



Romulus Elementary School

Student & Family Handbook

Grades PK-6 | 2026-2027

#RoyalsRise

5705 State Route 96 | Romulus, NY 14541 | 607-869-5391 | www.romuluscsd.org

Welcome to Romulus Elementary

A warm, safe, and engaging school community where every Royal can rise.

Dear Romulus Elementary Families,

Welcome to a new school year. At Romulus Elementary, we believe every child deserves to be known, supported, challenged, and celebrated. Our work is grounded in strong relationships, high expectations, and a shared belief that students thrive when school and home work together.

This handbook is designed to be a helpful family guide. It explains our school routines, expectations, supports, and important procedures in a way that is clear and easy to use. Please review it with your child and keep it as a reference throughout the year.

We are proud of our students, our staff, and our families. Together, we will continue to build a school where students feel safe, learn deeply, grow with confidence, and understand what it means to be a Romulus Royal.

A note to our students

You belong here. You matter. Your words, choices, effort, and kindness help make Romulus Elementary a place where everyone can learn and grow. This year, we will practice being Respectful, Independent, Safe, and Engaged - every day, in every space.

Warmly,
Stephanie Moll
PK-6 Elementary Principal

Quick Reference Guide

The information families need most often - all in one place.

Main Office

Phone: 607-869-5391

Fax: 607-869-2121

Office Hours: 7:30 AM-4:00 PM

School Day

Student Day: 7:45 AM-2:27 PM

Students eating breakfast may arrive starting at 7:30am.

Principal

Stephanie Moll

Email: smoll@romuluscsd.org

Phone: 607-869-5391 or Parent

Communication

ParentSquare is the primary family communication tool.

Emergency closings are shared through ParentSquare.

Attendance

Send a signed excuse after an absence. Call the school if your child will be absent.

Dismissal Changes

Please send written notice in advance. Routine changes should be received before 1:00 PM. For safety, students follow their normal plan unless the office has written notice.

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About Our School

Proud Tradition, Future-focused learning, Big ideas.

Romulus Central School District is proud to offer high-quality academic programs in a safe, secure, and personalized environment. We are small enough to know every child and committed enough to help each learner grow academically, socially, and emotionally.

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.

What makes Romulus Elementary special

Students are known by name, strength, and need. Families are valued as partners. Staff work together to support the whole child. Learning, belonging, and student voice matter.

Our handbook is built around our schoolwide expectations: RISE - Respectful, Independent, Safe, and Engaged. These words guide how we teach, learn, play, solve problems, and care for one another.

The Royal Way: RISE

Respectful. Independent. Safe. Engaged.

Respectful

Use kind words.
Listen to others.
Care for people, property, and our school.

Independent

Be prepared.
Try first, then ask for help.
Take responsibility for choices and learning.

Safe

Use walking feet.
Keep hands and feet to self.
Follow adult directions and routines.

Engaged

Participate.
Stay focused.
Ask questions and give your best effort.

RISE is more than a set of rules. It is how we build a school community where students feel safe, connected, and ready to learn. Staff teach and reinforce RISE expectations across school settings such as classrooms, hallways, cafeteria, bathrooms, playground, assemblies, buses, and technology spaces.

When students need support

We teach expectations, reteach when needed, and use restorative conversations to help students repair harm, solve problems, and make better choices. Consequences are firm, fair, consistent, and developmentally appropriate.

Daily School Life

Simple routines help students feel ready, safe, and successful.

School Hours

- Office: 7:30 AM-4:00 PM
- Faculty: 7:45 AM-3:10 PM
- Students: 7:45 AM-2:27 PM
- After-school support may occur from 2:30-3:10 PM when arranged by school staff.

Arrival

Students who do not ride the bus should be dropped off at the **north end** parking lot. Students arriving late must sign in at the main office. For safety and supervision, students eating breakfast may arrive at 7:30am. All other students should arrive at 7:45am.

Dismissal

Dismissal is one of the busiest times of the school day. To help us keep students safe, any change to a student's regular dismissal plan must be shared in writing with the office. Please plan ahead whenever possible. Routine dismissal changes should be received before 1:00 PM.

Dismissal Safety Reminder

Students will follow their regular dismissal plan unless the school has written notice from a parent/guardian. Families picking students up should wait outside or in vehicles until students are dismissed. Staff will assist with this process.

Attendance Matters

Every day counts. Every minute matters.

Consistent attendance helps children build routines, relationships, confidence, and academic skills. Missing school, arriving late, or leaving early can make it harder for students to keep up with instruction and feel connected to the classroom community.

Families can help by:

- Scheduling appointments outside the school day when possible.
- Calling the school when your child is absent.
- Sending a dated, signed excuse when your child returns.
- Helping your child develop strong morning and bedtime routines.
- Contacting the school early if attendance barriers arise.

Attendance follow-up

3 absences/tardies in a quarter Classroom teacher may contact family.	6 absences/tardies Official attendance concern letter may be sent.	9 absences/tardies School team may schedule a meeting or additional follow-up.
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Students must attend school in accordance with compulsory education requirements unless they have a legal excuse. For a complete copy of District Attendance Policy #7110, contact the district office or visit the district website.

Communication & Family Partnership

Clear communication helps us work together for students.

We value strong home-school communication. Most questions are best answered by beginning with the person closest to the situation and then moving through the chain of communication when needed.

Start Here

Classroom teacher or special area teacher

Best for academics, classroom routines, assignments, or classroom questions.

Next Step

PK-6 Elementary Principal

Best for schoolwide concerns, safety, student support, or unresolved concerns.

District Level

Superintendent

Used after building-level communication has occurred.

Board of Education

Board of Education

Used for policy-level or district governance matters.

Communication Tools

- Parent Square messages and alerts
- Teacher newsletters, classroom notes, and email
- Phone calls from staff or automated emergency messages
- District website: **www.romuluscsd.org**
- Parent-teacher conferences in the fall and spring

Email Format

District emails follow this format: first initial + last name @ romuluscsd.org.
Example: Stephanie Moll smoll@romuluscsd.org

Learning & Student Supports

Helping every student learn, grow, and thrive.

Romulus Elementary provides instruction and support designed to meet the needs of the whole child. Teachers use classroom assessment, observation, family input, and schoolwide data to understand student strengths and needs.

Academic Intervention Services and MTSS

Academic Intervention Services (AIS) and our Multi-Tiered System of Supports (MTSS) help students receive additional support when data shows a need. Supports may include targeted small-group instruction, progress monitoring, academic interventions, counseling support, behavior supports, and collaboration with families.

Students may be considered for support based on:

- State and local assessments
- Classroom performance and work samples
- Teacher or MTSS team recommendation
- Diagnostic screeners and progress monitoring
- Attendance, behavior, and social-emotional information
- Parent/guardian input

Family notification

When formal academic intervention is recommended, families will receive information about the area of need and the support being provided.

Conferences and Progress Updates

Formal conferences are held during the school year. Families may also request a meeting with the classroom teacher at any time. Teachers generally respond to communication during planning time, before school, or after students are dismissed.

Technology at School

Using digital tools responsibly and safely.

Chromebooks and other school-issued devices are learning tools. In accordance with the district's Technology Use Procedure, all K-6 student-issued devices will remain at school and should not be brought home. Students are expected to use devices carefully, appropriately, and only for school-approved purposes. Damage caused by negligence may be the responsibility of the student's family. Devices must be returned to the district if a student moves or whenever requested.

Technology Expectations

- Use school devices for learning.
- Keep login information private.
- Handle devices carefully and keep food/drinks away.
- Tell an adult right away if something inappropriate or unsafe appears online.
- Follow teacher directions for online tools and classroom apps.

Personal Internet-Enabled Devices

Personal internet-enabled devices, including smartphones, smartwatches, tablets, and personal laptops, may not be used during the instructional school day unless an approved exception applies. Elementary students who bring devices to school should keep them turned off and stored in their backpack, cubby, or locker.

Need to contact your child?

Call the main office or message the teacher through Parent Square. Students may call from a classroom or office phone with permission.

Exceptions may include documented educational use, health and safety needs, translation services, legal requirements, or accommodations in an IEP or 504 Plan. Violations are addressed through the District Code of Conduct and may result in loss of device privileges or office check-in/check-out.

Health, Wellness & Safety

Partnership with families keeps students healthy and ready to learn.

Please keep the school informed of any health condition, allergy, medication need, vision/hearing concern, mobility support, or other medical information that may affect your child during the school day. Information is kept confidential and shared only with staff who need to know to support student safety.

Medication at School

- Medication requires written parent/guardian request and written provider direction.
- Medication must be brought to school by an adult in the original, professionally labeled container.
- Students may not carry or take medication independently unless specifically authorized through proper documentation.
- Over-the-counter medication also requires appropriate consent and direction.

Illness and Extended Absences

Please contact the health office if your child has an illness requiring an absence of three or more consecutive days. Use good judgment when sending children back to school after illness so they have time to fully recover and avoid spreading infection.

Screenings and Physicals

Required physical examinations and health screenings are completed according to New York State requirements. Families will be notified of abnormal screening results.

Emergency contacts matter

Please keep phone numbers and emergency contacts current. In an emergency, we need to reach a parent/guardian or designated contact quickly.

Safety & Security

We practice routines so students and staff know what to do.

Safety is a shared responsibility. Romulus Elementary uses developmentally appropriate safety routines, drills, visitor procedures, and emergency plans to help keep students and staff safe.

Visitors

- All visitors must enter through the main office and have a scheduled appointment. .
- Visitors sign in and receive a visible visitor badge.
- Photo identification may be required through the visitor management system.
- Parents/guardians should not go to classrooms without signing in and having a prearranged appointment.
- Teachers should not be expected to stop instruction for unscheduled conferences.

Drills and Emergency Procedures

Students participate in required drills during the school year, including fire and safety drills. During any drill or emergency, students are expected to listen to adult directions, remain quiet, and follow practiced routines.

Emergency Closings

When school is delayed, closed, or dismissed early due to weather or an emergency, families will be notified through Parent Square and district communication channels. Please make sure your contact information is up to date.

Emergency sheltering/evacuation

In the event of an emergency relocation, families will be contacted with next steps. To support safety reunification, please wait for official communication before going to an evacuation site.

Transportation, Cafeteria & Nutrition

Safe rides, healthy meals, and respectful shared spaces.

Bus Expectations

- Follow the directions of the driver and monitors.
- Use respectful language and appropriate volume.
- Stay seated while the bus is moving.
- Keep hands, feet, and belongings to yourself.
- Keep aisles clear.
- Food and drinks are not permitted on the bus.
- All PK-6 students must wear seatbelts.

All school expectations and the District Code of Conduct apply while students are riding the bus.

Cafeteria

Romulus CSD provides one free breakfast and one free lunch per student each school day. Second meals, snacks, beverages, and a la carte items may require payment through the student account. Families may use MySchoolBucks to add money for approved purchases.

RISE in the Cafeteria

Respectful: use kind words and manners.

Independent: know your lunch choice and clean your space.

Safe: walk, sit correctly, and follow adult directions.

Engaged: enjoy lunch while helping keep the cafeteria calm and welcoming.

Student Life & Belongings

Elementary routines that support learning, safety, and belonging.

Dress for Success

Students should dress in away that is safe, comfortable, and appropriate for learning and school activities. Clothing or personal items may not include vulgar language, promote alcohol, tobacco, drugs, weapons, illegal activity, violence, or demean others based on protected characteristics. Footwear should be safe for movement, recess, and physical education.

Birthdays and Classroom Celebrations

Teachers will communicate classroom celebration plans and allergy guidance.

Please check with the teacher before sending food items.

Birthday invitations should not be distributed at school unless every student in the class is included. Monthly birthday celebrations may be used to reduce interruptions and support inclusion.

Recess and Outdoor Play

Students should come prepared for outdoor recess whenever weather allows.

Please label coats, hats, gloves, and other belongings. Staff may adjust outdoor play based on weather, safety, and field/playground conditions.

Personal Belongings, Trading, and Valuables

Students are responsible for personal belongings brought to school. Toys, trading items, electronics, large amounts of money, and valuables should stay home unless approved by the teacher for a specific purpose.

Buying, selling, or trading personal items at school is not allowed.

Lost and Found

Label student items whenever possible. Families are encouraged to check the Lost and Found regularly. Unclaimed items may be donated periodically.

Our Code of Conduct

Positive choices help every Royal feel safe, respected, and ready to learn.

Our Code of Conduct explains how students, staff, and families work together to create a safe and respectful school. Students are expected to follow RISE—be Respectful, Independent, Safe, and Engaged—in every school setting and at school-sponsored activities.

Student Rights

Every student has the right to:

- learn in a safe
- welcoming environment
- be treated fairly and respectfully
- ask for help
- share concerns with a trusted adult
- be protected from bullying, harassment, discrimination, and intimidation.

Family Partnership

Families support success by reviewing expectations, communicating concerns early, and working with school staff to help students make positive choices.

When Problems Happen

- Stop, breathe, and use respectful words.
- Move away from the problem when possible.
- Ask a trusted adult for help.
- Tell the truth and take responsibility.
- Listen, repair harm, and make a better choice.
- Follow adult directions and school routines.

When expectations are not followed, staff will respond in a firm, fair, consistent, and age-appropriate way.

Supports may include:

- reteaching, reflection
- restorative conversations
- family communication
- loss of privileges
- other consequences outlined in the District Code of Conduct.

Activities & Family Partnership

Students thrive when school and family work together.

Student Activities

- Chorus and band opportunities are available by grade level (4-6th) through the music department.
- Art Club, Drama, and Student Council may be available by grade level and staff supervision.
- Activity offerings may vary by year based on staffing, schedule, and student interest.

Family Involvement

Romulus Elementary welcomes family involvement. Families may support the school community by attending school events, volunteering when opportunities are available, participating in committees, responding to surveys, attending parent-teacher conferences, voting on district matters, and supporting learning at home.

Ways families help students RISE

- Read with your child.
- Talk about school each day.
- Support regular attendance.
- Communicate early when concerns arise.
- Celebrate effort, growth, kindness, and responsibility.

Frequently Asked Questions

Quick answers to common elementary family questions.

How do I report an absence?

Call the school and send a date, signed excuse when your child returns.

How do I change dismissal?

Send written notice to the office in advance. Changes should be received by 1:00 PM.

Can my child bring a phone or smartwatch?

Personal internet-enabled devices must be off and stored during the instructional day unless an approved exception applies.

Can my child take medication at school?

Only with the required parent/guardian request, provider script, and medication delivered by an adult in the original container.

Can I request a specific teacher?

Families may share learning needs or teacher attributes in writing, but specific teacher requests are not guaranteed.

What if my child forgets something?

Contact the main office. Staff will help determine the best way to support your child with minimal classroom disruption.

How do I contact my child during the day?

Call the main office or contact the teacher through Parent Square. Students may call with permission when needed.

Where can I find full policies?

Visit the district website or contact the district office for complete policy documents.

Policy Reference & Annual Review

A handbook guide, not a replacement for Board policy.

This handbook summarizes important elementary procedures and expectations in family-friendly language. It does not replace Board of Education policies, the District Code of Conduct, or state/federal requirements. When there is a conflict between this handbook and official policy, official Board policy and applicable law control.

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 Devices During the Instructional School Day #7136
- Dignity for All Students Act procedures
- Health, medication, and safety procedures
- Transportation and visitor procedure

Full policy access

For complete copies of Romulus Central School District policies, please contact the district office at:

<https://www.romuluscsd.org/district/district-policies>

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