



Red Bank Charter School

**Family/Student  
Handbook  
2020-2021**

## **Red Bank Charter School Family/Student Handbook**

### **Table of Contents**

<b>MISSION</b>	<b>2</b>
<b>BELIEFS</b>	<b>2</b>
<b>CHARACTER EDUCATION VALUE OF THE MONTH</b>	<b>5</b>
<b>RED BANK CHARTER SCHOOL ADMINISTRATION</b>	<b>6</b>
<b>SCHOOL CONTACT INFORMATION</b>	<b>6</b>
<b>STUDENT ADMISSIONS POLICY AND LOTTERY SYSTEM</b>	<b>7</b>
<b>SCHOOL HOURS</b>	<b>8</b>
<b>SCHOOL ATTENDANCE POLICY</b>	<b>9</b>
<b>EMERGENCY SCHOOL CLOSINGS</b>	<b>11</b>
<b>ACADEMIC PROGRAM</b>	<b>12</b>
<b>AFTER SCHOOL PROGRAM</b>	<b>13</b>
<b>SUMMER INSTITUTE/EXTENDED SCHOOL YEAR</b>	<b>13</b>
<b>AWARDS, HONORS AND RECOGNITIONS</b>	<b>13</b>
<b>ATHLETICS</b>	<b>14</b>
<b>SUPPORT SERVICES</b>	<b>15</b>
<b>EXPECTATIONS FOR SCHOOL CLIMATE AND STUDENT BEHAVIOR</b>	<b>16</b>
<b>SUSPENSION POLICY</b>	<b>17</b>
<b>DRESS CODE</b>	<b>18</b>
<b>TECHNOLOGY</b>	<b>19</b>
<b>NUTRITION PROGRAM</b>	<b>20</b>
<b>HEALTH SERVICES</b>	<b>21</b>
<b>DROP OFF AND PICK UP FROM SCHOOL</b>	<b>22</b>
<b>BUS TRANSPORTATION</b>	<b>23</b>
<b>GLOSSARY OF RBCS TERMS</b>	<b>24</b>
<b>HARASSMENT, INTIMIDATION AND BULLYING (HIB)</b>	<b>27</b>
<b>RED BANK CHARTER SCHOOL GRIEVANCE PROCEDURES</b>	<b>28</b>
<b>RED BANK CHARTER SCHOOL ACCEPTABLE USE POLICY</b>	<b>29</b>

## **Welcome to the Red Bank Charter School!**

### **MISSION**

The Red Bank Charter School provides a *secure and nurturing environment* that is conducive to learning and challenges students to achieve *academic excellence*. We believe in the power of *consistent role modeling* as an important teaching tool. All aspects of school life – involving students, teachers, administrators, and parents – are committed to fostering the values of *respect, personal responsibility, and good citizenship*. Within this environment, all children can achieve their highest academic potential.

### **BELIEFS**

#### **Belief 1: All Children Can Learn**

##### **Goal: Academic excellence**

The RBCS has adopted a comprehensive integrated curriculum rich in activities designed to address the development of the whole child. Grounded in the New Jersey Student Learning Standards to prepare our students for college and careers, the curriculum is supported with numerous opportunities for experiential learning where students apply what they have learned and learn from what they are doing. The small class size allows for modified individualized instruction. Each child has a specific Learner's Individual Plan (L.I.P.) that highlights the principal elements of the subject matter. Student learning is enhanced by enriching activities that best address the child's needs, talents, and learning style. Students, teachers, and parents are involved in constructing the L.I.P. and **each partner shares the responsibility for the child's learning**. Parents, students, and faculty members meet four times each school year to review the student's goals, suggest appropriate adjustments, and assess overall progress. **Charter Chats** between teachers and parents ensure continuous and open communication regarding the student's development.

## **Belief 2: All Children Must Care About Themselves and Others**

### **Goal: Respect, responsibility**

Through curriculum focusing on healthy social decision-making, consistent modeling, and a Code of Conduct developed and endorsed by students, parents, and faculty, all children are given the opportunity to thrive and flourish at the RBCS. The RBCS is firm in its commitment to providing a safe and nurturing environment. To support this positive climate, all children, faculty, and staff are familiar with methods of peaceful conflict resolution and are expected to behave accordingly. The school-wide Character Education program focuses on defining and modeling our values. As indicated in the **Code of Conduct**, certain conditions are non-negotiable.

Feeling connected and cared about has considerable influence on a child's learning. To ensure individual attention beyond the classroom, the RBCS has adopted a mentoring program called MENTOS. Each child in grades 4-8 meets monthly with a faculty or staff member other than their grade level teacher. Mentors make a special effort to get to know the child informally, developing a trusting relationship where the well-being of the whole child is the primary focus. Serving as the child's advocate, the mentor works with other colleagues and family members to support the child throughout their school experience.

## **Belief 3: All Children Should Contribute to Their Larger World**

### **Goal: Good citizenship**

Learning through service that is linked to curriculum is a bedrock value of the charter of the RBCS. On all grade levels, students participate in activities both in and out of school at satellite locations where they make a positive contribution to their community while applying a piece of their classroom instruction. As well as reinforcing learning, these activities expose children to the value of sharing their talents with others and the impact an individual can have on the larger community. Service Learning spans a variety of organizations and activities throughout the greater Red Bank area, allowing children to sample many different settings where their contributions make a difference. Older students participate in service internships that align with their interests and attitudes. Community partners are an invaluable resource to this program.

# Program Components and Strategies

## Belief 1 Learning

- Differentiated Instruction
- Learner's Individualized Plan
- Student Quarterly Goal Setting
- Curriculum articulation with RBR HS
- Integration of technology with instruction
- Emphasis on individual intelligences and learning styles
- Extensive use of real-world applications
- Assistive technology
- 1:1 Chromebook Initiative, Grades 3-8
- Emphasis on Performance Tasks

## Belief 2 Caring

- RBCS Code of Conduct
- Second Step Character Education Program, K-8
- Quarterly School Culture Surveys
- Responsive Classroom Approach
- Value of the Month
- Peer Mediation
- Social Skills Group
- Buddy Program
- Mentos Program
- Student incident problem-solving process

## Belief 3 Sharing

- Formal Service Learning Curriculum K-8
- School-wide service initiatives
- Class-level service projects
- Grade 8 Internships (Capstone Project)
- Community Partner Feedback Surveys

## **CHARACTER EDUCATION VALUE OF THE MONTH**

Red Bank Charter School has adopted monthly values for Character Education. These shared values guide our attitudes and behavior. Parents are encouraged to reinforce these values at home.

September:	Cooperation
October:	Persistence, Diligence, Perseverance
November:	Citizenship and Service
December:	Acceptance and Fairness
January:	Humor
February:	Courage
March:	Friendship
April:	Honesty
May:	Empathy and Caring
June:	Self-Discipline

## **RED BANK CHARTER SCHOOL ADMINISTRATION**

Dr. Kristen Martello, Head of School  
Ida West-Jones, Academic Administrator  
David P. Block, School Business Administrator  
Christopher McCarrick, Operations Administrator & Board Secretary  
Theresa Shirley, Business Manager

## **RED BANK CHARTER SCHOOL SUPPORT STAFF**

Matthew Strippoli, School Culture Coordinator  
Jill Socha, School Social Worker  
Nancy Woloszyn, School Nurse  
Julisa Frazier, Anti-Bullying Specialist

## **RED BANK CHARTER SCHOOL BOARD OF TRUSTEES**

Eric Wagner, President  
Anna-Maria Pitella  
Matthew Damm  
Meghan Deming  
Karen Flores  
Roger Foss  
John LeFever  
Donna McCourt

## **SCHOOL CONTACT INFORMATION**

Red Bank Charter School  
58 Oakland Street  
Red Bank, NJ 07701

(732) 450-2092  
(732) 936-1923 (fax)

Website - [www.redbankcharterschool.com](http://www.redbankcharterschool.com)  
Twitter - @rbcsnj  
Facebook – Red Bank Charter School

## **STUDENT ADMISSIONS POLICY AND LOTTERY SYSTEM**

By Resolution of the Board of Trustees, it is the policy of the Red Bank Charter School that, prior to a lottery, priority in enrollment of students shall be given to only the siblings of any student then enrolled who is a resident in Red Bank. It is further Policy that priority enrollment shall be given; first, to the sibling of any Charter School student then enrolled who is a resident of Red Bank; second, to any student who is a resident of Red Bank. Priority within each of the preceding categories following the lottery shall be determined in the order in which the applications are received.

If the number of applicants exceeds the number of places available, we will use a lottery system for selection. Applications are accepted on a rolling basis; however, in order to be considered for the lottery system, applications must be received by the application deadline.

RBCS conducts a weighted lottery as approved by the New Jersey Department of Education. Children who receive types of public assistance will have a 3:2 chance to be admitted. **Documentation for eligibility for this preference based on one of the qualifying factors listed below must be submitted with your application.**

Qualifying Factors:

- Child lives in Red Bank public housing
- Child lives in Section 8 housing
- Child/family receive SNAP/TANF benefits
- Child qualifies for free/reduced lunch at his/her current public school

The lottery will use a random selection process conducted by a professional accountant. The lottery will be held at a location that will be accessible to the public for observation. All numbers will be pulled in order to compile a waiting list of prospective students.

Residency procedures as of August 2019: Based on recent court decisions discussed by the BOT at the July retreat, supported by our solicitor Tom Johnston, and guidance provided from Acting Director of the Office of Charter and Renaissance Schools, Julie Bunt, RBCS will operate on the following:

- No changes will occur to the enrollment process of the Red Bank Charter School; specifically, students must be residents of Red Bank in order to be enrolled;
- Once accepted into the Red Bank Charter School, if a student moves out of Red Bank for any reason, they will retain their seat with the Red Bank Charter School until 8th grade unless the parent/guardian decides to transfer the student out. In this situation, students would need to enroll in their district of residence and then transfer to the Red Bank Charter School;
- Sibling preference would remain as it has been established in the Red Bank Charter School bylaws and supported by NJ Charter School Program Act: 18A:36A-8. Enrollment preference.



## **SCHOOL HOURS**

<b>TIME</b>	<b>PURPOSE</b>
7:30 am	School opens – students may enter the building and report directly to their classrooms.
7:30 am – 7:45 am	Breakfast program (Students will be provided breakfast the night before to eat at home; In the event a child was unable to have breakfast, the school will provide one for them to eat in their classroom.
7:30-7:40 am	Buses arrive at the School.
7:50 am	All students must be in the building – <b>Students are considered late to school if they arrive after 8:00 a.m.</b>
Phase 1: 8:00 –noon Phase 2: 8:00-2:00pm Phase 3: 8:00-4:00pm	Class activities

### **Administrative Offices**

The administrative offices are open from 7:45 am until 4:00 pm.

### **The RBCS Road Back Plan**

*All Parents/Guardians and Students are expected to read, understand, and follow the RBCS Road Back Plan, approved by the BOT in August 2020, for the 2020-2021 school year.*

## **SCHOOL ATTENDANCE POLICY**

The following information is being provided to be proactive in supporting all students in maintaining regular attendance. Not only does NJ State law requires that all children attend school regularly, students who attend school regularly are more likely to demonstrate better study habits, achieve high grades, and enjoy school to a greater degree than students who are often absent or late. Regular and prompt attendance is necessary in order for a student to progress with his or her class(es). A major factor in a student's lack of progress in school is often irregular attendance. Something important happens each period, each day. It is important that all students are here. Students and parents/guardians should be fully aware that what goes on in the classroom cannot be duplicated through make up work. When a student is absent, the educational experience of all the students in the class can be diminished. Regular and constant school attendance helps develop responsibility and self-discipline.

Children who are ill certainly need to attend to their health issues, and contagious illnesses need to be remedied at home and not be shared at school. Please email the school at [attendance@redbankcharterschool.com](mailto:attendance@redbankcharterschool.com) to advise of any absence from school.

According to the NJ School Register, students can only be identified as:

- Absent
- Present
- Excused for Religious Holiday
- Home Instruction

Student attendance will be monitored on a regular basis. Parents/Guardians should be aware of the following:

- Informational letter sent a 5 absences/tardies
- Second information letter will be sent at 10 absences/tardies
- A third information letter will be sent at 15 absences/tardies requiring a mandatory meeting with the Head of School to establish an action plan promoting regular attendance
- In the event a child reaches 20 absences in any given school year, a mandatory call will be placed with the Division of Child Protection and Permanency, as well as, a mandatory referral to the court system.

### **Late Arrivals and Early Dismissals**

Late arrivals and early dismissals are as disruptive to the education process as absenteeism. It is the responsibility of each student to arrive at school on time. Any student arriving later than **8:00 am** is considered late and must be issued a late pass from the main office. Parents/guardians picking up their children are required to provide proper ID to office staff.

**Family Vacations**

We understand that there will be times when family vacations can only be scheduled while school is in session; however, we strongly discourage families from scheduling family vacations during the school year as these days are considered unexcused absences.

We respectfully request that families schedule such important, often educational experiences during the school's vacation times. In the event that such arrangements are not possible, the office and respective teachers are to be notified in advance of the absence.

## **EMERGENCY SCHOOL CLOSINGS**

### **Blackboard Connect Communication System**

The Blackboard Connect Communication System promotes communication between the school and home, and will allow us to contact every home within minutes. RBCS will be using the system to inform you of important events, weather emergencies and to provide information in case of crisis.

### **Early School Closing**

During the course of the school year, school may have to close early due to inclement weather or some other emergency. In the 20-21 School year, learning may need to pivot to virtual instruction at a moment's notice. The Blackboard Connect system will be used to alert all families of an early closing or need to move to virtual instruction. Students will not be released early unless contact with the family has been made. It is important for the office to have a work or cell phone number where you can be reached.

### **Delayed Opening/Inclement Weather Closing**

During the course of the school year, it may be necessary to delay the opening of school or close early due to weather and road conditions. The daily schedule will be rearranged, and lunch will be served to all classes. Appropriate announcements will be made using the Blackboard Connect system, the Red Bank Charter School website ([www.redbankcharterschool.com](http://www.redbankcharterschool.com)), and News Channel 12 New Jersey (check your cable guide for station).

### **Fire/Security Drills**

Homeroom teachers will post a map of approved evacuation routes in each room and will instruct the students where their class post is located outside of the building.

The fire alarm consists of a pulsating horn and flashing light. Students must leave the building immediately by the nearest exit, moving quickly and quietly so that they can hear necessary instructions. They must proceed directly to their assigned post, and must remain at that post until the signal to return is given.

Security drills include fire, active shooter, evacuation (non-fire), bomb threat, and lockdown.

## **ACADEMIC PROGRAM**

The philosophy at RBCS is to develop the most intellectually and emotionally stimulating learning environment possible for its students through a living curriculum grounded in the essentials of the standards, the three beliefs of the charter, and the individual needs of each child.

We assume the responsibility for educating the *whole child*. It is essential to address all the intelligences; to provide a robust, rigorous curriculum in all the core content areas including the arts, regardless of the budget; and to provide support services and co-curricular activities to ensure that all children flourish.

### **Grading System**

#### **GRADING**

##### **Grading System**

##### Grades K-2

Students in grades K-2 will continue to receive a report card grade using the 4, 3, 2, 1 system.

Very Good (4) = Student excels in the knowledge of and independently  
applies grade level concepts, skills and strategies

Good (3) = Student understands and applies grade level concepts,  
skills, and strategies

Satisfactory (2) = Student is beginning to understand grade level concepts  
skills, and strategies

Needs Improvement (1) = Student does not understand grade level concepts,  
skills, and strategies

##### Grading Key, Grades 3-8

90-100	Student consistently exceeds objectives
80-89	Student consistently meets objectives
70-79	Student meets objectives with room for improvement
Below 70	Student consistently fails to meet objectives

##### Character Education, Service Learning, and Special Areas (PE/Health, Art, Music, World Language & STEM)

Students in grades K-8 will receive a report card grade using the following:

- O = Outstanding
- S = Satisfactory
- GN = Growth Needed

## **Progress Reports**

Progress Reports are sent home mid-marking period and reflect a student's academic progress in each subject area.

## **Report Cards**

Report cards are issued quarterly, following the end of each marking period, and are reviewed at Learner's Individual Plan (LIP) conferences.

## **Homework Guidelines**

Homework is a required assignment to be completed outside of class. It is reinforcement and necessary preparation in a given subject area assigned by the teacher. Since encouraging greater student responsibility for doing homework is an ongoing objective, each teacher will review the guidelines with their students and parents during the L.I.P. conference.

## **AFTER SCHOOL PROGRAM**

After school support with assignments, study skill techniques and organizational strategies is available for all students through the Study Buddies Program and in the Extended Study Buddies Program for designated students based on grades. The Study Buddies Program is available Monday through Friday from 4 pm to 5:30 pm.

Due to COVID-19, the afterschool program will not be available in the fall. Implementation of the afterschool program will be reviewed as the year progresses.

## **SUMMER INSTITUTE/EXTENDED SCHOOL YEAR**

The Summer Institute is a 5-week summer program where students in cross-age groups participate in experiential learning workshops. Language Arts and Mathematics lessons based on the NJ Student Learning Standards are incorporated into each workshop through activity-based learning. The Summer Institute program also includes a 5 week School Readiness Skills program for incoming Pre-Kindergarten and Kindergarten students.

The Red Bank Charter School Summer Institute has been recognized as a Best Practice in extending the school year by the Effective Practice Incentive Community (EPIC) program.

## **AWARDS, HONORS AND RECOGNITIONS**

### **Charter Champions**

Each month there is a ceremony celebrating the special achievements of one or two students in each grade. The entire school population and the families of the honored students are invited. The family is normally contacted a few days before the ceremony so they can plan to attend the ceremony.

### **Academic Awards**

Awards are conferred at the end of the school year to students in grades K-8 for outstanding achievement in the core content areas and demonstration of character and service. An awards

ceremony is held in June. Parents will receive notification from the teacher if their child is receiving an academic award.

### **Eighth Grade Honors**

- Valedictorian - the student with the highest Grade Point Average (GPA);
- Salutatorian - the student with the second highest GPA;
- Count Basie Performing Arts Award – the student recognized for their commitment and passion for the performing arts;
- CCO Humanitarian Award - the student recognized for actions that demonstrate a genuine commitment to caring about others;
- David C. Apy Service Learning Award - the student recognized for actions that demonstrate contributions to their larger community;
- Meredith S. Pennotti Vision Keeper Award - the student recognized by the faculty and administration for seeing, feeling and acting on the dream that is the mission of the Red Bank Charter School.

## **ATHLETICS**

The Red Bank Charter School offers a comprehensive athletic program. Students in grades 5-8 are invited to sign up for athletics. We offer:

- Fall – Boys & Girls Soccer, Boys & Girls Cross Country
- Winter – Boys & Girls Basketball
- Spring – Baseball, Softball, Co-Ed Tennis

Due to COVID-19, the athletics program will not be available in the fall. Implementation of athletics will be reviewed as the year progresses.

### **Physicals**

Physicals are required before participating in a sport. Physical forms can be picked up at the nurse's office or downloaded from the website. Please contact Nurse Nancy Woloszyn (732-450-2092 ext. 15) if you have any questions about the forms.

### **Communication**

Communication is done exclusively through the Remind App. Coaches will give athletes and parents the code for each individual sport. Parent concerns shall be directed first to the coach.

### **Athletic Awards**

Awards are conferred at the end of the school year recognizing those students who excel on the Red Bank Charter School athletic teams. An awards picnic is held at the end of May. Each athlete will receive a certificate of participation in each sport they joined. In addition, three awards (Most Valuable Player, Most Improved, Spirit) will be awarded for each sport.

Two awards are given solely to 8<sup>th</sup> grade athletes:

- David Prown Athletic Commitment Award - presented to one male and one female 8<sup>th</sup> grade athlete who embodies the idea of perseverance and dedication
- Blue Storm Award – presented to one male and one female 8<sup>th</sup> grade athlete who demonstrates the characteristics of leadership, commitment, motivation and enthusiasm

## **SUPPORT SERVICES**

RBCS continues to provide for the needs of all of our children on an individual basis. The goal for students with educational disabilities is to support them in the least restrictive environment. To this end, consistent with policy, students with educational disabilities have additional services and instructional options available to them from the Child Study Team (CST) and teachers of the handicapped per their I.E.P.

ESL and LEP plans follow the guidelines outlined on the NJ Department of Education website. The curriculum emphasizes the state standards in the respective grade levels with a focus on the acquisition of language arts skills and improving and expanding each individual student's background knowledge.

Individual performance on state assessments and teacher recommendations are used to identify students who would benefit from receiving Basic Skills instruction in Language Arts and/or Mathematics.

An Intervention Resources and Services (IR & S) Committee responds to referrals from teachers or parents and functions according to established guidelines. The Committee reviews documentation and suggests intervention strategies including referrals to outside agencies, and conducts timely follow-up sessions. A school social worker provided counseling support services for all students and families.

A Spanish-speaking faculty member serves as liaison and is available to support the Hispanic parents.

A full-time School Culture Coordinator/Counselor is available to students for support academically, socially, and emotionally throughout the school day.

## **EXPECTATIONS FOR SCHOOL CLIMATE AND STUDENT BEHAVIOR**

Red Bank Charter School students are expected to behave and conduct themselves in a manner that will contribute to the development of an orderly community of learners.

We believe that positive student attitude and positive behavior are key elements to effective learning. It is important to teach students that their attitudes and actions can be directly related to their academic success.

With support and assistance from school staff and family members, all students have the capacity to demonstrate actions that build an effective school culture and enhance individual learning.

## **CODE OF CONDUCT**

Each class will generate a list of acceptable behaviors for their students. School is about learning. Disruptions stop the learning process for both the student and the class. As a result, the student creating the disturbance will make up that lost learning time. In addition, the teacher will discuss the situation with the student and suggest ways of improving the behavior. The teacher will also discuss the student's behavior with the parents during their Charter Chats.



## **BEHAVIORAL EXPECTATIONS**

**Purpose:** To ensure a nurturing and safe environment for students to learn while incorporating academic and social-emotional skills so students can do their best learning. To prevent the likelihood that behaviors will escalate or reoccur. To provide guidelines for students and school personnel regarding preventative measures and responses to behavior.

### **Student Rights:**

Teachers will set high expectations and teach students how to meet them. Establish a safe classroom with routines that promote autonomy and independence using positive reinforcement and respect. Build a sense of community and shared purpose. Set classroom goals and reflect/discuss the success in meeting these goals. Teach students 21st century skills such as critical thinking, problem-solving, communication, collaboration, creativity, and innovation.

It is critical to have high expectations for all students, including your student who has a disability, unless there is an identified need in the student's Individual Education Plan (IEP). Any change in expectations for student behavior is determined through the IEP process and should be clearly stated in the student's IEP.

Students will be given an opportunity to reflect on their behavior, discuss related issues and concerns in private and given an opportunity to change.

Teachers will treat students with courtesy, respect and with an understanding of individual needs. Corporal punishment will not be used. Administrators can become involved in a situation when they feel it is appropriate.

Referrals will be made to provide appropriate interventions if appropriate.

Conferences will be scheduled to discuss concerns with other teachers, administrators, and parents.

Students and their parents will receive advance notice of behaviors that could result in suspensions.

### **Behavioral Supports, Interventions and Strategies:**

- Build a rapport with the student. Student-teacher conference.
- Parent conference, teacher-teacher conference, administration conference.
- Provide a behavior contract
- Restrictions or loss of privileges
- Reward positive individual and class behavior regularly, provide natural positive rewards
- Provided a variety of accommodations and strategies such as:

assistance with skills, organization/time management strategies, positive support plan, movement breaks, leadership opportunities, selective seating, extra time, identify student strengths, opportunities for calming techniques, self-regulation, time for self-reflection and/or 1:1 discussion with a teacher, provide mentors, provide supervision or support during unstructured time, consistent use of responsive classroom language.

- Refer to Responsive Classroom techniques
- Use Ambassadors as role models
- Teach and model self-reflection
- Provide a Safe Space, with supplies available, for students to reflect, decompress, self-regulate
- Provide mindfulness techniques to help manage emotions and behavior
- Role play and model using “I” messages to promote good communication

\*If positive supports, strategies and accommodations haven’t worked, have you provided temporary and appropriate deprivation of privileges such as participation in sports and other activities.

\*Consider referring students to the school nurse to rule out medical issues, the I&RS Committee, conferences with other staff and parents, and other I&RS resources to develop strategies.

\_Consider - Is an incident report warranted or other system of tracking and reporting behavior.

### Remediation and Responses

<u>Violation</u>	<u>Initial Responses</u>	<u>If interventions continue not to work</u>
<u>Tier I:</u> Inappropriate language Putdowns Disrespect Horseplay Destruction of school supplies Defiance of authority	<b>Verbal Discussion &amp; Reprimand, Natural Consequence, Notify Parent, Interventions, Apply self regulation techniques</b>  <b>Work missed must be made up.</b>  <b>Other Response Options:</b>  <b>Reflection response</b> -example “shut up”, find 10 other ways to ask someone to hush. Use Reflection cards as a tool	Report to administration for follow up  Follow up with parent & I&RS committee  Write up incident report if appropriate  Late to school: Saturday school or after school detention to make up for

<p>Failure to wear school seat belt</p> <p>Misuse of computers</p> <p>Leaving the classroom without permission</p> <p>Breaking School Uniform/Face Covering</p> <p>Late To School</p>	<p><b>Release time :</b> Go to Safe Space to cool down, use self regulation strategies and get back into a good state</p> <p><b>Computer :</b> take computer use “course” for homework</p> <p><b>Defiance:</b> reflect on why feelings of defiance were projected</p> <p><b>Putdowns:</b> immediately rephrase in constructive way or must be followed up with a positive message to person instead (1 wrong followed by 1 right)</p> <p><b>Leaving the classroom:</b> loss of ability to leave the classroom alone; must be accompanied by staff member</p> <p><b>Dress Code:</b> Must Change; Call home if repeated; talk with admin</p> <p>Late to school: talk with student; parent; lunch detentions</p> <p><b>Loss of privileges</b></p> <p><b>Complete ABC chart for information</b></p> <p><b>Refer for more support- I&amp;RS, school based counselor, etc</b></p> <p><b>Speak to staff team and/or administration</b></p>	<p>missed time.</p>
<p><u>Tier 2:</u></p> <p>Minor destruction of property</p> <p>Harassment, intimidation or bullying</p>	<p><b>Verbal Discussion &amp; Reprimand, Natural Consequence, Notify Parent, Interventions, Speak to Administration, Apply self regulation techniques</b></p>	<p>Report to administration for follow up</p> <p>Follow up with parent</p>

<p>Making threats</p> <p>Physical disrespect</p> <p>Cursing or vulgar language</p> <p>Cheating</p> <p>Forgery</p> <p>Disrespect directly to teacher</p> <p>Refusal to wear a face covering</p>	<p><b>Write up incident report if appropriate</b></p> <p><b>Work missed must be made up.</b></p> <p><b>Refer for a HIB investigation</b></p> <p><b>Instant zero grade for cheating</b></p> <p><b>Refer for more support- I&amp;RS, school based counselor, etc</b></p> <p><b>Refer to Perform Care or other support service</b></p> <p><b>Other Response Options:</b></p> <p><b>In School Suspension</b></p> <p><b>Reflection activity</b></p> <p><b>Property:</b> do some type of community service for the school or the person - breaks a pencil, sharpens all pencils in classroom/school (excessive)</p> <p><b>Cheating:</b> younger grades: loss of privilege; older grades: research legal consequences of plagiarism or cheating</p> <p><b>Vulgar Language:</b> find 10 ways to express self other than in disrespectful ways</p> <p><b>Making Threats/Physical Disrespect:</b> Police action as per school policy -non truthful threats - phone call home to alert parents? Less severe than policy but still "scared straight" idea?</p> <p><b>Loss of privileges</b></p>	<p>and I&amp;RS Committee</p> <p>In School Suspension</p> <p>Loss of team sport participation privileges</p> <p>Saturday Detention</p>
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<p><u>Tier 3:</u></p> <p>Vandalism,destruction of property</p> <p>Assault to peer or staff person</p> <p>Fighting</p> <p>Stealing</p> <p>Weapons</p> <p>Skipping or leaving school</p> <p>Use of drugs/alcohol</p> <p>Smoking</p> <p>H.I.B.: Depending on severity of incident; examples include disregard to personal space; making someone feel uncomfortable</p>	<p><b>Verbal Discussion, Notify Parent, Possible Suspension, and Police Involvement, speak to Administration, meet with parents</b></p> <p><b>Referrals to Perform Care or other support service</b></p> <p><b>Write up incident report</b></p> <p><b>In School Suspension</b></p> <p><b>Refer for more support- I&amp;RS, school based counselor, etc</b></p> <p><b>Loss of participation privileges in sports, other school events with administration guidance</b></p> <p><b>Response Options:</b></p> <p><b>Police Action</b> for all (local enforcement) In-school or out of school suspension will include reflective essay/project on severity of incidents</p> <p><b>Fight:</b> sent home &amp; one day suspension</p> <p><b>Assault:</b> police action and suspension (days based on severity) minimum of 2 days in-school suspension</p> <p><b>Skipping school:</b> in school suspension with required school work being completed AS WELL as a reflective essay/project on value of school time</p> <p><b>Drugs/Alcohol/Smoking:</b> in school suspension with required school work being completed &amp; reflective project on effects/damages of substance</p>	<p>Report to administration for follow up</p> <p>Follow up with parent and I&amp;RS committee</p> <p>Write up incident report</p> <p>In School Suspension</p> <p>Police action if determined appropriate</p> <p>Suspension</p> <p>Expelled after 3 separate incidents</p>
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	being used  <b>H.I.B.:</b> Complete Incident Report; HIB Investigation	
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**SUSPENSION POLICY**

The Head of School has the authority to temporarily suspend a student from school following severe misconduct, as authorized in the Red Bank Charter School Handbook. Parent conferences with the Head of School will be mandatory before a student is re-admitted following a suspension.

Any student who commits an assault on a teacher, administrator, trustee or other employee or volunteer of the Red Bank Charter School will be suspended from school immediately. In keeping with the law, any and all illegal and/or criminal behavior will be reported to the local police department by the Head of School.

**DRESS CODE**

Students must maintain uniform dress code throughout the entire day. If a child is not dressed properly for school or physical education activities, the school will contact the parent to bring appropriate clothes.

<b>For Boys and Girls, All Grades</b>	<b>Colors</b>
<b>Dress Uniform</b> Short or long sleeve Polo Shirt with RBCS logo, interlock Chino shorts or pants, long uniform skirt for girls	Navy Khaki
<b>Gym Uniform</b> Short sleeve gray shirt with RBCS logo, blue mesh shorts, Navy sweatshirt and navy nylon gym pants for winter.	Gray/Navy
<b>Shoes</b> Closed toed, neutral colored shoe Sneakers for gym class <b>only</b>	Brown, Black, White
<b>Socks, stockings or tights</b>	Black, White, Navy

## **TECHNOLOGY**

The primary purpose of the Red Bank Charter School's electronic communications network and technology is to support and enhance learning and teaching that prepares students for success. Providing access to technology is an investment in the future of both our students and faculty and directly supports the Red Bank Charter School's mission of celebrating individuality, appreciating cultural diversity, mastering conflict resolution, and insisting on accountability by all as the foundation for good citizenship.

The Red Bank Charter School believes that electronic communication is a tool for life-long learning, and that access to the electronic resources and technologies can promote educational and organizational excellence. We believe responsible use of these electronic resources and technology will enable students and faculty to broaden their knowledge.

### **Chromebooks**

Students in grades 3-8 will be issued a Chromebook during the first week of school if they do not already have one. Students must report any issues to a teacher immediately. If a Chromebook is damaged, a report will be filed with an administrator and students may be subject to consequences as per the code of conduct.

### **E-Mail Use**

Students will receive a Red Bank Charter School email for use. Students will not be able to receive or send emails to anyone outside of the Red Bank Charter School network. Therefore, communication is limited directly to anyone with a Red Bank Charter School email.

### **Acceptable Use Policy**

Parents and students will have a chance to review and sign the technology acceptable use policy at the start of each school year. Inappropriate use of the Internet may result in loss of privileges of school computers. Parents will be notified immediately if this should occur. A copy of the acceptable use policy can be found at the end of this handbook.

## **NUTRITION PROGRAM**

RBC seeks to provide healthy, nutritional school breakfast and lunches. Our goal to cultivate health and fitness is another way of implementing our beliefs and educating the whole child.

Monthly calendars with the breakfast and lunch menu are sent out via backpack and posted online.

For information and the application for free or reduced meal benefits, please visit [www.redbankcharterschool.com](http://www.redbankcharterschool.com).

A copy of the Wellness and Nutrition Policy can be found on the website.

## **HEALTH SERVICES**

The goal of the health professionals at Red Bank Charter School is to promote a healthy lifestyle for the school community through education and health services. We believe in strong communication between students, families and outside providers to support quality emotional and physical health to optimize the learning opportunities for each child.

### **Medications**

Medications cannot be administered at school without proper documentation. If your child needs medication administered at school, forms are available in my office. Please do not hesitate to call the school nurse with any questions or concerns.

1. Tylenol and Advil may be given to children in the 4th through 8th grade with a proper signed consent form.
2. Medication, whether prescription or non-prescription, must be in the original container.
3. A doctor's note must accompany any medication specifying what it is for and when and how long it should be given.
4. All medication should be brought to and from the school by the parent.

### **Visiting Nurse Association (VNA)**

Should your child need to be seen for a condition that requires medical attention, we have the service of a Nurse Practitioner from the VNA , who comes in as needed, when available. If you would like to take advantage of this service, a permission form is required.

### **Screenings**

The Nurse will provide yearly screenings for height, weight, BMI, hearing and vision. Scoliosis screenings will be provided for grades 5 and 7.

### **Mobile Dentist**

The Mobile Dentist visits twice per year to provide dental service to our students. They accept most insurance plans and provide grants and reduced rates for those who do not have insurance.

### **Health Concerns**

Please notify the school nurse of any health concerns you may have for your child so they can receive the proper care they need to succeed in and out of the classroom.

### **Athletic Physicals**

Forms are available in the nurse's office. Physicals are valid for one year from previous date.



## **DROP OFF AND PICK UP FROM SCHOOL**

### **Drop Off**

- The Drop Off zone spans the yellow curb directly in front of the school on Oakland Street.
- Cars may line up at the yellow curb to drop off children.
- Cars must move on immediately after the child(ren) reaches the front gate. A teacher will be at the door to ensure they safely and swiftly enter the school.

### **Late Arrivals**

- The door will be locked promptly at 8:00 am
- Late arrivers must sign in at the front desk before proceeding to class.
- Please email ([attendance@redbankcharterschool.com](mailto:attendance@redbankcharterschool.com)) if you know your child(ren) will be arriving late for school

### **Pick Up**

#### **Walkers**

- Children who walk home from school or are being picked up via a walking parent/guardian will be dismissed in the back playground.
- Parents/guardians must pick up their children from the back. Due to safety concerns, we are asking that no congregation occur outside the side gate in the driveway. Please head immediately to the basketball court as early as 3:50.
- Children will be kept on line until their pick up arrives.

#### **Car Riders**

- Children who ride in cars will be picked up at the front of the school in the designated area.
- Cars will pull up at the yellow curb to pick up children.
- Drivers must be prepared to wait on a queue if necessary. **Please do not jump the line.** With everyone's cooperation, the wait time should be minimal.
- The assigned dismissal teacher will help the children into the vehicle.
- Once the child(ren) is in the car safely, the driver must pull away to make room for the next car.

#### **Bus Riders**

- Children who ride in a bus will line up along the front fence.
- When the bus arrives, a designated teacher will escort the students to the bus in a group.

### **Additional Procedures**

**No vehicles can pull into the school parking lot at morning drop off or dismissal.**

If you need to come into the school at peak hours, park on a side street and walk to the building.

**No child will be allowed to cross the street in the middle of the block.**

Please do not wave your child across the street or cross with them in the middle of the block. Cross only at the corners in the crosswalks where there are crossing guards.

**You must notify the office**, either with a phone call or in writing, of any change in the transportation arrangement for your child for the day. Otherwise, in the interest of safety, we will not dismiss the student.

## **BUS TRANSPORTATION**

Bus transportation is arranged through the Red Bank Borough Board of Education. Bus passes are distributed to eligible students at the beginning of every school year.

In the interest of safety and acceptable conduct, students must maintain good behavior at all times both at the bus stop and while riding the bus. ***The Code of Conduct applies both in school and on the bus.*** Poor conduct on the bus can place students' safety at risk. The following are the basic rules for bus conduct:

1. Fasten your seatbelt and remain in your seat while the bus is in motion.
2. No eating or drinking on the school buses.
3. Keep all parts of your body – hands, arms, head, legs, etc. – inside the bus. Do not extend them out the windows. **No exceptions.**
4. Until further notice, all students must wear face coverings at all times including while riding the bus.

### **Consequences of Violations of Bus Conduct**

- The first bus violation will result in a **warning**.
- The second violation will result in a **one week suspension from the bus**.
- Upon a third violation, the student's **bus privileges will be revoked for the remainder of the year**. The parent will be responsible for providing transportation.

## **GLOSSARY OF RBCS TERMS**

This list is intended to help new RBCS families learn the terms used in the school. Usually, this type of information is learned as you go along, informally, from other parents, teachers or school administration. This glossary was put together as a supplement to other school documentation, so please continue to consult the Family/Student Handbook, school calendar, and other official communications you receive. And of course, ask your child's teacher if you have any questions.

<b>Backpack</b>	The "backpack" is a means of communication between RBCS and your family. It is a flyer that often contains important, timely information regarding changes to the school calendar, upcoming school events, fund-raising events, etc. It gets sent home with your child in their backpack (hence the name!).
<b>BOT</b>	The Board of Trustees (BOT) performs a similar function as a Board of Education does in other public schools. There are differences, however, and the by-laws and board minutes are provided on the school website, <a href="http://www.redbankcharterschool.com">www.redbankcharterschool.com</a> . BoT meetings are public meetings and are held in the RBCS Library, typically once a month. Check the school calendar for scheduling details.

<b>Book Fair</b>	This is a book sale by Scholastic Books run by the CCO. It takes place at school and normally is held once or twice a year during LIP conferences.
<b>Buddies</b>	RBCS has a buddy system, pairing children across grade levels. Your child may come home talking about his/her “5th grade buddy”, etc. They may have more than one buddy and share various school activities with them.
<b>Charter Champion</b>	Each month there is a ceremony celebrating the special achievements of, typically, two students in each grade. The entire school population attends and the families of the honored students are invited. The family is normally contacted a few days before their child is selected so they can plan to be at the ceremony. The selection is a surprise to the students but often they guess when they see which parents are in school that day!
<b>Charter Chat</b>	This is a means of regular communication between teachers and families. It may take place in person, on the phone, or by email.
<b>CCO</b>	The Charter Community Organization (CCO) is the organization of RBCS families working with the RBCS faculty, administration, RBCS Foundation, and BoT to help raise funds and coordinate volunteers for the benefit of the RBCS learning environment. You may be familiar with PTA or PTO organizations in other schools, which are similar. Every family with a child in RBCS is automatically a member of the CCO. There are no additional forms to fill out - just come and join in at any meeting to find out how you can take part! The CCO meets once a month for about one hour. Committees may have additional, separate meetings as needed.
<b>Classroom Parents</b>	This parent (or parents) will communicate with the teacher to help with different events throughout the year, organize the class dinner, and collect money for various gifts or classroom needs.
<b>Dress-Down Day</b>	At various times during the year, there will be dress-down days. Sometimes there are themes (e.g. wear a special color shirt) and sometimes there is no theme. Communication will go out via Remind App, social media, email, blackboard, and/or flyer. Please no ripped jeans for dress-down days.
<b>Eighth Grade Fashion Show</b>	This annual event provides an opportunity for the 8th graders to shine in both formal and casual wear. The 1st and 3rd grade “buddies” also join in for the casual wear. The 7th grade students and parents assist with the concession stand and silent auction. Traditionally, every grade provides a themed basket for the silent auction. This is a major fundraiser for the 8th grade class trip.

<b>Family/Student Handbook</b>	The official handbook issued by the school, which contains the school mission, operational procedures, rules, policies, expectations for students, and other important information.
<b>Gym Days</b>	Each class has gym multiple days per week and must wear their gym uniform on these days.
<b>Half Day</b>	When school is in session for a half day, this means a 12 noon dismissal. Lunch is always served, so if your child brings a lunch from home, be sure to pack one on half days. If the child has gym on a half day, they wear their gym uniform.
<b>Halloween Parade</b>	On Halloween, or the designated day, the entire school will parade around town during the afternoon. We invite families to line the streets on our route (Monmouth St. or Broad St.). Students may wear appropriate costumes to school.
<b>International Day</b>	A performance task put on by students in grades K-8 with a global reaching theme. Each class researches a country aligning with the theme and immerses the audience in the country while detailing the theme in a unique way. We invite parents and local community members to participate. International Day is held annually in October.
<b>LIP Conferences</b>	Learner's Individual Plan (LIP) conferences occur at the beginning of each marking period. Teachers, parents, and students attend to discuss academic and social progress. Check the school calendar for dates and the classroom teacher for scheduling details.
<b>Mentos</b>	Monthly program where students in grades 4-8 are paired up with a current faculty member. Teachers and students build relationships outside of the academic classroom. Activities occur throughout the program to support character and service.
<b>Omni Room</b>	The Omni Room is the all-purpose room at RBCS. It is used for morning community gathering, lunch, meetings, events, and more!
<b>Remind App</b>	Utilization of this app occurs to communicate with parents/students. Your child's teachers will provide the individual class codes at the first LIP Conference or you can find them on the Faculty section of the RBCS website. Remind is also used for athletics. Coaches will provide individual sport codes.
<b>RBCS Foundation</b>	A non-profit organization that raises funds solely for RBCS.

<p><b>STEAM Expo</b></p>	<p>This annual performance task event to demonstrate students' knowledge gained from STEM projects to parents, students, and visitors. It also showcases student's work in the visual and performing arts. Check the school calendar for scheduling details.</p>
<p><b>Used Uniform Sale</b></p>	<p>This CCO committee organizes the collection of outgrown uniforms and sells them at bargain prices at various sale times throughout the year. Sales are normally held at LIP Conferences and once during the summer. If there is a "uniform emergency" or an otherwise urgent need, you can also contact the school nurse.</p>

## **HARASSMENT, INTIMIDATION AND BULLYING (HIB)**

HIB Coordinator: Dr. Kristen Martello

HIB Specialist: Julisa Frazier

Harassment, Intimidation and Bullying is any gesture, any written, verbal or physical act, or any electronic communication (single or a series of incidents), that:

- Is reasonably perceived as being motivated by any actual or perceived; characteristic (such as race, religion, national origin, gender, etc.);
- Takes place on school property, at any school sponsored function, or off school grounds (as further explained);
- Substantially disrupts or interferes with the orderly operation of the school or the rights of other students.

And that,

- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in a reasonable fear of physical or emotional harm to his person or damage his property,
- Has the effect of insulting or demeaning any student or group; or
- Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

## **PARENT RIGHTS AND SCHOOL RESPONSIBILITIES TO PARENTS**

### **If Their Child is Involved in a Reported HIB Incident:**

- Parents must be informed by the principal or designee the same day their child has been reported as a victim or offender in an HIB incident
- Parents of HIB offenders and victims must be provided with the following written information about an HIB investigation affecting their child within 5 days after the results of the investigation are reported to the Board of Trustees (BOT)
  - o The nature of the investigation
  - o Whether the district found evidence of HIB
  - o Whether discipline was imposed or services provided to address the incident of HIB
- Parents may request a hearing before the BOT after receiving the information
  - o The hearing must be held within 10 days of the request
  - o The hearing must be held in executive session to protect the confidentiality of the students
- Parents must be notified of the BOT's written determination to affirm, reject or modify the Chief School Administrator's decision
  - o Made at the BOT meeting following its receipt of the HIB report
- Parents have a right to appeal

**The Complete HIB Policy is available on the RBCS website, [www.redbankcharterschool.com](http://www.redbankcharterschool.com)**

## **RED BANK CHARTER SCHOOL GRIEVANCE PROCEDURES**

An advisory grievance committee hears complaints on the part of individuals or groups who allege a violation of the provisions of the school's charter. This grievance committee consists of parents and teachers. The grievance and complaint review process includes:

1. Written description of the grievance, along with any supporting documentation, to be presented by the aggrieved party to the grievance committee no later than one month after the fact;
2. Committee review of the grievance and all supporting materials along with interview of the aggrieved and other relevant parties within one month's time;
3. Committee decision within one week's time or a call for more information, in which case the process starts again with step 2;
4. The advisory grievance committee makes its decision and non-binding recommendations concerning the disposition of the complaint known to the school's Board of Trustees;
5. The Board of Trustees considers the recommendations of the grievance committee at its next regularly scheduled meeting and renders a decision;
6. If the Board decides wholly or partially for the aggrieved, any remedial action is to be taken as expeditiously as possible;
7. If the aggrieved is dissatisfied with the Board's decision, an appeal may be made to the Commissioner of Education.

**RED BANK CHARTER SCHOOL ACCEPTABLE USE POLICY**



**Acceptable Chromebook and Email Use**

We will be using Google Apps for Education running on an Internet domain purchased and owned by the school and intended for education use. These apps are property of Red Bank Charter School (Red Bank Charter School K-12 Apps for Education) and are subject to audit and monitoring. Your child's teachers will be able to use Red Bank Charter School K-12 Apps for Education for lessons, assignments and communication. They are also available at home, the library, or anywhere with Internet access.

Students will have limited email access, they will only be able to send and receive correspondences from faculty and students of the Red Bank Charter School. The student email is filtered to protect from harmful content from inappropriate sites. Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. The school use of student information is solely for education purposes.

As with Red Bank Charter School Electronic Resources Acceptable Use Policy students and faculty should use the email in a responsible, efficient, ethical and legal manner in accordance with the mission of the school. Use of Red Bank Charter School K-12 Apps for Education that is inconsistent with these policies may result in loss of access as well as other disciplinary or legal action.

<u>Action</u>	<u>Consequence</u>
Damage	If damage is determined not accidental/ intentional, student is responsible for repair or replacement.
Vandalism/Intentional misuse	Lose CB for that period. Student must stay after school to make up any missed or incomplete assignments
Off-task or non-academic use	<ol style="list-style-type: none"> <li>1. first time offense-notify parents</li> <li>2. second offense- after school to make up work</li> </ol>
Hacking	Logging in to someone else's account (or giving your password) will result in Saturday School.

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

\_\_\_\_ I give permission for my child to use Red Bank Charter School K-12 Apps for Education. By doing so, I agree to enforce acceptable use when my child is off District Property.

\_\_\_\_ I do not give permission for my child to use Red Bank Charter School K-12 Apps for Education. By not agreeing, I am aware that my child may not have access to certain technological resources such as email and shared collaboration tools.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_



The Red Bank Charter School is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, race, color, religion, national origin, gender, marital status or veteran status, sexual preference, the presence of a non-job related handicap, genetic information or any other legally protected status.