

Township of Franklin Public Schools

Caroline L. Reutter School

*** Proud to be a New Jersey State School of Character ***

2150 Delsea Drive

Franklinville, NJ 08322

www.franklintwpschools.org

Phone: 856-694-0223

Fax: 856-694-1478

Mr. Theodore Peters, Principal

Mrs. Kayla Callaway, School Counselor

Mrs. Orysia Zorzi, School Nurse

Mrs. Mary Kate Gereaghty, School Secretary

Dear Parents and Guardians:

The purpose of our handbook is to help both students and parents understand the school's philosophy, operations, and expectations. Parents/guardians are encouraged to review this handbook with their children and keep it handy for reference.

This book may not answer every inquiry. Therefore, we encourage you to contact the school at (856) 694-0223 for assistance at any time. We encourage parents/guardians to be involved with the school and meet with the principal, nurse, counselor, or academic teams if you have any questions or concerns.

Our goal is to address the ever-changing needs of an ever-changing society. With your help, support, and cooperation, Caroline L. Reutter School will provide a sensitive, caring, supportive learning environment that will aid and assist your child in making the transition from late childhood to adolescence. We pledge to help each individual bridge the gap between the self-contained structure of the elementary school and the departmental structure of the secondary school district.

Best Wishes,

The School Leadership Committee of Caroline L. Reutter School



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Mission Statement of the Township of Franklin Public Schools

The mission of the Township of Franklin Public Schools is to develop the unique potential of each individual student and create global learners through a challenging and diverse curriculum in a positive learning climate that promotes the development of the whole child and fosters respect for all students.

Caroline L. Reutter School Vision Statement

Caroline L. Reutter School is committed towards providing an educationally-rich environment that promotes the academic and social development of each child. Preparing our students for success in a global society through development of skills that become embedded into each child's learning routine encourages each student to be aware of their progress and to consistently give their best effort towards all that they set out to do. Reutter School is committed towards the philosophy that all children can and will learn in an active setting that promotes pupil recognition towards their role in the learning process and the impact that each child's choices have on their daily lives.

Strategic Plan: Vision 2019

During the 2013-2014 school year, the Township of Franklin Public School District developed a five-year strategic plan entitled ***Vision 2019***. The strategic planning process engaged employees, parents, students, community members, business owners, and government leaders in the future planning of our school system. This plan was officially adopted by the Board of Education and will be used to focus the District's efforts and financial resources on these mutually determined goals that support the needs of our students. The strategic plan can be found on the district's website at www.franklintwpschools.org.

PERSONNEL

ORGANIZATION

The Board of Education, with the Superintendent of Schools as its chief administrator, is responsible for the education of all students in the school. Caroline L. Reutter School, under the administration of the Principal and with the cooperation of the professional staff, is responsible to the Superintendent and the Board of Education.

BOARD OF EDUCATION

Mrs. Stephanie Starr, President

Mrs. Michelle Isner, Vice President

Mr. Nicholas DeSilvio

Mrs. Barbara Ciancaglini

Mrs. Michele Cunningham

Mrs. Dawn Gelsi-Collins

Mrs. Heather Flaim

Dr. Mary Kientz

Mrs. Janet Reger

CENTRAL OFFICE ADMINISTRATION

Mr. Troy Walton, Superintendent of Schools

Ms. Elizabeth (Bette) DiPietro, School Business Administrator/Board Secretary

Mrs. Barbara Dobzanski, Supervisor of Special Services

Mrs. Jaime Doldan, Supervisor of Curriculum and Instruction

Mr. Richard Carr, Instructional Supervisor

Board of Education Meetings

Board of Education meetings are typically conducted on the 3rd Wednesday of the month according to the following schedule with exceptions noted:

September 21, 2016MFJ School/All Purpose Room... 7:00 P.M.
October 19, 2016MFJ School/All Purpose Room... 7:00 P.M.
November 16, 2016MFJ School/All Purpose Room... 7:00 P.M.
December 21, 2016MFJ School/All Purpose Room... 7:00 P.M.
January 4, 2017 (Reorganization)MFJ School/All Purpose Room... 7:00 P.M.

* Meetings for the remainder of the year will be set at the January reorganization meeting.

Key Personnel Contact Information

Superintendent's Office	856-629-9500 X1200
Curriculum and Instruction Office	856-629-9500 X1221
Child Study Team Office	856-629-9500 X1212
District Transportation Office	856-629-9500 X1210
Reutter School Main Office and Principal	856-694-0100 X3101
Reutter School Nurse's Office	856-694-0100 X3102
Reutter School Counselor's Office	856-694-0100 X3104
Reutter School Cafeteria Office	856-694-0100 X3105

HOW PARENTS CAN HELP

Most parents earnestly desire to help their child acquire the maximum benefits from their school careers. Here are some ways in which parents can help:

1. Work with your child. If help is needed, a parent can supplement the work of teachers.
2. Show your child how to work efficiently and effectively.
3. Give your child an incentive to study. They must feel that it is worth their efforts. Praise or an occasional reward for continued good work is generally enough to spur the child on to his maximum efforts.
4. See that your child has the proper amount of sleep. A child should have at least 8-10 hours sleep.
5. Good health and nutritional habits are essential in rounding out a child's education.
6. See that your child has the proper equipment for the job of studying.
7. Monitor your child's progress by utilizing RealTime and staying in contact with your child's teachers.
8. Inform teachers, school administration, or related services if there are any changes at home that may affect school performance.

SCHOOL CALENDAR



2016-2017 TOWNSHIP OF FRANKLIN PUBLIC SCHOOLS CALENDAR



SEPTEMBER 2016

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 Teacher Inservice – Full Day
2 No School for Students/Staff
5 Labor Day
6 First Day of School

Days: Teachers – 20 / Students – 19

FEBRUARY 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

17-20 Presidents' Weekend

Days: Teachers – 18 / Students – 18

OCTOBER 2016

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7 Teacher Inservice – Full Day
10 No School for Students
Columbus Day

Days: Teachers – 20 / Students – 19

MARCH 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

No Holidays

13 Last Day of 2nd Trimester
16 Evening Parent Conferences
17 Teacher Inservice – Full Day
No School for Students

Days: Teachers – 23.5 / Students – 22

NOVEMBER 2016

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7-8 Evening Parent Conferences –
CLR (7) / MFJ & MR (8)
Student Half Days
9 Teacher Inservice / Parent
Conferences
No School for Students
10-11 NJEA Convention
11 Veterans Day
23 Student/Staff Half Day
24-25 Thanksgiving Recess

Days: Teachers – 18.5 / Students – 17

APRIL 2017

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

13 Student/Staff Half Day
14-21 Spring Break

Days: Teachers – 14 / Students – 14

DECEMBER 2016

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Z Last Day of 1st Trimester
23 Student/Staff Half Day
26-30 Winter Recess

Days: Teachers – 17 / Students – 17

MAY 2017

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

26 Teacher Inservice – Full Day
No school for students
29 Memorial Day

Days: Teachers – 22 / Students – 21

JANUARY 2017

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

13 Student Half Day
16 Teacher Inservice – Half Day (PM)
Martin Luther King Day

Days: Teachers – 21 / Students – 21

JUNE 2017

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

No Holidays

14-16 Student Half Days
16 Last Day of School / Last Day of 3rd
Trimester

Days: Teachers – 12 / Students – 12

For the emergency closing of school, days will be made up by opening school on the following dates:

1st day: April 21 3rd day: April 19
2nd day: April 20 4th day: April 18

Additional days will be made up from June 19-30, as appropriate

- School Closed for Students/Teachers
 - Student Half Days
 - School Closed for Students Only
 - Testing Days
 - First/Last Day of School
 - Last Day of Trimester

DRAFT – 3/16/16

School-Wide Events

School-Wide Events are routinely listed on the school's electronic calendar, which can be accessed on the district's website homepage at <http://www.franklintwpschools.org>. Please frequently refer to the district's website in order to find out about school-wide events.

Daily Schedule

Caroline L. Reutter – 7:15 a.m. – 2:10 p.m.

Students not arriving to school by 7:30 a.m. will be marked tardy.

Parents are requested to make every effort to have their child arrive at school on time. Students tardy to school will be counted in attendance totals and are subject to school consequences as per the attendance policy. For every five times that a student is tardy to school, one unexcused absence will be added to their attendance total. Parents are to drop off children through the main office entrance. Only bus riders are permitted to enter through the Williamstown Road entrances.

Delayed School Opening

A situation may arise when it would be necessary to delay the opening of school for students. Should a school opening be delayed due to inclement weather or other causes, announcements will be made through the same means as emergency school closings, but the message will be a 2-hour "Delayed Opening".

The school hours under a delayed opening declaration will be as follows:

Caroline L. Reutter School 9:15 a.m. – 2:10 p.m.

One Session Day Schedule

Students will be dismissed on One Session Days at 12:10 p.m.

Lunches will not be provided on one session days. Parents are encouraged to send their children to school with a light snack.

Emergency Closings

In the event it becomes necessary to close school due to inclement weather or other causes, announcements will be made through the following: Radio (KYW-1060), television (Philadelphia stations 3, 6, and 10), and school messenger. An announcement will be posted on our website, www.franklintwpschools.org.

Please do not phone radio stations, school personnel, police department or private numbers. In the interest of safety, it occasionally becomes necessary to dismiss the Township of Franklin Public Schools prior to the dismissal times due to inclement weather or other causes. Parents/Guardians will be notified via School Messenger. We share parents' concern over young children going home at times when no one is home to receive them. **In view of this situation, parents are requested to inform their children beforehand what to do in the event they are not at home.** Parents should make arrangements with a friend or neighbor to care for their child.

Please notify your child's school if you change your emergency numbers used for the School Messenger system. To receive text messages, complete the following task: From the cell phone that you wish to receive text messages, text "Y" or "Yes" or "Optin" to 68453. Note: The Township of Franklin Public Schools does not charge you for this service nor does the district pay for any charges that you may receive from your wireless carrier for receiving text messages. Please check with your wireless carrier for any potential charges.

PARENT - TEACHER COMMUNICATION PROTOCOL

(Policy 9130) Caroline L. Reutter School prides itself in welcoming parent participation and involvement. Our teachers and principals communicate often to keep parents informed of school events and procedures. Because our primary concern is of the well-being and education of our students, the Reutter School faculty and staff is committed to open, honest communication with parents. Despite our very best efforts, questions and concerns do arise. Part of our school procedure is that, in these cases, the parent must first contact the teacher or staff member involved before involving the school administration. This is because the teacher is the closest to the question or concern and is most able to resolve it quickly and effectively. To ensure the success of our students, we recommend that the following five steps be followed when a question or concern arises:

1. A student must first go to the teacher or staff member involved with their questions, concerns, or comments.
2. Parents must go to the teacher or staff member involved with their questions, concerns, or comments.
3. The teacher or staff member involved will follow-up with the parent on the resolution of questions, concerns, or comments.
4. If questions or concerns continue, the parent may choose to contact the principal. The principal will then offer to set up a meeting with the concerned parties.
5. The teacher (or staff member involved), parent, and principal will follow up on resolution of questions or concerns.

DISTRICT WEBSITE

This handbook will provide a general overview of a variety of topics. 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.

ELECTRONIC GRADE BOOK/MARKING PERIODS

(Policy 2624) Parents may access their child's grades through the district website by clicking the Realtime link located on the district homepage. A username and password, which will be mailed home during the summer, are required to gain access to the system. Please make sure you save the username and password for future reference. Parents may contact the school's computer literacy teacher if they need additional assistance. Parents are encouraged to frequently check the Realtime system to observe potential changes in their child's academic progress. Note: Related Arts classes will operate on a quarterly marking period cycle. A schedule will be disseminated to students at the beginning of the school year by their first marking period related arts teacher.

Marking Periods

Student Report Cards are issued three times a year for students in all schools. Report period information is as follows:

Begin	End	Issue Date
September 6	December 7	December 14
December 8	March 13	March 16
March 14	June 16	Last Day of School

Parent Conferences

(Policy 9280) Parent-teacher conferences provide an opportunity for the teacher and parent to develop a mutual understanding and exchange valuable information that will aid the child's progress. Parent-Teacher conference schedule is below:

Monday, November 7 - Parent-Teacher Conferences, 12:45 to 2:15 and 3:15 to 6:15

Tuesday, November 8 - Parent Teacher Conferences, 12:45 to 2:15

Wednesday, November 9 - Parent Teacher Conferences, AM Conferences, Times TBD

Thursday, March 16 - Parent Teacher Conferences, 3:15 – 6:15

Interim Progress Reports and Test Dates

(Policy 5420) At the mid-point of each marking period, all students will receive a written progress report from their teacher. This will allow parents to monitor their child's progress within a specific marking period and alert them to any problem areas which need attention. Interim progress reports will be available for view on the RealTime system on or about October 14, January 27, and April 28.

Parents can access their child's grades throughout the school year via the district's website (Realtime). Parents who do not have access to the Internet will be provided copies of their child's progress at any time, upon request.

Various formative assessments such as unit assessments, the DRA2 and/or SRI (reading inventory), and Math DIBELS are administered during the course of the school year. Students should be encouraged to perform to the best of their ability in order for an accurate assessment of their academic progress can be determined. The NJDOE state assessment will be distributed at a later date.

BUS TRANSPORTATION

(Policies 8600, 8635, and 8690) School bus service is maintained to provide transportation to and from school for all students. It is our aim to provide efficient service and to ensure the health and safety of all passengers. To accomplish this goal, please recognize your bus driver as responsible for students' personal health and welfare. Directions must be followed. The driver must concentrate on driving the bus. Recording (visual and audio) devices will be utilized for safety and security purposes on district transportation vehicles. Therefore, the following must be observed in regard to bus transportation:

1. The driver of the bus must be obeyed.
2. While waiting for the bus, pupils should not stand in or play in the road or abuse property of the homeowners living near the bus stop.
3. Students should be courteous in lining up, entering, and leaving the bus.
4. Students should be seated in their assigned seats, with their seat belts securely fastened.
5. All students must remain seated until the bus comes to a full stop.
6. At all times, pupils shall keep their entire bodies in the bus.
7. No one should make unnecessary noise, shout, or use objectionable language.
8. No student will be permitted to throw articles within the bus or out of the bus windows.
9. Pupils should not fight or engage in hazing of any sort or type.
10. All students must ride their assigned bus and enter and leave the bus at their assigned bus stop.
11. No food or drinks are permitted on any bus.

Students are expected to behave appropriately on the school bus. When a student has a behavior problem on the bus, a Bus Discipline Referral will be processed to the child's respective school principal. The Bus Discipline steps are outlined below. At the principal's discretion, these guidelines can be adjusted based on the severity of the infraction.

1. Warning (except for a serious overt disciplinary problem)
 2. Recess/Lunch Detention(s)
 3. After School Detention(s) and/or Recess/Lunch Detention
 4. Three Days removal from the bus (parents are responsible for their child's transportation)
 5. Five Days removal from the bus (parents are responsible for their child's transportation) and parent conference
 6. Ten Days removal from the bus (parents are responsible for their child's transportation) and parent conference
 7. Twenty-Five Days removal from the bus (parents are responsible for their child's transportation) and parent conference
 8. Removal from the bus for the remainder of the year (parents are responsible for their child's transportation)
- Any unsafe, dangerous behavior can result in extreme discipline measures and a denial of bus riding privileges without going through the normal progression of light to harsher punishments (ie: fighting/throwing items out of the bus window).
 - Serious misconduct that actually endangers the physical safety of other passengers or the driver shall be reason to bypass the above steps with the driver having the authority to remove the students from the bus by calling for law enforcement assistance.

Transportation Requests (Policies 8600 and 8635)

1. The primary responsibility of the Board of Education is to transport students from their bus stop to and from school.
2. The Board recognizes that on any given day a situation could arise that would necessitate having a child/children picked up or dropped off at a different location. This is construed as an emergency situation. Accordingly:
 - a. All emergency transportation requests must be confirmed by the Principal.
 - b. Principal or designee must contact the Transportation Supervisor regarding the request.
 - c. The Transportation Supervisor will determine the feasibility of handling the request based on existing routes and vehicle capacities and notify the Principal or designee accordingly.
 - d. It is understood that:
 - i. Routes and stops will not be altered to accommodate non-emergency requests.
 - ii. Vehicles will not be overloaded to accommodate requests.
 - iii. Babysitting (caregiving) on a regular basis is not considered an emergency situation.

Written requests to handle caregiving situations must be submitted to the Transportation Supervisor who will make a recommendation to the School Business Administrator/Board Secretary. Temporary alterations to a student's transportation must be made in writing to the building principal. Requests for a student to be dropped off at another student's bus stop must be made in writing from both respective parties and submitted to the building principal by the end of homeroom on the day of the request. Requests are subject to the availability of transportation and the discretion of the building principal. The final decision regarding the disposition of the request will be made by the School Business Administrator/Board Secretary. Requests will not be considered unless they are on a caregiver application form available at the school and online.

Transportation Guidelines

FOR QUESTIONS AND CONCERNS REGARDING TRANSPORTATION, PLEASE CONTACT THE TRANSPORTATION DEPARTMENT AT 856-629-9500 EXT. 1210.

1. Large projects are not permitted on the school bus. Parents must make alternate arrangements if these items need to be

brought to school.

2. Board of Education policy prohibits the backing up of school buses unless specifically approved by the Board. This policy is enforced in the interest of safety.
3. The Township of Franklin Board of Education has authorized the use of surveillance cameras in its school buses to support the provision of a safe environment for all students transported to and from school. The Administration of the District may use the images to determine appropriate discipline for inappropriate student behavior.
4. At Reutter School, no one is to drop off or pick up students at the Williamstown Road entrance. Parents are to utilize the front (Delsea Drive) parking lot when dropping off or picking up their children.

* Students who do not abide by the transportation guidelines are subject to discipline consequences that could include, but are not limited to detention, bus suspension, and removal of student transportation.

ALTERNATE TRANSPORTATION IN AN EMERGENCY

Any student requesting permission to ride home on another student's bus or any other alternate form of transportation must have notes of approval from his or her parent/guardian and the parent/guardian of the student with whom they are riding home. Students must present their notes to the Transportation Office. **Note:** These procedures apply to emergency situations only as we are not in a situation to honor requests for social conveniences. Telephone calls and emails will not be accepted.

HOMEROOM

Homeroom is very important in that legal attendance is taken for the day and general announcements are made during this time. The flag salute must be held each morning in each homeroom according to state law. Students are requested to pause and participate in the flag salute. At the conclusion of the announcements, various housekeeping tasks are carried out, while students silently prepare for their day's classes. Student handbooks will be distributed on the first day of school for students. Students are responsible for maintaining their agenda book for the school year. Replacement books (if available) will cost the student \$5.

SUBSTITUTE TEACHERS

Substitute teachers are employees of the Township of Franklin Schools. Student behavior for a substitute teacher should follow regular classroom rules and is subject to discipline.

FIRE DRILL

(Policies 7430 and 8420) At the sound of the fire alarm, students should proceed through the nearest exit silently and in single file. All windows and doors of all rooms should be closed. All lights should be turned off. If the alarm should sound while students are passing in the corridors, they should fall into single file on each side of the corridor and file out the nearest exit. If the fire alarm should sound while students are in the cafeteria or gymnasium, they should proceed orderly through the nearest exits. When students are outside, they should move away from the parking areas and paved areas onto the grass, leaving all driveways clear and follow the directions of the faculty or staff.

Students are to remain orderly and attentive so that they may hear any possible directives and announcements. No one is to enter the building without administrative permission (PA announcement).

EMERGENCY EVACUATION

(Policies 7430 and 8420) Students and staff will be directed over the public address system to gather up all belongings and quickly evacuate the building using the same evacuation procedures as utilized in a fire drill. **STUDENTS SHOULD NOT GO TO ANY OTHER AREAS TO SECURE BELONGINGS. STUDENTS SHOULD ONLY TAKE THE ITEMS THAT ARE WITH THEM AT THE TIME THE EVACUATION IS ORDERED. CELL PHONES ARE NOT PERMITTED TO BE USED DURING AN EMERGENCY EVACUATION.**

Students are to remain orderly and attentive so that they may hear any possible directives and announcements. If the students are not orderly, attentive, and quiet, the discipline code will be enforced. No one is to enter the building without administrative permission (PA announcement).

In the event that the school needs to relocate to an alternative facility, the school will enact its reunification plan. Information regarding the reunification of students with their parent/guardian will attempt to be disseminated through the School Messenger System and District Website. Parents/Guardians are asked to follow the guidelines specified in district communications regarding the reunification

process and to bring a photo ID when retrieving their child.

EMERGENCY LOCKDOWN / LOCKOUT

(Policies 7430 and 8420) Students and staff will be notified of an emergency lockdown/lockout over the public address system. Staff and students will quickly move into lockdown/lockout mode.

Students are to remain orderly and attentive so that they may hear any possible directives and announcements. If the students are not orderly, attentive, and quiet, the discipline code will be enforced. No one is to enter the building without administrative permission.

VISITORS / EARLY DISMISSAL

(Policy 9150) All visitors are welcome to the Caroline L. Reutter School. **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. 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.

CHANGE OF ADDRESS / TRANSFERS

Students who are moving from one address to another within or outside the school district must report the change to the Administrative Office in the form of a letter from his or her parent/guardian. Furthermore, a proof of residency will be required.

Students who are going to transfer to another school must obtain a sign-out sheet from the school's main office, after the parent/guardian has signed the Permission/Transfer form. This form must be signed by each of the student's teachers and then submitted back to the guidance office. A transfer card is then prepared, processed, recorded and approved in the school office and given to the student's parent/guardian. Transcripts of grades will be forwarded later to the student's new school provided the student has fulfilled all responsibilities, returned all textbooks, material, and/or equipment, and paid any outstanding fines.

Please notify the school if you change any of the contact numbers (home, cell, or work) included on the Emergency Contact Form submitted to the Main Office at the beginning of the school year.

CHILD CUSTODY

Current court orders, signed by a judge or alternate official, must be provided to the school in order to assure the proper management and release of students. Office personnel are required to follow official court documents only. Personal notes and requests that do not follow the court order on file will not be accepted. It is the responsibility of the parents to provide current court documents. If there is a discrepancy, the police may be contacted in order to provide guidance to the school officials making the decision. Please refer to Policy 5239 (Late Arrival and Early Dismissal, Pupil Release) and Policy 9240 (Rights for Parents) for further information.

LIBRARY

Student use of the library is for research, for studying specific topics of interest, or for leisure reading. Students may visit the library with their class, or with a pass from their teacher.

PETS

Sorry, but pets and other animals are not permitted in school due to student allergies and liability concerns.

SELLING OF GOODS OR "TRADING"

At no time are students permitted to sell goods or "trade" with other students. Students may be subject to disciplinary consequences at the discretion of the Principal.

STUDENT ACTIVITIES

PHILOSOPHY

We believe that extra-curricular activities contribute to school loyalty and happiness in school life, develop personality, establish habits of good citizenship and increase the powers of self-direction.

Student activities at Reutter School provide opportunities for students to engage in special interests in addition to curricular experiences. Student activities help to develop student abilities necessary for leadership as well as those necessary for group participation. Students who have special talents in fields such as music, art or athletics are given an opportunity to improve their skills to an extent not usually afforded in the classroom.

While student activities are important for the all-around development of the student, regular classroom work must take precedence. The needs and interest of students, availability of faculty advisors and other factors determine the program of activities developed in our school.

Parents are requested to promptly pick up their child from after school extra-curricular. Any student participating in an extra-curricular activity who is not picked up by 3:15 PM may be asked to no longer participate in after school extra-curricular programs.

All students who participate in extra-curricular activities must have good academic, discipline, and attendance standing to remain enrolled in their selected program(s). Standard academic standing includes no less than one subject with a failing on a report card; students involved in student council and safety patrol must have at least a "C" average in their classes (criteria for standards-based grading classes is TBD). Extra-curricular advisors, respective teachers, and administration reserve the right to exclude a student from a program or school activity/trip due to poor academics, behavior, or attendance.

Students who demonstrate positive behavior, sound academic standing, and good attendance will be awarded as a Reutter School "All-Star". "All-Star" standing and associated rewards will be determined each trimester.

SOCIAL ACTIVITIES

(Policy 5850) In keeping with the philosophy of Caroline L. Reutter School, the administration and staff strive to develop a program of positive social activities planned in such a manner as not to interfere with the academic program. Minimum financial responsibility is placed upon the student, and care is exercised so that no student is excluded for financial reasons.

Any student absent from school, in violation of the district's attendance policy, assigned restricted study or suspended from school externally is not permitted to attend any after school activities. Absent students may be allowed to attend with a physician's note and advanced administrative approval.

DANCES

Dances are held for 6th grade students to provide a pleasant social experience. General guidelines are listed below covering responsibilities and conduct.

1. Chaperones are in complete charge and all situations are under their authority.
2. Disruptive behavior will be dealt with in accordance with the guidelines established in the Disciplinary Code. Social privileges may be revoked at the discretion of the Principal.
3. Once a student enters a dance, he/she may not leave until it is over, or until his/her parent/guardian comes to take him/her home.
4. Dances will begin at 7:00 p.m. and conclude at 9:00 p.m. Students should inform their parents/guardians to pick them up at 9:00 p.m. Students who are picked up after 9:15 p.m. may be suspended from the next dance and other school events.
5. Transportation to and from dances is the responsibility of the parents/guardians. The school does not provide buses.
6. Any student may be refused admittance at the discretion of the administration or chaperones.
7. **No guests are permitted at school dances.** The dances are only open to Caroline L. Reutter School students.
8. **The Dress and Discipline Codes are in effect for all dances.**

CONCERTS

Our music department presents several concerts annually. Concerts feature choral and instrumental music organizations. These activities enable students to demonstrate their ability and talents as performing artists. Such events are scheduled as evening performances to which students, parents/guardians and other community residents are invited and welcome.

We request appropriate concert etiquette. All cell phones should be turned off or on vibrate during all concerts.

FIELD TRIPS

Any student who is not in good academic standing, demonstrates chronic or serious misbehavior, or accumulates 12 or more unexcused absences will not be eligible to attend a field trip. Ineligible students will stay back from the trip and participate in an alternate activity during the regular school day. Students who do not abide by field trip rules and procedures will be subject to the school's discipline code.

FOR ALL NIGHT TIME ACTIVITIES (OTHER THAN SCHOOL DANCES) ALL STUDENTS MUST BE ACCOMPANIED BY A PARENT OR GUARDIAN THROUGHOUT THE EVENT.

PROPERTY AND APPEARANCE

CARE OF SCHOOL PROPERTY

(Policy 7610) Students are to maintain a respect for school property at all times. Each student is responsible for his/her own books. He/she will have to pay for any of his/her books, which are damaged, lost, or stolen. All books are to be covered. Damage or destruction of school property is covered under the Discipline Code. The full cost of a replacement textbook will be charged when textbooks are lost or not useable because they are damaged beyond repair.

In a case where a student owes an obligation/fine to the school, including the year-end obligations such as lost books, locks, etc., report cards will be withheld until the obligation has been satisfied. No student with an outstanding obligation will be allowed to attend school trips or school activities. Diplomas and end of the year certificates of achievement/participation will also be withheld pending an outstanding balance for school services / missing or damaged materials.

TEXTBOOKS

Textbooks are loaned to students for their use during the school year and are to be kept clean, covered and handled carefully. The student's name is to be written on the inside front cover of the book. If the book is lost or severely damaged, a replacement cost will be assessed.

BOOK FEES

Book fees will be in accordance with the following scale:

<u>CONDITION</u>	<u>PAYMENT</u>
New	Full price
Good	3/4 of new price
Fair	1/2 of new price
Poor	1/4 of new price

The teacher will assign a rating to each book prior to issuance to students. Payment will be based upon this rating. The student is responsible for the assigned number of the book. No other numbered book will be accepted in lieu of a lost book.

ELECTRONIC DEVICES

(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 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. Students in violation of school procedures may be prohibited from using electronic devices. Infractions will include detention(s) / suspension of privileges.

School-Specific Chrome Book Procedures (per Technology Handbook)

Students will be issued their own, personal chrome book at the beginning of the school year, upon completion of a student/parent acceptable use policy.

Students will be responsible to bring their chrome book to school on a daily basis in working order (fully charged) for use in their academic classes.

Improperly Working Chrome Books or Chrome Book Accessory

1. Students will advise their homeroom teacher about their specific chrome book technological issue.
2. Students will bring their chrome book to the technology teacher (Room 49). Depending on the individual situation and availability, the student may be issued a temporary chrome book while their assigned chrome book is being fixed. Note: Students are to treat their temporary chrome book with the same respect as their assigned chrome book. Note: A log will be kept on file to record the number incidences where a student has reported a technological issue with their assigned chrome book.
3. The technology teacher or a technology department representative will retrieve the temporary chrome book upon fixing and returning the student's assigned chrome book.

Chrome Books Left at Home or are Not Charged for the School Day

1. Students will advise their homeroom teacher about their specific chrome book technological issue.
2. Students will be sent to the technology teacher (Room 49) to explain their situation. Note: A log will be kept on file to record the number of incidences where a student left their chrome book at home or did not have a fully charged chrome book for the school day.
3. Students who need to charge their chrome books will be able to do so in coordination with the technology teacher.
4. Students who left their chrome book at home will be issued a temporary chrome book (if available) for use during that specific school day. The chrome book will be returned to the technology teacher (Room 49) before the student leaves for the day. Replacement chrome books will only be provided (if available) one time per trimester per student. Students who leave their chrome books at home or do not fully charge their chrome books are subject to disciplinary consequences.

Lost or Damaged Chrome Books or Chrome Book Accessory

1. Students will advise their homeroom teacher about their specific chrome book technological issue.
2. Students will be sent to the technology teacher (Room 49) to explain their situation. Note: A log will be kept on file to record the number of incidences where a student has reported a lost or damaged chrome book.
3. Students will be responsible to pay the designated fee for a lost or destroyed chrome book. Students who cause intentional damage to a chrome book will be discipline for "damage to school property" and will also forfeit their ability to have an assigned chrome book for the remainder of the academic year.

Chromebook Fee Sheet

<u>Issue with Device</u>	<u>Covered by Warranty</u>	<u>Fee</u>
Chromebook Defective/ Parts Defective	Yes	\$0
Accidental Damage to Chromebook	Yes	\$0
Intentional Damage to Chromebook	No	\$260.00
Chromebook Lost	No	\$260.00
Carrying Case Lost/Destroyed	No	\$28.00
Chromebook Charger Defective	Yes	\$0
Chromebook Charger Lost/Destroyed	No	\$23

Internet Access and Consent (per Policy/Regulations 2361 and 5513)

Because the school district provides, through connection to the Internet, access to other computer systems around the world, pupils and parents must understand that the Board and System Administrators have no control over content. While most of the content available on the Internet is appropriate and valuable some objectionable material exists. The Board will provide pupil access to the Internet resources only in supervised environments and has taken steps to lock out objectionable areas, but potential dangers still remain. The Board does not condone the use of such materials and does not permit the usage of such materials in the school environment. Some information may contain defamatory, inaccurate, abusive, obscene, profane, sexually orientated, threatening, racially offensive or otherwise illegal material. In addition, information that is shared between home and school computers may contain the risk of contaminated or corrupted information. Pupils who knowingly bring such materials into the school environment will be disciplined in accordance with school policy and such activities may result in the termination of such pupils' accounts on the computer network and their independent use of computers while at school. Specific conditions and services on the computer network and the Internet change from time to time. The Board makes no guarantees with respect to services and specifically resumes no responsibility for:

1. The content of any information or advice received by a pupil from a source outside of the school district or any cost that are incurred
2. Any cost, liability or damage caused by pupil use of the computer network or Internet
3. Any consequence of service interruptions or changes whether or not they were under the control of district staff
4. The privacy of electronic mail the Board shall not be held liable for the use of the computer network and the Internet.

All users will abide by the following terms:

1. Use of the computer network and Internet shall be for educational purposes only.

2. Use of the computer network and Internet shall be for legal purposes only.
3. The computer network and Internet shall not be used to transmit threatening, obscene or harassing material in any form.
4. Pupils will not disrupt the computer network or the Internet services by any unauthorized personal action.
5. Pupils will not attempt to gain access or access any computer sites or files for which they do not have authorization.
6. Pupils will not copy any information in any form to which individuals or organizations hold copyright without specific written permission.
7. Pupils will not engage in game playing on computer networks except when authorized for educational purposes.
8. Pupils will print materials for educational purposes only and only to authorized printers.
9. Pupils will not engage in other activities that do not advance the educational purposes for which computer networks and computers are provided.

Violations of Internet Access and Consent

Individuals violating this policy shall be subjected to the consequences as indicated in Regulation 2361 and other appropriate discipline which includes but not limited to:

1. Use of computer network/computers only under direct supervision
2. Suspension or revocation of network privileges
3. Suspension or revocation of computer privileges
4. Suspension from school
5. Expulsion from school
6. Legal action and prosecution by the authorities

Please refer to the 1-1 Chrome Book Initiative website for specific student technology-related information and procedures at www.franklintwpschools.org.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection (kissing, hugging, hand-holding, etc.) are inappropriate and will not be tolerated. Offenders are also subject to the Discipline Code.

MISCELLANEOUS

No toys, stuffed animals, or backpacks (during hall changes) are permitted in school. Pacifiers, toothpicks, lollipops, Popsicle sticks, or straws are **not** permitted in students' mouths.

VACATION

Please be advised that vacation taken while school is in session will be considered as an absence. However, if the vacation is unavoidable, the student is required to obtain work from his/her teachers. The student must follow the steps below:

1. At least one week prior to vacation come to the main office with parent/guardian written notice of the absence.
2. The main office will request work from all major subject teachers for the specified time that the student is expected to be on vacation. Work given to the student prior to the vacation must be completed upon returning to school or arrangements have made with teachers prior to leaving.

The time lost will count toward the cumulative unexcused absence total for the academic year.

GRADING POLICY

(Policy 2624) Caroline L. Reutter School requires that students complete all assigned work. Below you will find the specifications for the school's grading policy. Note: This chart applies for all grades/subjects except for sixth grade ELA and Social Studies classes.

Type of graded item	English Language Arts	Mathematics	Science	Social Studies	Health	Related Arts
Unit Assessment	10%	10%				
Major Assessments	45%	45%	30%	30%	30%	40%
Minor Assessments	20%	20%	30% (5 th Grade) 20% (6 th Grade)	30% (5 th Grade) 20% (6 th Grade)	20%	
Assignments	25%	25%	40% (5 th Grade) 50% (6 th Grade)	40% (5 th Grade) 50% (6 th Grade)	50%	60%

- Major assessments are, typically, major tests, projects, activities measuring learning on large chunks of content, usually preceded by study guides, extensive research, etc.
- Minor assessments are, typically, quizzes, science lab reports, activities measuring a subset of content that would be measured in major tests. Accelerated Reader quizzes will also be counted by the ELA in this particular category. Students are encouraged to meet their individual reading goal during each AR goal period. Goals are individually set based on the student's DRA score and/or teacher recommendation. Students who meet their individual goal will be able to participate in school-wide recognition activities. Additionally, students are encouraged to monitor their progress throughout the school year.
- Assignments are, typically, individual activities that are to be graded, normally performed in class or as a direct result of class activities.

Note: Students may be denied participation in extra-curricular programs and/or activities/field trips if they are not demonstrating satisfactory academic growth in their classes.

Grade Determination

The following grades will be given in each academic subject at the end of each trimester (for all grades/subjects other than sixth grade ELA and Social Studies):

- a. A grade of A indicates superior performance. It may be given to a pupil whose achievement is significantly above grade level; whose work achieves a quality and quantity that consistently excels; and who demonstrates a high degree of initiative, application, and purpose.

- b. A grade of B indicates above average performance. It should be given to a pupil whose achievement is above grade level; whose work frequently excels; and who generally demonstrates strength in the subject.
- c. A grade of C indicates average performance. It should be given to a pupil whose achievement in most areas of the subject are average; whose work is acceptable; and who demonstrates a satisfactory degree of proficiency.
- d. A grade of D indicates below average performance. It should be given to a pupil whose achievement in the subject is barely passing; whose work is the minimum acceptable for credit; and who demonstrates only weak proficiencies in the subject.
- e. A grade of F indicates failing performance and that no credit can be given for the subject. It should be given to a pupil who has not met the minimum requirements of the course; who has demonstrated an inability or unwillingness to master the basic elements of the course; or who has failed to meet the minimum attendance standards necessary to pass a course of study.

Related Arts Classes

O = Performs outstanding work

G = Performs high quality work

S = Acceptable work

U = Improvement is needed, unsatisfactory progress

Standards-Based Report Cards/Evaluation

Standards based education focuses on student mastery of the required content in the different subject areas. Educators are expected to teach to the New Jersey Student Learning Standards. The new standards-based report card accurately represents student growth and clearly communicates the progress students are making towards meeting the identified grade level standards. The traditional grading scale (% , A,B, etc.) is no longer applied when evaluating student performance. The following ratings are now used to indicate progress, as follows:

Exceeding (E)	The student demonstrates they exceed grade level expectations.
Mastering (M)	The student demonstrates mastery of grade level expectations.
Progressing (P)	The student demonstrates progress towards mastery of grade level expectations.
Needs Improvement (N)	The student is not demonstrating progress towards mastery of grade level expectations

Acknowledgments: The Township of Franklin Public Schools leaders would like to extend appreciation for the efforts of teachers, principals, parents, and students who provided insight and valuable feedback regarding this new grading system, representing a huge

paradigm shift for all. As we continue to refine the process of standards-based grading, it is critical for ongoing dialogue, feedback, and collaboration among all stakeholders.

Accelerated Reader (AR) Program

Reutter School will be continuing to utilize the Accelerated Reader (AR) program with its students. The AR program has been designed to encourage and keep students accountable on the books that they are independently reading. Reutter students are encouraged to read, both in school and at home. To help with this initiative, sustained silent reading times have been built into the enrichment schedule. AR has now been enhanced to "AR 360". Within this new program, students will also have access to leveled, non-fiction articles that can be used in class. Please be reminded that Goal Period #1 will conclude during the month of December and Goal Period #2 will conclude during the month of May. Rewards for students meeting their AR Goal and excelling in the AR program will be developed by the school's AR Committee. Students will receive, at a minimum, a minor assessment grade for their progress at meeting the individually-designated AR Goal for each respective Goal Period. Specific rules and procedures for the AR program will be disseminated by their respective English Language Arts Teacher and the school's librarian.

Professional Qualifications of Teachers

Parents of students in district schools may request, through the Superintendent's Office, information on the professional qualifications of their child(ren)'s classroom teachers. Such requests should be made in writing.

Student Classroom Placement

(Policy 5120) Generally, parent's and /or legal guardian's requests on behalf of their child for specific teacher assignments will not be considered. However, it is recognized that occasionally an extenuating circumstance may exist based on a parent's personal experience with a teacher that may result in a request for a child to not be assigned to a specific teacher's class. . Parents /guardians who choose to communicate this type of information are to do so in writing prior to June 1st. The decision of the Principal regarding the teacher assignment shall be final. Students have been placed into their academic assignments according to a multiple measures rubric and teacher's recommendation.

Make-Up Work

Pupils absent for any reason must make up assignments, class work, and tests within a reasonable length of time (one day of absence = one day to make-up work). Make-Up work requests will only be considered for absences of two or more consecutive days. Parents are asked to contact teachers via email directly regarding make-up work and provide adequate notice to teachers for requests of make-up work (preferably at least 24 hours). Such requests shall be limited to five days of work at a time. Additional requests will be honored when the work from the initial request is completed and submitted. Homework is also posted on teacher websites.

Home Instruction

(Policies 2412 and 2481) To provide uninterrupted education for students unable to attend their regular classes because of illness or disability, away from school instruction will be provided subject to the following conditions:

- The period of absence must be expected to be longer than two weeks (10 school days).
- Medical certification is provided as to the necessity for the student's absence and the student's fitness to benefit from the instruction.
- Students may also be placed on administrative home instruction due to non-health related concerns.

PROMOTION/RETENTION

(Policies 5200 and 5410) The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each pupil enrolled in this district shall be moved forward in a continuous program of learning in harmony with his/her own development.

Standards for pupil promotion shall be related to the New Jersey Student Learning Standards and district goals and objectives and to the accomplishments of pupils. A pupil in the elementary grades will be promoted to the next succeeding grade level when he/she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

School attendance shall be a factor in the determination of a pupil's promotion or retention. A student may be retained at grade level, in accordance to Policy 5410, when he/she has been deemed chronically absent, whatever the reason for the absence, except for the observance of a religious holiday and absences due to student's suspension will not count towards the total.

Classroom teachers shall recommend to the Building Principal the promotion or retention of each pupil. Parent(s) or legal guardian(s) and adult pupils may appeal a promotion or retention decision to the Superintendent whose decision shall be final.

SPECIAL EDUCATION

(Policy 2460) The Child Study Team provides the district with diagnostic, instructional and counseling services. In addition to its supervisor, the department is made up of teachers, speech therapists, psychologists, social workers, learning disability specialists and consultant psychiatrist, all of whom work with the district's professional staff in helping students overcome severe learning problems. Parents may access referral information through the Supervisor of Special Services or the district's website- www.franklintwpschools.org.

Parents for a Positive Change

Parents for Positive Change is a special education advisory committee made up of parents who want to have a voice for their children in the school district.

Although the group's mission is to collaborate with parents, educators, and community in providing positive change for all our children with special educational needs, the group takes into consideration so much more. The group offers emotional support for our parents, fun outings for children and families such as bowling, hayrides and meet and greets, as well as providing speakers, such as a special needs attorney discussing planning for the future, seminars on how to be a partner with your school in writing your child's IEP and our personal favorite.....Mom's Night Out!!!

The group meets every second Tuesday of the month at the Administration Building located on Coles Mill Road (across from the Mary F. Janvier School).

FAMILY LIFE EDUCATION PROGRAM

A Family Life Education Curriculum is presented in grades 5-6. The curriculum guide and all instructional materials are available for review upon the request of parents and guardians to the school principal. The child of any parent or guardian who presents to the school principal a signed statement that any part of the instruction in family life education is in conflict with his/her conscience or sincerely held moral or religious beliefs, shall be excused from that portion of the course where such instruction is being given and no penalty shall be incurred.

ODYSSEY OF THE MIND

(Policy 2464) The district operates a program for students in grades 5-6 who are identified as “gifted and talented” according to Board approved district criteria and procedures. Interested students are assessed for their eligibility in the program. Information regarding an overview of the program and the criteria for the selection is available upon request from the principal. Parents who feel their child was overlooked for the program should send a letter of appeal to the school principal.

PHYSICAL EDUCATION PROGRAM

(Policy 2425) The school system has developed a complete program of physical education in accordance with state regulations. All students are required to participate in this program unless excused for valid medical reasons.

BASIC SKILLS INSTRUCTION

This program offers remedial services in English Language Arts and Mathematics. Students are identified for remedial and/or supplemental instruction by district testing, teacher recommendation, and performance level. Small group instruction focuses on individual needs of the children. In grades 5-6, instruction is also supplemented by a computer-assisted instructional program. Basic Skills may be provided as a pull-out and/or push-in format.

INTERVENTION AND REFERRAL SERVICES

(Policy 2417) This group, consisting of the counselor, a child study team member, the school nurse, and teachers, provides assistance in the development of educational strategies for students experiencing academic and/or behavioral difficulties. Parents may access information regarding this program through the guidance counselor.

ASSEMBLY CONDUCT

Assembly programs will be presented throughout the year for grades 5 and 6. Students are expected to proceed to the cafeteria or other designated area in an orderly fashion and to show proper respect to all persons appearing before the assembly. These programs are presented as a supplement to the curriculum. If student behavior falls below what is expected, the discipline code will be enforced and the programs may be discontinued.

VIDEO SURVEILLIANCE

(Policy 5516) The Township of Franklin Board of Education has authorized the use of surveillance cameras in school and on school grounds to support the provision of a safe environment. The Administration may use images depicted on video surveillance to determine appropriate discipline for inappropriate behavior.

DRUG/ALCOHOL POLICY

(Policy 5530) The Board has adopted policy and procedures for the evaluation and treatment of pupils who possess, consume or who, on reasonable grounds, are suspected of being under the influence of alcoholic beverages or controlled dangerous substances. This policy/procedure is available for review upon request to the school principal.

INTEGRATED PEST MANAGEMENT (IPM)

School follows all IPM protocols for treating pests in and around the building. Methods of treating any pest problems always begin with non-chemical remedies. Specific information regarding IPM practices is located in the main office, or can be discussed by contacting Mr. Thomas Rambone, Facilities Supervisor at 856-629-9500 X1210.

SECTION 504 / ADA Compliance

(Policy 1510) The School Business Administrator/Board Secretary is the district's ADA Coordinator and Public Agency Compliance Officer. This Administrator is responsible for ensuring adherence to the law. Alleged grievances relating to compliance or ADA should be presented promptly to the Supervisor of Curriculum and Instruction. Any questions or concerns should be addressed to this administrator at 3228 Coles Mill Road, Franklinville, NJ 08322-3029. Phone 626-9500, Ext. 1221.

AFFIRMATIVE ACTION/TITLE IX

1. (Policy 1140) The Township of Franklin Board of Education is an equal opportunity employer and does not discriminate in employment because of sex, race, color, creed, religion, handicap, domicile, marital or parent status or national origin. The Board assures equality in all educational programs and services.
2. A copy of the district's affirmative action plan and grievance procedure is available for review from a school Principal or Superintendent upon request. Also available for review is the district's equity objectives and plans.
3. Mrs. Jaime Doldan, Supervisor of Curriculum and Instruction is the Affirmative Action Officer Title IX Coordinator. She is responsible for:
 - Ensuring adherence to the laws prohibiting discrimination, and
 - Monitoring the plan as approved by the Board.
4. Alleged grievances of discrimination should be presented promptly to the affirmative action officer. Any questions or concerns regarding affirmative action should be addressed to 3228 Coles Mill Road, Franklinville, NJ 08322. Phone: 629-9500, extension 1221.
5. Anyone interested in participating in the planning, implementation and evaluation of the District's equity programs should contact the Affirmative Action Officer.

RIGHT TO KNOW / MEDICAL ALERTS

(Policy 7433) Safety includes information about the use and storage of hazardous substances. Parent/Guardians are advised as follows:

1. Notice of any construction or other activities involving hazardous substances will be posted on the bulletin board of their children's school;
2. Hazardous substances may be stored at the school at various times throughout the year;
3. Hazardous substances fact sheets for any of the hazardous substances being used or stored are available at the school.

CONTAGIOUS DISEASES

(Policy 8451) In order to prevent epidemics and protect the health of the children, the exclusion periods for communicable diseases are as follows:

Chicken Pox-6 days or until all lesions are in scab stage.

Conjunctivitis-24-72 hours or until the discharge has ceased or doctor's certificate is presented.

Measles-5 days after onset of rash.

Mononucleosis-doctor's certificate required.

Mumps-minimum of 9 days or until swelling subsides.

Pediculosis (head lice)-lice and eggs must be removed before returning.

Scabies, Impetigo, Ringworm (Tinea Capitis)-doctor's certificate required.

Scarlet Fever-excluded for two days after onset of therapy.

Streptococcal Infection-(Strep Throat, Scarletina)-doctor's certificate to return or after 24 hours of treatment.

Whooping Cough-doctor's certificate required.

Children who have an elevated temperature should always be kept home and away from other children for 24 hours. Other children in the family may attend school. A physician's note is required for a student to return to school has been absent for five or more consecutive days due to illness/injury.

Medication

(Policy 5330) The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available to him/her during school hours.

Before any medication shall be administered, the board requires that pertinent information be provided by a physician and the parent(s). A medication consent form is available from the school nurse. The nurse will handle any necessary inquiries regarding the information provided, secure the medication and dispense the dosage to the student.

Management of Life Threatening Allergies in Schools

(Policy 5331) The Board recognizes pupils may have allergies to certain foods and other substances, and may be at risk for anaphylaxis. If your child is allergic to foods and/or other substances, notify the nurse of the school your child is attending.

INJURY AND ILLNESS

(Policies 8441 and 8442)

1. First aid treatment is administered.

2. In case of emergency or illness, the parent (or person responsible for the child's welfare) is notified immediately. If it is impossible to contact the parent or person responsible, medical aid will be secured from a trained staff member, school doctor, family physician, or nearest medical center.

3. In case of illness, the nurse will notify the parents and request that they call for the student or arrange for transportation.

DISTRICT POLICIES

All district policies can be obtained through the district's website at the following web address: www.franklintwpschools.org

STUDENT ABSENCES/EARLY RELEASE/TARDY FROM SCHOOL

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.

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:

1. Illness which manifested itself after having reported to school.

2. Certified appointment with a physician/dentist.
3. Court appearance with verification of appointment.
4. 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. **A note from the parent/guardian containing the pupil's name, date, reason for early dismissal and the signature of the parent/guardian.**
- B. 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.
- C. **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.**

Absence Calling

Parents/Guardians are responsible for notifying the school on the first day of a student's absence. Notification should be made prior to the beginning of the school day by the calling the respective school voice mail box 24 hours a day as follows: **CAROLINE L. REUTTER SCHOOL-629-9500, Ext. 3500**. When calling, give your name, your absent child's name and grade, and the number of days you expect the child to be absent. By keeping the calls brief, the telephone lines will be open for other parents to report their child's absence. **It is EXTREMELY important that the parent/guardian call the school.** However, in the event this procedure is not followed by the parent/guardian, assigned school personnel shall contact the home. If contact cannot be made, the attendance officer shall be sent to the home. If the absence continues unexplained, the local police will be notified.

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, including their class field trip. 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.

A list of New Jersey Department of Education authorized religious holidays can be accessed at <http://www.state.nj.us/education/genfo/holidays1516.pdf>

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. Also, children should NOT wear jewelry on days which they have physical education class. If any jewelry, or other items are worn which could

compromise the safety or physical movement of a student, the item(s) will be removed. School personnel will not be responsible for articles that are missing or lost.

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

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.

CHART OF DISCIPLINE

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2. The School Principal and/or Superintendent may modify the disciplinary actions specified in the chart of discipline on a case by case basis. The behaviors include, but are not limited to:

Chart of Discipline		
Infraction	Disciplinary Action First Offense	Disciplinary Action Second and Subsequent Offenses
Possession of matches, lighter, e-cigarette, etc.	A or B	B
Possession of tobacco, tobacco products, paraphernalia	A or B	B
Continued classroom, playground or lunchroom disruption/disrespect	A	B
General Misconduct	A or B	B
Disrespect towards a school employee	A or B	B or C
Disrespect towards another pupil	A or B	B or C
Violating the rights of others	A or B	B

Jeopardizing the Safety of Others	A or B	C
Disrespectful comments that include racial or sexual content	A or B, and/or F	C, and/or F
Failure to Follow Directions	A or B	B
Cutting Class/Leaving without Permission	A or B	B
Display of an Electronic Device without permission	A	A and I
Operation of an Electronic Device without permission	A and/or I	A or B and I
Inappropriate Use of an Electronic Device	A or B and/or I	A or B and I
Possession of obscene materials	A	B
Distribution/Display of obscene materials	B and/or F/I	C and/or F/I
Profane language (verbal or written)	A	B
Simple assault	A or B	C
Fighting	A or B and/or F	C and/or F
Incitement to Fight	A or B	B
Threat of bodily injury	A or B and/or F	C and/or F
Defiance, insubordination	B	C
Leaving school without permission	B	C
Lighting matches, lighter, etc.	B	C
Possession of a weapon facsimile	B, F	C, F
Profanity or obscene language directed toward an employee	B	C
Smoking on school property	B, F	C, F
Theft	B, F	C, F
Possession of fireworks	C, F	D, H, F
Possession of a weapon or dangerous instrument other than a firearm	C, F	D, H, F
Deliberate damage to property	C and F	D, F, H
Robbery	D, H, F	E, F, H
Extortion	D, H, F	E, F, H
Sex offense	D, F, H	E, F, H
Substance abuse possession	D, F, H	E, F, H
Substance abuse use	D, F, H	E, F, H
Substance abuse distribution	E, F, H	F, G, H

Attempted arson	E, F, H	F, G, H
Aggravated assault	E, F, H	F, G, H
Assault upon an adult	E, F, H	F, G, H
Threatening bodily harm to another with a weapon or dangerous instrument	E, F, H	F, G, H
Assault with weapon or dangerous instrument (not firearm)	F, G, H	F, G, H
Possession of a firearm	F, G, H	F, G, H
Arson	F, G, H	F, G, H
Assault with a firearm	G, F, H	F, G, H

Disciplinary Action Guide	
Code	Disciplinary Action
A	Parent Conference / Detention(s)
B	Two days suspension
C	Three to five days suspension
D	Five days suspension
E	Suspension pending review and recommendation by the Child Study Team and/or Clinical Psychologist
F	Referral to local law enforcement agency
G	Removal from school for a period of not less than one year, subject to a case by case exception by the Superintendent
H	At the discretion of the Principal, suspension from all school activity privileges and bus transportation for five school days upon pupil's return to school from suspension
I	Loss of Electronic Devices

1-1 Chrome Book Initiative Code of Conduct Related Infractions

Infraction	First Offense	Second Offense	Third Offense
Accidental Damage to a Chrome Book or Accessory	Warning / Written Reflection	Detention / Loss of Chrome Book for Ten Days	Detention / Loss of Chrome Book for Thirty Days
Misuse of a Chrome Book or Accessory	Written Reflection / Loss of Chrome Book for Five Days	Detention / Loss of Chrome Book for Thirty Days	Detention / Loss of Chrome Book for One Trimester
Uncharged or Chrome Books Left at Home (per trimester)	Warning	Detention / Loss of Chrome Book for Five Days	Detention / Loss of Chrome Book for Thirty Days
Lost / Destroyed Chrome Book or Accessory	Warning / Written Reflection / Loss of Chrome Book of Five Days / Restitution	Detention / Restitution / Written Reflection / Loss of Chrome Book for Thirty Days	Two Day Out of School Suspension / Restitution / Loss of Chrome Book for One Trimester
Intentional Damage to a Chrome Book or Accessory	Three to Five Day Out of School Suspension / Referral to Local Law		

	Enforcement Agency / Loss of Chrome Book / Restitution		
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- Administration reserves the right to modify the consequences of chrome book related infractions as necessary.

Further information pertaining to the code of conduct and the appeals procedure can be found on our district's website at www.franklintwpschools.org.

HARASSMENT/INTIMIDATION/BULLYING

Harassment is a violation of state and federal laws. The Board of Education has adopted Policy 5751 to address this topic. Copies are available upon request to the Principal and through the district's website at www.franklintwpschools.org.

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or by any other distinguishing characteristic; and that
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, and that
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

In addition, according to the Olweus program, actual bullying occurs when any of the above noted actions are unwanted, negative, repetitive, and when one student exerts power (real or perceived) over another. Actual, Olweus' definition: "Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself." The Olweus program is based upon four basic rules governing anti-bullying behavior, and emphasizes that all students should take an active stance against any type of bullying behavior—"Be the G" is the catch phrase because in the Olweus Bullying Circle (A-G), A is the student being bullied, the G is the active defender against bullying behavior. B through F represent varying levels of involvement in

the bully behavior. All students should ascribe to “be the G.” The following rules will be shared with all students and staff, and will be reinforced throughout the school year: Rule 1: We will not bully others. Rule 2: We will help students who are bullied. Rule 3: We will include students who are left out. Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home. Each allegation of HIB MUST be reported to the principal and the designated Anti-Bullying Specialist (Mrs. Kayla Callaway, school counselor at 856-694-0223 X3104) and thoroughly investigated. Afterward, any action deemed to be an act of bullying, is reported to the superintendent, and ultimately the Board of Education. Incidents of bullying will not be tolerated, or taken lightly. Corrective action will be taken in the instances of HIB, including, but not limited to discipline and counseling, depending upon the severity of the negative action. The student being bullied, in addition to the bully, will be provided counseling. With increased awareness, and the Olweus program, the goal is to stamp out all types of harassment, intimidation and bullying. Together with the staff, parents, and students Reutter will be an anti-bully zone! The school principal and school anti-bullying specialist (school counselor) are to be promptly notified when instances of H.I.B. are suspected.

The District Anti-Bullying Co-Coordinator are Mrs. Barbara Dobzanski, Supervisor and Mr. Theodore Peters, Principal. The school’s Anti-Bullying Specialist is Mrs. Kayla Callaway, School Counselor. Mr. Peters and Mrs. Callaway can be contacted at 694-0223.

CHARACTER DEVELOPMENT / STUDENT RECOGNITION PROGRAMS

Caroline L. Reutter School has been declared by the Character Education Partnership as a New Jersey State School of Character and a school with character education “Promising Practices”. In addition, the Anti-Defamation League has also declared Reutter School as a “No Place for Hate” Award-Winning School. Reutter School is proud to provide our students with numerous opportunities to learn about character education and ways to recognize their efforts in making good choices. Enrichment and Reward programs are offered to students throughout the school year.

PARENT INVOLVEMENT

(Policy 9100) Throughout the course of the school year, in-class student recognition programs often culminate with the child’s parent/guardian having the opportunity to come into the class to read to the students or assist with school-wide events. Parents are encouraged to take advantage of this opportunity. Older siblings can, at times, be involved in these activities with Principal approval but at no time will non-school age children be permitted in the classroom. Parents are strongly urged to join and support the PTO. This organization can be helpful in keeping parents aware of the progress and development of our school program and in helping to make our school an increasingly effective educational institution. Meeting dates are published on the District’s website and on the school’s monthly calendar. Parents interested in participating in the school’s PTO are encouraged to view the PTO’s website at <http://www.franklintwpschools.org/index.php/parentsstudents/ptopta/>. Parents requesting information regarding a child’s records or enrollment verification must personally request such information to the school’s principal by appointment only.

Seasonal Celebrations

(Policy 5850) Caroline L. Reutter School recognizes that seasonal events and activities are important to the children’s understanding of the world around them and related activities provide practice in student development of appropriate socialization skills. Specific school wide celebrations are run by the teachers and PTO. These celebrations are:

Halloween/Harvest - October 28, 2016

Winter – December 23, 2016

Last Day of School – June 16, 2017 (*Date may change due to emergency closing days)

PTO head room parents coordinate the above listed events and up to six parents per classroom are permitted to attend each of these activities. Each person attending must be on the guest list, provide valid photo identification, and wear an ID sticker at all times while in the building. Children’s siblings and additional relatives or friends are not permitted to attend.

CAFETERIA

(Policy 8500) The Township of Franklin Public School cafeteria offers a balanced lunch at a minimum cost to the student. The cafeteria participates in the federal lunch and milk program and abides by its rules and regulations. Lunch includes a choice of three to five items. These lunches are paid on a daily basis. All students eat in the cafeteria whether lunches are brought or purchased. Breakfast is also available at the Caroline L. Reutter School. Parents may monitor their child's lunchroom purchases through the Realtime Parent Portal on the district's website. School Lunch Calendars for breakfast and lunch are posted on the district's website at www.franklintwpschools.org.

School Cafeteria Prices

Description	Price
Student Breakfast	\$1.25
Student Reduced Breakfast	\$0.30
Student Lunch	\$2.75
Student Reduced Lunch	\$0.40
Second Protein Portion with purchase of a menu pattern lunch	\$1.85
A la carte entrée	\$2.25
A la carte milk	\$0.50
Snacks (assorted varieties)	Ranging from (\$0.40 - \$1.00)

Birthday Celebrations

Birthdays are a special time and while it is recognized that parents/guardians would like to bring in a birthday treat, they are discouraged from doing so as some children in our school have food allergies and sensitivities. Instead, parents are encouraged to contact our cafeteria Food Services Director at 856-694-0223, ext. 1105, to purchase a cafeteria provided treat to be given to the class during lunch. Cafeteria personnel will ensure that all children in the class have dietary requirements met. Parents/guardians are also invited to eat lunch with their child in the cafeteria on that day. Please notify the Main Office prior to a lunch visitation. Cafeteria staff will gladly take a photo of your child but parents/guests photographing others in the Cafeteria is not permitted. To assist in maintaining student safety it is vital to recognize that:

- Every parent entering the school for any reason must sign in at the Main Office and show valid photo ID to receive a Visitor's Pass
- Visitors are not allowed on the school grounds or in the building while school is in session without the expressed permission of the building Principal.
- If necessary, the police will be called to enforce compliance.