



Caroline L. Reutter School

Reutter School Families:

I hope that you have enjoyed this summer and are looking forward to beginning the academic year at Caroline L. Reutter School.

Please note the various, important notifications and procedural items included in this newsletter.

In particular, information has been provided regarding the district's attendance, HIB, and dress code policies along with the arrival/dismissal procedures and immunization regulations. Additional information will be provided in the student handbook, which will be distributed to all students on the first day of school. Please ensure that you review these documents.

For both new and returning students, I look forward to an educationally rewarding upcoming school year. We have been working hard over the summer break to make the school a pleasant environment for your return.

Our district is committed to maintaining open lines of communication with staff, students, parents and community members. These efforts will keep everyone informed and up to date on current COVID-19 transmission, prevention, and control measures the district has in place. As we have done in the past, the district I will continue to post weekly COVID-19 school-based activity in the weekly email sent to our school community.

Please feel free to call or email with any questions that you may have regarding the upcoming 2022-2023 academic year.

Educationally Yours,
Mr. Peters

Please stop by and visit Reutter School on August 30 from 9 AM—11 AM for our Annual Open House.

This is a perfect opportunity to meet the main office staff, drop off medications, and take a tour of the school building.

There will be a special introductory presentation geared for incoming fifth grade and newly enrolled students provided by the school's principal at 9:30 AM.

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September 2022



Special Dates of Interest:

| | |
|-----------|----------------------------------|
| 9/6 | First Day of School |
| 9/9 | Individual/HR Pictures |
| 9/13-9/15 | Book Fair |
| 9/15 | Back to School Night, 5:45 PM |
| 9/16 | Character Color Day—Blue & White |
| 9/30 | Reutter RAM Day |
| 9/30 | Character Development Assembly |
| 10/3-7 | Week of Respect |
| 10/10 | School's Closed |

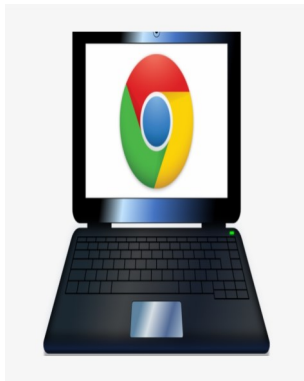
A Look Ahead...

- * Open House, Aug. 30 (9 AM—11 AM)
- * First Day of School is September 6
- * Individual and Homeroom Pictures will be taken on Sept. 9
- * Reutter School Book Fair (September 13-15)
- * CLR Back to School Night will be held on Sept. 15
- * Week of Respect (October 3-7)

1:1 Chrome Book Initiative

Reutter School is pleased to announce that all fifth and sixth grade students will be continuing to receiving a chrome book for their educational use during the upcoming school year.

A 1:1 chrome book initiative handbook, which details the particular aspects of this program, can be found on the school's website under the "Student Technology" link.



A Special Welcome to CLR...

Please welcome the following new faculty members to Reutter School as we start the upcoming academic year:

Miss Jessica Heritage—Art Teacher

Mrs. Ashley Martinez—ELA Teacher

Mrs. Ashley Carpenter—ELA/SS Teacher

Miss Kaitlyn Reim—Science Teacher

Miss Alysha Cook—Special Education Teacher



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The Core Value for the month of September is Respect

Caroline L. Reutter School is committed to sustainability, with the goal to be the educational leader in environmental excellence. Please help conserve energy, water, and reduce waste for a sustainable future.



PTO Message

The Reutter PTO would like to welcome you back to school. We have a lot of activities planned for the upcoming 2022-2023 school year. We are busy gearing up for our school year by forming various committees to manage PTO-sponsored programs. Parents are encouraged to actively participate in our school's PTO through attending meetings and events.

Please join us for our first PTO meeting of the year on Thursday, September 15 at 7:30 p.m. in the Reutter School cafeteria. (immediately following Back to School Night)

The Scholastic Book Fair will be held from September 13-15 during

your child's regularly scheduled library class time. Students will also be permitted to attend the book fair during their library and enrichment periods.

Here's how the Book Fair works: During the week, each child visits the Book Fair with his/her class and makes his/her purchases. We have books for all ages, including adults! You will be happily surprised at the varied selection and reasonable prices.

Thank you for your support!

- CLR PTO Executive Board

The PTO will be sponsoring their Annual Fall Scholastic Book Fair during the week of September 13-15.

Students will be able to attend the Book Fair during their scheduled library class time and enrichment period.

Regular school communications will provide a general overview of a variety of topics about our school and district. Additional information can be acquired through the Township of Franklin Public Schools website. Parents may access updated information by logging onto the website at www.franklintwpschools.org. From the Home Page, parents can view District News and Upcoming Events. All Policies and Regulations can be accessed through the "BOE" tab. Click on the "Schools" tab for Caroline L. Reutter School information such as News and Announcements, Staff Directory and the Monthly Calendar. Included under the "Parents/Students" tab are the monthly lunch menus, the Realtime Parent Portal link and Teacher Websites.

In addition to our school website, weekly emails will be sent out in order to inform CLR families about what has occurred over the past week at school as well as a preview upcoming events.

Highlights of the school are also frequently Tweeted using #reutterrocks.

Stay Updated with Reutter School News and Events

- ◆ Weekly Email
- ◆ Website Postings
- ◆ Attend our School Events
- ◆ Follow us on Twitter at #reutterrocks

Reutter School Integrates Social and Emotional Learning

As part of a district Strategic Planning Goal, Reutter School will continue to integrate social and emotional learning concepts within all aspects of the school. Social and emotional learning enhances students' capacity to integrate skills, attitudes, and behaviors to deal effectively and ethically with daily tasks and challenges. There are five core competencies that we will be focusing on while integrating social and emotional learning:

- Self-Awareness
- Self-Management
- Responsible Decision-Making
- Relationship Skills
- Social Awareness



Teachers will meet with their homerooms and classes to discuss these important competencies through class meetings, lessons, and school-wide assemblies.

Character Development at CLR

Reutter School's Award-Winning Character Development Program will focus on specific Character Traits over the course of the school year. Coupled with SEL integration, students will learn about how to be productive citizens while promoting

the acceptance of others. The school's character development committee has planned a variety of activities to promote our character development program along with our weekly-based Olweus Anti-Bullying Program Class Meetings.

HIB

Bullying behaviors are intentional, hurtful acts conducted by one or more individuals toward another. They can include insulting behaviors, threatening behaviors, or shunning behaviors. An imbalance of power typically exists between a bully and his or her target, but this is not always the case. Bullying can take the form of physical, verbal, emotional, or sexual misconduct. The harm caused by bullying is often underestimated. Bullying harms the targets, the bullies, the bystanders, as well as the climate and effectiveness of our schools. Please report all incidents of bullying at the Caroline L. Reutter School immediately.

Thank you for your support in this important matter.

A copy of the HIB policy is available on the school's website.

Students and parents are highly encouraged to promptly report any potential incidents of HIB directly to the school principal or counselor.

HOMEROOM SUPPLY LIST

Be sure to check with your child's individual teachers for their specific class requirements.

Fifth & Sixth Grades:

24 Pencils

6 Expo Markers
(assorted colors or black markers)

Highlighter

Pens (blue or black ink)

Scissors

Glue Stick

Scotch Tape

Crayons or Colored Pencils

Headphones (for Chromebooks)

Post its (small 3x3), 4 packs

Hand pencil sharpener with lid

Supply Case for belongings

Reutter School's Character Traits

Respect

Accountability

Motivation

Self Esteem

Trust

Responsibility

Optimism

PerserveraNce

Gratitude



Please report all incidents of Harassment, Intimidation, and Bullying directly to Mr. Peters or Mrs. Roberts. Parents and students may report HIB through the "HIB" link on the district's website.

Student Attendance

The Township of Franklin Public Schools Board of Education has established a student attendance policy to reinforce the importance of students coming to school on a regular basis. Below are highlighted details of the policy:

THE TOWNSHIP OF FRANKLIN BOARD OF EDUCATION WILL NOT CONDONE NOR PERMIT ABSENCES FROM SCHOOL ON ANY DAY FOR ANY REASON NOT SPECIFIED IN LAW OR POLICY. (Policies 5200, 5240, and 5410)

A written note from the parent/guardian for the absence is required upon the student's return to school. The note must contain the pupil's name, date, reason for absence and the signature of the parent/guardian. In such cases, students are encouraged to make up the work missed. At Reutter School, students will receive one day to make up missed work due to an absence for every day that they are absent. Due dates for projects will not be adjusted for a student's absence unless there is prior approval by the teacher of such class.

The orderly conduct of class activity is predicated upon the prompt and precise beginning of the program. Tardiness and Early Release hinders the proper conduct of such activity, imposes distraction which leads to a loss of instructional time for pupils properly in attendance, and denotes school time loss by the tardy pupil.

In the case of lateness, students are required to bring a note written by the parent/guardian on the day of tardiness. The note should indicate the reason for tardiness. Parents/Guardians and the student must share the responsibility of being on time. Every Five (5) Unexcused Tardies will constitute One (1) Unexcused Absence. Students will be marked tardy if they arrive after 7:27 AM.

A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused for religious observances who shall be recorded as excused. An unexcused absence that counts towards truancy is a student's absence from school for a full or portion of a day for any reason that is not an excused absence as defined below:

- The student's illness, supported by a written letter from the physician upon student's return to

school

- The student's required attendance in court
- Where appropriate, when consistent with Individualized Education programs, the I.D.E.A. accommodations and health care plans
- The student's suspension from school
- Family illness or death supported by a written letter from the parent upon the student's return to school
- Necessary or unavoidable medical or dental appointments, that cannot be scheduled at a time other than the school day, as supported by a note from the physician
- Take Your Child To Work Day
- An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence due to extenuating circumstances

The district recognizes and will grant permission for four (4) reasons which create a legitimate need for release from school:

- Illness which manifested itself after having reported to school.
- Certified appointment with a physician/dentist.
- Court appearance with verification of appointment.
- Emergencies (as approved by the Principal). The student must be picked up at the school office. No pupil will be released from school without:

- **A note from the parent/guardian containing the pupil's name, date, reason for early dismissal and the signature of the parent/guardian.**

- **A parent/guardian or other authorized person signing a release form in the office.**

- **An absence of five (5) consecutive days or more shall require a doctor's certificate**

immediately upon return to school.

Physician notes are to be submitted to the school's main office within ten (10) days of the student returning to school, other than cases where a student has consecutively been absent for five (5) or more days.

Parents will be notified periodically, in writing, of their child's absence and tardy totals. Parents and student are also encouraged to regularly view their absence and tardy totals through the Real Time system. Students with 12 or more unexcused absences will lose all "extra" privileges and extra-curricular activities. DCP&P and local law enforcement may also be contacted with the concern that the child may be suffering from parental neglect. The principal may request meetings with parents in order to review a child's attendance records. In cases where parents do not contact the main office back in a timely manner to set up a meeting, a child may be withheld from extra-curricular activities until a meeting has occurred. A parent or student may request to meet with the principal in order to petition for leniency with the attendance rules.

Reutter School is Going "Green"



Reutter School has partnered with the Sustainable Jersey program in order to increase "Green" (environmental) awareness to the school community.

Sustainable Jersey for Schools is a certification program for New Jersey public schools that want to go green, conserve resources and take steps to create a brighter future, one school at a time. Launched in fall 2014, we are a nonprofit organization that provides tools, training and financial incentives to support and reward schools as they pursue sustainability programs.

As part of our participation, newsletters will periodically include "green" tips and energy-savings information. Students will also be actively learning about environmentally-conscious topics in multiple capacities during the school year.

Student Dress Code



(Policy 5511) Certain styles of dress and grooming are not considered appropriate for public school. In making the determination for appropriate school dress, the administration considers three important areas: modesty, cleanliness and safety. Examples of inappropriate student attire include, but are not limited to, the following:

Shirts, blouses, dresses, etc., with bare backs or that display a bare midriff; or inappropriately short skirts and shorts—must reach fingertips; bike shorts or inappropriately tight skirts or pants; net shirts; shirts with inappropriate wording, messages or pictures; tank tops, sleeveless shirts; undergarments worn as outer garments; hats worn in the building, sunglasses. For student safety, all footwear should cover the entire foot and all laced shoes must be tied securely. Shoes that contain roller skates are not permitted.

When the administration has determined that a student is inappropriately dressed, that student will be given the opportunity to change into appropriate attire if it is available. If appropriate attire is not available, the student will be removed from class and the parents will

be notified. This action could result in an unexcused absence of school for the day. Continued violations may be also result in further disciplinary action.



The Township of Franklin is committed to providing a strong curriculum aligned with the New Jersey Student Learning Standards. Our curriculum documents provide the teaching staff with a road map for sound instruction and assessment. These documents include a wide variety of activities that enable our students to enhance their skills and abilities in order to achieve their secondary educational goals.

The teachers and instructional coaches take an active part in the development and continued revision of these documents. Our revision cycle helps to ensure all disciplines are evaluated and revised regularly. Well-designed curricula assists teachers in designing powerful learning opportunities, providing a seamless grade progression, and improving student performance. The curriculum department supports the articulation, development, implementation, monitoring, and evaluation of the district's curricular programming. As outlined in our Strategic Plan, strong K-12 articulation practices remain of high importance and are vital in preparing our students to be successful in the 21st century. Please visit our district's website at www.franklintwpschools.org for a copy of our district's curriculum and for information on the NJSLS.

Code of Student Conduct

(Policy 5600) The Board of Education adopts a Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils'

histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students who demonstrate general classroom misconduct or non-compliance, may receive a recess or after school detention or loss of classroom privileges at the discretion of his/her teacher.

Students who demonstrate ongoing misbehavior and/or are suspended from school within thirty (30) days of a field trip/activity will lose their privileges to attend such field trip/activity. The removal of a field trip/activity may be used as an alternative or supplemental consequence to the normal discipline consequences stated in the chart of discipline, as printed in the student handbook and online at www.franklintwpschools.org.

Student Use of Electronic Devices

With the increasing popularity and use of electronic devices, it is important to remember the school rules for use of such equipment. (Policy 5516) Radios, headphones, beepers, cellular phones, iPods, laser pointers, video games or other electronic devices are **not** to be used during school hours, unless permission is granted by a teacher or staff member. Students must have all electronic devices turned off and put in their book bag or pockets (out of sight) as they enter the building each day. All

electronic devices must remain off and secured throughout the school day, and during after-school activities. Students with visible electronic devices in their possession will be subject to the Discipline Code. No videotaping of students or district employees is allowed without permission. The school is not responsible when these items are lost or stolen. Furthermore, e-books or tablets (such as Kindles, Nooks, and iPads) can be used for educational purposes **only with the permission of a teacher or staff member**. If a student uses an electronic

device without teacher consent, the infraction is subject to the disciplinary code (as in the case of any other electronic device). Furthermore, students may not utilize electronic devices in non-instructional areas unless they have obtained prior approval from the principal or his designee, including situations where they would like to contact their parent/guardian. Students in violation of school procedures may be prohibited from using electronic devices. *Infractions range from detention(s) / suspension of privileges/ confiscation of electronic devices.*

A Message from the School's Health Office

Welcome back to school! All parents/guardians are reminded about some important information regarding medications, immunizations, and health concerns.

Sixth Grade Immunizations

All students entering the sixth grade (after their 11th birthday) are required to receive the following two immunizations prior to starting school on September 6th:

1. Tdap
2. Meningococcal

Please consult your child's physician to schedule an appointment for your child to receive these immunizations prior to the start of the school year. It is important to send your child's immunization's record to the school nurse. Students will be excluded from school if they do not have their mandated immunizations.

Medical Concerns/Medications

If your child has any medical concerns or needs to take medications during the school day please contact the school nurse.

Please keep in mind that a doctor's note is required every school year for any medications to be given in school.

Food Allergies

We have several students in our school who have allergies to peanuts and other foods. Please be aware of this concern when sending in treats.

We look forward to a healthy and safe school year!!!

Notes regarding Medical - Related Absences must be submitted to the school's main office within one week of the child's absence for the child to not be considered truant.

All students entering the sixth grade must receive their Tdap and Meningococcal vaccines prior to the start of the school year.

Students who do NOT meet their

immunization

requirements will be excluded from

attending school.

Arrival and Dismissal Procedures

Each day, the students who attend Reutter School journey to and from school in a multitude of ways—most ride buses, a few ride bikes or walk, and some ride in cars. Here at Reutter School, the administration and staff want to assure each child's safety at all times, especially on arrival and dismissal from school. If your child rides a bus, we are aware of his or her transportation arrangements. However, if your child journeys home by car or walks, please provide a note to your child's teacher indicating the way your child travels to and from school. If anyone other than a parent is picking up your child, please send in a letter authorizing the school to release your child to the designated party. Also, in order to keep district transportation on schedule, please arrive no later than 2:00 pm (by noon on single session days) in order to sign out your child

at the end of the school day. Parents are reminded to bring their photo ID when picking up their child. Students are dismissed at 2:10 p.m. and will be sent home on the bus if their pick-up ride is not present by 2:10 p.m.

(12:10 p.m. on single session days).

Please keep in mind **the school opening time for Reutter School is 7:15 am.** All students are expected to arrive to school and be present in their homerooms on time. Students who are being dropped off by any means other than a school bus must enter through the main entrance door. We ask that students be dropped off between 7:15 am—7:27 am as our classes start promptly at 7:27 am. Students will be marked as "tardy" if they are not present in the school by 7:27 am. Parents DO NOT have to come into the school if their child is arriving after 7:27 a.m.

No students will be permitted to enter the school building prior to 7:15 am.

Thank you for understanding the safety precaution that requires parents to sign out students who depart school as "parent pick up" at the main office. This assures that an adult the child knows will escort the child through the school's busy parking lot to a car safely.

If your child's means of returning home temporarily or permanently changes, please provide a dated note to both the District Transportation Office and the Reutter School Main Office in advance of the change.

School starts at 7:15 a.m. and concludes at 2:10 p.m. (12:10 p.m. on single session days)

Playground Safety

All Reutter School students enjoy an outdoor recess break five days per week, weather permitting. To assure your child's safety on the playground, students who wish to play on any playground equipment must wear closed-back and closed-toe shoes.

Flip flops or open-back shoes can be hazardous to a child. *Students wearing these types of shoes will not be permitted on the playground equipment.*

Thank you for your help!



The first two days of school will have a modified schedule in order to provide students with an overview of the school's procedures and to build a community within the homeroom environment. Students will still have opportunities to participate in their 30-minute recess period along with "switching" for major subject classes.

Individual and Homeroom Picture day will also occur on the fourth day of school, September 9.

The Township of Franklin Schools has established a memorandum of Agreement with the Township of Franklin Police Department. This agreement allows both parties to share information and work together in order to optimize the safety of all occupants within our school district. The TFPD also routinely collaborates with the district regarding school safety and security procedures, analysis of drills, and by conducting safety surveys.

The district also has been assigned a Class III School Resource Officer (SRO) to serve as a direct liaison between the district and the Franklin Township Police Department.

On the first day of school, you will receive a letter explaining the district's standard reunification method, which would be used to reunite parents and their children if there was a school evacuation.

In the event of an emergency, the district's website, social media platforms, and the school messenger service will be utilized to share vital information.

Feel free to contact the District School Safety Specialist, Mr. Peters, if you have any questions at 856-694-0223.



Please follow our district's website at www.franklintwpschools.org along with email messages from our Superintendent of Schools to stay up-to-date with important, district-wide information.



Visitors

Please remember to bring along Photo Identification when picking up your child. Students will not be released unless a Photo ID from a parent/guardian/or authorized individual on the student information card is present.

All visitors must report to the Main Office for information and a visitor's pass to be present in the building. All visitors, including parents/guardians are asked to make an appointment in advance if they wish to enter the school due to enhanced security measures. Please do not send your child to school with a guest unless permission has been granted by the administration. Student visitors are not permitted. Parents will be asked to show identification prior to picking up their child. If someone other than a parent/guardian is picking up a child, written documentation is required.

A drop off box will be placed at the school's entrance. Parents wishing to simply drop off an item for a student or to the school are asked to leave the item (with the child's name on it) for retrieval by Main Office personnel. This box will be utilized to assist in maintaining the safety and security of the school building.

Parents are requested to communicate to the Main Office if they wish to pick up their child from school. Notification of a student pick up after 1:50 PM may not be granted.

Absentee Hotline - (856)629-9500

It is essential that all parents contact the school every day that their child is absent. The primary method of contacting the school regarding pupil absences is by calling the absentee hotline at (856)629-9500. Please indicate your child's homeroom and reason for being absent when calling the hotline number. In addition, if you know that your child will be absent for more than one day, please notify the main office as soon as possible. All students who are absent without notification will receive a phone call from the school. When you receive a phone call from the school, please call Reutter School back to indicate the reason for your child's absence.



Reporting Absences

Caroline L. Reutter School

Theodore Peters, Principal
Lauren Roberts, School Counselor
Orysia Zorzi, School Nurse
Mary Kate Gereaghty, Secretary

Phone: (856)694-0223
Fax: (856)694-1478
tpeters@franklintwpschools.org
lroberts@franklintwpschools.org
ozorzi@franklintwpschools.org
mgereaghty@franklintwpschools.org



Please join us for Back to School Night!

Thursday, September 15

Back to School Night is one of the more important events of the school year. Related Arts and Services teachers along with the school nurse and counselor will be available in the cafeteria from 5:45 PM until 6:30 PM for a meet and greet opportunity. Homeroom and classroom teacher presentations will begin at 6:30 PM.

We look forward to meeting many parents on this evening.



Get Your Child Back Into the School Routine



Summer is over and now it's time to get your child back into the school routine. It's not something you can do overnight however, so start the back to school routine about two weeks before school opens.

If your child has been staying up late and sleeping in, have him or her go to bed and get up earlier every day for the two weeks before school starts to get back on the school time schedule.

Though children might balk at the idea, you will also want to have them start getting dressed on schedule during those practice weeks and

eating breakfast too. Do as much as you can to model a normal school morning.

As you build up to the first day of school, you will also need to determine a set location for book bags or any other school items that will be needed on school days. This way, no one has to be stressed in the morning about where homework, books, or any other needed items might have been misplaced.

Remember to stay positive. In no time your child will be back into the school routine, making new friends, and looking forward to waking up every morning for school.

Every Five (5) Unexcused Tardies will constitute One (1) Unexcused Absence. Students will be marked tardy if they arrive after 7:27 AM.

Realtime Parent Portal

Stay informed about your child's education through the Realtime Parent Portal. Each parent will receive a copy of the parent portal letter in the school's late August mailing which includes detailed instructions on how to log into the Parent Portal. Through the Parent Portal, you will be able to access your child's schedule, view lunch account information, and add cafeteria funds among many other features. If you have any additional questions pertaining to the Parent Portal, please contact the Reutter School main office at 856-694-0223.



In partnership with students, families and the community, the mission of the Township of Franklin Public Schools is to foster the unique potential of each individual student by providing an inclusive, safe and supportive learning environment.