

Royalview Elementary

Home of the Rangers



STUDENT HANDBOOK 2025-2026

Mrs. Tomassetti, Principal
Mr. Bender, Asst. Principal
Mr. Forfia, Asst. Principal

Royalview ROCKS!

ARRIVAL/DIMISSAL TIMES

Classes will begin at **8:45 a.m.** and will be dismissed at **2:45 p.m.**

Supervision is not available for students before buses arrive in the morning or after they leave in the afternoon. Therefore, we must ask your cooperation in **NOT DROPPING YOUR CHILDREN OFF MORE THAN 5 MINUTES BEFORE THE ABOVE STARTING TIMES.** Students are to put on their protective mask prior to exiting the car if a car rider. Y-Care services are available for parents who need childcare before and after school hours.

When picking your children up after school, please avoid double parking in the school parking lot-

STAY IN YOUR CAR AND PULL UP IN THE CAR LINE FOR YOUR STUDENT(S)-DO NOT PARK AND STAND UNDER THE AWNING.

Students will be dismissed in stages by PA announcement-Bus riders, walkers, and car riders. Numerical tags for car riders are being used to promote social distancing at dismissal to limit the number of students outside. Students will be provided a laminated tag with a number specific to them and the parent will have a corresponding placard posted in their front windshield for staff to call in for the student(s) to be dismissed.

Parking is not permitted on grassy areas.

ATTENDANCE

If your child is absent, please call the school attendance line (24 hours) at 440-283-2179, before 9:00 a.m. If we do not hear from you regarding your child's absence, we will contact you at home or work. A written excuse is required when your child returns to school. Please include your child's name, date reason for absence, and parent/guardian signature. Students arriving after 8:40 a.m. are to report to the school office before going to their classrooms with a tardy pass. Parents will be informed when absences become too frequent as per Willoughby-Eastlake board policy.

BICYCLES

Students may ride their bicycles to school at the discretion of their parents. The bicycle racks located in the front of the school by the main entrance are to be used. The school holds no responsibility for lost or damaged bicycles. Bicycles are not to be ridden in areas where other students are walking, such as sidewalks on school grounds-bikes should be walked. Students not following basic safety procedures or displaying common courtesy may lose this privilege.

BIRTHDAY TREATS

At Royalview, we enjoy honoring our students on their birthday by announcing their name on the morning announcements! We also respect that many parents choose to send in a treat for their child's class on this special day. Sending in a treat on your child's birthday is optional, but please follow the following guidelines if you choose to provide something for the class.

- **Individual food treats are to be pre-packaged-due to food allergy concerns.**
- **Must provide enough for each student in the class.**
- **In order to limit class interruptions we are unable to accommodate guests for individual birthday celebrations.**
- **Teachers will send the treat home with students at the end of the day.**

BREAKFAST PROGRAM

Breakfast is available each day from our school cafeteria. All students are permitted one full breakfast each day at no cost through the CEP program. *Students purchase their breakfast and eat in the cafeteria until 8:45 am, after that, students take their meal to their classroom to eat.*

The Willoughby-Eastlake Schools implemented a new online breakfast/lunch and student fee payment system, [PaySchoolscentral.com](https://payschoolscentral.com). PaySchools Central gives parents the ability to see their child's cafeteria account balance, what their child has purchased for the last 30 days and set up low balance email reminders. The parents can put money in their child's account online using credit cards or electronic check, which can be used to pay school fees, breakfast fees, lunch fees, activity fees and fundraisers. Checks should be made payable to Willoughby-Eastlake Schools.

CALLS TO SCHOOL

If at any time you need to contact a teacher, please call 440-944-3130 before 8:40 a.m. or after 2:40 p.m. Staff members are not called out of class to make or receive phone calls. Students may not use cell phones during the school day.

CAR RIDERS-DISMISSAL

If students are picked up afterschool on a regular basis-parents may sign up for a number placard and number identification tag to help speed up the dismissal process. Parents will place their assigned placard in the front windshield and their student(s) will be called to a colored safety cone. That parent will be directed to the colored safety cone to pick up their student(s). Students should enter and exit on the passenger side of the car for safety.

CODE OF CONDUCT

WILLOUGHBY-EASTLAKE CITY SCHOOLS STUDENT CODE OF CONDUCT & RELATED POLICIES

Code of Student Conduct/Purpose and Applications

The educational purpose of the school is paramount; behavior of any kind, symbolic or otherwise, is to be limited to prevent disruption of that purpose. Studies of effective schools have shown that reasonable discipline is essential to maintaining a school environment conducive to learning. Willoughby-Eastlake Schools use positive behavior supports to promote positive academic and social behaviors. This Code specifies activities which may subject a student to consequences including, but not limited to suspension, expulsion or other removal from the schools, and sets forth the procedures which must be followed in imposing such discipline.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 "Suspension/Expulsion of Disabled Students.")

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Students may be subject to discipline for violation of the Student Code of Conduct & Related Policies even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct, the following shall apply:

"Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. (See Policy 5610.03 "Emergency Removal")

"Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days.

"Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights".

During this time, the student (if he/she is 18 years of age or older) and/or the parents, guardian or custodian are responsible for the conduct of the individual. While suspended, expelled or removed from school under this policy, students are not permitted to attend curricular or extracurricular activities. If a student is removed only from a particular class or activity, he/she may not attend that class or participate in that activity for the duration of the removal.

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

Disciplinary Consequences Applied by Administration or Other Designees

The administration of Willoughby-Eastlake Schools may implement the following corrective actions based upon the specified range of consequences and administrative discretion:

- Conference with student and/or parent**
- Parent/Guardian contact**
- Emergency removal from class, school, activity or transportation**

- Restriction, modification, or removal as a spectator or participant in any extracurricular activity or school event, including away activities
- Confiscation, restitution, restoration, replacement, repair, clean-up
- Revocation or modification of any school privilege
- Revocation of transportation privilege
- Detention
- Extended day
- Saturday school
- Suspension (up to 10 school days)
- Recommendation for expulsion (up to 1 year)
- Alternative School
- Referral to Juvenile Court, police or fire department
- Alternative Discipline Programming (ADP)
- Restorative discipline/practices

Disciplinary Procedures and Other Related Policies

Consequences may or may not be applied in the order in which they are listed above. An administrator has the authority to apply any consequence or combination of consequences for any rule violation after he/she:

- Conducts an informal hearing (due process)
- Reviews the Code of Conduct violation (circumstance and fact)
- Reviews the student's history of school behavior and educational background

Mandatory Discipline: A secondary student (grades 6-12) will be suspended for five (5) days the first time they are caught fighting or assaulting another student provided there is not overwhelming evidence that the student was merely defending themselves.

For each subsequent violation of fighting/assault, the student will be suspended for ten (10) days and will be recommended for expulsion at which time the student may be assigned to the Alternative School.

Mandatory Reentry Conference: Upon return or reinstatement to school from expulsion and/or suspension; a parent, guardian, or custodian may be required to be present with the student for a re-entry conference with a building administrator to develop a plan to support the student's success.

Legal Requirements

Child Abuse/Neglect: State law requires school personnel to report a known or suspected case of child abuse or neglect to police or county authorities. Once

reported, a known or suspected case of abuse or neglect must be investigated. An investigating agent has authority to interview a student on the school premises.

Curfew: Local law addresses curfew for any person under 18 years of age. While under suspension or expulsion, a student is expected to remain at home or in a domicile provided by the parent/guardian, and to remain off public or private property unless employed with an Age and Schooling Certificate work permit issued by the Willoughby-Eastlake Board of Education.

Search and Seizure: Lockers, and other areas for storage, supplied by the school and used by the students are the property of the Board of Education. Therefore, student lockers and the contents of the lockers are subject to random search at any time by school administration without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal statute. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs or other items that may be considered dangerous or illegal.

Search of a student and his/her possessions, may be conducted at any time the student is under the jurisdiction of the Board of Education. If there is a reasonable suspicion that the student is in violation of school rules, a search may also be conducted with an administrator to protect the safety of self and others.

Any student who parks on school grounds shall be considered to have given implied consent to search such the automobile at any time a search is requested by school administration. Failure to comply with a reasonable search will be considered insubordination.

CCTV Surveillance: The interior and exterior of Willoughby-Eastlake Schools, and transportation, are under electronic surveillance. A recording may be used as evidence by administrators, security, or police in any situation involving the violation of any rule, regulation, policy or law. Privacy (FERPA) considerations and other factors are taken into account by school officials when deciding if captured video from surveillance media can be shared with parents, students or members of the general public.

Consequences for unlawful conduct: Some forms of conduct are violations of local, state or federal laws. If such conduct poses a clear and present danger to the health, safety or welfare of other persons or interferes with the orderly operation of school, disciplinary action may include additional action taken by Juvenile, Civil or Criminal Court.

School Expectations/Codes/Policies/Regulations

1. Violation of Policies, Rules and Regulations

No student shall violate any Board of Education policies or school rules and regulations. Students are responsible for becoming familiar with all policies, rules and regulations.

2. Unlawful Behavior

Students must follow all civil and criminal laws and regulations, including but not limited to: gambling, theft, weapons, inducing panic, extortion, blackmail, controlled substances, gang-related behavior, cyber-crime, trespassing, damaging school/private property, etc.

3. Bombs/Firearms/Weapons/Dangerous Instruments

Students shall not possess any form of weapon or object resembling a weapon (look-alikes). Students also cannot use routine items as weapons (i.e., pencils, combs, etc.).

4. Physical Aggression/Fighting

Students shall keep their hands, feet, and objects to themselves and under control at all times. Students are considered to be fighting when they punch, hit or act violently toward another student. If only one student punches or acts violently toward the other, the incident is considered an assault.

5. Assault

Students shall not cause physical harm to any school staff member, student, or visitor, through deliberate, inappropriate contact, by either the student, or object under the student's control.

6. Controlled Substances

Students shall not use, be under the influence of, possess, buy or sell, offer to buy or sell, or transmit drugs (prescription or non-prescription), alcohol, tobacco or electronic tobacco products. This clause also forbids the possession of paraphernalia or items that resemble (look-a-likes) any of these substances.

7. Harassment/Intimidation

Harassment: Causing, or attempting to cause, by action or encouragement, threatening, intimidating (bullying), degrading, injuring, disrespectful, or abusive

acts towards another person; including, but not limited to race, religion, disability, gender, or national origin.

Sexual Harassment: Conduct such as, but not limited to: unwelcome or uninvited sexual advances; insults; suggestive comments and demands; leering; subtle forms of pressure; requests for sexual favors; unwelcome or uninvited physical conduct or physical action of a sexual nature; inappropriate verbal, written, or pictorial conduct of a sexual nature.

Hazing: Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Stalking: Uninvited conduct (such as purposely following a person, purposely being in another person's location) that interferes with a person's right to a school environment free from intimidation and unhindered passage; directing uninvited behavior toward another person who does not want the perpetrator's attention.

Threats/Intimidation: Conduct (written, verbal, graphic or physical) that a student exhibits towards another individual that:

- Causes mental or physical harm or places an individual in an unsafe or threatening situation
 - Creates an intimidating, threatening, or abusive educational environment
 - May include electronically transmitted acts (e.g. Internet, cell phones, e-mail, social media, or wireless hand-held devices)
- Board Policy & Administrative Guidelines

8. Bullying/Cyber-Bullying:

Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is often repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying may include potentially hurtful text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

9. Inappropriate Contact/Sexual Conduct:

Students shall not participate in any form of sexual contact. This involves consensual and non-consensual behavior.

10. Inappropriate Language/Abusive Language:

Students are prohibited from being verbally abusive, profane or vulgar in any form, including spoken or written words, pictures, electronic transmissions/posts, text messages, and gestures.

11. Disruption/Disorderly Conduct:

Students must conduct themselves in a manner which contributes to a safe and orderly environment at all times. Student behavior should promote a positive, structured school environment and learning process. Any behaviors which disrupt the school environment, or detract from a teacher's ability to teach or a student's ability to learn can be considered disruptive and/or disorderly conduct.

12. Disrespect/Defiance/Non-Compliance/Insubordination:

Students shall comply with adult directives the first time they are given. They shall follow directions without argument or other display of disagreement. Students are expected to serve assigned consequences. Students are expected to act in a respectful manner towards all Willoughby-Eastlake employees, students and visitors.

13. Tardy:

Students must arrive on time to school, classes and required school functions.

14. Class Cut/Truancy:

Students must attend school and be in their assigned areas at all times.

15. Academic Dishonesty/Falsification:

Students must present only their own work for all assignments, avoiding plagiarism from peers, internet sites, previous authors, etc. Further, students cannot falsify documents including hall passes, permission slips, teachers' notes or words, doctor's notes, legal documents, etc.

16. Property Misuse/Vandalism:

Students must use personal and/or school-owned items for their intended educational purpose only. Students must not cause or attempt to cause damage, defacement, or destruction of private or school property.

17. Dress Code:

In alignment with our Shared Vision and dedication to fostering engaging and supportive learning environments, Willoughby-Eastlake City Schools strives to maintain a dress code that promotes respect, focus, and a positive educational experience for all students. Our dress code policies are crafted to create a safe, inclusive, and professional atmosphere that allows students to fully engage in their learning journey. A dress code supports the Portrait of a Graduate by fostering a professional mindset and teaching students the importance of presenting themselves appropriately, preparing them for the expectations of college, career, military, and life. It emphasizes responsibility, self-respect, and readiness for future opportunities.

As part of our commitment to the community, we prioritize building relationships and fostering growth. We believe that a respectful, distraction-free environment is essential to achieving these goals. We ask all students to follow the dress code, ensuring that every individual feels valued, every moment contributes to learning, and every student is prepared for a successful future.

1. Tops:

- **Shirts, blouses, and tops must fully cover the chest, stomach, and back at all times. No mesh, sheer, transparent clothing, or items resembling lingerie. Undergarments should not be visible at any time.**
- **Sleeveless tops, including tank tops, must have at least a 2-inch strap on the shoulder.**
- **No tops with offensive or inappropriate language, images, or symbols.**
- **Pajama tops are not permitted.**

2. Bottoms:

- **Pants, shorts, skirts, and dresses should be of appropriate length (e.g., shorts and skirts should reach at least mid-thigh when standing).**
- **Rips or tears in jeans should be below fingertip length.**
- **Leggings, yoga pants, and tights may not be see through.**
- **Pajama pants are not permitted.**

3. Footwear:

- **All shoes must be safe and appropriate for a school setting. Slippers are not permitted.**
- **Closed-toed shoes are encouraged for safety reasons, especially in lab-based classes or physical education.**

4. Hats, Headgear, and Accessories:

- The face and neck must remain fully visible at all times (an exception could include approved medical masks). Hoods and sunglasses should be removed once inside the school building. Head coverings worn for established and or traditional religious purposes are exceptions.
- No bandanas, hats with offensive logos, or any headgear that disrupts the learning environment.
- Blankets are not permitted.
- Spiked jewelry and/or jewelry that resembles or can be used as a weapon is not permitted.

5. Graphics & Messages:

- Clothing may not display offensive, inappropriate, or discriminatory language or images. This includes references to drugs, alcohol, violence, or explicit content.
- Positive, school-appropriate graphics and messages are encouraged.

Exceptions to the dress code policy may be made for spirit days and other special events. Additionally, not all circumstances may be addressed by this dress code. The degree to which a student's attire does not meet dress code standards, as well as any corrective action, will be determined at the discretion of the administrator.

18. Electronic Devices:

Students must follow adult directions with regard to cell phones and other electronic devices. Failure to follow adult directions shall be considered insubordination.

19. Bus Misconduct:

No student shall threaten, threaten to act, or act in such a way as to pose a danger to the safe operation of a school bus (regulations detailed below)

20. Repeated Offenses:

Students who repeatedly violate the Willoughby-Eastlake Code of Conduct may receive escalating consequences.

When Rules Apply

Willoughby-Eastlake students are expected to act in a manner that ensures the good order and operation of a productive learning environment. School policies and rules are enforced:

- On school grounds 24 hours per day
- Off school grounds, at any school sponsored activity
- On school transportation

- From residence to school
- From school to residence
- Any time the student is subject to school authority

Transportation

No student shall threaten, threaten to act, or act in such a way as to pose a danger to the safe operation of a school bus, including, but not limited to, the following:

- A. remaining properly seated, in his/her assigned seat;
- B. throwing or threatening to throw any object at the bus driver, aide, or other passenger;
- C. extending any objects, including body parts, out of the bus window;
- D. possessing and/or controlled substances on the bus;
- E. littering the bus;
- F. eating or drinking on the bus;
- G. bringing a pet or other animal onto the bus, except for service animals;
- H. failing to follow the lawful directions of the bus driver or aide;
- I. causing damage to the bus;
- J. engaging in any conduct which causes or threatens to cause physical harm or emotional distress to the bus driver or the aide, to the extent that the driver's attention could be diverted from his/her driving;
- K. riding a Willoughby-Eastlake school bus during a bus or school suspension;
- L. entering and exiting the school bus at an unassigned stop, or crossing at non-designated areas;
- M. carrying objects on a school bus that cannot be held in their laps;
- N. failing to arrive at the assigned bus stop at least five minutes before scheduled pick-up
- O. trying to leave the school bus without permission of the driver or aide;
- P. entering or exiting a school bus through the emergency door unless specifically instructed to do so by the driver or aide

Related Transportation Regulations

- Parents are not permitted to board a school bus at any time
- Seating assignments may be made by bus personnel or administration
- Bus driver may stop the bus and have a student removed by school administration or local law enforcement for violations that are dangerous or extremely disruptive.

When a student is determined by a bus driver to have violated the bus conduct requirements set forth above, the driver shall issue a bus misconduct notice in the student's name to the principal of the building the student attends. The principal or his/her designee shall meet with the student so charged and the principal shall

return the notice or a copy thereof to the Transportation Department, indicating thereon the action taken to discipline the student.

For the first and second violations of these rules, the principal shall prescribe a reasonable penalty. Suspensions from the bus may be imposed for the third and subsequent offenses, in accordance with the following schedule:

Third Offense: Up to three days suspension

Fourth Offense: Up to five days suspension

Fifth Offense: Up to ten days suspension

Sixth Offense: Up to suspension for the remainder of the current school year

Suspension from the bus does not relieve a student from punctual school attendance. All other Board policies and regulations dealing with student conduct are also applicable to students while they are on a school bus.

5611 – Due Process Rights

The Board of Education recognizes that students waive certain constitutional rights, regarding their education. Accordingly, the Board establishes the following procedures:

A. Student subject to suspension:

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

- 1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.**
- 2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.**
- 3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.**
- 4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in**

writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

5. Notice of this suspension will also be sent to the:

- a. Superintendent or designee;
- b. Student's school record (not for inclusion in the permanent record).

6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board. The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

B. Students subject to expulsion:

When a student is being considered for expulsion by the Superintendent:

- 1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.**
- 2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.**
- 3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.**

Appeal of Expulsion to the Board

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

C. Students subject to emergency removal:

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.

D. Students subject to permanent exclusion:

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

E. Students subject to suspension from bus riding/transportation privileges:

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 -Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non-interscholastic extracurricular activities.

Adoption date: 04/14/2025

COMMUNICATION

A bi-weekly newsletter, “The Royal View” is published to keep parents informed of general everyday occurrences here at Royalview. It is distributed every other Friday via SchoolMessenger and posted on the Royalview Elementary School link accessed through the Willoughby-Eastlake Schools website-www.weschools.org. Additional memos may be sent home on an as needed basis regarding specific matters. Classroom teachers will communicate with students and parents through

MyPowerHub as the district communication platform. The school calendar and lunch menu are published monthly and are available on our website.

COMMUNICABLE DISEASE INFORMATION

See School Health Policies

DAILY SCHEDULE

7:00 a.m. Y-CARE opens
7:30 a.m. Office opens
8:15 a.m. Safety Patrol on duty (driveway open to buses only)
8:35 a.m. Doors open/Breakfast available for purchase
8:45 a.m. Classes begin/Y-CARE closes
8:50 a.m. Morning announcements and pledge
10:45 a.m. Lunch Begins
2:35 p.m. Safety Patrol on duty
2:45 p.m. Dismissal/Y-CARE opens
2:55 p.m. Safety Patrol off-duty
3:45 p.m. Office closes
6:00 p.m. Y-CARE closes

DISCIPLINE AND POSITIVE BEHAVIOR INTERVENTION SYSTEM

We believe that self-discipline is the best discipline. For this reason, classroom (in-person and virtual) and building rules are established with a Positive Behavior Support Plan called Royalview ROCKS to promote self-discipline in all areas of Royalview.

Royalview ROCKS PBIS

<i>In Person School Expectations</i>	<i>R Respect</i>	<i>O Ownership</i>	<i>C Cooperation</i>	<i>K Kindness</i>	<i>S Self-Control</i>
<i>Hallway</i>	<i>Quiet</i>	<i>Listen to teacher directions</i>	<i>Walk in a line on right side of the hall</i>	<i>Be polite</i>	<i>Keep hands and feet to yourself</i>
<i>Arriving to School</i>	<i>Talk quietly Follow directions</i>	<i>Be on time</i>	<i>Stay in line with your class</i>	<i>Greet your teacher</i>	<i>Keep hands and feet to yourself</i>
<i>Dismissal from School</i>	<i>Wait quietly Follow teacher directions</i>	<i>Pack all your materials Wait quietly until dismissed</i>	<i>Walk quietly Report to your assigned area for dismissal</i>	<i>Be polite</i>	<i>Walk through the hallways Keep hands and feet to yourself</i>
<i>Playground</i>	<i>Listen to recess staff</i>	<i>Make good choices Accept consequences</i>	<i>Follow all rules Work together</i>	<i>Use kind words Take Turns Include others</i>	<i>Stay in your area Keep hands and feet to yourself</i>
<i>Restroom</i>	<i>Respect the privacy of others</i>	<i>Flush Wash hands Throw towels in garbage</i>	<i>In and Out Return to class ready to work</i>	<i>Quiet voices</i>	<i>Keep the restroom clean</i>
<i>Cafeteria</i>	<i>Follow staff directions the first time</i>	<i>Clean up after yourself Stay in your area</i>	<i>Work together to keep your area clean</i>	<i>Help others Listen to adults</i>	<i>Keep hands and feet to yourself. Use a quiet voice</i>
<i>Assembly</i>	<i>Be quiet and listen</i>	<i>Be proud Look at presenter</i>	<i>Follow directions</i>	<i>Clap Sit pretzel-style</i>	<i>Hands and feet to self</i>
<i>Classroom</i>	<i>Follow classroom and school rules</i>	<i>Accept responsibility Be prepared Be honest</i>	<i>Work together Take turns Share</i>	<i>Use kind words Be helpful</i>	<i>Keep hands and feet to yourself Raise your hand to speak Stay in your area</i>

Royalview Rocks Virtual PBIS (If needed)

Virtual Learning Matrix	R Respect	O Ownership	C Cooperation	K Kindness	S Self-Control
Entering Class	-Video on at all times in Zoom or Google Meet -Audio off -Use chat with classmates for first 5 minutes	-Be on time and ready to learn -Start class charged or plugged in -Have materials ready	-Choose a distraction-free space -Use equipment as intended	-Use kind words and faces	-Be present - avoid multitasking
Teacher Led Whole Group Instruction	-Video on at all times in Zoom or Google Meet -Audio off -Answer questions in chat box on cue -Answer polls promptly	-Ask in chat if you need help -Use kind words -Try your best	-Ask questions (voice or chat) when you have them -Be present	-Use kind words and faces	-Be present - avoid multitasking
One-On-One Instruction	-Video on at all times in Zoom or Google Meet -Audio on -Listen attentively -Answer questions out loud on cue	-Be on time and ready to learn -Start class charged or plugged in -Have materials ready -Try your best	-Ask questions (voice or chat) when you have them -Be present	-Use kind words and faces	-Be present - avoid multitasking
Small Group Activities	-Video on at all times in Zoom or Google Meet -Audio on -One speaker at a time: wait or use chat to respond when others are talking -Respect others' cultures, opinions, and viewpoints	-Be on time and ready to learn -Start class charged or plugged in -Have materials ready -Try your best -Ask questions (Voice or chat) when you have them.	-Encourage each other to stay on topic and participate -Complete the work together -One speaker at a time: wait or use chat to respond when others are talking	-Use kind words and faces -One speaker at a time: wait or use chat to respond when others are talking -Respect others' cultures, opinions, and viewpoints	-Be present - avoid multitasking

Schoology	-Be respectful of yourself, classmates, and your teacher in stream posts, assignments, etc.	-Be on time and ready to learn -Start class charged or plugged in -Have materials ready -Try your best -Ask questions in stream or assignment to your teacher.	-Actively participate -Ask for help when needed. -Choose a distraction-free space -Use equipment as intended	-Use kind words and faces -THINK before posting-respect others.	-Complete assignments daily -Submit assignments correctly.
Technology	-Take care of technology -No eating or drinking around technology	-Charge technology daily to be prepared. -Keep passwords and login information private	-Use equipment as intended -Avoid and report unsafe site immediately to a trusted adult.	-Use kind words toward others in chat, voice, etc.	-Use technology for school use only

A copy of Willoughby-Eastlake Code of Conduct is available in the school office. Occasionally some of our students will not behave in a manner that allows other students to learn or play in a safe environment. We believe it is important for you to be informed of school behavior expectation guidelines of Royalview ROCKS and the W-E School-wide Positive Behavior Intervention System for all Willoughby-Eastlake Schools.

Additional Expectations at Royalview-

Playground and Indoor Recess:

1. Use appropriate behavior with respect to self and feelings of others.
2. Keep hands and feet to yourself.
3. Use recess time safely.
4. Remain in designated areas of the building or playground.
5. Line up when the bell rings and walk quietly into the building with the noon supervisors.
6. Use all playground equipment safely; sit on swings, keep both hands on climbing equipment, remember to not jump off any equipment.
7. Participate in indoor activities quietly with others.

Morning Lineup:

As they arrive, students should line up at their designated area promoting social distancing if possible. This is not time to play and move from one area to another. Students should not arrive on school grounds before 8:30 a.m., as supervision is limited before that time. Students will be sent in immediately at 8:37 a.m.

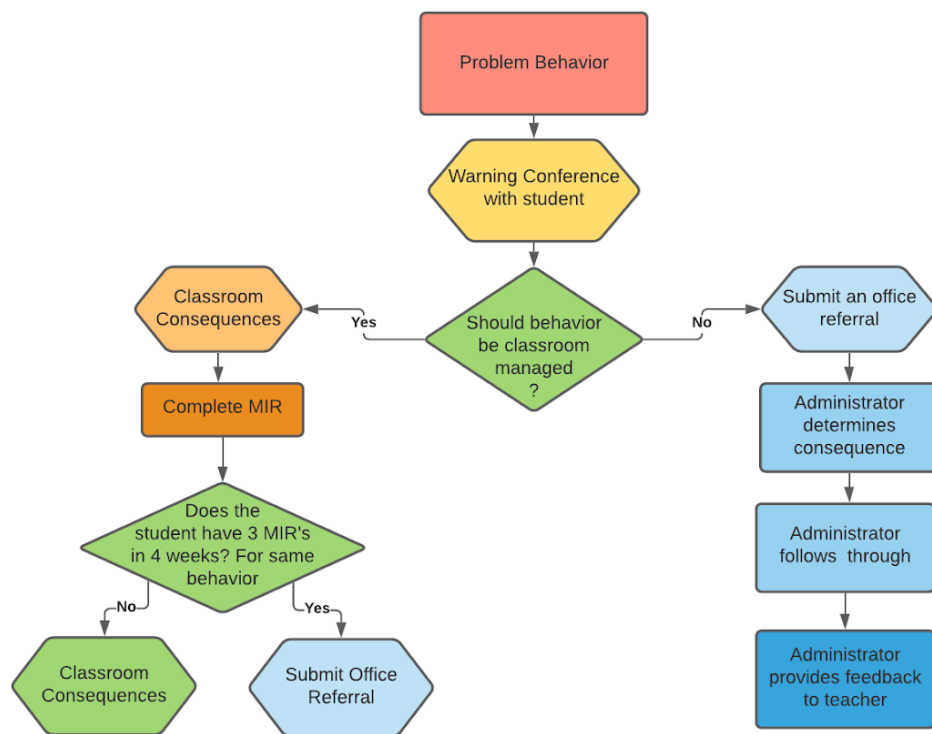
Cafeteria:

1. Stay seated in the assigned seat at the lunch table-Students are not allowed to get up, except if given permission to use the restroom by the noon supervisor.
2. Practice appropriate table manners and eating habits.
3. Throw trash away from the seat when the noon supervisor brings the trash can to your table and clean up after yourself.
4. Talk quietly.
5. Remain seated until you are finished eating and a noon supervisor dismisses the classroom table.

Consequences for Not Meeting Expectations:

If a student is referred to the administration by a classroom teacher, a noon supervisor, or other school personnel for not meeting school behavior expectations the procedures below may be followed:

Royalview Elementary Discipline Flowchart



<u>Classroom Managed</u>	
Behavior	Response
• Preparedness • Calling-Out • Classroom Disruption • Refusal to Follow a Reasonable Request • Failure to serve a consequence • Put downs • Refusing to work • Inappropriate Tone/Attitude • Inappropriate Comments • Stealing • Cheating • Horseplay • Inappropriate words	• Proximity • student/staff conference • corrective "re-do" • Use of break/recovery area • Zones of regulation • Logical consequences (loss of free time, clean up mess, apology letter) • temporary loss of privilege (portion of recess, loss of seat choice) • Phone call home • self-monitoring sheet • Contract • Buddy Teacher

<u>Office Managed</u>	
Behavior	Response
• Weapons/look-alike • Fighting or aggressive physical contact • Chronic Minor Infractions (4 MIR's) • Aggressive Language • Threats • Harassment of student or staff • Vandalism • Alcohol/Drugs/Gambling • Not with class • Leaving school grounds • Inappropriate Language at student/staff • Horseplay Injury	• District discipline options • Suspension • Learning Lab • FBA/BIP • others as determined by administrator

Royalview Elementary

Defining Problematic Behaviors for PBIS Minor Behaviors (Classroom managed)

Minor Problem Behavior	Definition	Example/Board Policy
Defiance/ Disrespect	Student delivers <u>low-intensity</u> , socially disrespectful messages to adults or students or not following directions	Eye rolling, talking back, not following directions
Disruption	Student engages in <u>low-intensity</u> , but inappropriate disruption.	Side conversation, note passing, finger tapping, blurt outs/outbursts, not on task
Dress Code Violation	Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.	Adopted Code of Conduct
Inappropriate Language	Student engages in low-intensity instance of inappropriate language.	Name calling, rude remark
Other	Student engages in any other minor problem behaviors that do not fall within the above categories.	
Physical Contact/ Physical Aggression	Student engages in non-serious, but inappropriate physical contact.	Pushing, poking, etc.
Property Misuse	Student engages in low-intensity misuse of property.	
Tardy	Student arrives at class after the bell (or signal that class has started).	
Technology Violation	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, Smart Watch, tablet, camera, computer, and/or other electronic devices.	Use of Smart Watch, Mobile phone, etc. during the school day

Royalview Elementary
Defining Problematic Behaviors for PBIS

Major Behaviors (Office Managed)		
Major Problem Behavior	Definition	Example/Board Policy
Abusive Language/ Inappropriate Language/ Profanity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.	Adopted Code of Conduct Threats, Aggressive Language, Swearing, Racial remarks
Arson	Student plans and/or participates in malicious burning of property.	
Bomb Threat/ False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.	
Bullying	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.	Adopted Code of Conduct and Royalview Student Handbook -Repeated incidents toward one person over a period of time
Defiance/ Insubordination/ Non-Compliance	Student engages in refusal to follow directions or talks back.	Swearing
Disrespect	Student delivers socially rude or dismissive messages to adults or students.	
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.	
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.	

Fighting	Student is involved in mutual participation in an incident involving physical violence.	Hands-on
Forgery/ Theft/ Plagiarism	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.	Stealing money, items from other student's bookbag/desk, cheating on assignment
Harassment of staff or student	The delivery of disrespectful messages in any format: gender, ethnicity, sexual, race, religion, disability, physical characteristics, or other protected class. <i>These subtypes are based on documentation from the U.S. Office of Civil Rights.</i>	
Inappropriate Location/ Out of Bounds Area (Out Bounds)	Student is in an area that is outside of school boundaries or not with class (as defined by school).	Leaving classroom without permission/Leaving School grounds
Lying/Cheating (Lying)	Student delivers message that is untrue and/or deliberately violates rules.	
Other Behavior (Other)	Student engages in problem behavior not listed.	Look at on individual basis
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).	
Property Damage/ Vandalism	Student participates in an activity that results in destruction or disfigurement of property.	Classroom/School or Individual's property
Tardy	Student is late (as defined by the school) to class or the start of the school day due to multiple instances and length of class instruction missed.	Late multiple days after school day starts
Technology Violation	Student engages in inappropriate (as defined by school) use of cell phone, Smart Watch, tablet, camera, computer, and/or other electronic devices that cause a major disruption.	

Truancy	Student receives an 'unexcused absence' for 65 hours or more per Ohio State Attendance Guidelines.	
Use/Possession of Alcohol	Student is in possession of or is using alcohol.	
Use/Possession of Combustibles	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).	
Use/Possession of Drugs	Student is in possession of or is using illegal drugs/substances or imitations.	
Use/Possession of Tobacco	Student is in possession of or is using tobacco.	
Use/Possession of Weapons	Student is in possession of knives (> 6 in., < 6 in.) and guns (real or look alike), or other objects readily capable of causing bodily harm.	

Minor Incident Report

Teacher: _____

Student: _____ Date: _____

Type of behavior: _____

Staff Response: _____

Report # for this type of behavior: _____

Parent contacted Yes No Method: _____

Minor Incident Report

Minor incident reports should be used to track and document repeated minor behaviors from a student. Minor behaviors are those that should be handled within the classroom management system. The incident report should only be filled out when a student does not respond to redirection, pre-correction or a verbal warning. If the student changes their behavior as a result of prompting etc. there is no reason to fill out the form.

Prior to an office referral being filled out for repeated minor infractions there should be 3 incidents OF THE SAME BEHAVIOR within a 4 week period. Each of these incidents should have been addressed with the student by the staff member and the responses should be documented. The response should include a phone conversation with the parent regarding this specific behavior. This contact needs to be documented on the form.

Office Referral for repeated behaviors:

When you complete an office referral for repeated minor behaviors you should submit copies of the 3 incident reports that you have filled out. You may submit these via email or copies in Mr. Bender or Mr. Forfia's mailbox.

Things to consider: If a student has a bad day that should not constitute multiple write ups. That is when we need to consider extenuating circumstances and what we can do to meet the students needs.... a visit with Miss Monica, taking a break, a call home to see what is going on etc.

Bus Conduct:

Students must always follow the lawful directions of the bus driver or aide. Students are expected to remain seated in their assigned seat, wear their protective mask properly-by federal mandate for public transportation, refrain from throwing or threatening to throw objects, extend objects or self out of the bus, littering, eating or drinking on the bus, causing damage to the bus, or engage in any conduct which causes or threatens to cause physical harm or emotional distress to the driver, the aide, and or other passengers.

For the first and second violations of these rules, the principal shall prescribe a reasonable penalty.

Suspensions from the bus may be imposed for the third and subsequent offenses, in accordance with the following schedule:

Third Offense: Up to three days suspension

Fourth Offense: Up to five days suspension

Fifth Offense: Up to ten days suspension

Sixth Offense: Up to suspension for the remainder of the current school year

Suspension from the bus does not relieve a student from punctual school attendance. All other Board policies and regulations dealing with student conduct are also applicable to students while they are on a school bus.

Weapons Policy:

In accordance with the Willoughby-Eastlake Students Code of Conduct, any student in grades kindergarten through grade twelve bringing a weapon to school (this includes, but is not limited to knives, guns, clubs, cap pistols, etc.) will be suspended for 10 days, with a recommendation to the superintendent for expulsion from school.

Bullying or Harassment:

Students are expected to follow the discipline guidelines established by the school community here at Royalview. Inappropriate language, gestures, and touch will not be tolerated. Such behaviors are to be reported to school personnel immediately. School personnel will make every effort to investigate each situation and follow it through a course of disciplinary action- SEE BEHAVIOR INCIDENT CONSEQUENCE PLAN. Referrals will be made to outside agencies as needed. Specific complaint forms are available from administration.



PBIS at Royalview

What is PBIS?

Positive Behavioral Interventions and Supports is a broad range of systemic and individualized strategies for achieving important social and learning outcomes in school communities while preventing problem behavior. The key attributes of PBIS include preventive activities, data-based decision making, and a problem solving orientation.

Why Implement PBIS?

- **Reduction in problem behavior**

- **Increased academic performance**
- **Improved perception of safety**
- **Reduction in bullying behaviors**
- **Increased administrative time for instructional leadership**
- **Reduction in staff turnover**
- **Increased perception of staff efficacy**
- **Improved social-emotional competence**
- **Increased positive school climate and culture**

Royalview Ranger Pledge of Respect and R.O.C.K.S.

Each morning Royalview comes together as a school community to recite our Ranger Pledge of Respect; I am smart, special, valuable person. I respect myself and respect others. My words and actions are kind and honest. I accept only my best in all I do. I am proud to be me and a Respectful Royalview Ranger. We also talk about our ROCKS focus for the month on a daily basis. R – Respect, O – Ownership, C – Cooperation, K – Kindness and S – Self-Control. Why are you here? What is our ROCKS focus for the month? Who is responsible for your learning and behavior?

Students who exhibit ROCKS earn Royalview Bucks. Students are rewarded monthly with a special ROCKS Reward (one student from every classroom at every grade level is drawn).

Noon Supervisors, Custodians and Bus Drivers also recognize positive behavior with praise and Royalview Bucks.

DRESS

Students should wear appropriate clothing for an educational setting. Dress that not permitted is addressed within the Code of Conduct on page 9 of the Student Handbook. The children will be going outside for recess all year long, except when it is actually raining at recess time or in the winter when the temperature/wind chill is 20 degrees or more below. Children can study better in the classroom if they have an opportunity to get outside for exercise and fresh air. Proper coats, hats, gloves, scarves, snow pants and boots will keep your child warmer. Comfortable shoes with rubber soles are very slippery on tile floors and flip flops are prohibited for student activity. For safety purposes, we ask students wearing earrings to school to limit them to the post type.

EARLY DISMISSAL

If a student must be excused during the school day, parents should send a note to school explaining the circumstances. In the interest of safety, parents are asked to call the school at 440-944-3130 to make office staff aware when you have arrived. One parent is allowed into our bullpen wearing a mask to have their temperature taken and have the student signed out. The Parent is required to show identification prior to signing out a student. Students will not be released to any person not authorized by the parent. (Changes should be submitted to the office in writing.) Students will not be called out of class before the parent/guardian

actually arrives in the office with identification. **In an effort to ensure a safe and efficient dismissal, no changes to your child's dismissal plan can be made after 2:00 p.m.**

ELECTRONIC DEVICES

Students are not permitted to bring electronic devices such as iPods, MP3s, CD's, cameras, laptops, personal gaming systems, tablets, video games, Smart phones, etc. The school takes no responsibility for any damage or loss that might take place. We make exceptions for those students participating in special programs or activities; however, we take no responsibility for the loss or damage of these devices.

EMERGENCY INFORMATION

We use an online student registration/data validation system powered by PowerSchool Registration. The system is a secure and green process, which allows the district to verify all student demographic, emergency and medical information for your child prior to the start of the new school year. The system will also allow you to electronically sign the annual emergency form.

You will receive a no-reply email from Willoughby-Eastlake Schools with instructions on how to access the system for your student. The email will contain a secure link with instructions that will link you directly to your student's information. You will log into your account, or create an account if you are new to the system. To make the process easier for families with multiple students, you will have the option to copy all generic family information to all other children in your family. All families need to take action and complete these forms as soon as possible after receiving the email. Your child will not be permitted to attend field trips without updated information. If you do not have access to the Internet, or if you have questions, please contact the office and you can make an appointment to use a school computer to complete the process.

FAMILY LIAISON

Students who are dealing with difficult issues are brought together in a support setting or on an individual basis. A trained Royalview staff member leads the sessions. Topics include self-esteem issues, anger management, divorce, and dealing with problems at home or school. Students participate by parent permission. Information shared in individual and group sessions is confidential to those involved. Please contact the main office to leave a message for the family liaison if you have a concern you would like to discuss with her for your child.

FAMILY VACATION

We would like to encourage you to schedule family vacation at a time other than when school is in session. When you must schedule a family trip during school time, please complete a family vacation request form. While it is a physical impossibility to make up all instruction missed during your child's absence, we will save all papers and assignments. Ample time after returning to school will be given for the completion of make-up work.

FIELD TRIPS

Parental permission in writing must be given for students to go on field trips off campus. Parents will be notified in advance when a field trip takes place.

HEARING SCREENING

Students have their hearing screened in the fall by the district speech personnel. Referrals are made to parents where problems are identified. This service does not take the place of a medical examination by a family's own doctor.

HOMEWORK

Homework at all levels is part of the educational process to complete work begun in the classroom. Homework is expected to be completed on time to provide the teacher a snapshot of the student's ongoing learning of concepts to help guide instruction. Homework may be used as a reinforcement or supplement to classroom learning. Homework guidelines are developed uniquely for each grade level. *Parents will receive copies of said document on the first day of school in your student's backpack or by email attachment.* Students in grades 3, 4, & 5 receive a Royalview Assignment Book.

HOMEWORK REQUESTS

When students are absent for *three or more days*, homework may be requested at the time parents call in student absences. Please be sure to call before 10:00 a.m. to allow the teacher to receive your request and gather the day's materials. Homework will be available by 2:30 p.m. in our Homework Center, located in the main lobby. It is not our policy to have other children take home sick children's homework. Please make arrangements to pick up the work- In the interest of safety, parents are asked to call the school at 440-944-3130 to make office staff aware when you have arrived. One parent is allowed into our bullpen to have their temperature taken and the homework will be given to you in a contactless manner. The main office closes at 3:45 p.m. each day.

INTERVENTION ASSISTANCE TEAM (IAT)

A committee of staff members meets virtually several times each month to discuss the performance of students who are having difficulty in school. Recommendations are made as to possible remedies and strategies for improvement.

LIBRARY

All Royalview students have access to the library each and every day throughout the school year. Each class visits the library at least once per week. Students are responsible for the care and conditions of the books they sign out of the library. Abnormal wear and tear of books may result in a fine being assessed. A library aide assists teachers and students in research, location of information, inventory, and shelving of books.

LOST AND FOUND

Lost and found items will be placed in a coat rack located near our main office entrance. All items that your child brings to school should be labeled with his/her name. Lost and found is cleaned out at the end of each quarter. Unclaimed items are donated to charitable organizations. Students will be limited looking through items

LUNCH PROGRAM

Lunch is available each day in our school cafeteria. All students are permitted one full lunch each day at no cost through the CEP program. Milk is sold separately for those who pack a lunch. The Willoughby-Eastlake Schools implemented a new online breakfast/lunch and student fee payment system, PaySchoolscentral.com. PaySchools Central gives parents the ability to see their child's cafeteria account balance, what their child has purchased for the last 30 days and set up low balance email reminders. The parents can put money in their child's account online using credit cards or electronic check, which can be used to pay school fees, lunch fees, activity fees and fundraisers.

Free and reduced lunch applications are made available at the beginning of the school year, and are available in the office throughout the year.

MEDICATION POLICY AND FORMS

Ideally, parents should administer medication to children at home. We recognize, however, that in some situations, medication must be administered during the school day to attain optimal health. The Willoughby-Eastlake Board of Education has a policy regarding the administration of prescription and non-prescription

drugs by authorized school personnel during the school day. Your physician must complete a medication authorization form. Please contact the nurse or school office to obtain a copy of this form. No medication will be administered without this form being on file in the school clinic.

PARENT CONFERENCES

Parent-Teacher conferences are scheduled for all parents during the fall and teachers may request a conference in February for your student(s). Parents may request additional conferences at any time during the school year by contacting their child's teacher.

PARENT VISITS

Parents should contact the teacher at 440-944-3130 to make an appointment and arrange a mutually convenient time.

PARKING

Parking is available for parents and visitors in our north and east parking area along with parking spots along our exit driveway. Parking is limited during the school day in the east parking lot for more area to play during recess. Parking on grassy areas is prohibited. Drivers should stay in their cars and not block other drivers from leaving in an orderly fashion at the end of the school day.

PLAYGROUND SAFETY

The large playground areas are used for free play and exercise during recess periods. Students are to remain in designated areas of the building or playground and are also expected to follow the directions of the noon supervisors.

PARENT TEACHER ASSOCIATION (PTA)

The PTA encourages all parents, grandparents, family and friends of Royalview School to join the PTA. PTA virtual meetings are usually held on the first Wednesday of each month. The meetings are open to everyone. PTA sponsors activities for students, teachers and parents throughout the year.

PUPIL PROGRESS

The progress of each student is monitored continuously. Progress reports are sent home for those students experiencing significant difficulty during the middle of each grading period. Report cards are sent home electronically via email through PowerSchool at the end of each nine-week period with students. Parents are asked to take time to review all assignments and tests that are sent home. Reviewing this work on a regular basis will assist parents in monitoring their child's daily progress.

RAPTOR

Willoughby-Eastlake Schools use the RAPTOR system for all guests entering into a building. RAPTOR is a visitor registration system that enhances school security by reading driver's licenses, comparing information to an offender database, alerting campus administrators if a match is found, then assuming no match was made a visitor badge that includes a photo will be printed for the parent if attending a necessary in-person meeting. All visitors must follow these security guidelines when entering our building:

- Present a valid government-issued driver's license to the office staff and you'll receive a badge to enter the building.**
- Teachers and staff will question any person within the building that is not properly identified, and escort them immediately to the main office.**
- Items to be dropped off should be given to the office staff and labeled with the student's name and room number on the small table in the building's bullpen.**

RECESS

Children will be going outside for recess all year long, except when it is actually raining at recess time or in the winter when the temperature/wind chill is 20 degrees or below. Please send your child dressed or with appropriate outdoor clothing and shoes. The play area is supervised by noon supervisors and monitored by administration.

SCHOOL CLOSING

The policy of the Willoughby-Eastlake schools is to make every effort to hold school 180 days a year. The decision to close schools in inclement weather is based primarily upon the ability of buses to run their respective routes and/or excessively low wind chill temperature factors. Every effort will continue to be made to announce the closing of schools the night before the day it would occur based upon forecasting.

Realizing the varied nature of weather conditions between and among our communities, some parents may decide to keep their children home because of the weather conditions in their neighborhoods. Although these children will be counted absent from school, they will not be penalized for being absent.

Schools will also close if the state or national terror system alert system goes red. If this would occur, school closing would be announced using the existing local television and radio station closing system, as well as, School Messenger. Please

watch local television stations, or listen to local radio stations for the list of closed schools.

SCHOOL FEES

Parents are asked to pay the school for some supplies that students consume during the course of the school year. Included in these supplies are consumable products such as student workbooks. The Board of Education sends a yearly statement of fees due. Students whose fees are not paid by the end of the school year will be unable to receive report cards until such fees are paid. Report cards may also be held for missing library books or fees, missing or damaged textbooks, and latchkey fees. These fees are cumulative and will follow the student into the following school year. Statements are normally sent to your home during the second quarter of the school year. Willoughby-Eastlake Schools implemented a new online student fee payment system, PaySchoolscentral.com. PaySchools Central gives parents the ability to pay school fees online using credit cards or electronic check through this service.

SCHOOL HEALTH POLICIES

Administration of Prescription Drugs

In accordance with AM SB 262, adopted by the General Assembly, it shall be the policy of this Board of Education to permit the administration of prescription drugs to students by selected school personnel. Drugs prescribed by a physician may be administered to students provided all of the following criteria are met:

1. The Superintendent or his/her designee receive a written request that the drug be administered to the student, signed by the parent or guardian of the student.
2. The Superintendent or his/her designee receive a statement signed by the prescribing physician that includes the following information:
 - a. Student name and address
 - b. School and grade of the student
 - c. Name, dosage and time the drug is to be administered
 - d. Dates when administration of the drug should begin and end
 - e. Any severe reactions that should be reported to the physician
 - f. Physician's phone number
 - g. Any special instructions for administration of drugs
3. The parent or guardian agrees in writing to submit a revised statement signed by the physician if any of the information originally provided by the physician changes.

4. The employee authorized to administer the drug receives a copy of the statement signed by the physician; such copy being provided to said employee by the next day following the original receipt of the Superintendent or his/her designee.
5. The drug received by the employee authorized to administer the drug in the original container in which it was dispensed by the prescribing physician or licensed pharmacist, with the label attached.
6. Students who need to carry inhalers need to see a school nurse for appropriate form.

All prescription drugs covered by this policy shall be stored in a locked storage place under exclusive control of the building principal or his/her designee, if the medicine requires refrigeration, it shall be stored in a refrigerator not used by students.

Any employee designated to administer drugs under this policy shall administer said drugs except when said employees shall object to duty on the basis of the employee's religious conviction, in which case another employee shall be designated to administer a drug. No employee shall be designated to administer a drug who does not have appropriate training in those cases in which special training or knowledge of procedures in drug administration are needed, such as injections.

Communicable Diseases

If your child has any communicable diseases such as chicken pox, measles, mumps, scarlet fever, strep throat, impetigo, conjunctivitis, scabies or head lice, please report it to the school immediately.

If you have any questions regarding any of the above diseases, call the school nurse, but please **DO NOT SEND YOUR CHILD TO SCHOOL** if he/she has a suspicious rash or other disease and ask the nurse to diagnose or treat him/her.

Illness and Accident at School

In case of an accident at school, first aid **ONLY** is administered. If further care is required, we refer to the current Emergency Form and notify you as soon as possible. When you are given the form, be sure to complete all sections so that in case of an emergency we can reach you or some other designated person. It is the parents' responsibility to obtain additional medical care. A child under 18 must have a parent or relative authorize care beyond first aid. If your child becomes ill in school, you will be contacted and expected to make arrangements for his/her transportation home.

Immunization

All students attending school are required by law to have the following immunizations:

- Five DPT, DTaP, or DT
- Two MMR (measles, mumps, rubella)
- Four Polio
- Mumps Vaccine
- One Tuberculin Test
- One German Measles (Rubella) Vaccine
- Three Hepatitis B (K-4)

The revised Code of the State of Ohio, Section 3313.67 provides: all pupils who are not fully immunized, or do not have a waiver on file, or do not fully meet the “in the process” criterion, are to be excluded from school on the 15th day following admittance. A school nurse and a health aide are available on a full time basis to help students with health problems. When a student is injured, the school administers first aid only. If the injury requires more treatment, the school will contact the parents. Emergency phone numbers and information, by law, must be on file for each child. The school should be informed of any problems that may affect the student’s capacity to perform in school. Please inform the school nurse of any health problems that should be noted. The school nurse maintains health records for all students.

Vision Tests

Vision acuity (distance vision) testing is routinely administered to all 1st, 3rd, and 5th grade students, and all new enrollees throughout the school year. As this testing is limited and primarily a screening device to pick up obvious defects, it is not possible to spot all vision problems. It is suggested that your child’s vision be tested prior to entering school, as part of the medical examination, to assure that his/her vision is normal. A vision referral form is sent home for the eye specialist to complete and return to school for your child’s health records. No report is made if vision appears to be normal. Students in kindergarten are screened for amblyopia and eye muscle balance. Boys in grade 1 will be screened for color vision.

SCHOOL MESSENGER

Communication is mainly distributed via text, email, or phone call through School Messenger. Here are enrollment steps to follow:

-Contact the Main Office for your PowerSchool Parent Portal Information at 440-944-3130

-Access our district webpage at weschools.org

- Click on Parents button located on the top of the webpage
- Click on **School Messenger**
- Follow the Directions on the School Messenger pdf
- Log into the PowerSchool Parent Portal
- Click on School Messenger tab and sign up

TEMPERATURE

If the student has a temperature of 100 degrees Fahrenheit or higher, the student should not be sent to school for 24 hours per state health mandate. Contact the school to make aware of the student's needed absence.

TESTING PROGRAM

Students participate in diagnostic, achievement, and assessment testing programs provided by the Ohio State Department of Education and our district. Details regarding the specific testing programs are provided to parents prior to the administration of each test, along with the specific dates and times.

TEXTBOOKS

Students are required to keep their hardback texts covered at all times. Charges will be assessed for lost texts and those subjected to undue wear and tear.

TRAFFIC FLOW PATTERN

During morning drop off, a traffic plan has been created to help the traffic flow smoothly while providing a safe drop off area for our students. The circular driveway directly in back of the school is for bus traffic only at all times. All vehicle traffic should enter through the driveway off of Royalview Dr. Beginning at 8:15 a.m. all traffic is not allowed to turn left, but needs to turn right into the Willowick Middle School parking lot. Traffic loops around in the parking lot, progressing to the student drop off area near the main entrance of Royalview. All students regardless of grade level should be dropped off at this area. A Traffic Pattern Map is also included on the front page of our website.

TRANSPORTATION

Bus transportation is provided to students residing in Willowick whose residence is beyond one mile from the school building. Questions concerning routes, times, and stops can be answered by calling Petermann Transportation directly at 440-975-3736.

1:1 TECHNOLOGY

Every classroom is equipped with a computer and many with interactive SMART Boards. Grade 3-5 are assigned individual W-E District Chromebooks to aid with their learning and all K-2 classrooms have a cart of Chromebooks that are assigned for the students to use within their classroom. Students and parents are required to sign an acceptable use form for students to be able access the Internet at school at the beginning each year. Refer to the [Chromebook Handbook](#) for additional information.

TECHNOLOGY FEE

An annual technology fee of \$20 will be required for all students to defray the cost of technology and associated digital software related to student learning. Payment of the annual technology fee by the last day of the first quarter, will cover the cost of one repair as a result of accidental damage during the school year. If multiple repairs are needed from one incident, the highest value repair will be covered. Full device replacement or lost chargers are not covered by the annual technology fee. The annual fee was assessed on September 6th and covers the period from August 1st through July 31st.

Families who do not typically pay full school fees due to free and reduced lunch status, may choose to pay the technology fee to receive the benefit of the covered repair cost outlined above. Please contact your students' school, if your student is eligible for free or reduced lunch and would like to have the fee applied to your account.

WATER FOUNTAINS-PERSONAL WATER BOTTLES

Water bottle fill stations have been installed in four locations in the building for staff and students to refill their bottles. These are located in the front and back hallway by the main gym, by our small gym and the small clinic. Please mark your name in permanent marker with your teacher's name as well on your bottle.

WITHDRAWAL FROM SCHOOL

If you plan on moving to another school district, let us know as soon as possible. This allows our staff to help the student make a smooth transition. For moves within the school district, students may remain at Royalview upon approval of parents' request to the Director of Pupil Personnel.

Y-CARE

Childcare is available for Royalview students from 7:00 a.m. to 8:40 a.m. and from 2:40 p.m. to 6:00 p.m. through the West End YMCA. Information and registration forms will be sent home via email in the summer of 2024. Families can register their student(s) on the waiting list for the 2024-2025 school year directly at the West End YMCA in Willoughby, Ohio.

Updated 5/16/24 JB