



Red Bank Borough Public Schools
Dream BIG...We'll help you get there!


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rbb.k12.nj.us | twitter.com/rbpsEAGLES

Mrs. Maria Iozzi, Principal & Mrs. Dena Russo, Vice-Principal



2021-2022 FAMILY HANDBOOK

WELCOME to the Red Bank Primary School, home of the Eagles! We are excited to welcome all of our students and families to the Primary School! We have been working diligently during the summer in order to prepare for the opening of school and we are looking forward to an exciting and more 'normal' school year! Please review this Family Handbook as it contains pertinent information for all parents. We encourage you to maintain open lines of communication with your child's teacher(s). You may contact us via phone (732-758-1530) or email (Mrs. Iozzi - iozzim@rbb.k12.nj.us or Mrs. Russo - russod@rbb.k12.nj.us). We hope to see you take an active part in your child's education! We look forward to having an amazing school year!

<p>First Day of School: September 9 District Closed: September 16 (Yom Kippur) Back To School Nights: September 29 - Preschool/K/ 1/Vazquez/Rigby 6:00 PM September 30 - Grades 2/3/McGann/Guzman 6:00 PM</p> <p>www.rbb.k12.nj.us/primary School/District Calendar Lunch Menu, Virtual Backpack & More</p>	 <p>FOLLOW THE PRIMARY SCHOOL ON TWITTER: @rbpsEAGLES</p> <p>FOLLOW THE RBPS PTO ON FACEBOOK: @rbpspto INSTAGRAM: @rbps_pto</p>
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Student Supply List										
Tissues		Scissors		Crayons		Pencils		Erasers		Glue Sticks

<p>SCHOOL HOURS: 8:55 AM-3:10 PM Breakfast: 8:40-8:55 AM Class Begins: 8:55 AM</p>	
<p><u>DROP-OFFS/WALKERS</u> Arrival: 8:40-8:55 AM</p> <p><u>PICK-UPS/WALKERS</u> Dismissal: 3:10 PM</p> <p>Kindergarten → Door 24 (Small Playground) Preschool/Grades 1-3 → Main Entrance Gate</p>	<p style="text-align: center;"><u>BUS STUDENTS</u></p> <p>Please adhere to the times listed on the student's bus card. Arrive at your bus stop 10 minutes prior to the time that is indicated on the bus card.</p>
<p><i>Pick-up ID # is REQUIRED for all Preschool & Kindergarten students!</i></p>	

PRIMARY SCHOOL SCHEDULES

	REGULAR DAY	MINIMUM DAY	DELAYED OPENING DAY
Arrivals/Breakfast	8:40 a.m. – 8:55 a.m.	8:40 a.m. – 8:55 a.m.	10:30 a.m. – 10:55 a.m.
Instruction	8:55 a.m. – 3:10 p.m.	8:55 a.m. – 1:10 p.m.	10:55 a.m. – 3:10 p.m.
Dismissal	3:15 p.m. – 3:25 p.m.	1:15 p.m. – 1:25 p.m.	3:15 p.m. – 3:25 p.m.

ARRIVAL EXPECTATIONS:

- Students riding a bike or scooter must wear a helmet!
- The building opens at 8:40 AM. Students may not be left alone or enter the building before 8:40 AM.
- For safety reasons, parents may not escort students to their classrooms during arrivals.
- Students will wear face coverings in school as per [Executive Order \(EO\) 251](#). Exceptions to face coverings are listed in the [Community Update](#). Students will have their temperatures checked and sanitize their hands upon arrival. Face covering protocols are subject to change based on government regulations.
- Preschool & Kindergarten: Students will be escorted to their classrooms and eat breakfast upon arrival.
- Grades 1-3: Students will eat breakfast in the cafeteria (if desired) and then report to the area outside their classroom.
- Classes begin at 8:55 AM. Students arriving late MUST report to the Main Office and will be marked tardy.

DISMISSAL:

- Students will be dismissed at 3:10 PM.
- Pick-up ID number is **required** for all Preschool & Kindergarten students. Preschool and Kindergarten students that ride the bus will be brought back to the Primary School if the person at the bus stop does not have the student's pick-up ID number.
- See chart above for drop-offs/walkers, and bus student dismissal procedures.
- All Primary School students will require to be picked-up by an adult.

BUS STUDENTS:

- All students will have assigned seating.
- Siblings will sit together in the same row.
- There will be a Bus Aide on all buses.

ATTENDANCE: Parents must call 732-758-1530 (Press 2) by 9:00 AM to report the reason for the absence. Leave a message with your child's name, teacher, and reason for absence. Absences and tardiness that are not reported will be verified. Please provide a parent note if your child is absent or send in a doctor's note as proof of being seen by a physician. Please carefully read the attendance policy that is provided by the Superintendent's Office and may also be reviewed on our website.

Additionally, please refer to the updated district COVID-19 health and safety procedures located on our website and Nurse Reardon's "Keep Me Home If..." reminder. Please call the school to inform us of any of these circumstances and to get additional guidance if needed. **For safety reasons, please adhere to the following guidelines/procedures:**

- Do not send your child to school if they have a temperature above 100.4°.
- Do not send your child to school if in the last 24 hours, they have:
 - experienced new fever, chills, or body aches.
 - experienced a new cough, shortness of breath, or difficulty breathing.
 - developed a loss of taste or smell.
 - experienced nausea, vomiting, or diarrhea.
- Do not send your child to school if:
 - they have been in the presence of any person exhibiting symptoms of COVID-19.
 - anyone in the household is awaiting COVID-19 test results.
 - they have been advised to self-isolate or quarantine.
 - they tested positive for COVID-19 or if anyone in the household has tested positive for COVID-19.

BEFORE & AFTER SCHOOL CARE:

- **YMCA:** Morning and Afternoon Care available at RedBank Primary School - Contact the Program Director at 732-566-9266.
- **Boys & Girls Club:** Contact the Program Director at 732-530-0065.

BIRTHDAYS: A birthday is a special time for every child. Your classroom teacher will provide additional information for birthday parties at Back to School Night. Please check with the teacher to ensure students with allergies remain safe.

BREAKFAST/LUNCH:

- Breakfast is served at 8:30 AM
- Students will have a 20 minute lunch and a 20 minute recess.
- Menus can be found on our [school website](#). Students that do not eat school lunch may bring their own. Please be mindful of classroom allergies. Glass containers are **not** permitted.
- Students will not be allowed to share their food with peers.
- Students may bring **CLEAR** water bottles to school - glass containers are not permitted. Students are **ONLY** allowed water in their bottles. Students may use the water fountain to refill their water.
- **ALL** families must fill out a lunch application for the 21-22 school year unless you receive a direct certification letter from our Main Office. Please note that the federal lunch program has been extended and all students will continue to have FREE lunch throughout this year.

CHILD STUDY TEAM (CST): The CST conducts evaluations and provides services to children with an IEP. They are responsible for the child's initial evaluation, eligibility determination, development, review and revision of the IEP, reevaluation and placement. Any parent who has concerns about the development of a child attaining age three within the next year or a child between the ages of three and five should contact the CST at 732-758-1500 (Press 2).

CHROMEBOOKS: All Primary School students have been provided a Chromebook. Students will take their Chromebooks home daily. Students are responsible for bringing their chromebooks back to school **CHARGED** each day. All parents/guardians are financially responsible for damaged or lost chromebooks. Students must keep their chromebooks clean by not eating or drinking near their device. The device should be cleaned/wiped down weekly.

DRESS CODE: A uniform dress code is required for ALL children. Children are to wear tan khaki colored bottoms (pants, shorts, skirt, skort or jumper) with a solid color red, black, or white collared shirt, blouse, short or long sleeved polo shirt, turtlenecks and/or sweaters.

- Only hooded sweatshirts with the school/district logo are permitted.
- Shoes or sneakers are required, especially since students have daily recess and physical education classes. Open-back sandals, flip-flops, and high heels are not permitted.

EARLY DEPARTURE: Students may **NOT be picked up between 2:45 PM and 3:10 PM** Parents MUST send in a note or call the Main Office if picking up their child. The parent must pick up their child at the requested time and complete the sign-out book. Proper identification is required if someone other than the parent/guardian is picking up the student.

HEALTH OFFICE: In order for medication(s) to be dispensed, the nurse MUST have a written parental request accompanied by written orders from a physician stating the student's name, dosage, and time to be dispensed. This medication must be brought to school by the parent/guardian in the original container. No student should bring in or carry over-the-counter medication. The nurse issues one-day gym excuses for temporary circumstances. Excuses requested from a physician must be filed with the nurse. A physician's note is required for a student to resume gym. A child who is excused from gym class will not be allowed to participate in recess.

PARENT PORTAL: Parent portal will be used to post documents, including report cards. All parents should be able to log-in and utilize the portal in order to access important information. If you need further assistance, please contact the Main Office.

PARENT-TEACHER ORGANIZATION (PTO): The Red Bank Primary School PTO strives to work collaboratively with families to hold special events throughout the school year. Information regarding these events is sent home during Packet Pick-up and can be found in our Virtual Backpack. **If you are interested in volunteering and assisting, please contact the main office. Follow us on Facebook: @rbpspto**

REMINDEXT MESSAGING: You will receive communications through our Remind text messaging system throughout the 21-22 school year. There is no sign-up required—you are automatically signed up to receive important messages therefore, it is important to have your accurate cell phone number(s) in our system.

RESPONSIBILITY: It's the family's responsibility to:

- check their child's planner and/or folder nightly for assignments and notices.
- provide a quiet place and time to read and/or complete homework.
- notify the teacher if your child is having any academic, social or emotional difficulties.
- stress the importance of reading on a daily basis.
- view and actively participate in the various forms of communication available including report cards, conferences, phone calls, Remind messages/notices, planners, and emails.

RESPONSE TO INTERVENTION (RtI): The RtI team consists of a group of educational professionals that assist with strategies for students having academic, health or behavioral challenges. The team discusses specific concerns, the impact of prior interventions and ways to help students. If interventions are documented and do not prove to be successful, the committee may refer the student to the Child Study Team. Parents will be contacted as needed.

SCHEDULE/SPECIAL AREA CLASSES: The Primary School follows a cycle schedule consisting of letters A through F. These days are indicated on our school calendar. Students have six different Special Area Classes: Art, Health/SEL (Social-Emotional Learning), Music, Physical Education, and Spanish.

SCHOOL CLOSINGS: There may be a need for a delayed opening, early dismissal or school closing in the event of an emergency or inclement weather. The school will utilize the Remind text message system to notify families. You may also visit www.rbb.k12.nj.us.

SCHOOL VISITORS: All visitors with a scheduled appointment must report to the Main Office and sign-in. Face coverings are required in the Main Office.

TRANSPORTATION/BUS CONDUCT: Children must behave appropriately, remain seated and belted. A bus aide is on each bus to assist. Disruptive or disrespectful behavior, on the bus or at the bus stop, may result in a loss of transportation privileges. Please see the Code of Conduct for review of all expectations. Students are not permitted to ride other buses to or from school. If moving within Red Bank during the year, you must submit proof of residency to the main office before your bus stop can be changed. Contact the Main Office for a change of address.

Red Bank Primary School

CODE OF CONDUCT

Respect, Responsibility, Caring, Fairness, Trustworthiness and Citizenship are the fundamentals of the Primary School. The behaviors expected are in accordance with the BOE Policy Code 5600 It applies to student behaviors in and out of the school building (classrooms, hallways, cafeteria, playground, field trips and buses). The Code of Conduct is meant to stop problems before they start. The administrative team is available for conferences to determine community outreach programs for assistance. We work collaboratively to ensure positive student development. Our Character Education Program is taught by our school counselor and it reinforces positive behavior supports. Students will be acknowledged throughout the year for positive behaviors.

While on school grounds and in the school building all students are expected to:

- follow school and classroom expectations.
- leave tablets, electronic games, toys, and all valuables and/or collectibles at home.
- maintain their cell phones on silent and in their bookbags.

While in the halls, students are expected to:

- respect the space and property of others.
- display courteous and orderly behavior.

While at a school assembly or performance, students are expected to:

- remain seated for the performance or assembly.
- demonstrate courteous audience behavior by remaining quiet and giving their complete attention.

While eating, students are expected to:

- use acceptable table manners and clean their own areas.
- remain seated at their designated table.
- respect all adults and follow instructions as given.

While traveling on a school bus, students are expected to:

- remain seated and use seat belts.
- keep the bus clean and refrain from throwing objects in or out of the bus.
- respect other students and all adults by following instructions.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

In accordance with the Red Bank Borough Board of Education Policy Code 5512, the board prohibits acts of **Harassment, Intimidation or Bullying** against any student. This means any gesture or written, verbal or physical act, or any electronic communication that is perceived as being motivated either by any actual or perceived characteristic, such as including but not limited to: race, color, religion, creed, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap.

Cyber Bullying

Refrain from acts of harassment, intimidation or bullying (which includes cyber-bullying, pursuant to RBBOE Policy Code 2361.)

To report a HIB incident or discuss concerns, contact our school's **Anti-Bullying Specialist**, Mrs. Trudell at trudellr@rbb.k12.nj.us or 732-758-1530 (Press 4). You may also contact our District HIB Coordinator, Mrs. Wyman, at 732-758-1806 or wymanm@rbb.k12.nj.us.