

Red Bank Elementary School



Student & Family Handbook
2021-2022

Learners Today...Leaders Tomorrow!



LETTER FROM THE PRINCIPAL

Dear Red Bank Families,

Welcome to the 2021-2022 school year! Red Bank Elementary School consists of preschool and second grade classrooms and is home to approximately 300 students. The Red Bank staff is dedicated to working collaboratively to provide engaging instruction that promotes curiosity and instills life-long learners. We continue to focus on developing the whole child by providing all students with the opportunity to grow academically, socially, and emotionally. While working in partnership with our families, we strive to connect as a community to enrich the lives of our youth. Together, we hold the key to a successful year! We encourage families to use this handbook and the school website as a resource to familiarize yourself with our academics, expectations, and procedures.

Sincerely,

Jill Scheetz

Principal
Red Bank Elementary School
192 Philadelphia Avenue
West Deptford, NJ 08086
Main Office Telephone Number: (856) 845-2727
Fax Number: (856) 251-1927

District Website: <https://www.wdeptford.k12.nj.us/>
School Website: <https://rbes.wdeptford.k12.nj.us/>
Follow us on Twitter: @WDREDBANK <https://twitter.com/wdredbank>
Follow us on Facebook: <https://www.facebook.com/WDRedBank>



TABLE OF CONTENTS

LETTER FROM THE PRINCIPAL	1
TABLE OF CONTENTS	2
ACADEMIC PROGRAM	5
ABSENCE	5
ARRIVAL AND DISMISSAL	5
AM: STUDENT DROP-OFF	6
PM: STUDENT PICKUP	6
STUDENT EARLY PICKUP	6
STUDENT EARLY DISMISSAL	6
ATTENDANCE	7
BICYCLES	7
BIRTHDAY CELEBRATIONS	7
BREAKFAST AND LUNCH INFORMATION	7
CALENDAR	8
CHARACTER EDUCATION	8
CHILD ABUSE OR NEGLECT	8
CHILD STUDY TEAM SERVICES	8
CITIZENSHIP	8
CLASSROOM ASSIGNMENTS	9
CODE OF CONDUCT	9
COMMUNICATION	9
DRILLS: FIRE DRILLS, EVACUATION AND LOCKDOWN	9
EMERGENCY SCHOOL CLOSING/DELAY/OPENING	10



FIELD TRIPS	10
HARASSMENT, INTIMIDATION & BULLYING	10
HEALTH SERVICES	10
HOMEWORK	11
MAKE-UP HOMEWORK FOR ABSENCES	11
LATE/TARDY	11
LOST & FOUND	11
PARENT TEACHER ORGANIZATION (PTO)	11
RELATED ARTS/ENCORE	12
ART	12
MUSIC	12
PHYSICAL EDUCATION	12
LIBRARY AND MEDIA CENTER	12
TECHNOLOGY	12
RELATED SERVICES	12
COACHING SERVICES	12
COUNSELING SERVICES	12
ELL (ENGLISH LANGUAGE LEARNERS)	13
GIFTED & TALENTED PROGRAM	13
SPEECH & LANGUAGE/OCCUPATIONAL THERAPY	13
REPORT CARDS/PROGRESS REPORTS	13
STUDENT RECORDS	13
STUDENTS FIRST COMMITTEE	13
TRANSFERS	14
TRANSPORTATION/BUS SAFETY	14
BUS SAFETY RULES	14
TRUANCY & CHRONIC ABSENTEEISM	14



VISITORS	14
YOUNG EAGLES PROGRAM	14



ACADEMIC PROGRAM

Differentiated instruction is integral to the way the West Deptford School District “does business.” Differentiation is an instructional approach for each elementary grade level without “walls or ceilings” for students, ensuring that each student is challenged by a variety of instructional strategies suited to his/her achievement and ability levels, learning styles and interests. All students are nurtured and encouraged to learn and grow to their full potential.

The elementary curriculum emphasizes total child development—cognitive, affective, social and physical. The curriculum is directed by a 5-year plan, which ensures that all programs are reviewed. This plan considers the NJ State Learning Standards approved by the New Jersey Department of Education. It is developed and implemented through input from teachers and administrators, ensuring that all programs represent current theory and practice and reflect high expectations of students.

ABSENCE

When your child is going to be absent, please call the Red Bank absentee line, before 8:30 AM, at 845-2727 (select prompt 2). It will be necessary for school staff to call home if a note or a phone call from a parent/guardian does not verify a child’s absence. A note with a parent’s signature explaining the nature of the absence is required upon the first day of return; however, only a doctor’s note will excuse the absence.

ARRIVAL AND DISMISSAL

The hours for second graders at Red Bank Elementary School are 8:50 AM to 3:25 PM. The hours for the 4-year-old preschoolers (PreK) at Red Bank Elementary School are 9:15 AM to 3:25 PM. The hours for the 3-year old half-day preschoolers (PSD) at Red Bank Elementary School are either 8:50 AM - 11:20 AM or 12:45 PM - 3:15 PM.

Doors will open at 8:40 AM daily for second graders and PSD 3 and 4 year old programs; therefore, no supervision is provided prior to this arrival time. Any student arriving prior to that time is encouraged to enroll in the Young Eagles morning childcare program. Doors will open at 9:05 AM daily for 4-year-old general education preschoolers; therefore, no supervision is provided prior to this arrival time.

	SECOND GRADE	PREK	PSD-3 AM	PSD-3 PM
FULL DAY	8:50 AM-3:25 PM	9:15 AM-3:25 PM	8:50 AM-11:20 AM	12:45 PM-3:25 PM
HALF DAY	8:50 AM-1:10 PM	9:15 AM-1:10 PM	8:50 AM-11:00 AM	11:00 AM-1:10 PM

Please refer to the [2021-2022 West Deptford School District Calendar](#) for a detailed schedule of student days.



AM: STUDENT DROP-OFF

In the interests of safety, parents dropping their child off to school during the supervised window of time (8:40 AM - 8:50 AM for PSD and second graders; 9:05 AM - 9:15 AM for PreK) should drop their child off at the main (front) entrance. Given the adopted township ordinance, designating Philadelphia Avenue as a one-way street during school hours, please stay behind the buses and wait to drop off your child at the main entrance. Please do not park next to or in front of the buses. A staff member will always be present to receive your child to ensure that traffic keeps moving and buses aren't being unnecessarily delayed.

Any PSD or second grader arriving after 8:50 AM is considered late and must be escorted, through the main (front) entrance, by a parent to be signed in. Any PreK students arriving after 9:15 AM are considered late and must be escorted, through the main (front) entrance, by a parent to be signed in.

PM: STUDENT PICKUP

There are 3 ways students are dismissed at the end of the day at Red Bank Elementary School:

1. bus riders
2. parent/guardian pickups
3. Young Eagles Program (YEP)

If you plan to pick your child up from dismissal, it is imperative that a note be sent in to the teacher to ensure the student does not ride the bus. Parents/guardians are welcome to arrive as early as 3:10 PM and will be required to present identification. Please note that students participating in the Young Eagles Program (YEP) must sign out with the YEP staff.

STUDENT EARLY PICKUP

As a general guideline, children should not leave school during school hours, except for an emergency. We do recognize that scheduling a doctor's or dentist's appointment during the school day is sometimes unavoidable. A student who needs to leave school early for a legitimate reason must submit a note from his/her parent/guardian to the classroom teacher, indicating the child's name, classroom, and the day and time that s/he must leave school. The classroom teacher will forward the parent/guardian note to the Main Office in the morning. A contact telephone number should be included in the note as the Main Office may need to verify the note via telephone call.

Parents/guardians should have photo identification ready to present and report to the office to pick up their child to officially sign them out of school. The student will then meet his/her parent/guardian in the Main Office at the designated time. If for some reason the parent/guardian picking up his/her child is running late, kindly call the office.

STUDENT EARLY DISMISSAL

Students will be dismissed at 1:10 on early dismissal days. Both second grade and PreK will be dismissed at this time.

ATTENDANCE

Red Bank Elementary School maintains high expectations for attendance and punctuality. Regular attendance and punctuality enables students to benefit from well-planned and well-delivered



instructional activities, including classroom discussions, presentations and cooperative activities. These shared academic experiences are integral to the learning process and cannot be re-created or replicated. In order to reach the goal of maximum educational benefits for each child, the process of education requires continuity of instruction, classroom participation, learning experiences and study.

Attendance and punctuality play a significant role in a student's success at school and are essential life skills. However, the overwhelming majority of children become ill at some point during the school year. Given that we do not want to add an additional stressor to those who are sick, ***we do not recognize students for perfect or near perfect attendance.***

BICYCLES

Given the age of our students and the safety hazards involved, bicycles may not be ridden as a means of transportation to school by our students.

BIRTHDAY CELEBRATIONS

The Board of Education has a food nutrition policy ([LINK](#)) based upon recommendations from the District Wellness Committee and in accordance with state regulations (N.J.A.C. 2:36-1.7). One of these recommendations called for the reduction of food consumption outside of the designated lunch periods. To this end, parents/guardians **will not be allowed to bring in any food products for student birthday celebrations.** We will still continue to celebrate student birthdays and we are hopeful that this change will ensure that students eat a nutritious lunch. Your cooperation regarding this change is greatly appreciated.

Invitations to birthday parties may only be distributed in school if **all the children in class are being invited** to avoid hurt feelings and the resulting distractions to the education process.

Please Note: **ALL classrooms at Red Bank Elementary are "nut-free."** No items containing nuts or nut oil can be brought into the school. Accordingly, our staff (school nurse or teachers) will inspect any food items (with an ingredient label attached) before consumption in the classroom.

BREAKFAST AND LUNCH INFORMATION

The kitchen serves a cold breakfast and a complete hot lunch program; however, students may bring lunch from home. Milk may be purchased separately. If your child has forgotten a lunch, the cafeteria staff will provide one, please send in the money the next day or enter payment into the web based program at PaySchoolsCentral.com.

Children who are in need will be provided lunch. Students in need of such assistance will be determined by the criteria issued by the state of New Jersey. Eligibility requirements and application for free and reduced price meals are distributed to all students annually.

CALENDAR

The West Deptford School District can be accessed using this link: [2021-2022 District Calendar](#). You are encouraged to take note of the scheduled student half days. On half days, all students are dismissed at 1:10 PM.



CHARACTER EDUCATION

Character Education is a lifelong developmental process by which children learn and apply core ethical or shared values to their lives. The New Jersey Department of Education has identified the following 6 Pillars of Character Education—Responsibility, Fairness, Citizenship, Caring, Trustworthiness and Respect—which are interwoven throughout the core content curriculum. Many of our activities/events will have the 6 Pillars of Character Education themes embedded. In addition, students are recognized and commended for good citizenship and choices. Each classroom will have a Character Kid of the Month who best exemplifies the designated monthly character trait.

CHILD ABUSE OR NEGLECT

Any knowledge or suspicion of child abuse and/or neglect must be reported immediately to the New Jersey Department of Children and Families. **Failure of a staff member to make a report is a violation of the law.** All information is kept confidential. The building principal, school nurse and school counselor have further information relating to this process.

CHILD STUDY TEAM SERVICES

The Child Study Team (CST) is a group of specialists employed by the West Deptford School District to provide consultative, evaluative, and prescriptive services to teachers, parents and students. The CST, along with the school principal and the Students First Committee, makes recommendations for programs and placements that best address the needs of students who experience school-related difficulties.

CITIZENSHIP

The goal with regard to school discipline is to help children learn to regulate their own behavior. We try to take into account the developmental level of students and teach certain behaviors given our young population. Mistakes are an opportunity for children to learn more about themselves and their place in the world; positive behavior is an opportunity for recognition.

We seek to develop in students a sense of responsibility that causes them to interact appropriately with one another in a way that provides a safe environment for all. A safe environment, in turn, creates a climate that is conducive to learning. Our concern for safety is not limited to the physical environment, but includes caring for others and fostering social competence, positive values, and a positive identity.

In accordance with the West Deptford School District's Board of Education board-approved dress code policy ([LINK](#)), we do require students to wear clothes that are appropriate, modest, and safe. Examples of inappropriate and/or unsafe dress include hats, open sandals, shoes without heel straps, bare midriffs, and t-shirts with provocative images or slogans.

As a general rule, personal property that exceeds \$20 in value should remain at home. These items include—cell phones, gaming systems, iPads, tablets, etc. Too often, personal property is damaged or lost, which can create a significant distraction from the learning process.



CLASSROOM ASSIGNMENTS

The West Deptford School District cannot honor requests from parents for placement with a particular teacher or class. We do our best to collaborate with teachers and administration from the previous grade level to ensure a successful placement for second grade.

CODE OF CONDUCT

The Red Bank Elementary School Code of Student Conduct is in place to ensure the safety and well-being of all students and staff. You can view the entire code on the school's website ([LINK](#)).

COMMUNICATION

We keep our school community well-informed regarding important dates, events and activities through a multitude of channels. In addition to maintaining a dynamic calendar on the school website, coming events are provided via the monthly newsletter and reminder flyers are sent home frequently with students. When an emergent or time-sensitive change is made to the school schedule or event, we will initiate our School Messenger automated phone/email/text system to ensure that the information is sent out quickly and efficiently.

It is essential that the school has a telephone number of someone who is to be contacted, and who is available to pick up your child in the event of illness, injury, or early dismissal. Parents/guardians are reminded that if they change their home, work, or emergency contact numbers, the school nurse and main office should be notified immediately.

Monthly Family Newsletters will be sent out via School Messenger. The newsletter will review activities that occurred in the previous month and highlight important dates/events that will occur in the upcoming month. Please make sure your email addresses are updated so you can receive these important letters.

Parent-teacher conferences are scheduled during the school year, once in the fall and again in the spring. If you think your child is having a problem or you have a concern, please contact the teacher at any time. Parents/guardians are urged to utilize conferences to establish an active communication that will assist in the progress of their child.

Social Media is also a wonderful way to stay connected with our school. Red Bank is on both [Facebook](#) (Red Bank Elementary) and [Twitter](#) (@WDRedBank). Please follow us on both accounts for up-to-date photos, news, and events.

DRILLS: FIRE DRILLS, EVACUATION AND LOCKDOWN

There will be two emergency drills conducted per month as required by the state statute; one fire drill and one school security drill (evacuations, lockdowns, etc.).

An auditory and visual alarm will signal the need to evacuate the building. Students will follow the directions given to them by staff members. A map indicating the nearest exit is posted in every room.



Lock down drills will also be scheduled throughout the year. The purpose is to account for all the students and staff and move them to a safe place in case of emergency. In the event of an emergency where the entire school needs to evacuate the premises, we will follow our district reunification plan where all students will be transported to River Winds Community Center to be reunified with their parents/guardians.

EMERGENCY SCHOOL CLOSING/DELAY/OPENING

If adverse weather conditions cause a cancellation of school, *School Messenger*, the district emergency automated phone/email/text system, will be activated to provide the information as well as Twitter (@WDRedBank) and Facebook (WDRedBank). Word of the closing will also be sent to local television stations for announcement. Closing school early due to inclement weather is avoided as much as possible. However, please discuss your family's emergency plan with your children just in case safety dictates an early dismissal. We will attempt to make contact with School Messenger.

FIELD TRIPS

Field trips will be considered as instruction and planned as such, with definite objectives determined in advance. Appropriate instruction will precede and follow each trip. Students are expected to dress appropriately and to conduct themselves courteously at all times during field trips. All school rules are in effect during field trips. **All students attending field trips must ride district appointed transportation to the trip location and back to school. Parents/guardians can only sign out their child once transportation has returned to school.**

HARASSMENT, INTIMIDATION & BULLYING

All persons are to be treated with respect and dignity. Bullying is conduct which subjects a pupil to insults, taunts or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this way. Conduct constituting bullying will be promptly addressed in the most appropriate manner. It is the policy of the Board of Education and school district that harassment, intimidation and bullying activities are inconsistent with the educational process and will be prohibited at all times (Reference Board Policy [#5512](#)).

HEALTH SERVICES

Our school nurse is available if your child becomes sick or injured during the school day. Parents/guardians will be notified if the situation cannot be remedied by simple first aid. It is very important that all the student's information in PowerSchool is correct so that parents/guardians can be contacted in an emergency. If any information changes, particularly parents'/guardians' cell phone numbers, please notify the school nurse so that we may reach you when you are needed.

Any medication, including over-the-counter medication, that needs to be taken during the school day, must be in the original container and requires **written authorization from the parent/guardian and a physician. All medication must be delivered directly to the nurse by a parent/guardian. Children cannot transport medication.** Physical exams are required of all new enrollees. Physicals must be completed by the student's family physician.



HOMEWORK

Homework is the opportunity for students to practice specific skills, extend learning, remediate learning, to provide enrichment and to complete assignments not completed in class. Furthermore, it is important for students to develop a sense of responsibility for their learning. Teachers and parents are important partners in helping students learn this responsibility. Taking into consideration the benefits of regular homework and how it can enhance the children's education, Red Bank Elementary is committed to setting clear expectations for homework and communicating those expectations to students and their families.

MAKE-UP HOMEWORK FOR ABSENCES

When your child is out sick, we encourage you to request make-up work; however, please make the request as early as possible. Given the time required to organize make-up work, requests received after 10:30 AM may not be honored.

LATE/TARDY

A child not in the classroom by 8:50 AM (2nd grade/PSD preschool) or 9:15 AM (general education preschool) is considered late. When your child is going to be tardy, please call the Red Bank absentee line at 845-2727 (select prompt 2). Students who are tardy for school will be required to sign in by an adult in the main office upon arrival.

LOST & FOUND

Found items will be sent to the Lost and Found container placed on the stage in the All Purpose Room. Valuable items (watches, rings, electronics, money, etc.) are secured in a separate location in the Main Office. Students are encouraged to check the Lost and Found as soon as they realize an item is missing. Parents/guardians and students should label important personal items such as coats, jackets, and book bags, etc. Items not claimed before Winter Break and again before Spring Break and again at the end of the school year will be donated to a local organization.

PARENT TEACHER ORGANIZATION (PTO)

The mission of the West Deptford Elementary PTO—is to enhance and enrich our children's academic experience by inspiring parents and teachers to work together to build a strong school community. Parental involvement is critical to a child's success in school, and we encourage all parents to show their support for their children by getting involved in the PTO. While many PTO programs require parental participation during school hours, there are many activities that are flexible and can be managed after hours. We want every child to have the opportunity to benefit from a sense of pride in his/her parents' involvement in the school. Please join us as we work together for the benefit of our children. For additional information, please refer to the PTO website, which is linked to the Red Bank homepage.



RELATED ARTS/ENCORE

ART

Creative expression is a universal component of human culture. Art education addresses the needs of the whole child. Exposing children to rich and artistic works will enable them to celebrate and appreciate cultural differences and similarities. The art program at Red Bank will encourage problem solving, concentration, self-discipline, cooperation and individuality while affording children both verbal and nonverbal avenues for communication and allowing them choices for self-expression.

MUSIC

Music classes at Red Bank expose every child to a musical learning environment that is positive. Students receive age appropriate lessons that consist of kinesthetic, visual and aural experiences. Through the playing of instruments, reading of music and other multi-tasking abilities, students learn to work together as a team to achieve a common goal. These experiences provide our children with an enriching appreciation for the arts as well as a positive outlet for growth.

PHYSICAL EDUCATION

Physical education is an integral part of Red Bank's instructional program. All students are afforded the opportunity to participate in physical and health-related activities on a weekly basis that improve health, fitness, motor skill development, safety practices, positive social skills, team building and sportsmanship—just to name a few areas of emphasis!

LIBRARY AND MEDIA CENTER

The Red Bank Media Center is an exciting haven where books come alive! Children are encouraged to explore the library. Information literate individuals are responsible, lifelong users of information, capable of accessing, organizing, evaluating and communicating in all forms.

TECHNOLOGY

The West Deptford School District is committed to the infusion of technology into all aspects of the educational program, making the use of technology natural to the educational experience and inherent to the way students work and think, in and beyond the classroom.

RELATED SERVICES

COACHING SERVICES

The Math and Reading coaches provide services for identified students needing additional academic assistance in the area of math and/or reaching.

COUNSELING SERVICES

School Counseling helps students to strengthen self-concepts, enhance their ability to solve life problems and explore positive attitudes. Oakview and Red Bank share a full time counselor who provides a broad spectrum of services that focuses on educating the whole child—living in family, school and community systems—to produce positive educational outcomes.



ELL (ENGLISH LANGUAGE LEARNERS)

The primary goal of our English as a Second Language (ESL) program is the development of essential skills that will enable the student to function successfully in the mainstream of American schools and society. ESL instruction is an integrated process of developing useful and necessary communication skills.

GIFTED & TALENTED PROGRAM

Gifted academic programming is based on student needs, beginning in third grade. In general, many of our students have an elevated achievement level, so most of their needs are met within the regular classroom. A variety of adaptations and modifications are made by the classroom teacher, including tiered assignments and enrichment opportunities. Once the children enter second grade, our gifted teacher provides enrichment experiences.

SPEECH & LANGUAGE/OCCUPATIONAL THERAPY

Our Speech and Language and Occupational Therapy department's mission is to ensure that all students have access to quality services to help them effectively communicate. A student's IEP determines how often a student receives services.

REPORT CARDS/PROGRESS REPORTS

Report cards, interim progress reports and parent-teacher conferences are the primary means by which to inform parents of a child's progress in school. Report cards are issued by trimester.

Red Bank Elementary School is committed to effective communications between students, teachers and parents. Conferences will be held twice a year. Additional conferences may be initiated, as needed, by parents or teachers throughout the year. If you think your child is experiencing academic, social or emotional issues, please do not wait for the regularly scheduled conferences—call your child's teacher as soon as possible.

STUDENT RECORDS

Your child's records contain only information that is relevant to their education and is objectively based on personal observation of the originator of the record. Parents and children have a right to privacy and the right to know concerning information gathered by the school. If you wish to see your child's records, please make an appointment with the principal.

STUDENTS FIRST COMMITTEE (INTERVENTION & REFERRAL SERVICES)

Red Bank Elementary School operates a multidisciplinary Students First Committee which comprises a cross-section of professional staff members. The Students First Committee offers teachers and parents/guardians a means of drawing on the resources of both the individual school and the larger district in an effort to assist students experiencing academic, behavioral, social, or emotional difficulty. Any staff member or parent/guardian may request that a child's needs be considered by the Students First Committee. This process is the mechanism by which district educational support services can be accessed to assist in providing success for all students.



TRANSFERS

Please contact the office as soon as possible when planning to move; our secretary will provide you with information on how to proceed to make the move as smooth as possible.

TRANSPORTATION/BUS SAFETY

Bus transportation is provided for all students where walking conditions have been determined to be hazardous. Transportation provided by West Deptford Board of Education is a privilege, and as such, proper bus behavior is expected and required. Two bus evacuation drills are scheduled during the school year.

Students must ride the bus to which they have been assigned. Students are required to be picked up and dropped off at the same location all five days. Please note that 48 hours-notice is required for a permanent bus change.

BUS SAFETY RULES

BE SAFE	<ul style="list-style-type: none">● Keep hands, feet and objects to yourself while buckled at all times.● Keep the aisle clear and remain in your assigned seat.● Absolutely no food is to be eaten on the bus.
BE RESPECTFUL	<ul style="list-style-type: none">● Obey the bus driver's instructions.● Treat others with kindness, and always use appropriate language.
BE RESPONSIBLE	<ul style="list-style-type: none">● Report problems and always use an indoor voice.

TRUANCY & CHRONIC ABSENTEEISM

The West Deptford Board of Education ([Policy 5200](#)) and New Jersey state compulsory education law (N.J.S.A. 18A:38-28) requires all children between the ages of 6-16 are legally required to attend school ([LINK](#)). *The state attendance regulation §16:6-7.8 mandates court referral for truant students who have ten or more cumulative unexcused absences.*

VISITORS

Parents/guardians are always welcome to visit Red Bank Elementary School, but as a matter of courtesy, the classroom teacher and main office should be notified in advance. All Red Bank visitors must register in the main office and receive a self-adhesive visitor's pass. The pass must be worn at all times while in the building.

YOUNG EAGLES PROGRAM

The Young Eagles Program (YEP) operates concurrently with the school calendar and is supervised by qualified staff. The YEP accommodates working parents/guardians by providing childcare before and after school within a flexible schedule. Homework help, athletic activities and arts and crafts are offered in an informal setting. For information on registration, cost and availability, contact Mrs. Denise Redstreak, at 856-848-4300 ext. 3212.