



ROYCEMORE

2025-2026

Family Portal and
Communications Guide

PLEASE NOTE THIS DOCUMENT IS SUBJECT TO CHANGE AT ANY POINT. DO NOT DOWNLOAD AS PDF. INSTEAD, USE THE MOST CURRENT LINK, FOUND IN THE ALL-SCHOOL NEWSLETTER.

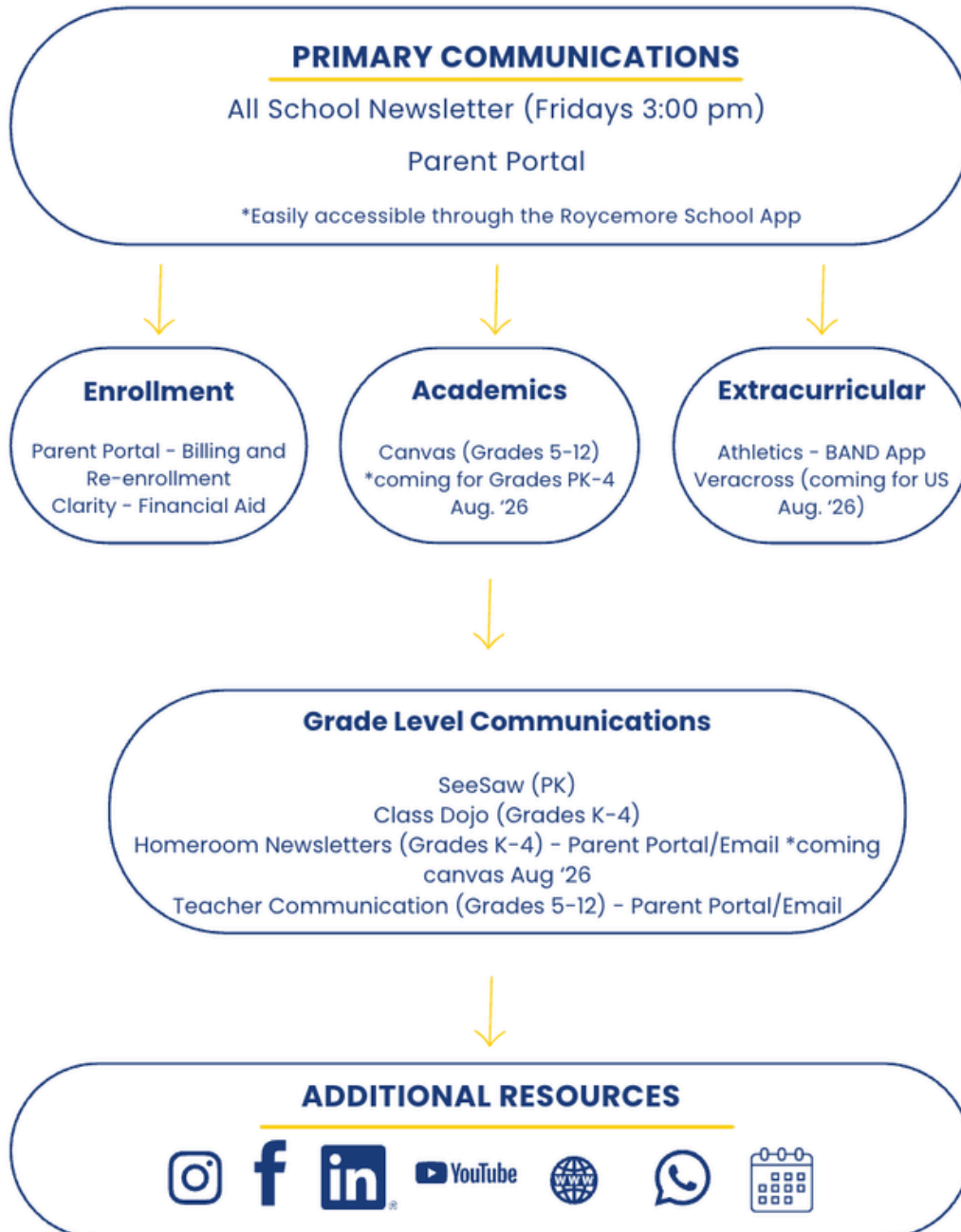
Introduction

Welcome to Roycemore School's Family Portal and Communications Guide, a comprehensive resource designed to help families navigate how we connect, share information, and partner together throughout the school year. At Roycemore, strong communication is central to a positive family-school partnership and productive school experience. This guide outlines our communication practices, explains the platforms we use, and provides clear "how-to" instructions and visuals, so you know exactly where to find information and whom to contact. Whether you are seeking academic updates, billing details, or event information, this document is intended to ensure transparency, clarity, and a shared understanding of how we work together to support our students.



Roycemore School Communications Tree

This communications tree illustrates the primary channels that the school uses to communicate with families.



Communications Methods and Tools

There are several key ways for families to stay connected at Roycemore so you can understand what your student is learning, support them at home, and stay informed about events in both the classroom and the broader school community.

All-School Newsletter

The weekly school newsletter is the primary source for schoolwide and divisional updates. It includes an overview of important information and upcoming events, as well as specific highlights from all divisions (EC, LS, MS, and US). The newsletter often includes a video message from the Head of School and contributions from the Division Heads and members of the administration. The school newsletter is emailed to all parents/guardians, faculty/staff, and Upper and Middle School students every Friday at 3:00 pm during the school year (except during breaks). Please plan to read this weekly, as this is Roycemore's most important method of communication. If you have not been receiving the newsletter, please check your spam folder, or reach out to Hannah Ruane, Advancement Manager, at hruane@roycemoreschool.org.

BAND

BAND App (Grades 5-12): The Athletic Department uses BAND to share practice schedules, game details, and team announcements. BAND has an app available on the Apple App Store and Google Play Store. The site can also be accessed via desktop. Links to subscribe to Roycemore's teams by season will be shared via the All-School Newsletter. Please note that in August 2026, Upper School Athletics will be housed in Veracross.

Calendar

The best way to stay up to date on Roycemore events is by subscribing to the school's Google calendar. Visit the calendar on the Roycemore School website to subscribe and add to your own device. Please note that, if following the PDF calendar, dates and times may be subject to change. **Come August 2026, all events will be located in the Veracross calendar.*

Canvas - Learning Management System

Canvas (5-12): Beginning in the 2026-2027 school year, weekly newsletters will be replaced by grade-level Canvas classroom spaces. These spaces will serve as a central hub where families can stay up to date on curricular learning targets, classroom expectations, announcements, and home learning opportunities. We are actively building these spaces this year and look forward to a thoughtful and streamlined launch next school year.

Class Dojo

Class Dojo (K-4): ClassDojo is a classroom-specific communication platform for primary caregivers. Faculty share day-to-day updates and photos from classroom life. Beginning in January 2026, ClassDojo will be used only by Kindergarten through 4th grade. PK classrooms will transition all curriculum-related communication to SeeSaw. Families can expect several posts per week highlighting curricular content areas, specials, and additional classroom activities. ClassDojo has an app available on the Apple App Store and Google Play Store. The site can also be accessed via desktop.

Classroom Newsletters

Weekly Homeroom Newsletters (K-4): Each K-4 homeroom teacher sends a weekly newsletter each Friday, sharing highlights from the week's activities, home learning assignments, and important classroom-specific announcements. Weekly newsletters will continue for the remainder of this school year.

Seesaw

SeeSaw (PK): SeeSaw is the primary communication platform for our PK classrooms, replacing both ClassDojo and weekly newsletters at this level. This platform provides a student- and class-specific view into the developmental journey of our youngest learners, capturing the day-to-day learning and growth that occurs in the classroom. SeeSaw has an app available on the Apple App Store and Google Play Store. The site can also be accessed via desktop.

Teacher/Family Communication

Our small school environment is designed to encourage clear communication paths between families and the school. If families have questions related to their student's classes, they are encouraged to contact the teacher directly. A full directory of faculty and their contact information can be found on the Roycemore School website.



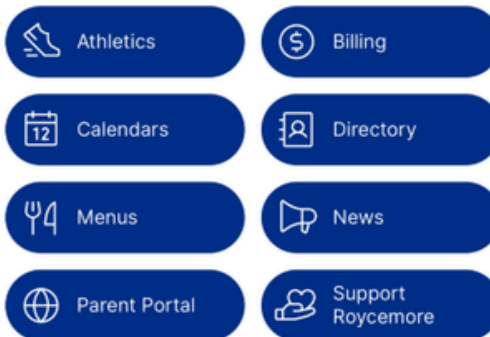
Roycemore School App

The Roycemore School App can be [downloaded on the iOS App Store](#).

Roycemore School App Interface



Athletics Calendar coming in Veracross August '26.



Athletics Calendar coming in Veracross August '26.

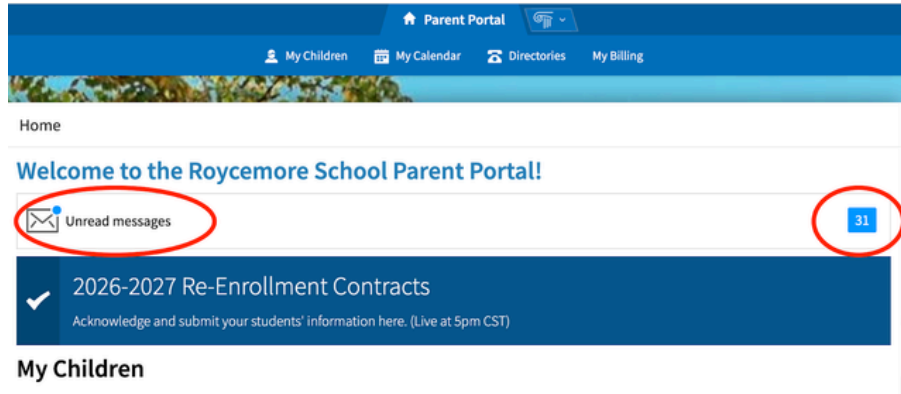
Update your directory settings through your Veracross account.



VERACROSS PORTALS

Parent Portal

The image below shows the Home Screen of the Parent Portal. Please note that based on your student's enrollment, your screen may look slightly different. Families may view messages in their Veracross Parent Portal or via email.

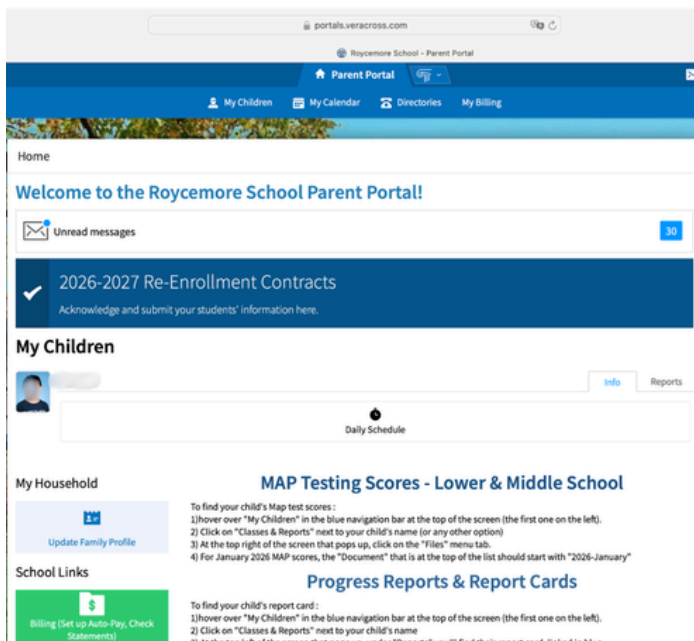


Completing Re-Enrollment via the Parent Portal

Every year, current parents will need to verify and confirm their child(ren) 's enrollment for the following academic school year. This information can be accessed directly through the parent portal using the following steps.



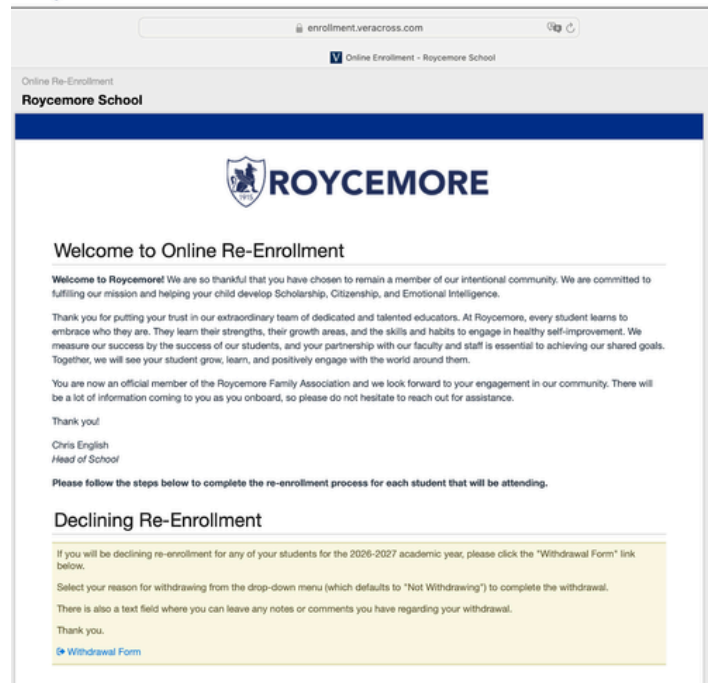
STEP 1



Under Parent Portal, select the blue Re-Enrollment alert banner across the Home Screen!



STEP 2



Enter Re-Enrollment Portal and confirm that the email in the top right is yours and the student name is correct.



STEP 3

enrollment.veracross.com

Online Enrollment - Roycemore School

Review Your Family Information

Incomplete

As part of the enrollment process, we want to ensure that all of the information we have on file regarding your family is up to date. As we have switched platforms to Veracross in the last year, please be sure to check all data and update the information, as we want to be sure all information is COMPLETE and UP-TO-DATE.

Please click the "Update Family Profile" button below to review your family profile and update information where necessary.

[UPDATE FAMILY PROFILE](#)

School Policies for Re-Enrollment

Incomplete

Click here to review school policies. Please take a moment to carefully read through each and mark your responses to them by clicking on the "Update Agreements and Policies" button.

Please note the items requesting additional documents be sent to registrar@roycemoreschool.org

[UPDATE AGREEMENTS AND POLICIES](#)

Re-Enrollment Contracts

Incomplete

When all of the above steps have been completed, the Re-Enrollment Contract for each child who will be attending Roycemore School will become "Open".

Once the Re-Enrollment Contract is open:

- Please review the Contract to ensure all of the information listed is accurate and indicate your selection for Payment Plan.
- Once the selections are submitted, please review the information listed in the upper right hand corner to ensure all amounts are correct based on your selections.

In some rare cases, your financial aid letter may be sent separately and applied at billing rather than at contract time. If you missed our priority deadline, your financial aid application may still be in process, and you will be updated as soon as the decision is finalized. If you have any questions, please reach out to Jay Blakey, Director of Enrollment, at jblakey@roycemoreschool.org.

- Please be aware of the [Tuition Refund Policy](#).
- Lastly, please read through the Enrollment Agreement and commit an online signature at the end of the process.

Review the following Information in order starting with family information then school policies.



STEP 4

enrollment.veracross.com

Online Enrollment - Roycemore School

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[Preview Contract](#)

Giving Ask

At Roycemore School, tuition does not fund the entire operating budget of our organization. We ask that each family prioritize Roycemore in their philanthropic giving and commit to generously supporting our annual fundraising initiative.

In the "Policies" section above, you can indicate your interest in making a donation. Based on your response, someone from the Development team will contact you later with further information.

Deposit

Incomplete

To secure enrollment for this upcoming school year, you must pay your enrollment deposit.

Please click on the "Pay Enrollment Fees" button below to pay online using a credit card or ACH bank transfer.

[PAY ENROLLMENT FEES](#)

Online Enrollment for New Students

If you also have a new student enrolling at Roycemore School, you can complete the [Online Enrollment process](#) once decisions have been released on February 27th.

Sign Contract and Pay Deposit!
Your re-enrollment is now complete.



CANVAS (Learning Management System) Pairing Codes for Instructure Canvas LMS

“Observer”

Instructure’s Canvas tool is used to deliver course materials to students at all levels of Roycemore School. Parents have the role of “observer” and use school-generated “pairing codes” to connect to students.

URL to Login to Canvas for Roycemore School:

<https://roycemoreschool.instructure.com/login/canvas>

In the upper right corner of the login screen, you’ll find a link for “Parent of a Canvas User?” to create an account.

The image displays two screenshots of the Canvas LMS interface. The left screenshot shows the login page with the Canvas logo and a dark background. A red circle highlights the link "Parent of a Canvas User? Click Here For an Account" in the top right corner. Below the logo are fields for "Login" and "Password", a "Log In" button, and a "Stay signed in" checkbox. The right screenshot shows the user dashboard. A red arrow points to the "Account" link in the user menu, which is highlighted with a red box. Below the "Account" link, the "Settings" option is also highlighted with a red box. The dashboard includes a "Logout" button and various navigation options like "Dashboard", "Courses", "Calendar", "Inbox", and "History".



How to Get Pairing Codes

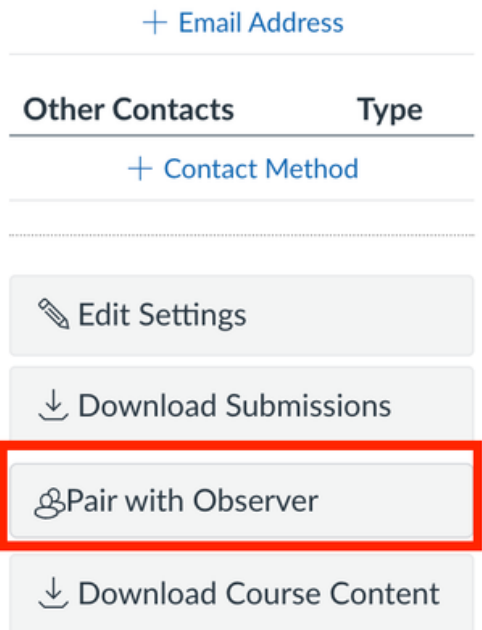
There are two ways to get a pairing code:

1) Student- Generated

Students may always generate new pairing codes with a 1-week expiration date from within Canvas. Each parent will need a separate pairing code, and they may not be reused. From within Canvas, the student should click "Account" in the upper-left corner. Then click on Settings. A caveat: like all pairing codes, this code will have a 1-week expiration date, so it's important to use the code immediately upon receipt. On the Settings page, look on the right side of the screen and click on "Pair with Observer." The code will pop up on the screen and may be copy/pasted.

2) From Roycemore

When starting school, parents should receive a pairing code within the first week their child attends Roycemore. These codes will be sent via the Veracross Parent Portal. **A caveat:** like all pairing codes, this code will have a 1 week expiration date, so it's important to use the code immediately upon receipt.



Pair with Observer



Share the following pairing code with an observer to allow them to connect with you. This code will expire in seven days, or after one use.

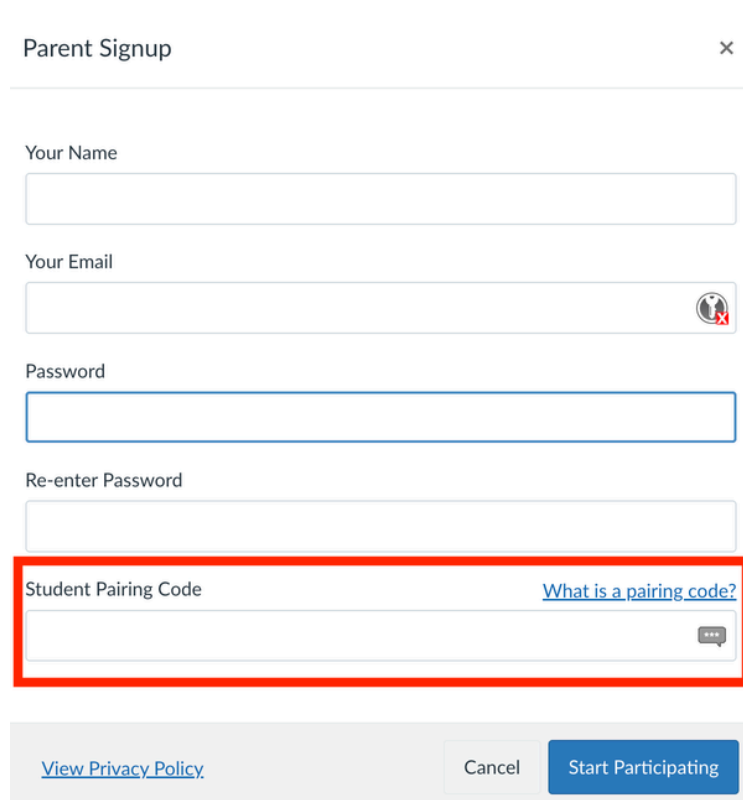
Code Shows Here



How to Use Pairing Codes

Canvas Login: <https://roycemoreschool.instructure.com/login/canvas>

In the upper right corner of the login screen, you'll find a link for "Parent of a Canvas User?" to create an account. Add your pairing code (one per parent) to the box on the account creation page.



The image shows a "Parent Signup" form with the following fields:

- Your Name
- Your Email
- Password
- Re-enter Password
- Student Pairing Code (highlighted with a red border)

At the bottom of the form, there are three buttons: "View Privacy Policy", "Cancel", and "Start Participating". A link "What is a pairing code?" is located to the right of the Student Pairing Code field.

Additional Resources for Parents regarding Canvas:

<https://community.canvaslms.com/t5/Observer-Guide/Observer-Parent-Getting-Started-Resources/ta-p/579341>



Canvas Parent App (iOS):

<https://apps.apple.com/us/app/canvas-parent/id1097996698>



Canvas Parent App (Android):

https://play.google.com/store/apps/details?id=com.instructure.parentapp&hl=en_US



Social Media

Roycemore's social media channels are an excellent way for students, parents, faculty, alumni, and prospective Griffins to stay connected and stay in the know about what is happening at Roycemore! We can be found on Facebook, Instagram, LinkedIn, and YouTube. Our social platforms highlight student success stories, school events/programming, admissions information, and everything in between that makes Roycemore so special. We invite you to follow us on each platform and to engage with us online!

Student Media Consent Opt-out: Public relations and communications are important tools for promoting the school to the broader community and keeping our own families informed. Roycemore School highlights the activities of the school, our students, and staff in a variety of ways, including on the school's website, in the weekly newsletter, on the school's official social media outlets, on classroom blogs, in admissions outreach materials, in miscellaneous print publications, and through other efforts. We understand that not everyone is comfortable with their student being in school media publications. Our student media consent opt-out form is available [here](#).

Facebook: @roycemoreschool

Instagram: @roycemoreschool

LinkedIn: @roycemoreschool

YouTube: @roycemorevideo

Blog: <https://www.roycemoreschool.org/roycemore-school-news>



Questions?

Please find the most appropriate contact below.

Academics

Early Childhood and Lower School – Darcy Aksamitowski, Division Head:
daksamitowski@roycemoreschool.org

Middle and Upper School – Brandon Zall, Division Head:
bzall@roycemoreschool.org

Athletics

James Torres, Director of Athletics and Dean of Students:
jtorres@roycemoreschool.org

Canvas

Matt Duncan, Director of Technology: mduncan@roycemoreschool.org

Development

Hannah Ruane, Advancement Manager: hruane@roycemoreschool.org

Enrollment and Billing

Jay Blakely, Director of Enrollment: jblakely@roycemoreschool.org

Marketing and Communications

Hannah Ruane, Advancement Manager: hruane@roycemoreschool.org

Parent Portal

Hannah Ruane, Advancement Manager: hruane@roycemoreschool.org

