

ROMULUS CENTRAL SCHOOL DISTRICT

THE ROYAL GUIDE

Student & Family Handbook



GRADES 7–12

2026–2027

The School with BIG Ideas

Inspiring learners to positively impact our ever-changing world

#RoyalsRise

*Respect * Independence * Safety * Engagement*

Every day is another opportunity to RISE.

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ABOUT THIS GUIDE

This handbook summarizes school procedures and important parts of Board policy in plain language. It does not replace Board-approved policies, the District Code of Conduct, or applicable law. When differences occur, the official policy or law governs.

Policies and procedures referenced in this handbook may include, but are not limited to:

- District Code of Conduct #7310
- Attendance Policy #7110
- Prohibition on Student Use of Internet-Enabled Device Use During the School Day #7136
- Dignity for All Students – DASA #7550
- RCSD Policies related to School Health Services and Requirements
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For complete copies of Romulus Central School District policies, please visit the District tab of our website at <https://www.romuluscsd.org/district/district-policies>

Welcome, Royals!

A message from the Secondary Principal

Dear Students and Families,

Welcome to the 2026–2027 school year at Romulus Central School. Whether you are beginning seventh grade, preparing for graduation, or joining our community for the first time, we are glad you are here.

Romulus is the School with BIG Ideas. We are committed to knowing, supporting, and empowering every student to succeed in learning and in life. Our small-school setting gives us the opportunity to build strong relationships, recognize individual strengths, and create meaningful pathways for the future.

This Royal Guide is designed to be a valuable resource that explains the routines, expectations, opportunities, and supports that shape student life in grades 7–12. Students and families should review it together and return to it whenever questions arise.

Education works best when school and home work as partners. Our staff is committed to providing a safe, respectful, challenging environment, and we welcome open communication throughout the year.

Thank you for being part of the Romulus community. Let us make this a year of growth, connection, and pride.

#RoyalsRise

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Who We Are as Romulus Royals

Mission • Vision • Core Values



Mission

Romulus Central School District honors the individuality of each student, empowering them to thrive in learning and in life through a future-focused environment.

Vision

Inspiring learners to positively impact our ever-changing world.

Our Core Values

Safety

Physical and emotional well-being is nurtured in a culture of respect and trust.

Supportive Connections

Positive relationships drive learning and unity.

Accountability

We accept responsibility for ourselves and our impact on others.

Innovation

We value creative problem-solving and lifelong learning.

Personalized Opportunities

We provide equitable, tailored experiences that help each student grow.

A Day in the Life of a Royal

Small choices build successful days.

The School Day

The official school day is 7:45 a.m.–3:10 p.m. Regular academic classes dismiss at 2:27 p.m.

Students are not allowed in the building prior to 7:30 a.m. All students should arrive in time to enter safely and report to their assigned Period 1 location no later than 7:50 a.m.

Breakfast is available for all students from 7:30 a.m.–7:45 a.m. Food is to be eaten in the cafeteria, not in the hallways or other locations.

Regular Bell Schedule, Grades 7-12

Students are scheduled for:	
Eight 40-minute class periods, one advisory period, and one 30-minute lunch period There is a 3-minute passing time for students to travel to their next class	
Period 1 - 7:50-8:32 (2 additional minutes for announcements)	
Period 2 - 8:35-9:15	
Period 3 - 9:18-9:58	
Period 4 - 10:01-10:41	
Grades 7-8 Advisory 10:41-11:00	Grades 9-12 Lunch 10:41-11:11
Grades 7-8 Lunch 11:03-11:33	Grades 9-12 Advisory 11:14-11:33
Period 5 - 11:36-12:16	
Period 6 - 12:19-12:59	
Period 7 - 1:02-1:42	
Period 8 - 1:45-2:27 (2 additional minutes for announcements)	
<u>Regular Dismissal 2:27</u> After School Help / Activity Period / Detention 2:30-3:10	

Start Ready

- Come prepared with the materials needed for scheduled classes, including Physical Education.
- Arrive ready to learn and contribute by completing assignments and checking your schedule.
- Bring what you need for practices, rehearsals, clubs, or extra help.

End of the Regular Academic Day

On Monday-Thursday of a regular school week from 2:30 p.m. – 3:10 p.m., students may attend pre-arranged academic support, scheduled club and extra-curricular activities, detention, or other supervised activities.

Students who are members of an athletic team or extra-curricular club and are waiting for a scheduled practice, rehearsal, meeting, competition, or other school-sponsored activity that begins after 2:30 p.m., as well as students who attended a supervised activity from 2:30 p.m. – 3:10 p.m. and are waiting for the late bus, must report to the designated supervised study hall and remain there until dismissed to the activity.

Students without school commitments after 2:27 p.m. are expected to leave the building and school grounds by 2:35 p.m. Students may not be unsupervised in halls, locker areas, locker rooms, or classrooms.

Important Information

Closings and Delays • Family Contact Information

Drop Off and Pick Up

- **Morning Drop-Off:** If you are dropping off your child at **7:45 a.m. or earlier**, please use the **north end** of the building. For safety reasons, students should not be dropped off at the south end.
- **Late Arrival/Early Dismissal:** Students arriving after 7:45 a.m. or being picked up prior to 2:27 must use the Main Office at the south end.
 - Students arriving after 7:45 without an acceptable excuse are considered tardy. A written excuse must be provided to excuse the tardy.
 - For students who need to leave school early, please send a written note in the morning with your child's name, the date and time they will be leaving, the reason, and who will be picking them up. The person picking up your child must be a parent/guardian or someone listed as a contact in SchoolTool, with permission in SchoolTool to pick up. When they arrive, that person will need to sign your child out in the main office.
- **Afternoon Pick-Up:**
Student pick-up takes place at the **north end** at **2:27 p.m.**
The south end is reserved for **bus traffic only**, and vehicles should not enter that area during dismissal.

Emergency Closings and Delays

Weather-related closings, delays, and other urgent notices are shared through ParentSquare/StudentSquare and District communication channels. Families should review notices carefully because schedules and transportation may change.

One Hour Delay		Two Hour Delay	
Period 1 – 8:50-9:25 (Additional minutes for morning announcements)		Period 1 – 9:50-10:14 (Additional minutes for morning announcements)	
Period 2 - 9:28-10:03		Period 2 - 10:17-10:41	
Period 3 – 10:06-10:41		Grades 7-8 Advisory 10:41-11:00	Grades 9-12 Lunch 10:41-11:11
Grades 7-8 Advisory 10:41-11:00	Grades 9-12 Lunch 10:41-11:11	Grades 7-8 Lunch 11:03-11:33	Grades 9-12 Advisory 11:14-11:33
Grades 7-8 Lunch 11:03-11:33	Grades 9-12 Advisory 11:14-11:33	Period 3 – 11:36-12:02	
Period 4 - 11:36-12:08		Period 4 - 12:05-12:31	
Period 5 – 12:11-12:43		Period 5 – 12:34-1:00	
Period 6 - 12:46-1:18		Period 6 – 1:03-1:29	
Period 7 - 1:21-1:53		Period 7 - 1:32-1:58	
Period 8 – 1:56 - 2:27		Period 8 – 2:01 - 2:27	
Regular Dismissal 2:27 After School Help / Activity Period / Detention 2:30-3:10		Regular Dismissal 2:27 After School Help / Activity Period / Detention 2:30-3:10	

FAMILY CONTACTS

Families should keep phone numbers, email addresses, emergency contacts, and authorized pick-up information current. Contact the Main Office whenever information changes.

Living the Romulus Way

Character • Community • Pride

RISE Every Day

At Romulus, we believe every student has the ability to make a positive difference. Whether you're in the classroom, walking through the hallways, competing in clubs or athletics, or representing our school in the community, your choices help create the culture of our school.

RESPECT

- Treat everyone with kindness, dignity, and courtesy.
- Use appropriate language and a respectful tone.
- Listen when others are speaking.
- Respect personal space and school property.
- Represent Romulus with pride.
- Clean up after yourself and care for shared spaces.

INDEPENDENCE

- Come prepared each day.
- Take responsibility for your choices and learning.
- Manage your time and stay organized.
- Complete your own work.
- Ask for help when you need it.
- Follow through on your commitments.

SAFETY

- Follow directions the first time.
- Keep hands, feet, and objects to yourself.
- Walk calmly throughout the building.
- Use equipment and materials appropriately.
- Stay in assigned areas.
- Report unsafe situations to a trusted adult.

ENGAGEMENT

- Be on time and ready to learn.
- Participate actively in class and activities.
- Ask questions and stay curious.
- Use your time with purpose.
- Work cooperatively with others.
- Take advantage of opportunities to learn and grow.

Ready to Learn

Classrooms • Hallways • Assemblies • Academic Labs

In Class

- Arrive on time with needed materials.
- Follow classroom procedures and staff directions.
- Participate appropriately and allow others to learn.
- Use class time, technology, and resources for their intended purpose.
- Complete work honestly and meet established deadlines.

Assemblies

Assemblies are part of the educational program. Students are expected to enter and exit orderly, sit in assigned areas, listen respectfully, and avoid talking or other disruptions. Personal internet-enabled devices remain stored during assemblies.

Academic Labs

Academic Lab is structured time for schoolwork, reading, organization, intervention, or approved academic activities. Students should arrive with meaningful work and follow the supervising teacher's procedures for passes and support.

In Hallways and Shared Spaces

- Move safely and use an appropriate voice level.
- Be where you are scheduled to be.
- Use passes as directed.
- Keep hands, feet, objects, and inappropriate and unnecessary comments to yourself.

#ROYALSRISE

The small choices you make every day create a school where everyone can learn, belong, and succeed.

Student Rights & Responsibilities

With every right comes responsibility.

Students Have the Right To...	Students Have the Responsibility To...
Learn in a safe, orderly school.	Attend regularly, arrive on time, follow expectations, and avoid disrupting learning.
Be treated with dignity and fairness.	Treat others with dignity and respect.
Express ideas and opinions.	Communicate respectfully without threatening, harassing, slandering, or restricting the rights of others.
Access educational programs and activities.	Work to the best of your ability and support the participation of others.
Receive help for academic, social, emotional, or personal concerns.	Use available supports and seek help when needed.
Be free from bullying, harassment, intimidation, and discrimination.	Help create an inclusive environment and report concerns promptly.
Use school resources and property.	Care for materials, technology, facilities, and the property of others.

Working Together

A strong school is a shared responsibility.

Students

Attend, participate, make responsible choices, communicate concerns, respect others, and take ownership of learning.

Families

Support regular attendance, maintain current contact information, review school communications, encourage learning, and communicate respectfully with staff.

Teachers and Staff

Create safe, inclusive learning environments; communicate expectations; provide support; supervise students; address concerns; and apply expectations fairly.

Counselors and Student Support Staff

Help students with academic planning, graduation requirements, college and career exploration, personal concerns, crisis support, and connections to services.

Administrators

Support teaching and learning, investigate concerns, communicate with families, apply policies consistently, and protect the safety and rights of the school community.

Board of Education

Adopts policies, reviews the Code of Conduct, and establishes the expectations that guide District programs and operations.

Families as Partners

Communication builds trust and supports success.

How We Communicate

- ParentSquare and StudentSquare for updates, reminders, closings, and time-sensitive information.
- School email and phone calls for individual communication.
- The District website, calendar, newsletters, and announcements for programs and events.
- SchoolTool/Parent Portal for grades, attendance, schedules, and student information.

Questions or Concerns

Begin with the staff member closest to the issue whenever possible. Academic questions should usually begin with the teacher; scheduling and graduation questions with the counselor; health questions with the nurse; athletics questions with the coach or athletic director; and safety or discipline concerns with administration.

Conferences

Families may request a conference when concerns arise. Productive conferences focus on facts, student needs, shared goals, and next steps. The school may also request a meeting to address attendance, academics, behavior, health, or other concerns.

Visitors and Volunteers

All visitors must follow sign-in, identification, supervision, confidentiality, and safety procedures. Family participation is welcomed through approved school activities, events, committees, and volunteer opportunities.

Attendance

Be present. Be punctual. Stay connected.

Every Day Counts

Regular attendance is one of the strongest predictors of academic success. Students are expected to attend every scheduled class, arrive on time, and remain in school unless properly excused.

When a Student Is Absent

- Families should notify the school as soon as possible.
- Upon return, students should provide a dated, signed excuse or documentation requested by the school.
- Medical and dental notes should identify the provider and appointment information.
- Students are responsible for contacting teachers and completing missed work by established deadlines.

Excused and Unexcused Attendance

Excused and unexcused absences, tardiness, and early departures are determined under District Attendance Policy #7110 and administrative procedures. Unexcused attendance concerns may lead to parent conferences, interventions, detention, loss of participation privileges, or other consequences under the Code of Conduct.

Course Credit

Classroom participation and completed work matter. Properly excused absences will not be used to deny course credit when required make-up work, assignments, projects, and tests are completed by the deadlines established by the teacher or principal. Students who earn a passing grade will not be denied credit solely because of attendance.

Activities and Events

Students are generally expected to attend all scheduled classes to participate in or attend extracurricular events that day. For events that occur on a weekend or holiday, students are generally expected to have attended all scheduled classes on the last school day prior to the event or activity. Documented appointments and other circumstances may be reviewed by administration.

Health & Wellness

The Health Office supports students' ability to learn.

Health Office

The Health Office is located in Room 325 and is open from 7:45 a.m.-3:10 p.m., and a Registered Nurse is on duty. **Please make sure the school has accurate and updated contact information, including emergency contacts.**

Health Examinations and Screenings

To help keep students healthy and ready to learn, New York State requires certain health exams and screenings throughout a student's school career.

- **Health Exams:** Students must have a physical examination when they enter school and again in Pre-K or Kindergarten and Grades 2, 4, 7, and 10. A copy of the health exam must be provided to the school. Additional health exams may be required if needed to support a student's educational program.
- **Sports and Work Permits:** Students participating in school athletics must have a current sports physical before their first sport each school year. A physical is also required for students applying for working papers.
- **Dental Health:** Families of students entering Pre-K or Kindergarten and Grades 2, 4, 7, and 10 are encouraged to submit a dental health certificate. Students may still attend school if a dental certificate is not provided.
- **Health Screenings:** Throughout the school year, the school nurse conducts required vision, hearing, and scoliosis screenings for students in designated grade levels. If a screening identifies a possible concern, parents/guardians will be notified and may be encouraged to follow up with their healthcare provider.

Illness and Injury

Students who become ill or are injured should report directly to the nurse or notify a staff member. Every accident in the building, on school grounds, during practice, or at a school-sponsored event must be reported promptly. 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 where the nurse will make an evaluation of the seriousness of the illness and take necessary actions.

Medication

Medication may only be administered or carried according to New York State requirements and District procedures. Required provider orders, parent authorization, original containers, and Health Office delivery procedures must be followed. Students may not share medication.

Physical Education and Athletics

Temporary physical education restrictions may require a written excuse. Long-term restrictions generally require documentation from a medical provider. Athletic participation requires current health forms and compliance with school and state requirements.

Food, Allergies, and Health Needs

Families should inform the nurse of allergies, chronic conditions, emergency medications, and other health needs. Students should not share food when allergies or medical concerns may be present.

Counseling

The nurse is available for counseling on personal health matters.

When to Stay Home

Families should use good judgment following illness. A student who is not well enough to participate in the school day or may spread illness should remain home and follow health guidance provided by the District or medical providers.

Learning at Romulus

Course Planning and Credit

Each student's program is planned with the school counselor based on graduation requirements, academic progress, strengths, interests, and future goals.

Academic Support

Teachers provide extra-help opportunities and may require students to stay after school. Academic Labs, intervention services, counseling, and progress monitoring may be used to provide support. Students should seek help early rather than waiting until the end of a marking period.

Acceleration

Students in Grade 8 may be considered for high-school-level coursework before the traditional grade level with opportunities currently in mathematics and science. Decisions may consider academic performance, assessment data, teacher recommendations, attendance, work habits, readiness, and family input. Placement is based on District standards and available programming.

College and Career Opportunities

Romulus offers college-credit, career and technical education, work-based learning, and other off-campus opportunities through approved partnerships. Eligibility, transportation, scheduling, tuition, materials, and participation requirements vary by program and should be reviewed with the school counselor.

Graduation Planning

Students and families should review progress toward diploma requirements each year. The school counselor provides individualized planning and the District Course Handbook (found on the Romulus Central School District website at <https://www.romuluscsd.org/departments/guidance>) contains detailed course and graduation information.

Activities & Student Life

Athletics and Extracurricular Activities

Students represent Romulus when participating in teams, clubs, performances, competitions, and community events. Participants must meet academic, attendance, behavioral, health, and program-specific expectations established by the District, league, coach, or advisor.

School Events and Assemblies

School events and assemblies are a way to RISE together as a Royal Community. Students are expected to follow the Code of Conduct and directions from staff and chaperones, demonstrate respectful audience behavior, and remain in approved areas and enter or leave only as directed. Internet-enabled device expectations remain in effect during the instructional day.

Dances and Social Events

- Students must meet attendance, behavioral, and eligibility expectations.
- Late arrival, early departure, guest approval, bags, and reentry are governed by event procedures.
- Students appearing to be under the influence will not be admitted; families will be contacted and discipline may follow.
- Guests must be approved in advance, meet age and good-standing requirements, and follow the Romulus Code of Conduct.

Off-Campus Programs

Students enrolled in BOCES, MOSAIC, or other off-campus programs who wish to remain at Romulus for a special activity or academic reason must follow advance permission procedures established by administration and the off-campus program.

Academic Eligibility

Learning comes first.

Participation in athletics and extracurricular activities is a privilege connected to academic responsibility. Eligibility is reviewed at interim and marking-period checkpoints under the District's current eligibility procedures.

Current 2026–2027 Procedure

Romulus students in grades 7-12 are considered ineligible for athletics and extracurricular activities if they are failing TWO or more classes at the interim period or at the end of the marking period.

When a student is ineligible, they may:

- Practice, but not participate in interscholastic athletic contests.
- Practice, but not participate in any performing arts performances unless a grade is attached, attend school dances, or attend extracurricular activities (athletic contests/concerts/play/musical/art show) as a spectator.

Other considerations for students deemed ineligible:

- Grades considered failures are 64% and below.
- Incompletes may result in ineligibility unless otherwise determined by administration.
- Students may not participate in after-school clubs/activities until passing.
- Students who are ineligible are expected to create an after-school schedule to obtain extra help with each class they are failing.
- Appeals are not granted.

If failing two or more classes at the interim report (issued after the 5th, 15th, 25th, 35th week mark), the student will be ineligible:

- Students can have their eligibility restored once they show that their average is not lower than 65% in more than one class.
- They must submit an updated grade sheet to include with their Eligibility Academic Progress sheet.

If failing two or more classes at the end of the marking period (issued after the 10th, 20th, and 30th week mark), the student will be ineligible:

- They are ineligible for a minimum of ten school days. After ten school days, the student can request that their eligibility be restored once they show that their average is not lower than 65% in more than one class.
- They must submit an updated grade sheet to include with their Eligibility Academic Progress sheet.
- Once a student is ineligible, they must have an Eligibility Academic Progress sheet signed by all of their teachers if they wish to have eligibility restored.
- Eligibility Academic Progress sheets will be available in the Main Office and School Counseling Office.
- In order to regain eligibility, a student's average must not be lower than 65% in more than one class.
- The Eligibility Academic Progress sheet must be signed by the Principal, who will then reinstate eligibility and notify the necessary faculty/staff/coach/advisor(s).

Student Responsibility

Students should monitor grades regularly, communicate with teachers, attend required help sessions, complete missing work, and submit eligibility paperwork by established deadlines.

Behavioral Expectations & Disciplinary Consequences

Behavioral expectations • Consequences and support

Making Good Choices

Most students make positive choices every day. School rules exist to protect everyone's right to learn in a safe, respectful environment. At Romulus, we believe the best discipline happens when students take responsibility for their choices. Our goal is always to help students learn from mistakes, repair harm, and make better decisions.

When school expectations are not followed, staff will respond in a way that is **fair, consistent, and focused on helping students be successful.**

This section reviews behavioral expectations as well as prohibited conduct that is not consistent with the Romulus Way and may result in school consequences in accordance with the District's Code of Conduct.

Discipline & Restorative Practices

Discipline is intended to protect learning and safety while helping students understand the impact of their choices. Whenever appropriate, the District uses restorative approaches that encourage responsibility, repair harm, rebuild trust, and support a successful return to the school community.

Factors Considered

- The seriousness and impact of the behavior.
- The student's age, needs, developmental level, and disciplinary history.
- Whether the behavior was intentional, repeated, or involved a safety risk.
- The circumstances, available evidence, and the student's response.
- Legal protections and requirements, including those for students with disabilities.

Possible Responses

Responses may include:

- Redirection
- Conference
- Parent contact
- Problem-solving or restorative meetings
- Counseling
- Detention
- Restitution
- Loss of privileges
- Behavior plans
- Classroom removal
- In-school suspension
- Out-of-school suspension
- A Superintendent's Hearing
- Other consequences authorized by policy and law.

Serious Misconduct

Fighting, threats, weapons, drugs, alcohol, vaping, harassment, sexual misconduct, vandalism, theft, dangerous behavior, and substantial disruption may result in immediate administrative action and referral to law enforcement when required or appropriate.

Academic Honesty

Academic honesty means submitting work that accurately represents your own knowledge, effort, and sources. Cheating and plagiarism interfere with learning and may affect grades, privileges, and discipline.

Examples of Academic Dishonesty

- Copying another person's work or allowing someone to copy yours.
- Using unauthorized notes, devices, websites, translation tools, or artificial intelligence.
- Submitting purchased, downloaded, or previously submitted work as your own.
- Failing to credit words, ideas, images, data, or media from a source.
- Sharing test questions or answers without permission.

When a Concern Occurs

Teachers will review the situation, speak with the student, communicate with the family, and document the concern. Responses may include redoing the work, a reduced or zero grade when appropriate, an academic intervention, loss of privileges, and disciplinary consequences for repeated or serious incidents.

Using AI Responsibly

Artificial intelligence may only be used when a teacher permits it and explains acceptable use. Students remain responsible for accuracy, source verification, original thinking, and clearly identifying assistance received.

Dignity for All Students

The New York State Dignity for All Students Act (DASA) protects students from discrimination, harassment, bullying, and cyberbullying that creates a hostile school environment or interferes with a student's education, safety, or well-being. Romulus Central School is committed to providing a safe and welcoming school for everyone. Bullying, harassment, discrimination, intimidation, cyberbullying, and sexual harassment are not tolerated. If you experience or witness any of these behaviors, tell a trusted adult right away. Reports are taken seriously and investigated promptly.

Protected Characteristics

Protection includes actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, gender identity or expression, and sex, along with other protections provided by law and District policy.

What This Can Look Like

- Repeated insults, slurs, rumors, exclusion, intimidation, or humiliation.
- Threats, unwanted physical contact, damage to belongings, or targeted harassment.
- Sexual harassment or gender-based harassment.
- Harmful posts, messages, images, group chats, recordings, or other cyberbullying connected to school.

Report It

Tell any trusted adult, teacher, counselor, administrator, School Resource Officer, or Dignity Act Coordinator. Reports may be verbal or written. DASA complaint forms are available through the school and District website.

What Happens Next

The District reviews reports promptly, gathers information, provides support, and takes action consistent with policy. Privacy is protected to the extent possible. Retaliation against anyone who reports or participates in an investigation is prohibited.

Follow Directions and Help Create a Positive Learning Environment

Students are expected to follow directions the first time they are given and behave in ways that support learning for everyone. At Romulus, we want every student to be able to learn in a safe, respectful, and supportive environment. The behaviors below interfere with learning or the safety of others and are not allowed. Depending on the situation, these behaviors may result in disciplinary action under the District Code of Conduct.

Avoid Disorderly, Disruptive, and Insubordinate Behaviors

Examples of behavior that does not demonstrate respect and can interrupt teaching, learning, or school activities include:

- Refusing to follow reasonable requests or directions from staff.
- Speaking to staff in a disrespectful or defiant manner.
- Leaving class, school, or an assigned area without permission.
- Skipping class or leaving campus without authorization.
- Running or horseplay in the hallways or other unsafe behavior.
- Making excessive noise or disrupting the learning environment.
- Using profanity, inappropriate language, gestures, or behavior toward others.
- Blocking hallways, entrances, exits, or traffic.
- Entering areas of the school without permission.
- Refusing to follow reasonable directions from teachers or staff.
- Speaking or acting disrespectfully toward others.
- Behaviors that interfere with instruction or school events.
- Actions or appearance that create an unsafe or distracting learning environment.

Our goal is always to help students learn from mistakes, repair harm, and make better choices. School staff work with students and families to teach expectations while maintaining a safe, respectful, and positive learning environment for everyone.

Dress for Learning

Students may express their individuality through clothing and appearance. Dress must also support health, safety, participation, and a learning environment free from disruption, harassment, and discrimination.

Clothing and Accessories Must

- Provide appropriate coverage and allow safe participation in school activities.
- Include safe footwear appropriate to the setting.
- Allow the face to remain visible unless an approved religious, medical, or safety reason applies.
- Meet additional safety requirements for laboratories, physical education, career and technical programs, athletics, or special activities.

Clothing and Accessories May Not

- Display profanity, pornography, threats, hate speech, discriminatory messages, or demeaning images.
- Promote alcohol, tobacco, vaping, drugs, weapons, violence, gangs, or illegal activity.
- Create a health or safety hazard or substantially disrupt the educational process.

Addressing a Concern

Staff will address dress concerns privately and respectfully whenever possible. Students will usually be given an opportunity to adjust, cover, change, or remove the item. Additional consequences may occur when a student refuses to comply or when the item involves serious safety or conduct concerns.

Cell Phones & Internet-Enabled Devices

As required by New York State law and District Policy #7136, students may not use personal internet-enabled devices during the instructional school day. This includes smartphones, smartwatches, tablets, and personal laptops.

When the Rule Applies

The restriction applies from 7:45 a.m. to 2:30 p.m., including classes, passing time, lunch, study hall, assemblies, and the senior lounge. District-provided devices used for educational purposes are not included.

Storage

- The District's preference is that personal devices remain at home.
- Devices brought to school must be turned off and stored in a backpack or locker.
- Devices may not be carried in clothing or used to record, photograph, message, browse, or access social media during the restricted period.

Approved Exceptions

Exceptions may be provided when required for a documented medical need, an IEP or Section 504 Plan, translation, legal requirements, emergency circumstances, or another exception authorized by District policy.

Staying Connected

- Families may call the Main Office at ext. 415.
- Families may message staff through ParentSquare or email.
- Students may request permission to use a classroom or office phone.
- Students in Grades 11 and 12 may receive non-district email to their school email.

When Expectations are not Followed

Students may be required to place the device in the Main Office lockbox for the remainder of the day or turn it in each morning. Repeated violations may result in family contact and additional consequences.

Technology & Chromebooks

District technology is provided to support learning. Students in Grades 7 and 8 will have district-provided Chromebooks available for use in the classroom. Students in Grades 9-12 will be assigned a Chromebook and charger for use at school and for assigned coursework to be completed out of school. Students are responsible for the Chromebook and charging cord assigned to them and must follow the District's acceptable-use requirements.

Protect Your Device and Account

- Use a protective case and keep food and liquids away.
- Do not share passwords or use another person's account.
- Report loss, damage, or security concerns promptly.
- Understand that negligent loss or damage may result in replacement costs.

Appropriate Use

- Use District systems for school-related purposes.
- Do not bypass filters, alter settings, delete files, access inappropriate content, or interfere with another user's work.
- Do not use technology to bully, threaten, harass, impersonate, or distribute harmful content.
- Use printing responsibly and only when needed for schoolwork.

Inappropriate use may result in parent contact, restricted access, loss of take-home privileges, restitution, and discipline under the Code of Conduct.

Privacy and Monitoring

District devices, networks, email accounts, and files are school resources and may be monitored, reviewed, or searched consistent with policy and law. Students should not expect personal privacy when using District technology.

Shared Spaces & School Property

Shared spaces belong to all of us, and everyone plays a role in keeping them safe, clean, and welcoming. Whether you're in a classroom, hallway, cafeteria, restroom, library, locker room, or on school grounds, show respect for others and take care of school property so everyone can enjoy a positive learning environment.

Cafeteria

- Report to the assigned location and remain in designated areas.
- Use respectful voices and follow staff directions.
- Clean your table and dispose of trash properly.
- Do not share or throw food, cut in line, or create unsafe conditions.

Lockers and Storage

Lockers, desks, and similar equipment are District property. Students should keep assigned areas clean, use only their assigned locker, protect combinations, and avoid storing prohibited, unsafe, or perishable items.

School Property

Students are expected to care for buildings, furniture, books, equipment, buses, technology, and the property of others. Damage should be reported immediately. Willful damage may result in restitution, discipline, and referral to law enforcement when appropriate.

School Transportation

- Follow the driver's directions and remain seated when required.
- Use an appropriate voice and keep aisles clear.
- Do not throw objects, fight, harass others, or interfere with safe operation.
- Transportation privileges may be restricted when behavior creates a safety concern.

Safety Comes First

Everyone has the right to feel safe at school. Behaviors that threaten, harm, or intimidate others are taken seriously and may result in significant disciplinary action, including involvement of law enforcement when appropriate.

Violence or Physical Aggression

Physical aggression of any kind is not acceptable. This can include hitting, kicking, punching, pushing, scratching, spitting, or attempting to hurt another person; fighting or encouraging others to fight; and threatening or attempting to physically harm a student, staff member, or visitor.

Threats, Harassment, and Intimidation

Words and actions can make others feel unsafe. This includes making verbal, written, or online threats; intimidating, harassing, or bullying others in ways that cause someone to fear for their safety; and sending messages, texts, emails, or social media posts that threaten violence or disrupt the school environment—even if they are sent away from school. See also the Dignity for All Students section.

Weapons

Weapons have no place at school or at school activities. Examples include bringing or possessing a weapon or anything that appears to be a weapon – including a pocket knife, threatening to use a weapon, or using any object as a weapon to harm or threaten another person.

Alcohol, Drugs, Tobacco, and Vaping

Students may not possess, use, sell, share, or be under the influence of alcohol, tobacco or nicotine products, e-cigarettes or vaping devices, marijuana or THC products, illegal drugs. Prescription or over-the-counter medications must be managed through the Romulus Health Office according to current regulations.

These behaviors may result in serious school consequences and may also require police involvement.

Fair Process, Searches & Family Notice

Due Process

Students will receive notice of alleged misconduct, an explanation of the available evidence, and an opportunity to share their account before discipline is imposed, consistent with the seriousness of the consequence and applicable law. Families receive the notices and conference opportunities required for suspension procedures.

Classroom Removal

A teacher may remove a substantially disruptive student from class under the Code of Conduct. Administrative review and communication occur consistent with District procedures, and the student will receive continued educational support as required.

Searches

Lockers, desks, District technology, email accounts, files, and other school property may be inspected or searched consistent with policy. A student or personal property may be searched when school officials have reasonable suspicion that the search will reveal evidence of a violation of law or school rules. Searches are conducted as privately and respectfully as circumstances allow, and families are notified as required by procedure.

Students with Disabilities

Discipline for students with disabilities is administered consistent with federal and state procedural safeguards, including manifestation determinations and educational-service requirements when applicable. The full Code of Conduct contains the governing procedures.

Safety & Reporting Concerns

Report Immediately

- Threats of violence, weapons, or statements about harming self or others.
- Drugs, alcohol, vaping products, or suspected distribution.
- Fighting, assault, dangerous behavior, or serious intimidation.
- Bullying, harassment, discrimination, hazing, or sexual harassment.
- Unsafe social media posts, messages, images, or rumors.
- Suspicious persons, packages, damage, or security concerns.

How to Report

Speak to a teacher, counselor, administrator, School Resource Officer, nurse, coach, advisor, or another trusted adult. In an immediate emergency, get the nearest adult's attention right away. Do not investigate, confront, forward, or repost harmful material.

Safety Drills

Students participate in required fire, evacuation, lockdown, and other safety drills. During any drill or emergency, remain quiet, follow staff directions immediately, avoid device use unless directed, and do not leave the assigned group.

Visitors

Visitors must enter through the designated entrance, report to the Main Office, provide identification when requested, sign in, and follow District procedures. Students may not invite visitors into the building or open secured doors for others.

Where to Go for Help

Communication • Help

I Need Help With...	A Good Place to Start
Classwork, assignments, or grades	Teacher, Academic Lab teacher, counselor
Schedule, credits, graduation, college, or career planning	School counselor
Stress, conflict, personal concerns, or a friend who may need help	Counselor, psychologist, social worker, trusted adult
Bullying, harassment, discrimination, or DASA	Any trusted adult, DASA Coordinator, administrator
Safety, threats, weapons, drugs, or violence	Administrator, SRO, teacher, or nearest adult immediately
Health, medication, injury, or illness	School nurse
Attendance, late arrival, early dismissal	Main Office
Transportation	Transportation Office
Athletics, clubs, or activities	Coach, advisor, athletic director
Technology or Chromebook problems	Teacher or technology support
Discipline or school procedures	Secondary Principal or designee

Quick Reference

Main Office	(607) 869-5391, ext. 415
Secondary Principal	Mrs. Cristi Pesco • ext. 342 • cpesco@romuluscsd.org
Elementary Principal	Mrs. Stephanie Moll • ext. 424 • smoll@romuluscsd.org
School Counselor	Mrs. Vicky McCusker • ext. 338 • vmccusker@romuluscsd.org
Pupil Personnel Services	(607) 869-5391, ext. 411
Transportation	(607) 869-5391, ext. 410
Athletic Director	Mrs. Suzy Nicholson • ext. 399 • snicholson@romuluscsd.org
District Office	(607) 869-5391, ext. 399
Academic Day	7:45 a.m.–3:10 p.m.
- Regular Dismissal	2:27 p.m.
- After-School Period	2:30–3:10 p.m., Monday–Thursday
District Website	romuluscsd.org