

**Romulus Central School**  
**Grades PK-5**  
**2024-2025**

**Student –Parent Handbook**

**5705 State Route 96 (Main Street)**  
**Romulus, New York 14541**  
**607-869-5391**  
**866-810-0345**  
**FAX: 607-869-2121**



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Dear Parents/Guardians,

It is with much excitement and anticipation that I welcome you to the 2024-2025 school year! I hope that your student(s) are excited to come back for another school year after a relaxing and hopefully restful summer break.

The information contained in this hand book is extremely important in helping you and your student understand our practices and procedures. Please pay particular attention to the section outlining our Code of Conduct. Please take some time with your student(s) to read through this together so that both you and they have a clear understanding of the expectations at Romulus. Knowing this information will help the students to make positive choices, which in turn will help us to maintain a safe and secure learning environment for all.

I look forward to working **with** you in order to provide the best possible educational experience for your student(s). An old African proverb tells us that it takes a village to raise a child. I embrace that philosophy completely and would like to thank you for your participation in this worthy endeavor.

Please don't hesitate to call me with any questions or concerns that you may have at 866-810-0345, extension 342.

Let's have a great year,

Mary Thomas-Madonna  
Interim PK-12 Principal

# Parent - Student Acknowledgement

**We have read, understand and have discussed the rules and possible consequences included in the Student Handbook.**

1. I give my son/daughter permission to participate in field trips during regular school hours. I understand that I will receive prior notice to the Field Trip.
2. 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 according to the Romulus Central School Acceptable Use Policy.
3. We have read and understand the School-Parent-Student Compact.
4. Thank you for respecting our No Party Invitation Distribution in School. We realize this may present some difficulties for you especially if your child can't remember their classmates' last names. We are willing to compile a class list with addresses for you. We will do so however, only if we have your written permission.
  - ☐ I give Romulus Central School permission to include my child's name with address on a class list to be sent to each student's home in his/her homeroom.
  - ☐ I **Do Not** want to be included on this list.

**Please sign and return this page to school as soon as possible.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

# Romulus Central School Gr. 3-12

## Student Chromebook Acceptable Use Policy Agreement

I, \_\_\_\_\_, \_\_\_\_\_, agree to the following:

(Student Name)

(Grade level)

- To create accounts for Google Apps for Education (GAFE) and other District technologies.
- Understand that use of the District's networks including filtered access to the Internet is for educational purposes and that the District has taken precautions to eliminate controversial material from being viewed by users.
- Review and initial each statement below regarding appropriate technology use (which is stated in more detail in the 2024-2025 Student Handbook).

***Review and initial each statement below.***

The following items reiterate some of the most important points covered in the Computer Use Agreement and the Standards for Proper Care addendum which you can read in the student handbook.	Student Initial
<p><b>I will respect and care for my Chromebook.</b>  <i>Examples of general care, but not limited to:</i>            -Keeping the Chromebook in a secure location that is either locked or under supervision.            -Carrying the Chromebook in a padded backpack.            -Charging the Chromebook nightly, and bringing it to school daily (<i>for grades 6 &amp; up</i>).            -Report any device damage immediately to the IT office staff.            -Keep track of and care for all equipment issued with the device (ex.charger, case).            -Keep Chromebook and case clear of stickers, writing, painting, ect.</p>	
<p><b>I will appropriately use my Chromebook in a respectful, responsible manner for educational purposes.</b>  <i>Examples of <u>inappropriate</u> use, but not limited to:</i>            -Downloading games, music, pictures, or files without teacher consent.            -Cyberbullying (in and out of school)            -Using another student's log-in credentials, files, and/ or device.            -Attempting to access blocked sites.            *Notify an adult immediately (at school or home) if you become aware of any information or material that is inappropriate, threatening, sensitive, or creates a feeling of nervousness.</p>	
<p><b>I will respect the privacy of myself and others.</b>  <i>Examples of respecting privacy, but not limited to:</i>            -Creating strong passwords, and not sharing them with others.            -Not sharing any personal information (ex. address, birth date, phone number, ect.) with others, organizations, or third parties.</p>	

-Receive permission from others prior to sharing work, taking pictures, or recordings.	
<b>I understand that my work and activity on the assigned Chromebook is monitored by RCS staff. I also understand that my Chromebook will be filtered at home and at school.</b>	

**Consequences for violations of care and use of Chromebooks *may* include:**

- Parent notification
- Loss of District technology privileges
- Disciplinary action (determined by RCS administration)
- Replacement or repair cost(s) of device and/ or equipment provided

*Below are the replacement costs of lost, intentionally damaged, or unreturned devices and equipment.*

<b>2024-2025 Replacement Costs</b>	
<i>Chromebook + Case</i>	\$300.00
<i>Chromebook Charger</i>	\$50.00
<i>Chromebook + Case and Charger</i>	\$350.00

I, \_\_\_\_\_, agree to be safe, responsible, and follow all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State, local laws and RCSD rules.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

-----

**Staff Only**

**I have received:**

Chromebook #: \_\_\_\_\_

Chromebook case: \_\_\_\_\_

Charger: \_\_\_\_\_

**Staff Initials:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# School Parent-Student-Compact

The School agrees to:

- ✓ Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
- ✓ Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.
- ✓ Provide parents with frequent reports on their children's progress.
- ✓ Provide parents reasonable access to staff.
- ✓ Provide parents opportunities to volunteer and participate in their child's class and observe classroom activities

The Parent agrees to:

- ✓ Monitoring attendance.
- ✓ Ensuring that homework is completed.
- ✓ Monitoring the amount of television and internet time spent by children.
- ✓ Volunteering in child's classroom.
- ✓ Participating, as appropriate, in decisions relating to my child's education.
- ✓ Promoting positive use of my child's extracurricular time.
- ✓ Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

The Student agrees:

- ✓ To follow the Code of Conduct
- ✓ To be respectful to people and property
- ✓ To be responsible for words and actions
- ✓ To be prepared to learn and to be an active learner
- ✓ To be honest
- ✓ To be safe
- ✓ To do nothing that keeps the teacher from teaching and the students from learning
- ✓ To be responsible for homework, and be prepared for presentations and assessment



## I Need Help PK-5

## Who Do I Call?

On occasion, a parent may have a concern, complaint, suggestion or request related to a school decision or policy. Many questions are easily and completely answered by communicating directly with the person in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken, with appeals moving on to the next level in the chain of command. When parents follow the chain of command as outlined below, not only will your concern be handled in a more timely manner, frustration will be avoided by not having to be “sent back” to the person that can help you resolve the issue.

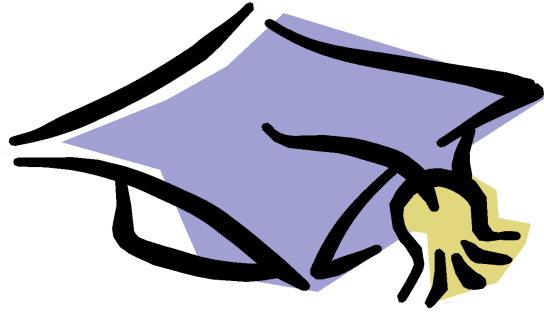
*If the issue involves anything in the classroom setting; instruction, behavior (child or teacher), academics, etc.;*

1. First Contact: Child’s teacher in the area where there is a concern (could be classroom, could be special area). If you are not satisfied with the response/solution;
2. Second Contact: Mary Thomas-Madonna, Principal (for student management concerns). If you are *still* not satisfied;
3. Third Contact: Jennifer Hayden, Superintendent. If the issue is still unresolved;
4. Fourth Contact: The Board of Education.

Phone and email communication are the fastest and easiest ways to reach our school faculty and staff. Our emails all follow the same format: (First letter of first name; last name@romuluscsd.org). For example, Mary Madonna is [mmadonna@romuluscsd.org](mailto:mmadonna@romuluscsd.org). A directory is also available on the school website.



- ← Classroom Teacher
- ← Interim Principal, Mary Thomas-Madonna
- ← Superintendent, Jennifer Hayden
- ← Board of Education



**Mission Statement:**

All students learn and become productive citizens

**Vision Statement:**

Romulus Central School is a 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

**Belief Statements:**

We believe...

Student success is central to all planning and decision making.

All members of the school community have a right to a safe, secure learning environment.

Dynamic and engaging learning opportunities foster high achievement.

Everyone is accountable for meeting high expectations, as measured by the NYS Standards.

Learning is the shared responsibility of students, school and community.

Everyone is responsible for the choices they make.

In a healthy school environment, members are respectful of themselves, each other, and their shared environment.

# Romulus Central School Calendar 2024-2025

## Date

Aug 29	Teacher Conference Day
Sept 2	Labor Day Holiday
Sept 3	Teacher Conference Day
Sept 4	School Opens
Oct 11	Teacher Conference Day-No School for Students
Oct 14	Columbus Day Holiday
Nov 11	Veteran's Day Holiday- Observed
Nov 12	½ Day for Students - Parent/Teacher Conferences Nov
27-29	Thanksgiving Holiday
Dec 23-Jan 3	Holiday Recess
Jan 6	School Re-opens
Jan 20	Martin Luther King Jr. Day
Jan 21-24	Regents Exams
Jan 29	Lunar New Year- No School
Feb 17	President's Day Holiday
Feb 18-21	Mid-Winter Break
Mar 13	½ Day for Elementary Students <u>ONLY</u>
Mar 14	Teacher Conference Day-No School for Students Apr 14-18
	Spring Recess
May 26	Memorial Day Holiday
Jun 19	Juneteenth- No School
Jun 20-27	Regent Exams
Jun 26	½ Day for Students (11:30am)
June 27	Last Day for Teachers
Jun 28	Graduation – Class 2025

**181 Student Days 187 Teacher Days**

**Faculty List 2024-2025**  
**Interim Principal – MaryThomas-Madonna, ext. 342**  
**Secretary: Paige Salmon, extension 315**

<b>Grade/Assignment</b>	<b>Staff</b>	<b>Email</b>
Pre-Kindergarten	Nancy Leahy	NLeahy@romuluscsd.org
	Rebecca Adam	RAdam@romuluscsd.org
Kindergarten	Autumn Twist	ATwist@romuluscsd.org
	Katie Poormon	KPoormon@romuluscsd.org
1 <sup>st</sup>	Matt McCusker	MMcCusker@romuluscsd.org
	Vickie Janto	VJanto@romuluscsd.org
2nd	Colleen Cook	CMCook@romuluscsd.org
	Kate Lewis	KLewis@romuluscsd.org
3rd	Jenna Murphy	JMurphy@romuluscsd.org
	Amy Magierski	AMagerski@romuluscsd.org
4 <sup>th</sup>	Caitlin McLaughlin	CMcLaughlin@romuluscsd.org
	Alison Lahr	ALahr@romuluscsd.org
5 <sup>th</sup>	Erica Murry	EMurray@romuluscsd.org
	Michelle Lapp	MLapp@romuluscsd.org
Special Education	Tammy Fullerton (K-1)	TFullerton@romuluscsd.org
	Jackie McCann (2-4)	JMcCann@romuluscsd.org
	Felicity Finn (5-6)	FFinn@romuluscsd.org
Specials	Angela Calabrese (Music K-5, Chorus)	ACalabrese@romuluscsd.org
	Caelin Kordziel (Band)	CKordziel@romuluscsd.org
	Stacy Merrill (Library)	SMerrill@romuluscsd.org
	Steve Presutti (Art K-5)	SPresutti@romuluscsd.org
	Sean Sweeney (PE PK-5)	SSweeney@romuluscsd.org
Guidance	Vicky McCusker	VMcCusker@romuluscsd.org
School Psychologist	Steven Dolan	SDolan@romuluscsd.org
School Nurse	Babette Bennett	BBennett@romuluscsd.org
Speech Therapist	Lindsay Guy	LGuy@romuluscsd.org
Reading	Tara Davis (K-1)	TDavis@romuluscsd.org
Reading	Amanda Pundt (1-3)	APundt@romuluscsd.org
ELA/AIS	Karen Zona	KZona@romuluscsd.org
Math/AIS	Liz Houghton	LHoughton@romuluscsd.org
Occ. Therapist	Liz Rhinehart	LRhinehart@romuluscsd.org
Physical Therapist	Betsy Brown	BBrwon@romuluscsd.org
Teacher Assistant	Heidi Burke	HBurke@romuluscsd.org
	Lisa Freier	LFreier@romuluscsd.org
	Darlene Werner	DWerner@romuluscsd.org
Teacher Aide	Shyanne Bennett	SBennett@romuluscsd.org
	Marsha Burlew	MBurlew@romuluscsd.org
	Lisa Bush	LBush@romuluscsd.org
	Kathy Craig	KCraig@romuluscsd.org
	Jenny Fowler	JFowler@romuluscsd.org
	Beth. Huff	BHuff@romuluscsd.org
	Abby Matthey	AMatthey@romuluscsd.org
	Mary Moore	MMoore@romuluscsd.org
	MaryAnn Wingler	MWingler@romuluscsd.org

# **Section 1: School wide Guidelines**

## **ACADEMIC INTERVENTION SERVICES (AIS)**

### **ACADEMIC INTERVENTION SERVICES**

All students are eligible for AIS if they score a 1 or a 2 on the elementary or intermediate state assessment. In grades where no state assessment is given, students will be eligible for AIS pending a review of the following multiple measures:

1. Teacher or MTSS Team recommendation;
2. Diagnostic evaluations;
3. Classroom assessments;
4. Quarterly Progress Reports;
5. Parent input;
6. Other assessments as recommended and/or administered by the School Psychologist;
7. Overall academic and non-academic performance to include attendance record and behavioral log.

### **Process, TimeLine, and Notification**

Students will be afforded AIS no later than one semester following the determination of a student's needs. Notification will be given in writing to parents indicating the need for AIS and will include a summary of services being provided to the student.

### **ASSEMBLIES**

***All audience members have the right to experience performances without interruption. Individuals put forth much time and effort into their performances. A school assembly is a learning experience and we must always remember to act as a responsible student while in attendance.***

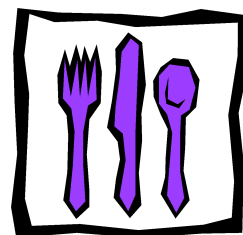
- Enter the Auditorium in an orderly fashion and take your seat with your class.
- Remain seated unless you receive permission or instructed to leave.
- Always give your full attention to the program. Please don't talk or distract your neighbors in any way.
- Show your appreciation at the appropriate times, and always BE POSITIVE!
- Leave from the assembly in the same orderly fashion in which you arrived.

## CAFETERIA

We are very excited this year to offer free breakfast and lunch to all students at RCS. This is for one free breakfast and one free lunch per day for each student. Any second meals or snacks will still have to be paid for. They cannot be charged on the student's account. We will still be using [myschoolbucks.com](http://myschoolbucks.com) for parents/guardians to place money on student accounts to purchase snacks, beverages, and ala carte items. As always, we ask that all students follow all cafeteria rules and be respectful to the cafeteria staff. Enjoy your school year and we look forward to seeing your smiling faces this year.

Sincerely,  
Romulus Cafeteria Staff

According to the USDA Child Nutrition regulations, students must be offered components to make up a meal (protein, grain, vegetable, fruit, milk) of the student must take at least three (one must be a vegetable or fruit) to constitute a recognized meal.



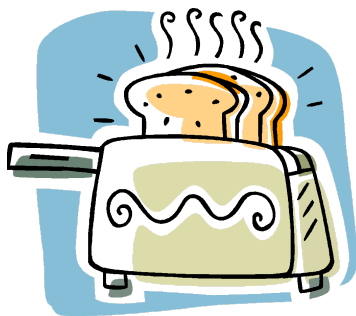
five  
which

For all grade levels the meal would be:

Choice of Entrée (protein and grain)  
Vegetable  $\frac{1}{2}$  - 1 Cup  
Fruit:  $\frac{1}{2}$  - 1 Cup  
Milk 8 oz. (Fat Free or 1%)

If you wish to place limits on how your student(s) may spend funds on their lunch account, please fill out a form and let us know. If no limit is made on how they may spend the money on their account your child will be able to use the funds for a la Carte items.

The following represents the form needed:



**Romulus Central School District  
Cafeteria Department:**

Dear Parents and Guardians;

Every Student is entered into the computerized system in the cafeteria. Students may pay with cash. However, we strongly recommend that parents/guardians deposit money into the student's account. Please do not send cash with younger students. The best way to place money on a student account is by sending a check written out to the **Romulus Lunch Program**, or go to <https://www.romuluscsd.org/parents-and-students/cafeteria> to submit money electronically.

If you prefer your student not to use their pre-paid money for a la carte items (chips, water, ice cream, extra food items), please return the form below. We will not allow your child to then purchase these items unless they have cash to pay for it.

If you have questions please call 866-810-0345 ext. 326 Monday – Friday from 7am until 1:00pm.

Thank you,  
Kelly Updyke, Cook Manager

-----  
I **do not** want my child \_\_\_\_\_ to purchase the following items with their pre-paid account.

\_\_\_\_\_ Snacks

\_\_\_\_\_ Water  
-----

My Child \_\_\_\_\_  
**is allowed** to buy snacks with their pre-paid money but ONLY on: Please check days they ARE ALLOWED.

\_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday

Parent / Guardian Signature \_\_\_\_\_

**Cafeteria Information**

**CELLULAR TELEPHONES/ELECTRONIC DEVICES**

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 before or after school** All cell phones will either be kept in lockers/cubbies/backpacks or turned into the cell phone holder at beginning of class.



the

## **COMMUNICATION**

1. Daily announcements are made first thing in the morning through the loudspeakers or through a video file. These announcements include special events of the day/week, as well as important reminders.
2. Parent letters may also be written by each classroom teacher. These are generally sent home on Fridays. Important information is included in this communication. Please ask your child about letters from teachers.
3. Many teachers inform parents about outside of school assignments via the internet through ParentSquare) and email. Please check with your child's teacher about this option. Checking and verifying your child's homework is strongly encouraged.
4. YNN is the cable television channel used for emergency closings. WNYR is the local radio station used for emergency closings. We also call families by telephone using our ParentSquare system.
5. Important information is always posted on our district website at [www.romuluscsd.org](http://www.romuluscsd.org).
6. From time to time, you may receive a call from the school via our ParentSquare service. These calls may be in regards to school closings or reminders of upcoming events.
7. Formal parent – teacher conferences are held each year in November and March. It is important that you attend these meetings. If at any time throughout the year you would like to meet with your child's teacher, please feel free to call the school and set up an appointment.  
Teachers can be reached after 2:30 pm.

## **CHROMEBOOKS**

Students in grade 5 will be issued their own chromebooks to use throughout the day at school. The Romulus Elementary School feels that it is important for students to use tools that will enhance their educational experience and prepare them for the future. Teachers will be using Google classroom and other Google apps to help facilitate this. Once they have earned the right to do so, 5<sup>th</sup> grade students might be able to take their chromebooks home with them to complete work. Students in grades K-4 will have access to a classroom set of chromebooks. Those must remain in school.

As with anything that the school issues to students, we expect students to treat them with respect. Any damage that is done to the chromebooks, due to student negligence, will be the responsibility of the student's family. The devices will be expected to be turned into the school district at the end of the year and if a student moves mid-year, they will be expected to turn in their device. More information on the chromebook initiative can be found at our website.

## **DRESS**



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.

### **FIRE DRILL**

1. Line up quickly, but carefully and quietly, in a single file.
2. Quickly, Quietly, and Carefully exit the building (know the route and alternate route).
3. In order for everyone to hear directions, you must wait quietly outside.
4. Return in a quiet and orderly fashion.
5. **ALWAYS LISTEN FOR DIRECTIONS.**



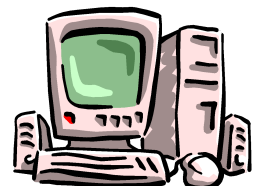
### **HOMEMADE TREATS and CLASS PARTIES**

In an effort to cut down on the number of sugary treats, we would like to celebrate birthdays once a month. All students born in October will have a class celebration together. Your child's teacher should be giving you instructions for this. Please check with your child's teacher regarding food allergies. They will know if any of their students have any kind of food allergy or medical condition that prevents certain food from being consumed. **To avoid hurt feelings and conflicts, NO invitations may be distributed in school.**

### **INTERNET**

The Internet may be used for:

1. Research on current class projects, topics, or assignments.
2. Locating information relating to legitimate careers/professions/trades.
3. Locating news, business or political information including: biographies, photos, cartoons, stories, etc.



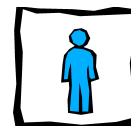
4. Other areas deemed appropriate by the teacher/administration

Violation of these Internet rules and/or violations of any school policy, local, state, or federal laws may automatically result in immediate withdrawal of Internet privileges, and a referral to the Principal for disciplinary action. Permission granting your approval for your child to use the Internet at school with the understanding that he/she will abide by the rules outlined is on Page 2.



### **LAVATORY**

***You have the right to a clean, safe and sanitary bathroom.***



Practice good health habits when visiting the lavatory.

1. One boy, one girl out to the lavatory at a time from each room. Each classroom in grades 3-6 will have a bathroom sign-out showing the Time Out and Time In.
2. Please flush toilet after using.
3. Remember to wash with soap and dry your hands with a paper towel.
4. Paper towels should be thrown in the trash bin only.
5. Leave pens and pencils in the classroom.
6. Please keep the walls clean.

### **OPEN CONTAINERS**

All drinks must be in their original containers (milk cartons and clear unopened reusable containers). Glass of any kind is not allowed. Please do not send soda to school for lunch.

### **PERSONAL BELONGINGS & BUYING AND TRADING**

Personal belongings (within reason) brought to school are the individual's responsibility. Music must be appropriate for school. Students are not allowed to use their MP3 players or DS when in the classrooms during instruction. **Should a personal belonging become a problem, the privilege of bringing it to school will be revoked. Parents will be notified.**



### **PHOTOGRAPHS**

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

### **PLACEMENT**

Placement within the system, with respect to building, teacher, and grade or special class, shall be at the discretion of the school administration and shall be subject to review and change at any time. In making such decisions, the administrator or building principal will be guided by performance in class, past records, parent/guardian and teacher recommendations, standardized test scores, and any other appropriate sources of information, but the final decision shall rest with the school administration. Parents may request, in writing, teacher attributes that would best

serve their child's learning needs; however, requests for specific teachers will not be honored.

### **VALUABLES**

Students are cautioned not to bring valuables (large amounts of money, radios, cameras, etc.) to school, and, if they wear glasses or watches, to keep track of them at all times. Students, not the school, are responsible for their personal property. Do not leave valuables unattended.

## **Section 2: Code of Conduct & Character Ed.**

**A code we must live by...**

What does following our Code of Conduct mean?

- Making our school a **safe place** is so important. You can do your part by entering school in an orderly fashion, walking instead of running while you are in the building, talking quietly in the halls, telling an adult if you see that someone has been hurt or if something has been damaged.
- **Be honest** – we all make mistakes. It's important that we own up to our mistakes, learn from them and move on.
- **Being respectful** to everyone means addressing adults properly (Mrs. Jensen, Mr. Williams, Mrs. Bennett, etc.); it also means no name calling (even in a teasing manner), no fighting of any kind and no improper language.
- **Being responsible** means coming to school with your homework done and ready for presentations and assessments. **Be prepared** by having all the tools you need to do your job—paper, pencils, etc.
- **Use good judgment and make good choices** – use your coping skills if you find yourself in a conflict with another student. If that doesn't work, it is time to ask an adult for help.

**Failure to comply with our Code of Conduct may result in consequences and/or disciplinary action.**

### **COPING SKILLS**

Beginning in Kindergarten and through 8<sup>th</sup> Grade, **all** students are taught strategies to use when encountering minor interpersonal difficulties:

1. Politely ask the student to stop and tell them why you want them to stop.
2. Ask again and ask them why they are doing it.
3. Ignore them.
4. Move away from the situation (if possible).
5. Tell someone.

## **CONDUCT AND DISCIPLINE**

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

**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. Bullying is defined as negative acts that are carried out repeatedly by someone who has power over another individual (physically or socially). 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.

**The DASA coordinator for our school is Mary Thomas-Madonna, Interim Principal.**

### **Discipline Procedures**

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.

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose consequences will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. Subsequent violations will warrant greater disciplinary action.

### **DUE PROCESS**

No student may be punished for alleged misconduct without due process.

Students are entitled to:

1. Oral or written notice of charges
2. An explanation of the evidence
3. An opportunity to present his/her case

**For a complete copy of the Romulus Central School Code of Conduct # 7310, please contact the district office or visit our website.**

Watch your THOUGHTS... they become WORDS.  
Watch your WORDS ... they become ACTIONS.  
Watch your ACTIONS... they become HABITS.  
Watch Your HABITS ... they become your  
**CHARACTER.**  
Watch Your CHARACTER ...  
It becomes your DESTINY.



-Frank Outlaw

## **Romulus Central School Character Education Program Grades PK-5**

### **DREAMS**

Monthly assemblies and rewards will be held with a focus on a different theme each month. We are looking for following character traits in our students:

D: Determined

R: Respectful

E: Empathetic  
A: Accountable  
M: Motivated  
S: Safe

## **Section 3:**

### **Arrival/Dismissal/Emergency**

#### **SCHOOL HOURS**

Office	7:30am – 4:00pm
Faculty	7:45am – 3:15pm
Students	7:55am – 2:35pm



After School 2:35-3:15 Teachers may require students to stay after for extra help or to complete work. The additional 40 minutes is considered part of the regular school day. Other students may be assigned detention at this time by the Principal or his designee.

**Please do not bring students to school prior to 7:30 am.**

#### **STUDENT ARRIVAL PROCEDURES**

If your student(s) does not ride the bus to school, all drop off and pick ups will occur at the north end parking lot. **Please turn right onto Locust Street upon exiting the North parking lot, this is not a two way street. If you are parking your car in the parking lot, please exit your car and pick up your student at the door, otherwise stay in line and your student will be brought to your car.** If your student arrives late to school, they must sign-in with the main office staff.

#### **ATTENDANCE**

### **Romulus Elementary School Attendance Program**

Research has shown that students who miss more than 10% of the potential school year have a much higher risk for non-completion of high school. When a student is consistently late to school, they are missing important instruction. On time arrival to school gives your child the most chance at success. Being on time and present is an important life skill for students to acquire. The Romulus Central School District is asking for your partnership in improving student attendance. **ATTENDANCE COUNTS!!!!**

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.

**Compulsory Education requires students to attend school every day that school is in session unless they have a legal excuse.**

**TARDY** is defined when a student arrives in their classroom any time after 7:55 am.

**TRUANCY** happens when the student absents himself or herself from class or school without the knowledge or permission of school or parent. Truancy is a serious situation.

**Students leaving during the day must sign out in the Main Office. Upon returning to school students should report to the Main Office.**

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.

Exclusion from PE class 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 of 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. In elementary grades, the teacher will initiate the make-up assignments. A student's attendance record is as important as his/her academic record. Excessive absences or repeated lateness may require a parent conference. Students that are returning to school after being absent must bring a dated signed excuse. Parents are urged not to sacrifice a child's attendance unless exceptional reasons exist.

All medical and dental notes should indicate the name and telephone number of the doctor, as well as the time of the appointment. A student's attendance record is as important as his/her academic record. Excessive absences or repeated lateness may require a parent conference.

**For a complete copy of the Romulus Central School Attendance Policy # 7110, please contact the district office.**

### **VISITORS TO THE SCHOOLS**

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal is

responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a "visitor." Parking will be reserved for visitors in the south parking lot.
2. All visitors may enter the school through the entrance leading to the Main Office. A sign-in book with a visitor badge will be issued to you from this vantage point after your license has been scanned through our raptor system. You are required to wear your badge in a visible location. Visitors attending school functions that are open to the public, such as assemblies or public gatherings are not required to sign-in.
3. Students are expected to proceed to their classrooms on their own and parents should not leave the main office area without signing into the building.
4. Parents or citizens who wish to observe a classroom while school is in session are **required to arrange such visits with the Classroom Teacher at least three days in advance** so that class disruption is kept to a minimum.
5. Teachers should not be expected to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules contained in the code of conduct. This includes no smoking and no use of profanity while on school property.

### **DISMISSAL OF STUDENTS**

If a student is to be dismissed early, go home with a friend, or do anything other than his/her normal routine during the school day or at dismissal time, a written, signed note must be presented to the office. **PLEASE PLAN AHEAD** so that your child is informed of the plan.



*Please refrain from calling the Office to make these arrangements. The Office may not be able to accommodate any changes in destination after 1:00pm. We understand that emergencies arise and will continue to do all that we can to assist you, but your help in minimizing distractions/interruptions during the course of the school day is critical.*

Students being picked up by parents/guardians on a regular basis, can be met in the parking lot at the north entrance. **For safety reasons, we are asking for your cooperation by waiting outside the school, preferably in your vehicle until your student is dismissed. Your students will come to you. Staff are assigned to assist this process.**



### **EMERGENCY SCHOOL CLOSING**

**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 am. You can also expect to receive a ParentSquare call unless you have indicated otherwise.**

**WNYR - Geneva**

**WSFW – Seneca Falls**

### **EMERGENCY SHELTERING / EVACUATION**

In the event that the District determines the need for emergency sheltering, classes will be assigned to the following locations:

K -6      Seneca Community Church across from the School

7-12      Romulus Fire Hall

**In the event of an emergency you will be contacted. It would help us to keep everyone safe if you would refrain from rushing to the shelter sights.**

### **EMERGENCY CONTACTS**



The importance of current emergency numbers must be stressed. Many parents are away from home during the school day and it is essential, for the protection of our students, to be able to reach someone in case of emergency. If, at any time, these numbers change please let the school know.

## **Section 4: Health and Wellness**

### **AVAILABLE SUPPORT**

School counselors are available to provide counseling, support services, and case management for students and their families. Referrals may be made by the Building Principal, teachers, parents and counselors. Any family seeking services may call during school hours.

### **EXTENDED ABSENCES DUE TO ILLNESS**

Please contact the Nurses office to inform Mrs. Bennett if your child has an illness requiring him/her to be out of school for 3 or more consecutive days. Your child will be asked to report to

the nurse upon their return to school.

### **ACCIDENTS IN SCHOOL**

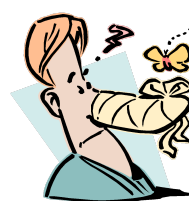
If a pupil is involved in an accident in school, the parent will be notified. The student will be treated with the appropriate first aid measures until the person in parental authority can authorize further treatment. In the case of life threatening illnesses or injuries an ambulance will be called. Our school has a Pupil Benefits policy that may help cover medical costs not covered by your family's insurance. For more information, contact our school nurse, Mrs. Bennett.

### **SPECIAL HEALTH NEEDS**

Mrs. Bennett, our school nurse, would like to be kept informed of any special health needs, allergy and/or problems that may affect your child. This information is kept confidential and can be very important to a successful experience in school.

Examples of such needs are as follows:

1. Bee Sting Allergy
2. Allergy to any other Substance (Peanuts, etc.)
3. Difficulty with Vision, Hearing or Speech
4. Need for Medication during the School Day
5. Need for Special Aids such as Crutches, Walkers or Wheelchairs



### **SCHOOL MEDICAL EXAMINATION**

Students must have a physical examination on file either by their family physician or the school physician. **If a completed physical form signed by a physician has not been submitted to the school, we will assume that you desire us to arrange for a medical examination of your child by the school nurse and/or physician.**

**ALL NEW ENROLLEES, K-12 must have a physical examination on file also. This examination can be done by the family physician or the school physician.**

### **SCREENING PROCEDURES**

Students are screened each year for visual acuity. Students from ages 8 - 16 are also screened for scoliosis according to state law. Parents will be informed of any abnormal findings. Students are also screened for hearing.

### **MEDICATION**

If, at any time, a child needs to take medication during the school day, the following rules need to be observed:

1. The School Nurse must have on file a written request from the family physician indicating the frequency and dosage of a prescribed medication.
2. There must be on file in the health office a written request from the parent to administer the medication as specified by the doctor.
3. Medicine should be delivered to school by the parent. **(At NO time is a student allowed to carry medication of any kind on his/her person or to take any**

**medication without official written direction.)**

4. Medicine must be in the original container or a duplicate that is professionally labeled by the pharmacist for this purpose.
5. The School Nurse cannot distribute over-the-counter drugs without consent from a doctor and the parent.
6. No medication of any kind will be administered to students at school without the presence of the school nurse.

**POLICY FOR HEAD LICE**

Parents/Guardians will be notified by the Health Office if their child has been found to have head lice, and they are required to pick their child up immediately from the Health Office. The student will only be permitted to re enter class when the child has been cleared through the Health Office.

**PHYSICAL EDUCATION**

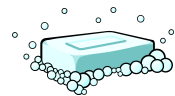
**Physical Education Attire**

Students in grades K - 5 are required to wear sneakers in physical education class.



**Personal Hygiene**

Students are strongly encouraged to take the necessary steps to maintain proper hygiene after physical education class (i.e. wash hands & face, apply deodorant and comb hair). If a lack of personal hygiene appears to adversely affect the individual and/or others then it will be addressed with the student and the parent(s).



**Unprepared**

An "unprepared" student in grades K – 5 is a child without sneakers. If a student fails to prepare for class, sneakers may be provided for the student but he/she is still considered unprepared.

In order to achieve the goal of maximum participation, students will be asked to borrow necessary footwear in order to participate.

**Excused Absences and Medicals**

A note from a parent excusing a child from physical education class will only be accepted for one class period. Any additional absences must be accompanied by a medical excuse (including duration of time excused) from a doctor or school nurse. No student will be re-admitted without doctor's permission. If a student fails to bring an excuse then he/she will be expected to participate. Any special situations or extenuating circumstances must be communicated from the parent to the principal or school nurse.

***Please note: This excuse will also be interpreted to mean no physical activity of any kind, including playground and modified sports, unless we are advised otherwise.***

**Section 5: Transportation**

## **BICYCLES**

If you ride a bike to school, please park it, lock it, and leave it in the bike rack until the end of the day. The school is not responsible for vandalism or theft.



## **Bus – Code of Conduct**

The following rules must be observed while riding a bus.

1. Obey the driver and monitors at all times.
2. Keep noise level to a minimum.
3. There will be no use of profanity.
4. Students will not be verbally or physically abusive to drivers, monitors or fellow riders.
5. Keep hands and feet out of the isles.
6. No moving from seat to seat or in the isles while the bus is in motion.
7. No food or drink will be permitted on the bus.
8. Throwing of objects will not be tolerated.
9. Students are expected to follow all the rules found in the regular code of conduct.
10. **All students in grades PK-5 MUST wear seatbelts.**

All school rules and the penalties/consequences for not abiding by the rules apply while a student is riding the bus.

# **Section 6: School Activities**

## **CHORUS/BAND**

Our Music department offers chorus and band throughout the school year. Chorus is offered to students in grades 4-6, Band is offered to students in grades 5-8 with instrumental lessons beginning in 4th.

## **RUN CLUB**

Our school participates in three races a year. In the fall students in grades K-2 can compete in the Freddy 1 Mile Fun Run; in the winter students in grades 3-6 can compete in the It's A Wonderful Run 5K; and in the spring students in grades 3-6 can compete in the Celebrate Commemorate 5K. Students train a few days a week after school with staff members.

## **ART CLUB**

Students in Art Club meet once per week after school with Mrs. Shoebridge-Bloom. These meetings help develop artistic/dance talents where students gain appreciation for various media. Art club is available for students in upper elementary grade levels.

### **DRAMA**

Students in both the elementary and middle level grades participate in annual drama productions in the fall and spring.

### **STUDENT COUNCIL**

This group is involved in many fund raising and philanthropic activities. These students also make recommendations for our school improvement. They also help to shape the positive culture of our school by displaying good citizenship and being influential role models. Student council members are from grades 4-6.

### **PARENTAL/GUARDIAN INVOLVEMENT OPPORTUNITIES**

Romulus school encourages parental involvement in many aspects of the school community. Listed below are several opportunities which parent/guardians may choose to become involved in their children's education:

1. Election of members of the Board of Education;
2. Volunteering in the classroom;
3. Participation in the Shared Decision Making Committee and PTCC
4. Voting on budgets, propositions and referendums;
5. Responding to surveys, interviews, questionnaires and other school communication;
6. Attending school sponsored activities
7. Attendance and comments pertaining to hearing and meeting of the Board.



**For complete copies of Romulus Central School District policies, please contact our district office or find them on the web at <https://www.romuluscsd.org/district/district-policies>.**