

Ely Elementary School

Kindergarten-4th Grade

312 Gulf Road

Hamilton Elementary School

Preschool-4th Grade

1215 Middle Avenue

Eastern Heights Elementary School

Kindergarten-4th Grade

528 Garford Avenue

Northwood Elementary School

Kindergarten-4th Grade

570 N Abbe Road

Westwood Elementary School

Kindergarten-4th Grade

42350 Adelbert Street

Elyria City Schools

440-284-8000

Elyria Schools Mission Statement

We Believe...

Excellence is achieved through a detailed vision, commitment, and moral leadership.

All Pioneers should have a voice in decisions that affect them.

Learners thrive when school is engaging and personally meaningful.

ENROLLMENT

When registering your child for school, forms need to be completed, and a copy of your child's birth certificate, two proofs of residency, immunization records, and custody papers, if applicable, need to be presented. Within 14 days of entrance, all required immunizations must be completed. 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 must have the following immunizations:

- A. Basic series of four or more diphtheria, tetanus, and pertussis vaccines. (DTP, DTaP)- if given before 4 years of age a fifth dose is required).
- B. Basic series of three or more Polio vaccines (OPV, IPV).- If third dose before age 4, a 4th dose is required.
- C. MMR (Measles, Mumps, Rubella) 2 doses
- D. T-B. Skin test (optional)
- E. Hepatitis B vaccine –series of 3 prior to school entry.
- F. Hib vaccine-1 dose prior to preschool entry.
- G. Varicella (chicken pox) Kindergarten (2) doses.
- H. Tdap booster prior to entry to 7th grade

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

If your child has already received the immunizations or tests listed above, please provide verification of this to the school. If not, immunizations may be obtained from your family doctor or from the Lorain County Public Health. The Health Department telephone number is 440-322-6367.

OPEN ENROLLMENT

Applications for open enrollment must be submitted to the Pupil Services' office by the last Friday in April. A separate application must be submitted for each student. Applications must be resubmitted annually for any currently approved open enrolled student. Please refer to the Elyria City Schools policy (JECBB-R) concerning open enrollment guidelines or contact the Pupil Services office at 284-8246. Letters of approval or denial will be sent out in early June.

Parents must provide their own transportation. Students need to arrive on time to school, and be picked up on time at dismissal. Applicants who participate in interscholastic athletics are subject to the rules of the Ohio High School Athletic Association.

WITHDRAWAL

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.

LEGAL CUSTODY

Parents have an obligation to inform the school any time the custody of a child changes. The Ohio Revised Code, Section 3313.64, states that the parent who has custody of a child has the duty of informing the school of any limitations on the rights of the non-custodial parent. School officials will need to see and copy court orders pertaining to a child's custody or change of custody. Only the custodial parent has the right to make educational decisions requested by the school; however, the non-custodial parent may request a copy of the child's report card or request the opportunity to have a teacher conference.

EMERGENCY INFORMATION

The Ohio Revised Code, Section 3313.673, requires that an emergency card be completed in full and that all information contained is correct. Emergency cards must be updated yearly through PowerSchool Registration. If you need a Snapcode in order to access or update your child's emergency contact information, please contact the school office. It is vital that if at

any time phone numbers, addresses, or names contained on the card are changed, the school is notified and the information is updated in PowerSchool. Students not completing emergency contact information within 14 days from the beginning of the school year, or from their date of entry, may be excluded from school.

MEDICATION

If at all possible, parents should administer medications to their children at home. However, if it is not possible and if the medication must be administered at school, a Medical Administration Request form provided by Elyria Schools must be filled out by the child's physician and the parent before the medication can be given at school. Medication must be brought to school in its original container, appropriately labeled by the pharmacy. Parents may request that the pharmacist dispense two bottles of medication, one for home and one for school.

ATTENDANCE

School attendance is important and required by law. The general principle of attendance is that every child attends school every day that school is in session unless the student is ill or has other legitimate reasons for being absent. A form of communication/correspondence of the absence should be provided when the student returns to school. If it is not provided by the second day, the absence will be considered unexcused. Other absences, which may be unexcused, will occur when:

1. The Board's Family Vacation Policy is not properly followed.
2. The reason for an absence is unsatisfactory (as, for example, when a child is kept home to babysit, or when a child is kept home in order to keep a hair appointment or car trouble).
3. The usual written excuse, which is required by Board policy, is not provided by the second (2nd) day of the student's return to school from an absence.

As a student's absence approaches the excessive level, or when significant unexcused absences occur, a referral will be made to one or more of the support personnel of the school. Such personnel may include the guidance counselor, the home counselor, the Court Liaison, the school nurse, or other appropriate school staff.

FAMILY VACATIONS

Parents should contact the school principal as early as possible to discuss the regulations pertaining to student absences for family vacations. Parents should evaluate the effects of such an absence on the educational progress of their children. At least five days prior to the proposed departure date, the parent must submit a written request to the principal indicating the necessity of taking the student on vacation during the school year. The final decision relating to excused student absence for the purpose of family vacation is to be made by the building principal.

BUS TRANSPORTATION

Although the Elyria School district furnishes transportation in accordance with the state law, it does not relieve parents or guardians of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus, and only at that time, does he/she become the responsibility of the school district. Such responsibility will end when the child is delivered to the regular bus stop at the close of the school day.

Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Failure to follow established rules as outlined by the code of pupil conduct might result in disciplinary actions as deemed appropriate by the building administrator.

SEARCHES OF SCHOOL AND STUDENT PROPERTY

Desks and lockers that are assigned to students are the property of the Elyria City Schools. Authorized school personnel reserve the right to inspect desks and lockers, without prior notice, for safety, damage, misuse, unauthorized contents or school property. Misuse or abuse of desks or lockers may result in disciplinary action.

Principals and their designees are permitted to search students and personal property (purse, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or the school rules.

FIRE | TORNADO DRILLS

Drills are held on a regular basis. Students are instructed by the teachers on procedures to be followed. These drills are required by law.

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, Fox 8 News WJW TV, and WUAB/WOIO Channels 19/43. Closings also 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 or robotext via the district's phone notification system. Do not call the schools or 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.

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.

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.

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, a valid FBI/BCI background check must be on file with the HR Dept. Elyria City Schools. The HR Dept conducts the FBI/BCI background check for a cost of \$58.00 (fee subject to change).

SMOKE FREE BUILDINGS

The Elyria Board of Education adopted a smoke free building policy (KGC) recognizing that the use of tobacco presents a health hazard which can have serious consequences both for the user and the non-user and is, therefore, of concern to the Board of Education. For the purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter of substances that contain tobacco as well as electronic cigarettes. School buildings include the surrounding school property.

PARENT | TEACHER CONFERENCES

Parent/teacher conferences are always welcomed. Conference days are established in the fall and the spring. Please see the school calendar or watch the school newsletter for additional information. At other times, parents must call ahead for an

appointment to be sure the teacher will be available. Teachers will not be called out of class to receive phone calls. The office will be able to take phone messages for the teacher, which the teacher can receive at a time not interrupting class instruction.

Parents also wishing to meet with the principal must call in advance to schedule an appointment. Due to the nature of the principal's schedule, the principal is not always available in the office. All phone calls will be returned at the first available time.

BRING YOUR OWN DEVICE (BYOD) 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.

GRADING SYSTEM			
The following is the elementary grading system that is used throughout the district:			
PRIMARY	O		Outstanding Progress
	S+		Good Progress
	S		Average Progress
	S-		Below Average Progress
	U		Unsatisfactory
INTERMEDIATE	A	(100%-90%)	Outstanding Progress
	B	(89%-80%)	Good Progress
	C	(79%-70%)	Average Progress
	D	(69%-60%)	Below Average Progress
	F	(59%-0%)	Unsatisfactory
Report card grades are based on passage of indicator assessments, student participation, test scores, daily work and homework.			