



Student Handbook
2023-2024
Mr. Bonick, Principal

ARRIVAL/DISMISSAL TIMES

Classes will begin at **8:30am**. All students 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. For morning dropoff, the car line in the back of the school begins at 8:10a.m. and ends at 8:25a.m. (after 8:25, students may be dropped off at the front of the school). Students are to put on their protective mask prior to exiting the car if they are a car rider.

When picking your children up after school, please follow the flow of traffic along the outside perimeter of the parking lot in the back of the school. **For everyone's safety, please do not "cut" or drive around the car line.**

Students will be dismissed in stages by PA announcement-Car riders, then Bus riders. Busses will be called in stages to promote social distancing at dismissal to limit the number of students in the hallways.

ATTENDANCE

If your child is absent, please call the school attendance line (24 hours) at **(440) 283-2149**, 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 8:30 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.

BIRTHDAY TREATS

DUE TO COVID-19 and food allergies, birthday treats or items are not permitted to be sent in for distribution to classmates.

BREAKFAST PROGRAM

Breakfast is available each day from our school cafeteria. Current prices are announced in our newsletters at the beginning of the year. *Students purchase their breakfast in the cafeteria and need to finish eating and return to class by the start of their first class (elementary = 8:30am; middle = 8:35am).*

The Willoughby-Eastlake Schools implemented a new online breakfast/lunch and student fee payment system, **payforit.net**. Pay For It 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.

COVID-19: If a student brings in money to pay for meals and there is change owed from the amount paid-that amount will be placed in the student's account to promote contactless transactions. The Chartwell's staff does not have change in their registers.

CALLS TO SCHOOL

If at any time you need to contact a teacher, please call **(440) 942-1525**, or email **your child's team of teachers**. Staff members are not called out of class to make or receive phone calls. Students may not use cell phones during the school day.

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.")

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. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights".

"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".

Suspension, expulsion, or removal from school results in an unexcused period of absence from regular classes. A student may not receive scholastic credit for the period of his/her absence. 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 (11-80 school days)
- Referral to Juvenile Court, police or fire department

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 Re-Entry 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 an administrator.

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 students who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to search such 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 prevent school officials from sharing surveillance media 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 (pipes, lighters, e-cigs, etc.) or items that resemble (look-alikes) any of these substances.

7. Harassment/Intimidation/Bullying

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.

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.

Cyber Bullying: 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.

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)

8. Inappropriate Contact/Sexual Conduct

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

9. 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.

10. 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.

11. 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.

12. Tardy

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

13. Class Cut/Truancy

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

14. 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.

15. 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.

16. Dress Code

Students are required to dress in a manner that is safe, modest, and appropriate for their class or activity. Students should not dress in a manner that disrupts the learning environment. No policies or rules shall deprive any person of civil rights, enforce a particular code of morality, or espouse religious tenets. There must be a clear showing of a reasonable connection between any specific dress/grooming prohibition and negative effect on the student or the educational process. This Policy and Regulations shall be reviewed annually by the Superintendent or his/her designees, and recommended changes submitted to the Board for approval prior to implementation.

The following attire is PROHIBITED during any school sponsored activities.

- a. Over-sized, spandex, or extremely tight-fitting clothing. NO SAGGING PANTS.
- b. See-through clothing or material that reveals undergarments.
- c. Bare midriff, "crop tops", halter tops, tank tops, tops with spaghetti straps, muscle shirts, and low-cut, revealing tops (no cleavage can be seen).
- d. Undergarments worn on the outside of clothing.

- e. Pajamas - either tops or bottoms.
- f. Garments with inappropriate language, violence, pictures, or suggestive references, including those relating to alcohol, tobacco, drugs, or sex.
- g. Any dress that causes or is likely to cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment.
- h. Cleats, slippers, flip-flops, footwear which damages school floors, or stiletto heels; sandals must have back straps (**Elementary Only**).
- i. Spiked jewelry or chains.
- j. Coats, jackets, and gloves should not be worn in school.
- k. Hats and caps must be removed when entering building; hoods on sweatshirts may NOT be worn covering head.

17. 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.

18. 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)

19. 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 time;
- 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;
 - b. Board Treasurer;
 - c. 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 Code 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.

Addendum

Facial Coverings

As stated in Governor DeWine's health and prevention guidelines, "Use of cloth face coverings can reduce the spread of respiratory droplets that, in infected people, carry and spread COVID-19."

The following are the specific requirements regarding students' use of face coverings:

- If a student has been identified as a close contact to a person with COVID-19 while in a school setting, they are able to continue to attend in-person instruction in their school, as long as they wear a mask for the ten (10) days following the exposure, regardless of a mask exemption.
- If a student tests positive for COVID-19, the student must remain at home for five (5) full days from the date that symptoms began; on day six (6) the student can return to school ONLY if symptom free and must continue to wear a mask for five (5) additional days, regardless of a mask exemption. If the student is not able to wear a mask, they will need to continue the 10-day home isolation.

Adoption date: 1/5/2022

COMMUNICATION

A weekly newsletter, “The Spark Remark,” is published to keep parents informed of general everyday occurrences here at the School of Innovation. It is distributed every Friday via SchoolMessenger and posted on the School of Innovation 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 also use a variety of information sources with students at their discretion. The school calendar and lunch menu are published monthly and are available on our website.

COMMUNICABLE DISEASE INFORMATION

See School Health Policies

DAILY SCHEDULE

SOI Elementary School Bell Schedule

Morning Classes	8:35-11:15am
Lunch/Recess	11:15-12:00 pm
Afternoon Classes	12:00-2:40pm
Dismissal	2:45pm

*Encore classes take place in the afternoons every third day; 3rd grade = Blue Day, 4th grade = Green Day, and 5th grade = White Day.

SOI Middle School Bell Schedule

Homeroom	8:30-8:35 am
1st period	8:37-9:18am
2nd period	9:21-10:04 am
3rd period	10:07-10:50 am
4th period	10:53-11:36 am
Lunch/Advisory	11:36-12:25 pm
6th period	12:25-1:10 pm
7th period	1:10-1:55 pm
8th period	1:55-2:40 pm
Dismissal	2:45pm

DISCIPLINE AND POSITIVE BEHAVIOR INTERVENTION SYSTEM

We believe that self-discipline is the best discipline. For this reason, classroom and building rules are established with a Positive Behavior Support Plan, PBIS, to promote self-discipline in all areas of SOI.

Willoughby-Eastlake School of Innovation PBIS Behavior Expectations Matrix			
	SAFETY	OWNERSHIP	INTEGRITY
Technology	Take Care of Chromebook	Keep Chromebook Charged	- Use Tech Properly - Stay on Task
Learning Environment (Including Encore)	Use Rooms Properly	- Be Prepared - Stay on Task—Participate Appropriately	- Be Kind - Be a Good Teammate
Hallways/Transition Time	- Honor Personal Space - Walk	- Hold on to Your Belongings - Have an Appropriate Voice Level (2)	Lead by Example
Cafeteria	Remain Seated	- Keep Area Clean - Food Remains in the Cafeteria	- Be Kind - Have Appropriate Voice Level (3)
Bathrooms	Use Bathroom Equipment and Stalls Properly	- Wash Hands - Clean up After Yourself	Report Improper Behavior to Adults
Indoor/Outdoor recess (Including Advisory)	Appropriate Use of Equipment/Indoor Activities	- Keep Hands and Feet to Self - Use Calming Techniques When Necessary - Voice Level Lower when Inside for Recess (2)	Be Kind
Arrival/Dismissal	Follow all Bus Safety Rules	- Have Appropriate Voice Level (2) - Keep Hands and Feet to Yourself	Be Kind

*Posters are hung in each environment displaying the listed expectations of the matrix; student-made slides are displayed on school TV's.

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 SOI and the W-E School-wide Positive Behavior Intervention System for all Willoughby-Eastlake Schools.

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:

School of Innovation

Behavior Incident Consequence Plan

Teacher/Staff Managed Behavior

- *Inappropriate Language
- *Inappropriate gestures
- *Inappropriate use of technology
- *Touching others belongings
- *Transition issues
- *Taking food out of cafeteria
- *Disrespectful toward staff
- *Cheating/plagiarism
- *Dress Code Violation
- *Disruption of learning environment
- *Physical Contact (without intent to harm)
- *Refusal to line up/walk with class
- *Left area unclean/unkept
- *Inappropriate use of learning tools
- *Repeatedly out of seat
- *Defiance/insubordination
- *Late to class (up to 3 times)

Intervention I (Teacher-led)

- *Break down tasks
- *Check for understanding
- *Classroom management system
- *Clearly state choices
- *Consult student's 504/IEP
- *Defined areas
- *Eye contact
- *Identify error/reteach
- *Ignore negative behaviors
- *Model expectations (adult/peer)
- *Non-verbal signals
- *Pairing preferred with non-preferred behaviors
- *Positive phrases
- *Redirection
- *Reinforce expected behaviors
- *Repeated practice
- *Restate directions
- *Rewards
- *Sensory tools
- *Setting limits
- *Teacher proximity
- *Tone of voice
- *Transitional warnings
- *Visual supports
- *Visual timer

Reteach appropriate PBIS expectations

Intervention II (Teacher-led)

- *1-to-1 conference
- *Check and connect
- *Coping skills
- *Flexible grouping
- *Loss/gain classroom privileges
- *Restitution
- *Reward chart incentive
- *School mentor
- *Self-monitoring behavior
- *Social stories

*Parent communication

*Think and write

*Reflection Form

*Time out/break

Intervention III (Teacher/guidance-led)

*Behavior contracts

*Guidance groups

*Differentiate assignments

*Guidance referral

Administration/Team Intervention IV

*Behavioral Intervention Plan

*Law enforcement

*Expulsion

*Out of school suspension

*Functional Behavior Assessment

*Referral to IAT

*In-school detention/suspension

*Referral to Juvenile Court

*Intensive behavioral leveling system

*Special privileges/loss of privileges

Office Managed Behaviors

*Abusive language

*Fighting/physical aggression (intent to harm)

*Leaving school grounds

*Threat or intimidation/bullying

*Vandalism of property

*Weapons/dangerous items

*Lying/cheating

*Harassment

*Theft

*Throwing items that cause harm

*Skipping class

*Possession of illegal contraband

*Inciting panic

Document Minor (google form)

Administrative Interventions (after referral completed)

*removed from learning space

*parent contacted

*conference

*feedback given to teacher

*reflection/reteach

*incident entered in powerschool

*assign consequence

**may complete any from above

- Consequence may include:

- * Recess Detention/Reflection Room
- * Removal from the classroom or another school-related activity
- * In-school suspension
- * Out-of-school suspension
- * Group or outside agency referral

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, 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 from the bus.

Fourth Offense: Up to five days suspension from the bus.

Fifth Offense: Up to ten days suspension from the bus.

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

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 SOI. 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 School of Innovation

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**

Students will receive a Kudos Card on which to put their name and grade, once 10 STAMPS have been received for exhibiting positive behavior with SAFETY, OWNERSHIP, and INTEGRITY, it can be turned in to one of the two boxes in the school for a weekly reward. Each student may choose what he or she would like their reward to be. Choices include lunch with a buddy, hat day, dress down day, hoodie day, play on chromebook during recess/advisory, choice of shoes, guest morning announcer, choose morning music, or to sit in a rolling chair for the day.

* SAFETY * OWNERSHIP * INTEGRITY *  Kudos Card  _____ grade _____	* SAFETY * OWNERSHIP * INTEGRITY *  Kudos Card  _____ grade _____
--	--



PBIS RECOGNITION AWARD



Congratulations!

showed SAFETY, RESPECT, & LEADERSHIP at Sol!

You earned LUNCH WITH A BUDDY!

Date: -----

Keep up the GREAT work!

~Sol PBIS :)

A certificate will be issued to each student who turned in a completed card the first day of the school week. They will redeem this reward on Recognition Wednesday, or the date stated on the certificate (due to holidays, the day of the week may change). Students will receive a sticker to wear on their redemption day showing everyone how awesome they are!

Furthermore, each school day, Mr. Bonick will draw one Kudos Card out of a bag that was turned in the previous week. That student will be invited down to his office where he will make a **KUDOS CALL** home to celebrate him/her showing *Safety, Ownership, and Integrity* the week before. Each student called down will also receive a special certificate and prize for doing so well!



PBIS Team Members:

Mike Bonick Administrator and Building Coordinator
Camille Ritt District Coordinator
Michelle Messina School Counselor
Megan Kothera ES Intervention Specialist and Coach
Samantha Langan MS Intervention Specialist and Coach
Sheila Rosciszewski 3rd Grade Coach
Sabrina McKito 4th Grade Coach
Katie Zalar 5th Grade Coach
Christy Alvord 6th Grade Coach
Victoria Zalik 7th Grade Coach
Irena Mazi 8th Grade Coach

DRESS

At the W-E School of Innovation we will be "Dressing for Success". The students will be wearing "business casual" style uniforms based on the school colors. The school colors are: Navy Blue, Dark Green (Hunter/Forest), and White. No specific brand names are required; when in doubt, stick to simple/classic styles.

Shirts/Sweaters: Collared shirts in polo or dress-shirt style • Sweaters and vests in same colors may be added • NO HOODIES except dress down days. Pants/Skirts:

Uniform/chino-style long pants or shorts • Uniform/chino-style skirts paired WITH leggings or opaque tights • Khaki-Tan, Navy, Hunter Green or Black.

Socks/Tights: Neutral/School Colors that coordinate with the uniform (no neon), tights/leggings are to be worn with skirts. Shoes/Belts: Sneakers or closed dress shoes (weather boots may be worn with a change of shoes for inside) • No open toes/backless or crocs; either flats or low-&-wide heels only • Neutral colors that coordinate with the uniform (no neon; solid color preferred)

The children will be going outside for recess (elementary grades), except when it is actually raining at recess time or in the winter when the temperature/wind chill is 20 degrees or more below. Proper coats, hats, gloves, scarves, 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.

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) 942-1525 to make office staff aware when you have arrived. One parent is allowed into our bullpen 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.

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.

SCHOOL COUNSELOR

Students who are dealing with difficult issues are brought together in a support setting or on an individual basis. The school counselor will lead these sessions. Topics may include personal perceptions, self-esteem, anger management, anxiety, and/or home or school situations. Information shared in individual and group sessions is confidential to those involved. Please contact the main office to leave a message for the school counselor 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

AT THIS TIME- WE WILL NOT BE ATTENDING FIELD TRIPS OFF CAMPUS-VIRTUAL ONLY

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.

HAND WASHING/SANITIZING

Students are encouraged to frequently wash their hands for 20 seconds or hand sanitizer throughout the day. Personal hand sanitizer brought in by the student will be used only by the student-sharing is not permitted.

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; expectations are shared by teachers and posted in both Schoology and daily agendas.

HOMework REQUESTS

When students are absent for *three or more days*, homework may be requested at the time parents call in student absences. Please allow the teacher to receive your request and gather the day's materials. 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) 942-1525 to make office staff aware when you have arrived. One parent is allowed into the school and materials will be located immediately inside the door, in a bin, with your child's name on it to pick up.

The main office closes at 3:30 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.

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 periodically during the school year.

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. Current prices are announced in our newsletters at the beginning of the year. 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, **payforit.net**. Pay For It 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.

COVID-19: If a student brings in money to pay for meals and there is change owed from the amount paid-that amount will be placed in the student's account to promote contactless transactions. The Chartwell's staff does not have change in their registers.

Students forgetting their lunches or lunch money are provided with a cheese sandwich, fruit, and milk. There will be a charge for this service and it should be paid back to the cafeteria the following day. If the account goes into the negative, students will not receive a hot lunch, but will be given a cheese sandwich, fruit, and milk until the account is resolved.

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-these will be conducted virtually using Google MEET. Parents may request additional conferences at any time during the school year by contacting their child's teacher.

PARENT VISITS

Parents are not encouraged to visit the school and their child's classroom-in person at this time due to CDC COVID-19 recommendations. Parents should contact the teacher at (440) 942-1525 to make a virtual appointment and arrange a mutually convenient time. All meetings are strongly encouraged to be virtual via Google Meets.

PARKING

Parking is available for parents and visitors in the front lot of our school.

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 ORGANIZATION (PTO)

The PTA encourages all parents, grandparents, family and friends of School of Innovation to join the PT). PTO virtual meetings are usually held on the second 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. 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 in a contactless bin located on the small table in the building's bullpen.**

RECESS

Children in grades 3-5 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. Please send your child dressed or with appropriate outdoor clothing and shoes. The play area is supervised by noon supervisors and monitored by administration.

REMOTE LEARNING PLAN

In the event that the school is ordered to be closed by the Lake County Health Department-students will be bringing their "Go Bag" home to work virtually from

home. Please click on the attached hyperlink to go to the Willoughby-Eastlake Remote Learning Plan for complete details:

<https://www.weschools.org/Downloads/Remote%20Learning%20Plan.pdf>

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.

COVID-19: School may close under the direction of the Governor's Office or Health Department following safety guidelines set forth by the CDC. Parents will be informed through SchoolMessenger.

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 school books, or missing or damaged textbooks. 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, **payforit.net**. Pay For It 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 receives 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 the 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 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.

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) 942-1525

-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 CHECKS

Students should have their temperatures taken at home by parents prior to leaving their home. If the student has symptoms or a temperature of 100 degrees Fahrenheit, the student should not be sent to school. Contact the school to make aware of the student's needed absence.

Willoughby-Eastlake Reopening Guide for Families and Staff- hyperlink:

<https://www.weschools.org/Downloads/W-E%20Reopening%20Guide%20Revised%20August%20246.pdf>

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 front of the school is for bus traffic; car riders are only allowed to enter the front of the building once the cone is in place at 8:25am. After school, car riders will be picked up at the back of the school and bus riders will enter their bus in the front of the school. [SOI Traffic Pattern](#) Map is included on the front page of our website

TRANSPORTATION

Bus transportation is provided to students residing in the Willoughby-Eastlake City Schools district. Questions concerning routes, times, and stops can be answered by calling Petermann Transportation directly at 440-975-3736.

TECHNOLOGY

Every classroom is equipped with a computer and many with interactive SMART Boards. Each student has a school-issued chromebook to use for educational purposes. We also have a computer lab and FabLab for students to utilize throughout the school year. 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. School technology will be sanitized after use on a regular basis.

WATER FOUNTAINS-PERSONAL WATER BOTTLES

DUE TO COVID-19- ALL WATER FOUNTAINS IN CLASSROOMS AND HALLWAYS HAVE BEEN SHUT DOWN TO PROHIBIT CROSS CONTAMINATION POSSIBILITIES BETWEEN STUDENTS. 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.

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.