

# ROMULUS STUDENT/PARENT HANDBOOK

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“Children First, Learning  
Always at the school with BIG  
ideas”

**Grades 6-12**  
**2022 - 2023**

Please Note: There is a signature page at the end of this handbook – please sign in four (4) places and return to school.

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## **Vision**

Romulus Central School is the distinctive small rural district, the center of a thriving community of learners, dedicated to empowering each student to be a thriving person of character and vision. Our challenging and diversified programs link Romulus to the world of the 21<sup>st</sup> Century.

### AT ROMULUS WE BELIEVE THAT:

- All students can learn.
- All students deserve the very best learning opportunities that our community can provide.
- Learning is the shared responsibility of the individual, family, school, and community.
- Teaching and learning are long term investments.
- All members of the community have lifelong educational needs.
- The school serves the educational needs of the whole community.
- Learning is a way of life: It is challenging, rewarding, and exciting.
- Positive attitudes are critical to success in school and in life.
- A small scale institution promotes quality, excellence, variety, creativity, and teamwork.
- The individual will develop self-esteem and a personal vision through positive role models and experiences
- Students must be empowered with the necessary tools to respond to change and to develop a global perspective.

## **Mission**

Holding the belief that all students can learn and the conviction that learning is the responsibility of each student, the Romulus Central School community will provide an educational environment to encourage achievement and scholarship.

Students will be encouraged and challenged to develop responsibility toward learning, and demonstrate skills which will enable them to become productive members of society.

## **General Information**

The purpose of this handbook is to provide you with important information about the Romulus Secondary School, our activities, our requirements, our expectations and our traditions.

We ask both students and parents to read through this handbook thoroughly. It should acquaint you with some of the best methods for taking full advantage of our varied programs of study and extracurricular activities and broaden awareness of practices, policies, and procedures in the High School.

In an effort to keep current and to make our school a more successful educational institution, changes are made each year. Whether you are a seventh grader or a senior, the information contained within this guide is extremely important for you to know.

Questions or concerns regarding any of this information should be directed to the administration or faculty. It is our hope that each of you will use the information in this handbook to attain the school's goal of growth for every student.

## Academic Eligibility

All students are encouraged to take part in all extracurricular and athletic activities. They are also expected to study, complete assignments on time, and learn a great many things. Individual coaches and advisors may set specific expectations for the students taking part in extracurricular and athletic activities. These will be explained in and included with the training rules and introductory materials provided to students and parents by the Athletic Department.

Teachers may require that students report for extra help from 2:30 pm to 3:15 pm each day. The additional 45 minutes is part of the regular school day. Students who make the effort to get additional instruction regularly will be more successful.

Students who have athletic practices at another site after school are still required to attend after school help if assigned by a teacher. **Coaches will not assign consequences to students who are late for practice due to attending extra help at school.**

### Eligibility for Attendance at athletic games and/or extra-curricular activities

A. Students who are suspended from school on a day of an athletic game or practice session, party, school dance, or other school affair scheduled after regular school hours **are not eligible** for participation or attendance at such events.

B. Students are expected to attend all scheduled classes to be present for extracurricular events that evening. This includes participants and spectators. If a student is tardy to school for three days in a month they will not be allowed to participate in ANY extra-curricular activity the day of their third tardy and any subsequent days that they are tardy that month. This includes games, practices, dances, theatrical performances, or other extra-curricular activities. This does not include band/chorus concerts as these are a graded part of the curriculum. If a student is tardy to school two days in a month they will not be allowed to participate in open gym for the rest of the quarter. A student is considered tardy if they arrive to school late. The only exceptions to this will be a doctor's note, a funeral, or a previously cleared college visit/job shadow. The days reset at the beginning of each month.

### Eligibility for Participation

All students in grades 7-12 will receive progress reports at 3 weeks, 5 weeks, and 7 weeks. At each pre-selected date, teachers will have students log into their SchoolTool account to check their grades. Teachers will communicate with students that if they are failing they will need to meet the obligations set forth below. The office will mail home mid-term report cards at the 5 week mark.

**At 3 weeks:**

Students who are failing a subject (64% or below) will be removed from unstructured study hall and placed in a structured study hall during the school day. They will also be required to stay after school. The number of nights they need to stay after school is equal to the number of courses that they are failing. This will occur Monday through Thursday. If a student doesn't stay after school the required nights, they will be given ISS. A full day will be given to students who do not stay at all and a half day will be given to students who stay for some but not all of their required days. A student who is failing a course will remain on the eligibility list and will need to comply with all requirements of being on said list until a new list comes out; even if their grades are brought up to passing.

**At 5 weeks:**

**The 5 week report will determine extra-curricular eligibility.** Students who are failing a subject (64% or below) will be removed from unstructured study hall and placed in a structured study hall during the school day. They will also be required to stay after school. The number of nights they need to stay after school is equal to the number of courses that they are failing. This will occur Monday through Thursday. If a student doesn't stay after school the required nights, they will be given ISS. A full day will be given to students who do not stay at all and a half day will be given to students who stay for some but not all of their required days. Students who are failing 2 or less subjects will be allowed to fully participate in after school activities. A student who is failing a course will remain on the eligibility list and will need to comply with all requirements of being on said list until a new list comes out; even if their grades are brought up to passing.

Students who are failing 3 or more subjects (64% or below) will have to meet the same criterion above, however, they will **NOT** be allowed to participate in after school activities for at least 2 weeks until the 7 week reports come out. If a student who was failing 3 or more subjects (64% or below) brings one of their subjects up to passing **when a new list is generated**, they will be allowed to participate under the same conditions as those students who were failing 2 or less subjects (64% or below).

**At 7 weeks:**

Students who are failing a subject (64% or below) will be removed from unstructured study hall and placed in a structured study hall during the school day. They will also be required to stay after school. The number of nights they need to stay after school is equal to the number of courses that they are failing. This will occur Monday through Thursday. If a student doesn't stay after school the required nights, they will be given ISS. A full day will be given to students who do not stay at all and a half day will be given to students who stay for some but not all of their required days. A student who is failing a course will remain on the eligibility list and will need to comply with all requirements of being on said list until a new list comes out; even if their grades are brought up to passing. **If a student who was failing 2 subjects or less (64% or below) at the 5 week list, ends up failing 3 subjects at 7 weeks, they will not be able to participate until the start of the new quarter.**

Students in 7<sup>th</sup> and 8<sup>th</sup> grade who are participating in a JV or Varsity level activity, or who are taking high school level courses in middle school, will also be held to these standards. Those participating in a modified sport will not be held to these standards. If they are failing subjects their participation will be at the discretion of the coach and principal. 9<sup>th</sup> grade students who are playing on a modified team will be subjected to the ineligibility policy.



## **Acceleration**

### Eighth Grade Acceleration

The Superintendent/designee shall set standards and procedures to allow qualified students to take high school courses in eighth grade. Courses in at least the following areas shall be made available: Mathematics and Science.

## **Academic Labs**

Each student in the Academic Lab must have something with which to occupy him or herself. Academic Lab teachers may issue passes to the Main office, guidance office, and the library.

## **Academic Intervention Services(AIS)**

Students in grades 9-12 will be eligible for AIS if they score below the approved passing grade on any Regents examination required for graduation. Students in grades 7/8 will be assigned AIS if they score a 1 or 2 in any New York State Assessment.

*Academic Intervention Services* means additional instruction and/or student support services which supplements the instruction provided in the general curriculum and assists students in meeting the State learning standards. Academic Intervention Services are intended to assist students who are at risk of not achieving the State learning standards in English language arts, mathematics, social studies and/or science, or who are at risk of not gaining the knowledge and skills needed to meet or exceed designated performance levels on State assessments. Academic Intervention Services shall be made available to students with disabilities on the same basis as nondisabled students, provided, however, that such services shall be provided to the extent consistent with the student's individualized education program.

## **Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office as quickly as possible.

Accidents that occur during the instructional day must be reported to the nurse.

## Assemblies

Student assemblies are held throughout the school year. These assemblies are considered educational in nature and thus fall under the same regulations as class attendance.

Good behavior will be maintained during the program. Good behavior means that each student should enter the assembly area in an orderly manner, be attentive, refrain from cell phone use, refrain from talking and disorderly conduct, and exit the assembly in an orderly manner. Unless announced otherwise, classes are expected to sit together as a group in areas designated by their classroom teacher.

### Staying back from BOCES for an activity here at Romulus

Occasionally there are times when students who attend the Career and Technical Center would like to remain at Romulus for the day rather than attend the ½ day at BOCES. A student who wishes to remain at Romulus for an assembly, pep rally or to make up work for teachers here **MUST** bring written permission from both their parent/guardian **and** their BOCES teacher. The student should bring both written permission slips to the 7-12 principal for approval **at least** one day prior to the day requested to remain at RCS.

## Attendance (For a complete copy of district policy, see RCS Policy number 7110).

Determination of excused or unexcused absences, tardiness and early departures is based upon our District's education and community needs, values and priorities; the Romulus School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards.

Students that are returning to school after being absent must bring a dated signed excuse. All medical and dental notes should indicate the name and telephone number of the doctor, as well as the time of the appointment.

Students must attend all scheduled classes to be present for extracurricular events that evening. This includes participants and spectators. The exception to this requirement is evidence of a scheduled appointment (medical doctor, dentist, therapist, etc.) during the school day. In this case, students are expected to miss only the portion of the school day needed for the appointment and travel time. Evidence of such an appointment may include a confirmation form or a signed excuse from a parent or guardian. A student's attendance record is as important as his/hers academic record. Excessive absences or repeated lateness may require a parent conference. Lateness may result in detention for class time missed.

Although many students are excused around 2:25pm, the school day extends to approximately 3:15pm. Students requiring extra help or who have been assigned a detention by a teacher or administrator must stay until 3:15.

At the secondary (7-12) level, District policy indicates that students with properly excused absences, tardiness and early departures for which the student has performed any assigned make-up work, assignments and/or tests shall not be counted as an absence for the purpose of determining the student's eligibility for course credit. District procedures will specify how student tardiness and early departures will be calculated and factored into the District's minimum attendance standard.

Exclusion from gym will be at the discretion of the nurse and Physical Education instructor and may be made upon the presentation of a dated excuse with an explicit reason. Permanent or long-term excuses from Physical Education classes must be signed by a doctor.

The use of good judgment in sending a child back to school following illness is a prime importance. It is better for a child to stay home an extra day than return too soon after a long illness and become ill again or spread infection.

Making up work: All work missed because of absence must be completed to the satisfaction of the teacher. It is the secondary school (7-12) student's responsibility to find out what he/she had missed during his/her absence and arrange with the teacher for the completion of this work.

Truancy: Parents, having sent a child to school, expects him/her to be in attendance. If the child does not attend school and does not have a lawful reason, that child is a truant. A student's attendance record is as important as his/her academic record. Excessive absences or repeated lateness may require a parent conference.

#### Disciplinary Consequences regarding absences

Unexcused absences, tardiness and early departures will result in disciplinary sanctions as described in the District's Code of Conduct. Consequences may include, but are not limited to, in-school suspension, out of school suspension, detention and denial of participation in interscholastic and extracurricular activities. Parents/persons in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation.

#### Student Attendance/Course Credit regarding absences

The District believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

Consequently, for each marking period a certain percentage of a student's final grade may be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. as determined by the building administrator and/or classroom teacher.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures may affect a student's grade.

Students with properly excused absences, tardiness and early departures for which the student has performed any assigned make-up work, assignments, projects, and/or tests shall **NOT** be counted as an absence **for the purpose of determining the student's eligibility for course credit**. All make-up work, assignments, projects, and/or tests must be completed by deadlines established by the teacher and/or the principal in order to receive credit towards a passing grade in the course. When a student earns a passing grade, credit will not be denied for the course(s) due to attendance.

For courses meeting  $\frac{1}{2}$  year or  $\frac{1}{4}$  year, the same policy will apply and a calculation of the absences will be prorated accordingly.

Transfer students and student re-enrolling after having dropped out will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment. Students will be considered in attendance if the student is:

- a) Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
- b) Working pursuant to an approved independent study program; or
- c) Receiving approved alternative instruction.

Students who are absent from class due to their participation in a school sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by teacher.

The following procedures will be in effect regarding poor school attendance.

1. If a student is absent or tardy 3 times in a quarter, a phone call will be made by the classroom teacher.
2. If a student is absent or tardy 6 times, an official letter will be sent home notifying you of the concern.
3. If a student is absent or tardy 9 times, a school official may visit your home and the school may make a phone call to Child Protective Services for educational neglect.

## Athletic Games and Practice Notifications

### Romulus Athletic Department Waynefingerlakesleague.org Athletic Scheduling Website User Guide for Parents/Fans

- ✓ You may access the website by going to [www.waynefingerlakesleague.org](http://www.waynefingerlakesleague.org) or through the Romulus Central School website [www.romuluscsd.org](http://www.romuluscsd.org) on our Athletic page Sports schedule link.
- ✓ You will be on the Wayne/Finger Lakes League Website- click Romulus
- ✓ Calendar screen- you may click on any activity to get full details, including interactive Google Maps, which will give you directions to our away sites.
- ✓ To get a specific schedule- go to View Schedules – click on the schedule you would like to see and then press view. It will bring up the schedule.
- ✓ To print a schedule, you may go to View Schedules – and click on the schedule you would like to print. There will be a print button at the top right portion of the schedule. You may also print from the Advanced View report on the main page, and print by sport, date etc. (If you have a pop-up blocker on your computer, the 1<sup>st</sup> time you try to view a schedule, it may not open up. You will need to “always allow pop-ups from this site.” Then try it again.
  
- ✓ **Notify Me!** Automatic notifications and reminders- You may click on this button, located at the top right of the calendar screen. Follow the instructions to subscribe to schedules and get text messages and/or email notifications for reminders before events and for schedule changes. For students playing on teams hosted by other schools- you can subscribe to other schools/teams the same way.

For assistance with programs, please contact Mr. Mike Pane in the Athletic Department at 866-810-0345 ext 320.

## **Automobiles**

The use of motor-driven vehicles, including cars, snowmobiles, mini-bikes, motorcycles, all-terrain vehicles (ATV's), motorized scooters, and other such vehicles is prohibited on any school grounds or areas except for authorized school functions or purposes.

Cars parked in handicapped or visitor parking, bus loops, or in positions where drives are blocked may be towed at the owner's expense.

Automobiles are not to be driven or occupied during school hours. Loitering and congregating in cars, unsafe driving in the parking lot or inappropriate use of a car will not be tolerated. **Students who drive their cars to school are expected to arrive on time. Excessive tardiness may result in the revocation of driving privileges.**

Students parking in prohibited areas, operating vehicles in an unsafe manner, or failing to obey parking and/or school regulations will be subject to disciplinary action, which may include the loss of the privilege of driving on school property. Illegally parked vehicles will be towed at the owner's expense.

## **Bicycles**

If you ride a bicycle to school, please park it, lock it, and leave it at the bike rack until the end of the day.

## **Books**

Books are issued to each student by coded number and it is the student's responsibility to take care of them. If books are lost or damaged, for any reason, the student is required to pay for them.

## **Cafeteria**

Choices of school breakfasts and lunches are offered daily in addition to salads.

Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.25 for breakfast and \$0.25 for lunch.

We offer parents/guardians the ability to deposit money into the student's account through the cafeteria. However, the system is quite flexible and students can still pay in cash. When student accounts get low, students will be informed at the register of their balance.

A reminder that if your child has qualified for free or reduced meal prices, this information is noted in the system, and the meal will be processed just as it is for all other students without any special indication to the students. You will need to fill out a new free/reduced application for this school year. Please do so as soon as possible. Free or reduced meals will be processed as all the other meals are. No one will know whether they are receiving a free or reduced meal or debiting their account, except for the cashier.

Students who are reduced price or full pay who lack funds to pay for will be allowed to charge a maximum of 3 regular lunches/breakfasts (total, not each). When the student reaches 3 regular charges meals, a note will be sent home to parents via US mail. It is expected the charges will be paid immediately upon notifications either by using our on line payment system (My School Bucks [www.myschoolbucks.com](http://www.myschoolbucks.com)) or by sending in payment with students. A student who needs to charge for either a breakfast or a lunch will not be allowed to buy snacks/a la cart until the balance is paid in full. We encourage parents to complete applications for free/reduced meals. Information contained in these forms is confidential.

Students with a negative balance accounts will be given a reimbursable breakfast/lunch reflective of the choices available on the daily menu. No student will be denied lunch or breakfast. Students in grades 7-12 with a negative balance who present payment to cashiers will have that payment applied to their balance before purchase of any snack/a la cart items. Students with negative balances in excess of \$25 will be referred to the district for collection attempts and/or credit reporting.

If for any reason you would like a copy of the transactions of your child's account we will be able to give you a print out. If you have any questions, please feel free to call our Cafeteria Manager Dorrie Dunham FSD at extension 326.

7-12 Lunch Period is 10:50-11:30  
7/8 Lunch 10:50-11:20  
Advisement 11:20-11:30  
9-12 Advisement 10:50-11:00  
Lunch 11:00-11:30

Cafeteria lines will move with order and efficiency if you are patient and polite in waiting your turn. Consideration for others requires that you leave your table perfectly clean.

## **Care of School Property**

All students are expected to show respect and care for Romulus School property. Any damaged property should be reported to the building principal or other supervisor.

Acts of vandalism are crimes against the school district and community, which supports the school. Students who willfully destroy, damage, or deface school property shall be subject to disciplinary action, and may be prosecuted to the fullest extent possible under the law. If a student damages school property, such student and his/her parents/guardian shall be required to pay the district for the value of the damaged property up to the limit of the law.

## **Cell Phone Use**

The use of cell phones/electronic devices is prohibited during class time, while in ISS, or structured after school time. Cell phones can only be used in between classes, at lunch, during recess, or during unstructured after school time. All cell phones will either be kept in lockers or turned into the cell phone holder at the beginning of class.

## **Cheating and/or Plagiarism**

The following procedures are to be used by all teachers when it is discovered that a student has cheated on a test or assignment.

### First offense

- The teacher will issue an appropriate consequence/remedy to the situation. The teacher will communicate those consequences with the student's parents/guardians.
- A referral form will be submitted to the office.

### Second and subsequent offenses

- The student will be given a zero for the test or assignment and the student will re-do the assignment. The teacher will send a letter home apprising the parent of the offense and consequences.
- Suspension – on a graduating scale per offense.

## **Chromebooks**

Chromebooks are issued to each student by coded number and it is the student's responsibility to take care of them. If Chromebooks are lost or damaged due to negligence, the student is required to pay for them.



## Class Schedule

7th and 8th	9th-12 <sup>th</sup>
7:50-8:34 (2 Minutes for Announcements)	7:50-8:34 (2 Minutes for Announcements)
8:37-9:19	8:37-9:19
9:22-10:04	9:22-10:04
10:07-10:49	10:07-10:59
Lunch 10:50-11:18	Advisement: 10:49-10:58
Advisement 11:21:-11:30	Lunch: 10:59-11:30
11:31-12:13	11:31-12:13
12:16-12:58	12:16-12:58
1:01-1:43	1:01-1:43
1:46-2:28	1:46-2:28

The official dismissal time for school is 3:15 pm. A student who does not have a 2:30 - 3:15 commitment he/she must leave the building and school grounds at 2:25 pm. A student should stay after 2:25 for the following reasons:

- Teacher scheduled classes or laboratories
- Academic assistance
- Academic make-up
- Discipline
- Supervised activities and clubs

A student must stay for the entire 2:30 - 3:15 time period with the teacher requesting the time and should not leave the building or grounds. All 7-12 grade students waiting for a sports activity to begin at 3:15 pm and who are not participating in a supervised activity from 2:30 - 3:15 **MUST** attend the supervised study hall in the cafeteria. Students are not to be in the locker rooms, locker areas, halls, or any other place without a faculty supervisor present during this time period.

## College Credit

### Dual Credit for College Courses

Students who wish to enroll in college level coursework shall meet all academic, grade level and coursework requirements as set forth by administrative guidelines. Students who have demonstrated intellectual and social maturity may choose to matriculate at any one (1) of the colleges that have a cooperative agreement with our School District. Such opportunities may include early admission to college, collegiate-level work offered in the high school, or other means of providing advanced work. Review and approval by the administration are necessary before any college courses may be taken during the school day.

The Board of Education shall not be required to pay tuition and other related costs for those high school students enrolled in college courses.

Finger Lakes Community College has approved our faculty to teach the following college level courses:

Spanish 200	3 credits
Spanish 201	3 credits
Psychology	3 credits
Sociology	3 credits
Biology	6 credits
US History	6 credits
Economics	3 credits
Art History	6 credits
Studio Art	3 credits
Pre-Calculus	3 credits
Calculus	3 credits
English Composition I (101)	3 credits
English Composition II (103)	3 credits

## Communications

How do messages get passed around? Through the grapevine, the media, air waves, etc. The Romulus High School has some special ways to relay messages to you. They are:

Daily Announcements are now emailed to each student. Students can check these announcements during their advisement period. These announcements will highlight special events of the day and week.

Email Updates are sent out by the Principal.

School Office/Guidance Office Bulletin Board displays written copies of the morning announcements and highlights of the upcoming week. The guidance office posts information about careers, colleges, and related subjects.

District Web Site has a great deal of information about classes and activities, including teacher web sites, in the Senior High School which can be found at <http://www.romuluscsd.org/>

ParentSquare (Robo phone call) will be used to relate important and timely information through the phone lines.

School Calendars are distributed each year and contain information on all school related activities and events.

District Newsletters are mailed three times each school year highlighting events, accomplishments, and information pertaining to school operation.

## **Computer Use**

A copy of the administrative regulations regarding use of the District's computer assets has been included at the end of this handbook along with the Agreement for Student Use of District Computerized Information Resources that must be signed and returned to the High School Office by September 14, 2022 or student's account may be inactivated.

Each account is password protected, and students are warned not to share their password. Any inappropriate use of a computer account is the responsibility of the student assigned to that account. If a student is found guilty of inappropriate use of the computer, privileges may be suspended. The student's signature on the agreement indicates that the student has read and agrees to abide by the regulation.

### Violation of Computer Use:

Inappropriate use of the computer in school may result in a suspension of computer privileges.

Examples of inappropriate use of computers include, but are not limited to:

- navigating the internet security system to visit blocked sites
- Use of another person's username/password
- Visiting sites with inappropriate content that are not yet blocked
- Changing/deleting another user's files
- Visiting chat rooms/blogs
- Using vulgar/obscene language
- On-line bullying or making threats
- Creating/printing obscene graphics
- Changing system settings/deleting system files

### Consequences for inappropriate use are:

The principal shall determine the consequences for inappropriate use. These may include but are not limited to; suspension of computer privileges, using a laptop or desktop for computer purposes, loss of the privilege to take their chrome books home. Parents will be notified of these consequences.

Software is installed on all student computers that enables monitoring and tracking of all printing. Students are to understand that whenever possible, printing is to be done on black and white printers. Detailed log files reflect all print activity by users, and all print jobs are tracked for cost analysis and review as necessary.

It is the expectation that students are accountable for their own printing, and create an environment where only appropriate and non-wasteful print jobs are printed by the student

### **Course/Credits**

One unit of credit is earned for each full year (2 semesters) major academic subject. A one semester (half year) course is given ½ unit of credit. Regents credits needed for the awarding of a Regents Diploma are earned by passing the Regents examination offered in the respective course. The student receives only one unit of credit for each course.

Each student's program is planned individually with his/her counselor. The selection of courses by the student is based upon:

1. Past and present academic performance
2. The student's self-awareness, as a result of standardized test information
3. The needs of a future career path

### **Credits Gained by Challenge**

Students shall be allowed to challenge high school curricula to gain credit without taking courses. The Superintendent/designee shall set up procedures and standards to allow certification of knowledge and proficiency in the course.

Credit shall be given in any course curricula outlined by the New York State Department of Education or Romulus Central School. The number of challenge credits allowed toward meeting diploma requirements shall be determined by the Department of Education.

## Dance Rules

Dances are social functions held at Romulus Central School primarily for students in grades 9 -

12. The following regulations apply:

- anyone who leaves the dance will not be readmitted
- no backpacks or containers of any kind will be allowed
- anyone arriving 30 minutes later than when the dance started will not be admitted unless prior arrangements have been made with the office
- anyone acting as if under the influence of alcohol or drugs (in the opinion of the chaperones) will not be admitted, parents will be notified, disciplinary action will be taken in accordance with the discipline code
- loitering in the bathrooms and on school property is prohibited
- food and drink is not permitted in the gym
- “horseplay” and disruptive behavior is not permitted
- insubordinate or disrespectful behavior will not be tolerated
- Non RCS students must be signed up and approved by the principal by noon on the day of the dance.

Guests must meet the following criteria:

1. minimum age - 9th grade
2. maximum age - 1 year out of High School (except Prom when a student must be in 9th grade and under the age of 21)
3. no discipline history and in good standing as per guest pass
4. On the day of a p.m. activity or the Friday before a weekend event such as a dance, game, or practice, a student who is in school all day is eligible to participate in or attend that activity as long as the reason on his/her absence has been deemed legal as defined by the student handbook, unless otherwise excused by the building administrator for extenuating circumstances.

Students who will be bringing a guest to a dance or the Prom will be required to fill out and return a Romulus Central School Prom/Dance Guest Registration Form. These forms will be located in the Main Office and must be returned by the designated date.

### DISCIPLINE PROCEDURES FOR EXTRACURRICULAR SCHOOL ACTIVITIES

1. If problems cannot be solved to the satisfaction of parties involved, parents are to be called in.
2. If needed, the building level principal or assistant principal is to be notified the next school day and a referral for discipline may be made.
3. The principal will make a follow-up call to the parent/guardian with results of the discipline determination. Discipline will be consistent with that listed in our disciplinary code.

## DASA

The Dignity for All Students Act prohibits all forms of discrimination/bullying/harassment that is based upon a person's actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, or disability. Students are prohibited from the following behaviors:

**Discrimination**, based on a person's actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, disability as a basis for treating another in a negative manner on school property or at a school function.

**Harassment**, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's education performance, opportunities or benefits, or mental, emotional or physical well-being based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, martial or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender, gender identity or sex.

**Bullying and intimidation**, which includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example "play"fighting, extortion of money, overt teasing etc. Cyberbullying including the use of instant messaging, email, websites, chat rooms, text messaging, or by any other electronic means, when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or employees. This may include instances that occur outside of normal school hours.

**Sexual harassment**, which includes unwelcome sexual advances, requests for sexual favors, taking, sending or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.

## Discipline of Students (For a complete copy see #7310 for Code of Conduct).

If a student is removed from a class they will not return to that class for the remainder of the period. An examination by administration will determine which further consequences (if any) will be levied. Repeated behaviors and behaviors that intentionally harm another student or staff member or that target race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, martial or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender, gender identity or sex; will be given further consequences up to and including suspension from school. If consequences are given an informal conference between the school and parents will occur.

## Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary

responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Here are specific guidelines:

- No clothing/personal items (buttons, backpacks, hats, accessories) that include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, ancestry, national origin, gender/gender identity, sex, sexual orientation or disability.
- No clothing/personal items that promote and/or endorse the use of alcohol, tobacco, illegal drugs, weapons and/or encourage other illegal or violent activities.
- No shirts that expose the ribs (i.e. cut-off tees with excessively large arm holes or extremely cropped tees).
- No footwear that creates a safety hazard for the student or other students.
- No shorts or pants that expose the student's buttocks.
- Nothing sheer or see through may be worn without an undershirt.
- Stomach and shoulders cannot be exposed at the same time. If the shoulders are exposed and the stomach is exposed a shirt must be worn over top of the stomach-baring shirt.
- Skirts cannot be higher than 5 inches above the knee cap'

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be considered insubordinate

## **Early Graduation**

Upon request from the student's parent/guardian, a student shall be eligible for early graduation in fewer than eight (8) semesters upon completion of all requirements for graduation, excluding physical education, as mandated by Commissioner's Regulations. A student shall not be required to continue enrollment for the sole purpose of completing physical education requirements.

## **Entering & Exiting the School**

All students who ride the bus will be dropped off and picked up at the south end. All students who get non-school provided transportation will be dropped off and picked up at the north end. All students driving themselves to school or who are arriving with another student driver will be dropped off and picked up at the south end. After the school day begins, students should enter through the Main Office doors ONLY. All other doors will be locked. No one should prop a door open for any reason. All visitors must enter the school through the main office in the south parking lot.

## Grading Policy

Each of the four marking periods, the mid-term examination or project, and the final examination or project will count as follows:

1st quarter	20%
2nd quarter	20%
Midterm	10%
3rd quarter	20%
4th quarter	20%
Final	10%

## Graduation Policy

To graduate from Romulus Central School District, a student must complete or may exceed the requirements set forth in Part 100 of the Commissioner's Regulations. The Board of Education reserves the right to establish requirements for graduation which exceed the minimum standards as defined by the New York State Regents. All students must be in compliance with Commissioner's Regulations for graduation in achieving a minimum of a Regents diploma unless otherwise indicated.

### Regents Diploma with Honors

The District may award a Regents diploma with honors to students who receive an average of ninety percent (90%) in all Regents examinations required for the honors diploma. These exams include mathematics, science, US History, government and global history, and geography. This "honors" diploma may also be given to a student who has substituted no more than two (2) alternative assessments for a Regents examination as approved by Commissioner's Regulations Section 100.2(f). However, the student's actual score on the substituted alternative assessment will not be factored into the ninety percent (90%) calculation.

### Regents Diplomas with Advanced Designation with Honors

The District may award a Regents diploma with advanced designation with honors. A student needs to have an average score of ninety percent (90%) on all Regents examinations required for the advanced diploma. These Regents examinations are: ELA, two (or three) mathematics, two sciences (one in physical science/the other in life science), US History and Government, Global History and Geography and languages other than English (LOTE).

## Graduation Requirements

Unit Requirements for Graduation: All students must earn 18.5 units of "core" credits and 3.5 credits of electives for a total of 22 credits to graduate.



Testing Requirements for Graduation: All students will be required to take a minimum of five (5) Regents examinations (English/Language Arts, Math, Science, Social Studies, and One Other Regents exam).

General education students must pass all five required Regents exams at a score of 65 or above.  
Core Requirements for the Regents and Advanced Regents Diploma:

Subjects	Regents Diploma	Advanced Regents
Diploma		
English	4.00 Units	4.00 Units
Social Studies	4.00 Units	4.00 Units
Mathematics	3.00 Units	3.00 Units
Science	3.00 Units	3.00 Units
Arts	1.00 Unit	1.00 Unit
Health	.50 Unit	.50 Unit
Physical Education	2.00 Units	2.00 Units
Second Language*	1.00 Unit**	3.00 Units***
Core units of credit required	18.50 Units of credit	20.50 Units of credit
Electives	3.50 Units of credit	1.50 Units of credit
Total units of credit required	22.00 Units of credit	22.00 Units of credit

\* Including technology education which can be achieved through the integration of the content into mathematics and/or science credits or through a course in technology.

\*Two (2) Units of study in Second Language must have been completed by the end of grade 9.

\*\* Except for students receiving special educational services and exempted by the Committee on Special Education.

\*\*\* Except for student electing a 5-unit sequence in Career & Tech Ed or the Arts  
And

\*\*\* Except for student receiving special educational services and exempted by the Committee on Special Education.

Passing the Regents assessment in any given subject shall not be construed as having earned a unit of credit in that subject unless the student also passes the course as offered in a registered high school or the student meets the requirements for credit by examination pursuant to section 100.5 (d) (1).

## **Romulus Central School Requirements:**

The Romulus Central School Board of Education recognizes that the classroom alone cannot fully educate the whole child and that good citizenship encompasses a larger community than just that of the school. The local graduation requirement (REAP) is also necessary for graduation participation.

## **Romulus Enhanced Academic Policy (REAP)**

1. Romulus will provide a day of service to the community once a year.
2. If students perform service above and beyond the service day they will receive a chord at graduation and earn additional credits. If students perform an additional 15 hours they will receive a chord at graduation. If students perform an additional 30 hours they will receive one credit hour.
3. The senior capstone research project will be a final exam for all seniors.

## **Guidance Department**

The services of the Romulus HS Guidance Department are based on the belief that each person is a unique individual who has the right to be accepted, has the right for self-development, self-fulfillment, and self-direction, and has the right to make decisions and assume responsibilities for those decisions.

Career Counseling is the primary guidance service. Counseling is a student-counselor relationship in which a student has the freedom to express his/her ideas and feelings. The student is encouraged to seek information and examine alternate courses before acting. Counseling enables a student to assume responsibility for making plans and decisions.

## **Fire Drills**

A fire drill sign has been posted in each room. Students are to study the signs and become familiar with the exit plans.

When the alarm sounds, students are to exit the room immediately in a single line. There is to be no running, pushing or loud talk. The first students to reach an outside door should hold the door open until all have left the building.

Students are requested to remain quiet during a fire drill, are to leave fire lanes open, are to remain at least seventy-five (75) feet from the building, and are not to return to the building until the all-clear bell is sounded.

## Health Office

The Health Office is located in room 325. It is open from 7:55 a.m. to 3:15 p.m. and a registered nurse is on duty. The following services are offered:

Sudden illness or injury - Each injury and any follow-up medical treatment must be reported to the nurse as soon as it occurs. An accident report will be completed related to the injury requiring medical attention. If a student becomes ill during school hours, the student should report to the Health Office. They should not spend the period in the bathroom. The nurse will make an evaluation of the seriousness of the illness and take necessary actions.

**Students should not call or text anyone to be picked up from school if not feeling well. Only the nurse can excuse a student from class in case of illness. The student must be evaluated in the Health Office and if told to by the nurse, he/she may contact a parent/guardian to pick up from school.**

**Counseling** - The nurse is available for counseling on personal health matters.

**Emergency Phone Numbers** - Please make sure you have current up to date phone numbers listed with the school in the event we are unable to contact you in case of an emergency.

### Health Examination

Each student enrolled in District schools must have a satisfactory health examination conducted by the student's physician, physician assistant or nurse practitioner within twelve (12) months prior to the commencement of the school year of:

- a) The student's entrance in a District school at any grade level;
- b) Entrance to pre-kindergarten or kindergarten;
- c) Entry into the 2nd, 4th, 7th and 10th grades.

The District may also require an examination and health history of a student when it is determined by the District that it would promote the educational interests of the student.

In addition, the District requires a certificate of physical fitness for:

- a) All athletes prior to their first sport of the school year, then only those who were injured or ill during their first sport before participating in a second sport during the school year; and
- b) All students who need work permits.

### Health Certificate

Each student must submit a health certificate attesting to the health examination within thirty (30) days after his/her entrance into school and within thirty (30) days after his/her

entry into the 2nd, 4th, 7th and 10th grades. The health certificate shall be filed in the student's cumulative record.

### Dental Certificate

The dental certificate law became effective on September 1, 2008. This law applies to new entrants in PreK, K, Grades 2, 4, 7 and 10. In accordance with this law, a notice of request for a dental health certificate shall be distributed at the same time that the parent/person in parental relation is notified of health examination requirements, such certificate to be furnished at the same time the health certificate is required. At this time, students will be permitted to attend school regardless of whether or not they have a dental certificate.

### Health Screenings

The District will provide:

- a) Scoliosis screening at least once each school year for all students in grades 5 through 9. The positive results of any such screening examinations for the presence of scoliosis shall be provided in writing to the student's parent or person in parental relation within ninety (90) days after such finding;
- b) Vision screening to all students who enroll in school including at a minimum color perception, distance acuity, near vision and hyperopia within six (6) months of admission to the school. In addition, all students shall be screened for distance acuity in grades Kindergarten, 1, 2, 3, 5, 7 and 10 and at any other time deemed necessary. The results of all such vision screening examinations shall be provided in writing to the student's parent or person in parental relation and to any teacher of the student. The vision report will be kept in a permanent file of the school for at least as long as the minimum retention period for such records;
- c) Hearing screening to all students within six months of admission to the school and in grades Kindergarten, 1, 3, 5, 7 and 10, as well as at any other time deemed necessary. Screening shall include, but not be limited to, pure tone and threshold air conduction screening. The results of any such hearing tests shall be provided in writing to the student's parent or person in parental relation and to any teacher of the student.

### Physical Education Restriction

If a student is not to participate in physical education because of a health problem, an excuse from a physician is needed and should be given to the nurse. When the student is to return to P.E. class, another note must be submitted by the doctor indicating an ability to return. If a student does not participate in PE class, they may not participate in an interscholastic sport.

### **Medication**

Due to the changes in state laws, the school nurse will only be able to administer medications such as caladryl, Neosporin, cough drops, etc. with permission from a parent/guardian AND your personal physician. See Addendum 5 at the back of the handbook. This form needs to be signed and returned to the school nurse. If your student requires any medication not listed on the form, then the following needs to be presented to the school nurse:

1. A written statement from your physician with the following:
  - a. Student's name
  - b. Diagnosis and need to limit activity
  - c. Drug name and dosage with directions for administration
  - d. Expected action
  - e. Possible side effects
  - f. Doctor's signature and date
  - g. Parent/Guardian signature
2. The medication in a prescription bottle or original container labeled with the student's name, delivered to school by the parent or responsible adult.
3. Students who have conditions which may require emergency medication or treatment should have an annual statement on file at the school with a fresh supply of medication and an update of the condition and its treatment.

### **Food Allergies**

At the present time, New York State does not ban school districts from allowing homemade treats to be brought into the school. We must take into consideration the rise in childhood obesity, diabetes, and food allergies. Romulus Central School acknowledges these very serious health problems facing our children today. We also acknowledge how important it is for children to be able to share treats with classmates and staff. We would like to help in following some basic guidelines to ensure the safety and well-being of all our students and staff.

We ask that before you bring any kind of treats into the classroom (either homemade or store bought) that you check with your child's teacher. They will know if any of their students have any kind of food allergy or medical condition that prevents certain food to be consumed. Please be considerate when you are faced with a situation that one child in that classroom may not be able to eat a certain treat. Again, we ask that you check with your child's teacher for suggestions.

If your child has any food allergies or condition that prevents them from eating certain foods, PLEASE notify the nurse and the classroom teacher. You may be asked for medical documentation from your physician so the cafeteria can alter your child's dietary needs. If your child has a life threatening food allergy, please make sure you instruct your child to always ask what is in a particular food before they consume it – ex. – peanut allergy = peanut oil used in many other food items. If your child requires an Epi-Pen make sure a physician order is signed and an Epi-Pen is in the health office.

We hope to continue to be able to allow classroom treats, however, if you have any questions or concerns, please contact your child's teacher or the health office.

## **Homework**

Work outside of the classroom is an important part of your program of study at Romulus. It is a student's responsibility to complete assignments as required by the individual teacher. Homework assignments requests for students who are absent should be made to the main office or by calling teacher voice mail.

## **Honor Roll**

An honor roll is published at the end of each marking period. Students with an average of 89.5 or higher are listed on the High Honor roll. Those with an average between 84.5 and 89.4 are listed as Honor students.

## **Honors Diploma**

A student may earn a Regents diploma with honors or a Regents diploma with advanced designation with honors by achieving an average of 90 percent in all Regents examinations, or their equivalent, required for the diploma.

## **In-School Suspension**

In-School Suspension is held in the ISS room. The duration of time assigned to in-school suspension is based on the incident and could be one instructional period to five days. The In-School Suspension guidelines are as follows:

- Students will have assigned seats.
- There will be no talking
- There will be no food, drink, or candy allowed at times other than the designated lunch period.
- There will be no sleeping.
- There will be no inappropriate language.
- There will be no video games, CD players, or cell phones.
- Cell phones must be put on ISS supervisor's desk upon arrival to ISS.
- Early dismissal must be pre-approved by the office.
- Students are expected to be working. Bringing work to do is the students' responsibility. Homework and textbooks are expected.
- Students are expected to show respect for others and their belongings.
- Students will wait to be dismissed by the proctor.
- Students are expected to follow rules of good conduct prescribed by all applicable school rules.
- The proctor will predetermine times for bathroom privileges for all students.
- Students assigned to ISS for an entire day will report at 7:50 am and be dismissed at 2:28 pm. They are expected to leave campus at that time.

## **Library/Media Center**

The library/media center is a resource center for various reference materials, including reading for pleasure. Continued violations of library rules will result in the loss of library privileges. Students borrowing library books are responsible for their return. If books become lost or damaged, the student will be required to pay for them.

## **Lockers**

Students are assigned lockers when they enter 6<sup>th</sup> grade. Lockers are provided to students for storing their belongings. They are not the property of students and when necessary may be opened and inspected by school personnel at any time without prior notification and without the consent of the student. The school is not responsible for anything stolen from your locker. Students should not keep money or items of value in their lockers. Students are cautioned not to bring large amounts of money, or valuable personal items to school. If they wear glasses or watches, to keep track of them at all times. Students, not the school, are responsible for their personal property. Thefts should be reported immediately to the School Office.

PLEASE DO NOT WRITE OR PASTE ITEMS ON LOCKERS! Lockers are inspected at the beginning and end of each school year. They should be left in the same condition at the end of the year as when they were issued. If a student leaves his/her locker with writing, stickers, etc., that student stands the chance of not being issued a locker the following school year. A financial penalty may result and discipline assigned for damage to school property.

AS A MEASURE OF MAINTAINING A SAFE SCHOOL ENVIRONMENT, STUDENTS MUST KNOW THAT THEIR ASSIGNED SCHOOL LOCKER MAY BE OPENED AND IT AND ITS CONTENTS SEARCHED BY SCHOOL OFFICIALS AND/OR POLICE AT THE DISCRETION OF SCHOOL OFFICIALS WITHOUT FURTHER NOTICE TO OR THE CONSENT OF THE STUDENT.

## **Lost and Found**

Lost and found items are brought to the Media Center or Main Office. Please check periodically for any lost items. The school is not responsible for personal property.

## **National Honor Society**

The purpose of membership is to recognize and honor those students who have demonstrated outstanding scholarship, character, leadership and service. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to

render service, to promote leadership, and to develop character in Romulus Central School.

### Nomination and Selection of Members

Scholarship is the first cornerstone which must be met for candidacy. After the first semester grades have been completed, the guidance counselor will provide the advisors with cumulative Grade Point Averages for all students in grades 10 through 12 who have at least an 88 average. To be eligible for membership, candidates must have been in attendance at the school for the equivalent of one semester.

Each teacher (advisor) of a class (activity) will then rate the candidate as being recommended, recommended with reservations, or not recommended based on the areas of leadership, character, and service, which are the remaining three cornerstones of NHS. The ratings must be supported with professional comments substantiated by the adult's observations and interactions with that candidate.

After discussion, the selection of each member to the chapter shall be by a majority vote of the Faculty Council, which is made up of five faculty members (not the advisors). Each candidate's character, leadership and service recommendations along with their student activity information form are evaluated.

Those who are selected are invited to join by a current member, their sponsor. These candidates must attend pre-induction meetings so they fully understand the expectations of membership. Once they discuss this information with their family, they and their parent/guardians sign a form acknowledging whether or not they are willing to make a commitment to the organization. Those who do not meet the requirements for induction are encouraged to speak to the advisors about their deficiency, hoping that induction will be possible in the next academic year.

### Membership

Membership is more than an honor. It incurs a responsibility and an obligation to demonstrate daily those outstanding qualities that resulted in their selection and to fulfill their responsibility to the chapter. If our chapter of the National Honor Society is to be effective and meaningful, each member must become involved. All members of the Romulus Central School Honor Society must attend all meetings unless legally excused by the advisor and participate in chapter-sponsored events.

## **Parent Conferences**

Parents may make appointments for conferences with teachers, counselors, and/or the principal by telephoning the Counseling Office (x338) or via teacher voice mail.

It is recommended that if concerns regarding performance in a class surface, that parents contact the teacher to address the concern directly via telephone or email.



## **Parent Portal**

The parent portal system through schooltool, will be available to you and your students through the web access from our District Website. This will allow you to view your students' grades, attendance, and schedule 24/7. All teachers will participate and update information regularly.

It is our hope that by allowing you and your child to monitor progress more frequently, and/or at a more convenient time, together we can help each student become more successful.

If you would like to sign up for the parent portal or need help - contact the IT office at ext. \*199

## **Photographs**

Throughout the school year, photographs of your students may be taken and used for public relations purposes. This includes; sending images to local media outlets, placing images on the internet (school facebook page, school website, etc.), putting images on our in house close circuit televisions, and using images in the hallways. If you do not wish for child's image to be used in this manner, please send in a signed note expressing that desire.

## **Prohibited Articles**

Problems arise each year because students bring articles to school which are hazards to the safety of others or interfere in some way with school procedure and the learning process ( I.E. laser pointers, paintballs, dog chains, spiked collars or similar items that could be used as a weapon; glass containers and/or re-sealable containers, etc.). Such articles are prohibited.

## **School Closing**

*Connect Ed* is an automated messaging system used by the school that will inform families by phone of emergency closings, cancellations, and special announcements.

In the event that the school should be closed in an emergency situation (snow, flood, ice, etc.) the following radio stations will broadcast that information in this area. Announcements will be made as early as possible, usually before 7:00 a.m.

Radio Stations            WGVAWFLK            WHAM            WNYR/WECO

Television Stations    Channels 8, 10 & 13 – Rochester  
                                 Channels 3, 5 & 9 - Syracuse

## **Searches**

The Superintendent and Building Principal have the right to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

School lockers, desks and other such equipment are not the private property of students but the property of the school district, and as such may be opened and subject to inspection from time to time by school officials.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, for example, a weapon or drugs. Students must be aware that such items are forbidden on school property and at school events.

## **Student Directory Information**

On an annual basis, Romulus Central School will update student directory information.

Student directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Students and parents have the right to refuse the release of this information to outside sources.

## **Study Habits**

1. **PLAN:** Assign a definite time each day for study at home; utilize study periods and library facilities in school. Keep a list of assignments in a notebook and take home all necessary books, papers and other materials.
1. **PLACE:** Have a definite place at home to study away from distractions, with all necessary books, papers, and materials available. It can be distracting to study while talking on the telephone or watching television so please use caution.
2. **PROCEDURE:** Be certain you understand the assignment when the teacher gives it. Read the entire assignment over rapidly to grasp the basic content present. Reread the assignment slowly and comprehensively for content, relationships, and details. Close the book and mentally outline the material and ideas contained in the lesson. Review the entire assignment.

## **Transfer Students**

Students who transfer to the Romulus Central School district and who are serving a penalty as a result of a Superintendent's hearing in another district may be subject to the same consequences upon the Romulus Central School superintendent's review of the hearing decision. The Board of Education welcomes transfer students to our educational system but believes that all students need to take responsibility for their actions and that a transfer should not excuse an individual from that obligation.

## **Visitors**

By law, loitering is not allowed on school grounds. ALL VISITORS are to register in the office. Outside visitors will not be permitted to meet students in school unless parental permission is given to the principal. Students should plan to meet out of school friends off school grounds. It is the policy at Romulus Central School to discourage student visitors while school is in session.

## **Weapons in School and The Gun-Free Schools Act**

The possession of a weapon on school property, in District vehicles, in school buildings, or at school sponsored activities or settings under the control and supervision of the District regardless of location, is strictly prohibited, except by law enforcement personnel. Any person possessing a weapon for educational purposes in any school building must have written authorization of the Superintendent of Schools or his/her designee.

The Penal Code of the State of New York shall be used to determine what is considered a weapon.

Penal Law Sections 265.01-265.06

### **Specific Penalties Imposed by the Gun-Free Schools Act**

No student shall bring or possess any "firearm" as defined in federal law on school premises (including school buildings and grounds, District vehicles, school settings and/or school sponsored activities under the control and supervision of the District regardless of location). For purposes of this policy, the term "firearm" includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon; any firearm muffler or silencer; or any "destructive device" (e.g., any explosive, incendiary, or poison gas, including bombs, grenades, rockets or other similar devices). The term does not include a rifle which the owner intends to use solely for sporting, recreational or cultural purposes; antique firearms; or Class C common fireworks.

In accordance with the Gun-Free Schools Act and Education Law Section 3214(3)(d), any student who brings or possesses a dangerous weapon or firearm, as defined in federal law, on school property, will be referred by the Superintendent to the appropriate agency or authority for a juvenile delinquency proceeding in accordance with Family Court Act Article 3 when the student is under the age of sixteen (16) except for a student fourteen (14) or fifteen (15) years of age who qualifies for juvenile offender status under the Criminal Procedure Law, and will be referred by the Superintendent to the appropriate law enforcement officials when the student is sixteen (16) years of age or older or when the student is fourteen (14) or fifteen (15) years of age and qualifies for juvenile offender status under the Criminal Procedure Law. For purposes of this policy, the term "dangerous weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and one-half inches (2 1/2") in length.

## **Work Permits**

If you are under 18 years of age, you must obtain a work permit in order to accept employment. The law has certain requirements concerning the type of work you may do, the hours and under what conditions you may work. Applications and all necessary information may be obtained at the main office.

Good judgment must be exercised in seeking employment. Your first responsibility is your school work. If a job deprives you of your study time and participation in school activities, you will not be able to maintain a satisfactory school record.

**Romulus Central School District (DASA)  
Dignity for All Students Act  
Harassment and Complaint Form**

Name and position of complainant: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date complaint filed: \_\_\_\_\_

Name and description of alleged harasser: \_\_\_\_\_

If the alleged harassment was toward another person, identify that other person: \_\_\_\_\_

Description of alleged harassment: Describe the incident(s) as clearly as possible, including such things as any verbal statements made (e.g. threats, requests, and demands); what, if any, physical contact was involved; etc. Attach additional pages if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date and place of incident(s): \_\_\_\_\_

Were there other individuals involved in the alleged harassment? \_\_\_\_\_

If yes, name the other individual(s) and their role in the alleged harassment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Names of witnesses (if applicable): \_\_\_\_\_

\_\_\_\_\_

Has the incident been previously reported? \_\_\_\_\_

(If yes, when and to whom?) \_\_\_\_\_

Remedy sought by complainant: \_\_\_\_\_

\_\_\_\_\_

Describe the outcome and/or resolution: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Use additional sheets to provide additional information if necessary.)

Signature of Complainant \_\_\_\_\_

# **STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES**

**(ACCEPTABLE USE POLICY)**

**Policy #7315**

The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

One purpose of this policy is to provide notice to students and parents/guardians that, unlike most traditional instructional or library media materials, the DCS will allow student access to external computer networks not controlled by the School District where it is impossible for the District to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents/guardians for student use or access. This policy is intended to establish general guidelines for acceptable student use. However, despite the existence of such District policy and accompanying guidelines and regulations, it will not be possible to completely prevent access to computerized information that is inappropriate for students. Furthermore, students may have the ability to access such information from their home or other locations off school premises. Parents/guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using the DCS or any other electronic media or communications.

## **Standards of Acceptable Use**

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as prescribed behavior.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and the District Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court

against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Any student in the District who is aware of any misuse or abuse of any software or electronic communication system shall notify his/her teachers or Building Principal.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The Computer Coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should **NOT** expect that information stored on the DCS will be private.

### **Notification/Authorization**

The District's Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

Student use of the DCS is conditioned upon written agreement by all students and their parents/guardians that student use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS. All such agreements shall be kept on file in the District Office.

# Agreement for Student Use of District Computerized Information Resource

## AGREEMENT FOR STUDENT USE OF DISTRICT COMPUTERIZED INFORMATION RESOURCES

In consideration for the use of the School District's Computer Assets (DCA), I agree that I have been provided with a copy of the District's policy on student use of computerized information resources and the regulations established in connection with that policy. I agree to adhere to the policy and the regulations and to any changes or additions later adopted by the District. I also agree to adhere to related policies published in the Student Handbook.

I understand that failure to comply with these policies and regulations may result in the loss of my access to the DCA. Prior to suspension or revocation of access to the DCA, students will be afforded applicable due process rights. Such violation of District policy and regulations may also result in the imposition of discipline under the District's school conduct and discipline policy and the Student Discipline Code of Conduct. I further understand that the District reserves the right to pursue legal action against me if I willfully, maliciously or unlawfully damage or destroy property of the District. Further, the District may bring suit in civil court pursuant to General Obligations Law Section 3-112 against my parents or guardians if I willfully, maliciously, or unlawfully damage or destroy District property.

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(Blank lines for items of student information)



**Parent-Student Acknowledgment**

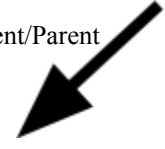
**Student Name** \_\_\_\_\_

**NOTE: Four (4) signatures are required on this page**

We have read and understand the **RULES, REGULATIONS, AND PROCEDURES** in the Student/Parent Handbook which is located on line at [www.romuluscsd.org](http://www.romuluscsd.org).

\_\_\_\_\_ Date

\_\_\_\_\_ **Signature of Parent/Guardian**



I have read and understand the regulations set forth in this handbook.

\_\_\_\_\_ Date

\_\_\_\_\_ **Signature of Student**



Grade of Student: \_\_\_\_\_

.....

I give my son/daughter permission to participate in **FIELD TRIPS** during regular school hours.

\_\_\_\_\_ Date

\_\_\_\_\_ **Signature of Parent/Guardian**

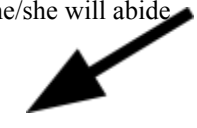


.....

I give my son/daughter permission to use the **INTERNET** at school, with the understanding that he/she will abide by the rules outlined in this handbook.

\_\_\_\_\_ Date

\_\_\_\_\_ **Signature of Parent/Guardian**



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