

TOWNSHIP OF FRANKLIN PUBLIC SCHOOLS  
CAROLINE L. REUTTER SCHOOL

2150 DELSEA DRIVE  
FRANKLINVILLE, NJ 08322-2522

*A New Jersey State School of Character*

**THEODORE J. PETERS**, Principal

[www.franklintwpschools.org](http://www.franklintwpschools.org)

March 6, 2018

Dear Parents/Guardians:

Recent events have resulted in a review of the security measures within our school. I would like to remind you of the following security procedures as listed in our student handbook:

*A “drop box” will continue to 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.*

*All visitors must report to the Main Office for information and a visitor's pass to be present in the building. Except in cases of emergency, parents/guardians are encouraged to make an appointment in advance. Parents/Guardians will be asked to show photo identification prior to picking up their child. If someone other than a parent/guardian is picking up a child, written documentation is required.*

*Parents/Guardians planning on coming to the school to have lunch with their child for a birthday celebration must provide advanced notice to the school’s main office.*

We appreciate your support and cooperation on these school procedures. We continuously strive to maintain a high level of security in our building in a manner that ensures a safe and secure learning environment for all of our children.

Sincerely,



Mr. Theodore Peters

Principal

# Talking to Children About Violence: Tips for Parents and Educators

Families and school personnel play a critical role in helping to reestablish a sense of normalcy and security for children after an act of violence occurs. Follow these key reminders and visit [www.nasponline.org/children-and-violence](http://www.nasponline.org/children-and-violence) to learn more.



## Reaffirm Safety

Emphasize that schools are very safe. Let children speak about their feelings and validate all reactions to the event. Support the appropriate expression of their feelings and help to put them in perspective.



## Make Time to Talk

Let children's questions guide the information provided. Be patient and look for clues that a child wants to talk. Young children may need concrete activities (e.g., imaginative play) and some older children may prefer writing or playing music.



## Keep Explanations Developmentally Appropriate

### Early Elementary

Provide simple information balanced by assurance of safety.

### Upper Elementary & Early Middle

Answer questions and assist in separating reality from fantasy.

### Upper Middle & High

Emphasize student role in safety & how to access support.



## Review Safety Procedures

Help children identify one adult at school and in the community that they can go to if they feel threatened or at risk. Review procedures and safeguards in school and home settings.



## Observe Children's Emotional State

Some will not express themselves verbally but changes in behavior, appetite, or sleep patterns can indicate anxiety or stress. Seek help from a mental health professional for those with more intense reactions.



## Maintain a Normal Routine

Keep a regular schedule to assure and promote physical and mental health. Encourage maintenance of school work and extracurricular activities but do not push children if they seem overwhelmed. Limit TV exposure.