Aides: Includes athletic, media center, teacher, and team office.
- Athletics: (Includes all managers, trainers, statisticians) baseball, basketball, bowling, cheerleading, cross country, dance team, football, golf, gymnastics, soccer, softball, swim team, tennis, track, volleyball, and wrestling
- Class (Grade Level) Participation: Includes class officers, chairpersons, involvement in class activities (ex. Blood Drive worker, Spirit Week Planning), and Link Crew
- Clubs: Allies, Art Club, Bible 101, FCCLA, French Club, GEM Club, Interact Club, Key Club, LEO

Club, President's Club, Robotics Club, Spanish Club, Students Against Bullying, Student Council, and Student Spreading Awareness for Animals.

- Drama: Plays (Drama Club), PAC Team, and Thespians
- Music: Ensemble, Fiddlers, Jazz Band (extracurricular only), Madrigals, Marching Band, Musicals, Orchestra Contest, Pep Band, Sign Choir, Solo and Ensemble Contest
- Publications: "Elyrian", "Herald", and The Page (Writer's Circle)
- Special Activities: Special Olympics (2 years participation as a classroom volunteer required-not Band) and JROTC Drill

GENERAL INFORMATION

ASSEMBLIES

School assembly programs are part of the educational experience of each student and attendance is mandatory. While the number of assemblies per year may vary, their purpose is to promote school unity, pride, and spirit and to provide opportunities for students to demonstrate socially acceptable behavior in a large group setting. Assemblies may be offered at various times, morning or afternoon. These could include academic, educational, entertainment, spirit, sport, recognition, motivational, and specialty topics.

ATHLETIC ELIGIBILITY/CO-CURRICULARS

School life does not depend entirely upon the formal curriculum. A successful life expresses itself in more than the intellectual. Elyria City Schools encourages many varied pupil activities in the hope of extending opportunities for wider associations among students, as well as developing leadership and abilities through the pursuit of each individual's interests. Clubs, organizations and honor groups have become a tradition of Elyria City Schools.

The administrators and the faculty are prepared to assist in the guidance and leadership in the co-curricular area as well as in the academic program. Parents also have been willing to cooperate through organizations such as the PTSO and Boosters clubs. Students will find participation in the following activities of interest:

Elyria City Schools has long been known for its outstanding athletic teams and athletes. Many of our athletes have achieved recognition at the college level while many others have become members of the community.

Membership on Elyria Schools athletic teams is open to all students who wish to compete and who meet the scholastic and training standards.

Eligibility: Students who participate in interscholastic activities must be scholastically eligible according to Bylaw 4 of the Ohio High School Athletic Association and the Elyria City Schools Policies and Procedures.

Scholarship Bylaw (4) requires all student athletes to be enrolled in and have passing grades in courses totaling at least five (5) credits toward graduation each grading period. Physical education does not count as one of the 5. Student athletes who do not meet the preceding requirements will be ineligible to participate in interscholastic athletic contests for the next grading period. For example, if an athlete is enrolled in courses of five (5) credits, he/she must have passing grades in all courses at the end of the grading period to be eligible for the next grading period. In order to maintain athletic eligibility, student athletes must be enrolled in a minimum of 5 classes (excluding physical education) per semester. If the athlete fails one of the courses, he/she is ineligible to participate during the next grading period. If the athlete does not satisfactorily meet the preceding requirements for the last grading period of the year, he/she will be ineligible the first grading period of the next school year. Summer school does not affect eligibility.

In addition to the association requirements, student athletes must be in school during the day of the contest unless there are extenuating circumstances, such as a death in the family, accidents, or prior approval by school administrators.

BICYCLES

Students may ride bicycles to school. Bicycles are to be walked across intersections adjacent to the school and walked while on the school property. Bicycles are to be parked in the bike racks. Do not park bicycles in any other locations. Bikes should be locked and chained to the rack.

BRING YOUR OWN DEVICE (BYOD) PROGRAM (FILE: EDEB-R)

The use of an approved personal electronic device is a privilege, and students may be denied access at any time. Students wishing to participate in the Bring your Own Device program must comply with the following guidelines and procedures. Students:

1. must abide by the District Acceptable Use Policy and Regulations, and are subject to all student code of conduct restrictions and disciplinary consequences relating to use or misuse of technology.
2. are responsible for ensuring the safety of their own personal devices. The District is not responsible for the loss or theft of a device, nor are they responsible for any damage done to the device while at school.
3. will use approved devices only for an educational purpose, and only when directed by a classroom teacher or administrator.
4. must keep devices turned off when not directed to use them.
5. may not use the camera feature to capture, record, or transmit audio, video or still photos of other students, faculty, or staff without explicit permission given by the subject of the photo or video.
6. are not to use the device in a manner that is disruptive to the educational environment.
7. exhibiting harassing, intimidating behavior or found bullying through the use of a personal electronic device are subject to discipline under the District Hazing and Bullying policy and procedures.
8. are responsible for servicing their personal electronic devices. The District will not service, repair or maintain any non-district owned technology brought to, and used at school by students.

CITY OF ELYRIA ORDINANCES

Curfew Ordinance 509.09:

No person having control/custody, being the parent/guardian of any minor child (under 18 years of age), shall permit such minor to be away from residence during the following hours:

*Minors 15 years and under - between the hours of 11:00 p.m. - 6:00 a.m., seven days a week.

*Minors 16 and 17 years - Sunday through Thursday 11:00 p.m. - 6:00 a.m. and Friday and Saturday nights 1:00 a.m. - 6:00 a.m.

Criminal Trespassing 541.05

No person without privilege shall:

- Knowingly enter or remain on land or premises of another;
- Knowingly enter or remain on land of another which is lawfully restricted to certain persons, purposes, modes or hours, etc.
- Recklessly enter or remain on land, premises of another when a notice is posted, communication is given, or in a manner prescribed by law; etc.
- Being on land or premises of another, negligently fail or refuse to leave upon being notified by signage posted or otherwise being notified to do so by the owner or occupant, or the agent or servant of either. This included premises owned, controlled or in custody of a public agency.

CLINIC

A nurse is in the clinic 5 days a week. When the nurse is not in the building, you will be seen by a secretary in your Team office. PLEASE, do not come to school if you are ill. If you become ill during the day, you need a pass from your teacher to report to the clinic/office. Your condition will be

assessed. If you are ill, we will call home. If you are not, you will return to class. No one is permitted to remain in the clinic.

COUNSELORS

The school counselors perform many different duties. The Guidance Department is built around helping the student develop in the areas of self-awareness, relationships with other students, and educational pursuits. YOU MAY SEE ANY COUNSELOR CONCERNING PERSONAL MATTERS. If you or a classmate is experiencing teen or dating violence, please talk to your counselor to learn more about the supports available.

DOORS

Immediately after the first period bell begins class, all outside doors are locked with the following exceptions: All visitors must enter through the main entrance door on Middle Avenue and late students must enter through the courtyard gate and enter through door N.

EMERGENCY CARDS

Parent or guardian must fill out emergency contact information for each child in the building. This is completed online through PowerSchool registration. If you need a Snap Code to access or update your child's emergency contact information, please contact the school office. Please make sure there are at least three working phone numbers listed. If emergency phone numbers change during the course of the school year, please update the information online or notify the school as soon as possible so the information can be updated. Students may be excluded from school if there is no emergency card on file or their emergency card contains invalid information.

EMERGENCY SCHOOL CLOSINGS

In the event of an emergency which would require the closing of a school or possibly the closing of all schools, the following will be used to advise employees, parents, and pupils: Bulletins announcing closings will air on radio stations including, WEOL, 930 AM; WOBL, 1320 AM; WDLW, 1380 AM; and other AM and FM radio stations participating in a school closing network. While we cannot guarantee television listings, the District will notify WKYC TV Channel 3, News Channel 5, Fox8 News WJW TV, and WUAB/WOIO Channels 19/43. Closings also will air on The Elyria School Education Network Channel 95 and will be posted to www.elyriaschools.org. Parents and/or guardians listed with The Elyria Schools as their child's primary emergency contact also will receive an automated phone message via the District's phone notification system. Do not call the schools nor the broadcast stations.

Occasionally, due to sudden changes in weather conditions, unforeseen heating problems, or other unpredictable calamities, we are forced to dismiss school prior to the regular time. Parents are advised to make arrangements in the event such circumstances occur.

FEES

In many courses, fees will be collected to cover labs, workbooks, materials, and classroom supplies. It is the student's responsibility to pay all fees and obligations when they are due. This includes library fines, lost books, athletic equipment, uniforms, additional ID's, and monies owed for fund raising activities. All official school records (transcripts, etc.) will not be released until all financial obligations are paid. Fees must be paid to be eligible for dances. Students are responsible for all items in their lockers.

Each student will be assessed a general fee of \$10.00 for consumable supplies. This fee is in addition to any specific course fees and/or laboratory manual costs. This general fee will cover such things as paper for reproduction, computer paper, and other miscellaneous computer supplies.

FIRE AND TORNADO DRILLS

No one can realize the importance of such drills unless they have been in a place when there was an emergency. We intend to be prepared in the event that emergencies should occur.

Teachers will advise students as to the route they are to follow in leaving the room or building. Directions are posted in each room.

During drills be orderly, walk rapidly, never run and do not talk. Follow the orders or suggestions of the persons in charge. Go quietly so emergency orders can be heard.

For fires, our goal is to completely evacuate the building in 90 seconds — we need the full cooperation of each student.

IMMUNIZATIONS

The following listed immunizations are currently required by sections of the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and action of the Elyria City Health District and Elyria City Schools Board of Education.

All students enrolled at an Elyria City School's High School must have the following immunizations:

- (a) Basic Series of 4 or more diphtheria, tetanus and pertussis vaccine (DPT, DTaP) – If given before age 4, a 5th dose is required.
- (b) Basic series of 3 or more Polio vaccine (OPV, IPV) – If 3rd dose before age 4, a 4th dose is required.
- (c) MMR (2) doses
- (d) T-B Skin test (Optional)
- (e) Hepatitis B – Series of 3 prior to school entry.
- (f) Varicella (Chicken Pox) K - 7th grades (2) dose, Grades 8 -12 (1) dose
- (g) Tdap booster prior to entry to 7th grade.
- (h) Meningococcal (MCV4) for student entering 12th grade. 2 doses required unless 1st dose was given after the 16th birthday. Meningococcal B vaccine is NOT required nor can replace MCV4.

Those students not meeting these requirements will be excluded from school. Students entering from another school must also meet the above requirements.

LOCKER USE

Assignments Each student is assigned a locker by the homeroom teacher at the beginning of the school year. Since each student has his/her individual locker, the student should never attempt to share a locker with a friend, or store items in any locker other than the one assigned to the student. Locks – students must provide their own locks.

Problems/Combinations/Theft Students should not give their locker combinations to any other person. If there is a problem with the locker report it to the main office immediately. Be careful that no one observes your combination as you open your locker. The school is not responsible for items removed or stolen from students' lockers. Each student must have a lock on his/her own locker. **EACH STUDENT IS RESPONSIBLE FOR THE CONTENTS OF HIS/HER ASSIGNED LOCKER.** All lockers are the property of Elyria City Schools.

End Of Year Procedure Lockers are to be emptied and the contents disposed of at the end of the school year. It is the student's responsibility to empty his/her locker by the last day of the school year and be certain that all textbooks, library books, and other school items are returned to the appropriate class teacher, coach, or counselor.

MEDICATION

To take medication at school you will be required to have a medication form filled out by the doctor. All medication is kept at the clinic. If your child needs to use over the counter medication during the school day, an Over the Counter Medication form must be signed by the parent and medication will be kept in the clinic.

MOVIES

Only films rated G or PG are to be shown. If an R or PG 13 movie is to be shown, parent permission slips must be sent home and returned to the teacher. If a permission slip is not returned, the student DOES NOT have permission to watch the film. Alternate assignments must be available for and completed by students who do not view the film.

PARKING

Parking on school property is a privilege, not a right. Vehicles in school parking areas are subject to routine patrol and potential search when there is reasonable suspicion of illegal or unauthorized

behavior or contraband. Students are not permitted to go to their cars during the school day without written permission from a school administrator.

PARENT/TEACHER CONFERENCES

The staff of the Elyria City Schools has instituted parent/student conferences. This is a time to: 1). give parents and teachers the opportunity to ask or express concerns; 2). review student's strengths and weaknesses; 3). emphasize the family and the school working together for the benefit of the student. Parents will be advised when conferences are scheduled.

PERMITS TO LEAVE SCHOOL

In the best interest of academic success and good attendance, all effort should be made to make appointments, meetings, and conferences outside of school hours. Only when absolutely necessary should students/parents request a permit to leave school. Permits to leave school are processed through the Team Office and may be processed a day or two in advance. For example, a student with an appointment on Thursday may submit a request for a permit to leave on Monday, Tuesday, or Wednesday of that week. A student is encouraged to not wait until the day of the appointment for a permit to leave. Please note that office personnel do not make the phone call, parents must telephone the school or submit a note in advance. Permits to leave shall not be processed to excuse students, from attending scheduled assembly programs.

PHYSICAL EDUCATION ATTIRE

1. Shorts or sweatpants (no cutoffs)
2. T-shirt or sweatshirt
3. Socks/Tennis shoes
4. Classes are conducted outside in the 1st and 4th quarters. Dress appropriately.

PICTURE DAY

Individual student pictures will be taken for the yearbook and identification cards at the same time. You will receive advance information as to the date picture day will be scheduled as well as dates for retakes. All students are required to have their pictures taken for identification cards. Purchase of picture packets is optional. Those students who miss picture day may be charged for their first and any subsequent identification card.

SCHEDULING

All students scheduling for the following year is usually done during the month of February.

SCHOOL TRIP

There will be school trips. If space is limited, it will be on a first come, first served basis. Students must meet the eligibility requirements in order to attend any school trip. Students are expected to follow all rules and regulations established by the Elyria City Schools.

Parent/Guardian Procedures to chaperone a field trip

If a parent will be assigned to a group of students and are responsible for them without the presence of school staff, the following steps need to be completed:

1. The school will collect parent names and send the names to Bobbi Hyde in HR. The school will also let Bobbi Hyde know how the FBI/CBI check will be paid (parent paying/PTA/School account). The amount of the FBI/BCI check is \$58.00. It can be paid by check, cash, or money order.
2. Please have parent call Bobbi Hyde in HR at 284-8205 to set up a time to complete the check.

3. It normally takes 24-48 hours to get results back. If there are any issues, it can take several weeks. HR will call the school/parent only if there is a problem with the results. Make sure you plan properly to allow enough time to get results back in time for the field trip. A parent cannot chaperone until results are received by the building and HR.
4. When HR gets the results, they will enter the results into the google doc shared with all principals and office staff called "Chaperone/Volunteer Background Checks". They will also keep a copy of the results on file in the HR department. Schools should check the google doc periodically for results. If the parent wants a copy of the results, they will need to go to the HR department and sign out a copy.

STUDENT IDENTIFICATION CARDS

All students MUST have an Elyria High School student identification (I.D) card. The card is to be presented when requested by any EHS staff member and must be worn and clearly displayed during the school day. Students who are dismissed from school other than the regular dismissal time (CBI students, post-secondary options, or special home lunch students) must have an I.D. card with the approved dismissal time noted. Students with permission to leave the school before the regular dismissal time are expected to leave EHS at the approved time. Early dismissal does not give a student approval to wander the hallways or loiter about the building. The EHS I.D. card is also needed to sign out media center materials or to utilize the computers with Internet access. The EHS ID is needed to purchase any food from the cafeteria and/or obtain free or reduced meals. Identification cards are part of the student picture process. Seniors may need to utilize their I.D. card from last school year or purchase a new card at a cost of \$5.00 with additional cost for lanyards.

The Elyria High School picture I.D. may be used for other purposes, such as admittance to the SAT/ACT test, admittance to the cafeteria, or for general identification. I.D. pictures are taken throughout the day in the Main Office. Note that replacement I.D. cards will cost a student \$5.00.

Students who do not wear their identification cards or who do not prominently display the identification card on their person are subject to any of the school district's disciplinary measures.

ID RULES

1. Every student is required to have an ID while in school or at a school-sponsored event.
2. Every Student needs to be able to produce an ID at school or school-sponsored events.
3. If a student is late to school, they will be asked to scan their ID when signing in at the main office.
4. Lost or forgotten ID's must be replaced immediately, and replacement cost will be charged to the student.

STUDENT COUNCIL

Our Student Council is a member of the Ohio Association of Student Councils. We participate in many activities and programs offered by the organization. Some of the activities sponsored by our Student Council have been: assemblies, spirit activities, school decorating, dances, canned food drive, service projects, activities calendar.

SUMMER SCHOOL

High school students can take up to two full credits throughout the Summer School session. Summer school runs for 6 weeks every morning (not July 4th) and ends sometime the last week of July.

SUSPENSIONS

Suspension from School: Students who violate school rules and regulations may be suspended from school. Accumulated or multiple violations will be considered in the application of disciplinary action. A parent(s) must accompany the student to school for a conference with an administrator before reinstatement will occur. During the period of a suspension, students are excluded from classes and all school activities. Class assignments may be completed.

Alternative to Suspension Plan: The objective of the "Alternative to Suspension Plan" is to offer to students and parents an alternative to suspension. If a student has violated the discipline behavior

code or is guilty of a violation of school rules and regulations and is subject to the normal suspension procedures, this plan may be offered as an alternative.

Recommendation for Expulsion:

1. Any flagrant violation of school policy may result in a recommendation for an expulsion.
2. Accumulated non-flagrant or multiple violations may likewise be sufficient cause for a recommendation for expulsion.
3. The decision to recommend an expulsion will be made by the principal or his designee and the director of pupil personnel.

TELEPHONES

All school telephones are for business purposes. You should inform your parents of school activities and your plans before you leave home.

TEXTBOOKS

Students are responsible for proper care of textbooks. A charge will be made for any damages. Book covers on textbooks are encouraged and may be required by individual teachers. Students should carefully inspect their textbooks when issued and report any damage to their teacher immediately. Students who loan their textbook to another student are responsible if that student loses their book.

TRANSCRIPT REQUESTS

Requests for high school transcripts are to be made through Naviance. EHS students may request transcripts be sent to colleges, universities, and the like. Please allow five working days to process transcript requests. Final transcripts will not be processed unless all other school obligations have been met. School grades, test data, credits, attendance, etc. can be obtained from your team office.

VISITORS

The Elyria Board of Education encourages parents and other citizens of the district to visit classrooms to observe the work of the schools and to learn what the schools are doing. Visits should be scheduled with the teacher, in advance, to avoid any unnecessary disruption to classroom instruction or activities., To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must press the intercom buzzer to speak with office staff, state name and purpose of visit after removing hat, hood, sunglasses, etc. and face the outside camera. Visitors must report to the school office when allowed entry into the building, sign in and wear a visitors badge before receiving authorization to visit elsewhere in the building (Authorization is not needed for school programs, assemblies, graduations and athletic events).

All participants and spectators of school programs, assemblies, graduations and athletic events are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property. School principals and their designees are authorized to take appropriate action to prevent and remove, if necessary, unauthorized persons from entering District buildings, loitering on the grounds and/or creating disturbances anywhere on District property.

WITHDRAWING FROM SCHOOL

If a student is withdrawing from Elyria City Schools, the student and parent/guardian should notify his/her counselor at least two days prior to the last day of expected attendance. A student must clear all obligations and fines, including textbooks, before grades will be released to another school. Please note that the student is responsible for returning textbooks to his/her teachers on his/her last day of school. A parent or guardian must complete a withdrawal form at Central Registration or the school building office. Grades will not be sent to the new school district if outstanding fees are unpaid