Notes from the Office



Dear Elyria Community Middle School Families,

We hope this letter finds you well and enjoying the summer break! As we prepare for the 2026-2027 school year, there are several important updates and reminders we would like to share with you regarding our office policies.

1. **Parents/Guardians will need to come into the building to sign their child in if they are late (after 8:05am) and to sign them out for an early dismissal**.
2. **FILE FORMS:** There are only 2 paper forms this year – Emergency Medical and The Chromebook Agreement. All other forms are online. There are instructions in this packet for filling out those online forms. Please return the paper forms during Open House or on the first day of school and fill out the online forms immediately.
3. **ATTENDANCE:** The State of Ohio has updated their attendance expectations under HB96, and we must strictly adhere to those guidelines. It is imperative that students arrive at school on time. ***Students arriving after 8:05am are considered tardy unless their bus is late***. Remember, every minute counts towards under HB96. Students with excessive absences or who are consistently late run the risk of becoming Chronically Absent or Habitually Truant by the State. We understand that illnesses occur, and we want to make sure those absences are excused. We ask that you call the school when your child is absent and then send a note when they return for their file. You may also report your child's absence directly through the PowerSchool Parent Portal. Our office number is (440)365-0390 and you can leave a message anytime. If your child goes to the doctor, please get a note from the doctor's office excusing the absence. Please note that if your child has excessive unexcused absences, you will be contacted to set up a meeting with Administration to create an Attendance Intervention Plan for your child.
4. **EARLY DISMISSALS**: We are making changes to our school pick-up policy. We ask that any early dismissals or pick-up changes be communicated with the office **prior to 2:30pm**. Please contact the office by phone, dojo or email. **Students will not be released after 2:50pm** as we have already started our dismissal process. Remember that early dismissals also count towards attendance.
5. **BREAKFAST/LUNCH:** Breakfast and lunch will be available for every student ***free of charge*** this year. Breakfast begins at 7:40am. We ask that students that wish to eat breakfast arrive in plenty of time to finish breakfast and be in class by **8:05am**. Students who arrive late on a bus will be offered breakfast when they arrive.
6. **WATER BOTTLE:** Please send your child in with a full water bottle labeled with their name **daily.**
7. **VOLUNTEER OPPORTUNITIES:** We welcome our families to volunteer for various events throughout the school year, these include our bookfair, Holiday Shop, field trips, field day, etc. All volunteers must be fingerprinted before interacting with our students. Please stop in the office for more information.
8. **BUSING:** If you need to sign up for bus services please go to the following link & sign up *today*! https://docs.google.com/forms/d/e/1FAIpQLSfbUtpEtARj0xAd3GI93SGruef7A6zPgj3lBgiWgfU3ZngSOw/viewform

As we embark on another exciting school year together, we want to express our gratitude for your ongoing support and partnership. We look forward to welcoming your children back to school and providing them with a safe, nurturing, and enriching learning environment. Should you have any questions or require further information, please feel free to contact our office at 440-365-0390.



Enjoy the rest of your summer!
ECM School Office Staff