Franklin School

Grades K-2
Handbook

Important Telephone Numbers / Email Addresses

Franklin School 201-896-2077		
Mrs. Jennifer Scardino, Principal	Ext. 4500	jenniferscardino@lyndhurst.k12.nj.us
Mrs. Rosa Figueiredo, Secretary	Ext. 4500	rosafigueiredo@lyndhurst.k12.nj.us
Ms. Marisa Hanrahan, Guidance	Ext. 4504	marisahanrihan@lyndhurst.k12.nj.us
Mrs. Colleen Cappuccino, Nurse	Ext. 4503	colleencappuccino@lyndhurst.k12.nj.us

OUR SCHOOL NURSE

Please be sure to read any correspondence that is sent home from our school nurse, Colleen Cappuccino or from the district nursing staff; such information may come in paper or electronic form.

- It is important that you complete and/or return any forms that require information about your child in a timely manner so that the school's records remain up to date

- Please make sure to go onto our district website and click on Nurse's Corner to find out about health rules regulations. https://lyndhurstschoolsnet.finalsite.com/parents/nurses-corner

Marking Period Dates
2026-2027
Grades K-2

1st Marking Period: September 1 -December 4th

Progress Reports Viewable on Parent Portal on October 15th

Report Cards viewable on Parent Portal on December 10th

2nd Marking Period: December 7– March 12, 2027

Progress Reports Viewable on Parent Portal January 26th

Report Cards viewable on Parent Portal March 24, 2027

3rd Marking Period: March 15– June 18, 2027

Progress Reports viewable on Parent Portal May 5th

Report Cards viewable on Parent Portal June 18th

Parent Portal: https://www.fridayparentportal.com/portal/security/login.cfm

Parents/Caregivers as Educators

Every adult in the Franklin School Community is an educator and, as educators, we model behaviors and provide instruction to our students every minute of every school day. By listening, observing, and considering the ways our adult community behaves, speaks, acts (and reacts) with one another, our students come to recognize acceptable (and unacceptable) social behaviors.

Our administrative staff, custodial staff, and paraprofessional staff are required to model instruction for our students; along with the teachers, counselors, and nurses of our building, these community members are educators. As parents/caregivers, you TOO are educators of your children – the educators they likely spend the MOST time with; as your child watches you and listens to you (often when you are not aware), he/she is learning social behaviors. Please keep this in mind both at home and on school premises. Together, let us demonstrate to our students the social behaviors we want them to practice when they interact with their peers.

The pages throughout this handbook serve as a guide for you to better understand the procedures and policies of our K-2 school. It is designed to serve as a reference and resource for your questions and concerns and to show how we are maximizing optimal learning time in a safe, secure, healthy environment for your children. Rest assured you will be notified if any policies or procedures need amending as the school year progresses. We thank you in advance for your cooperation in the daily operation of our school and are privileged to have you as a member of the Lyndhurst Public School community.

MORNING TRAFFIC FLOW

For the SAFETY OF OUR SCHOOL COMMUNITY, it is **IMPERATIVE** that EVERYONE abide by traffic rules when walking students to and from the school premises and picking up
THERE IS NO PARKING DIRECTLY IN FRONT OR ON FERN AVENUE.

- **THERE ARE <u>NO EXCEPTIONS</u>** – additional siblings, infants in carriers, etc. do NOT allow a car to park in either of these areas
- Legal handicapped parking spots are marked and reserved only for those with handicap permits
- Persistent violators will be contacted and/or reported to the traffic authorities

STUYVESANT AVENUE IS A BUS ZONE DESIGNED ONLY FOR OUR SCHOOL TRANSPORTATION VEHICLES

- THE FRONT ENTRANCE IS RESERVED ONLY FOR STUDENTS RECEIVING BUS SERVICE
- **NEVER** block the school driveways or park in yellow curb areas
- **Morning drop-off is a Drop-and-Go!**

If you are putting your vehicle in park for any reason (exiting the vehicle to assist your child), please do not use the drop-off zone instead, park your car and walk your child to the drop-off zone. This will keep traffic moving and reduce the risk of accidents with cars backing up and maneuvering around others.

INCLEMENT WEATHER

On days of inclement weather, we will do our best to accommodate the students as soon as possible.

RUNNING LATE

- Any student arriving after the Fern Ave. doors have closed should enter through the main entrance ESCORTED BY PARENT/CAREGIVER who must SIGN the child into school – this is to ensure the *safety* of our students
- Persistent tardiness will be handled as per district policy.

Forgotten Items

A forgotten lunch/snack/school necessity may be brought to school during the accepted times: 8:40-9:00 am.
YOU MUST CALL BEFORE YOU COME TO DROP OFF AN ITEM!

WHAT TO INCLUDE IN A NOTE TO SCHOOL?

When sending a note to school, please make sure it consists of the information listed below:
Date
*Student's **FIRST** and **LAST** Name*
Teacher's Name/Grade
Reason for Note
PARENT SIGNATURE

ARRIVING TO SCHOOL

- Students should arrive to school no earlier than 8:35 am
- UNDER NO CIRCUMSTANCES MAY A STUDENT BE LEFT UNATTENDED BY AN ADULT before 8:35 am
- The Doors on the Fern Avenue side of the building will open at 8:35 am.
- Students will go to their classrooms, where their teachers will greet them.
- Teachers who do not have a homeroom will assist with arrival procedures.
- Parents/Caregivers are responsible for their child's behavior before 8:35 a.m., the start of our school day.

*All students receiving transportation to/from school will be escorted to/from the bus upon arrival and dismissal; any bused student who does not take the bus on a given day should enter the building through the front entrance**.**

REPORTING AN ABSENCE

In order to safely account for all of our students, our main office must be called when a child is absent for any reason

- You must call the MAIN OFFICE on the morning of your child's absence NO LATER THAN 9AM (201) 896-2077 Or an email should be sent to Ms. Rosa Figueiredo (rosafigueiredo@lyndhurst.k12.nj.us)

*To safely account for all of our students, our main office must be called when a child is absent for any reason. More than a**n email to the teacher is required.***

All students require a note to return to school after an absence. Students absent 3 or more days require a doctor's note to return to school!

If a student is absent and the absence is not reported by the designated time, the LYNDHURST POLICE will be contacted and an immediate "Well-Check" will be performed by them at the child's home.

When reporting an absence, you may select to pick up your child's missed work; let our office know by 9AM and the teacher will have the work ready for you to pick up at the designated exit door at class dismissal time 3:10pm

- *2 days allotted for make-up work for each day absent.*
- *EX: Absent on Tuesday, work is due on Friday.*

Lunchtime

For purposes of health, safety, and the maintenance of a sanitary learning environment, our K-2 classes eat lunch in the lunchroom and enjoy recess on a designated area of the playground with the students in their grade.

Be sure to send your child to school with appropriate outerwear, as recess will be outside except on days with inclement weather.

- If it is sunny, with low wind and above freezing temperatures, it is likely the students will be brought outside to enjoy some fresh air!

NO CROSSING GUARDS ARE ON DUTY DURING LUNCHTIME

Breakfast and Lunch

School breakfast and lunch are provided through Maschio's Food Service and may be ordered on a monthly basis.

- *Please follow all procedures outlined on the breakfast/lunch calendar/order form.*

If you select to NEVER receive breakfast or lunch for your child, return back the first calendar you receive with your child's name, grade, teacher and the words "BROWN BAG LUNCH" across the calendar.

- *This will indicate that you wish to refrain from receiving breakfast or lunch menus.*
- *Please contact your child's teacher by note or email if your preference changes.*

Due to limited time, phone calls will not be made if a child forgets a snack. Please remember to send your child a snack daily.

Picking Up Your Child at Dismissal Time

- *Parents/Caregivers are expected to arrive on time to pick up their child/children AT THE DESIGNATED EXIT DOORS –* ***Dismissal time is 3:10 PM.***
- *As per district safety policy, PreK-2 students MAY NOT walk to a car alone.*

- *A note MUST be sent to main office in order for your child to be picked up by anyone other than those who have been identified on your student's paperwork – NO EXCEPTIONS!*

  Anyone picking up a child who is not listed on the paperwork MUST be prepared with ID even after the office has been notified

- *If you are late in picking up your child, you MUST CALL THE SCHOOL IN ADVANCE to make us aware of the situation and then enter the building in person to meet your child.*
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- *Kindergarten and Ms. Rash's classes will be dismissed from the side doors on the Fern Ave. side of the building on the upper part of the blacktop/playground.*
  Grades 1 & 2 will be dismissed from the side doors on the Fern Ave. side of the building on the lower playground. (New part of the school building)

The Daily Folder

Your child's DAILY FOLDER serves as an excellent communication tool between you and your child's teacher. Develop a routine at home that incorporates a DAILY CHECK of this folder each afternoon/evening.

- *Any paper correspondence about your child, his/her classroom, and our school will be distributed through this folder.*
- *Homework assignments, project notifications, and related instructional information may also be sent home in this folder.*

Many of the folder's items will be time-sensitive, so please make time to check the Daily Folder part of the routine you share with your child.
Include in your routine a daily check of the school website and the web page of your child's teacher, as most information is shared electronically to support our environment.

<u>Remember</u>: The routines you develop with/for your child - and then consistently reinforce at home – will set the foundation for future practice. When students progress to higher levels of study (middle/high school), organizational routines are of vital importance – together, let's continue to prepare our children to become the organized, self-reliant, successful students of tomorrow!

Dress and Grooming

- Hats, hoods, or any other head coverings are not permitted indoors
- Shoes, sandals, or sneakers must provide a firm walking surface and good balance and be securely attached to the entire foot
- Clothing that is ripped, torn or has holes is not permitted
- Hair must not present a safety or sanitary hazard
- Skirts and skorts must be no shorter than 2" above the knee

A proper dress attire policy is an integral part of the school program. The basis of judgment for accountability of dress shall be neatness, health, cleanliness, modesty, safety, and non-distractibility.

Inappropriate Attire- All Schools

- Sunglasses may not be worn indoors unless their use is prescribed by a doctor
- No outerwear clothing is permitted to be worn in school (coats/jackets), hooded sweatshirts are allowed
- No bare midriffs, halters, swim suits, muscle shirts, net shirts or tank tops will be permitted in school
- Students are not permitted to wear cut off clothing
- Students are not permitted to wear pajamas
- Clothing with studs or chains is not permitted

PHYSICAL EDUCATION

- K-2 students receive two periods of physical education each week
- On the day your child attends physical education class, please follow the "gym/Phys.ed" school wear policy
- In addition, please read all correspondence from your child's physical education instructor, as it will provide detailed information about what is/isn't acceptable for the class (behavior, attire, footwear, etc.)

A student not wearing the required attire will not be permitted to participate in physical education class.
On sunny days, with low wind and above-freezing temperatures, it should be assumed that students will be outside for phys. Ed. class, so please send your child with the appropriate outerwear

SPECIALTY INSTRUCTION

The curriculum of the Lyndhurst Public Schools incorporates a vast amount of instruction in specialty areas, especially in the middle and high school grades. To introduce and prepare K-2 students for instruction in these areas, art, music, and Spanish classes are provided to students once/week
Typically, the students proceed to the art/music room for their fine arts instruction in these areas
We ask that parents/caregivers support our specialty teachers so that students may progress and develop in these important areas of study
Throughout the year, be aware of all correspondence that comes home from these teachers; when necessary, complete and return forms
Your child's teacher will send home a copy of the class' weekly schedule – Be certain to know what days your child has each special so that he/she is prepared for it on a given day
Sometimes, a specialty instructor will ask students to bring in items for a project/lesson – please be aware and supportive of such initiatives that can further your child's instruction.

District Policies, Information, and Calendar

Be sure to review the "Policies" section of the district website as well as any related information that is sent home to you either in hard copy or in electronic form.
Such distributions contain important information, all of which pertains to your child.
YOU ARE RESPONSIBLE for following these policies and making sure your child is in compliance with all district and school policies as well.

District/School Website and Teacher Pages

All information related to the district, school, and classroom is available at:
https://lyndhurstschoolsnet.finalsite.com or https://franklin.lyndhurstschools.net

Visit the website regularly for information and updates.

Visit the Teacher Page for your child by clicking on the teacher's name on the school website – here you will find classroom news, homework, and helpful resources.

Parent/Caregiver Notification System

The district utilizes a computerized notification system to keep parents/caregivers and students aware of important information, events, and changes to the school schedule.
You may elect a phone number which will then receive voice and/or text messages of this information when a notification is sent out.
You may also give an email address so that you may receive email communication of these notifications.

Inform the Main Office of any changes throughout the year.

CALL BEFORE YOU COME

ALL visits to the school MUST be announced to and approved by the MAIN OFFICE
NO ONE will be permitted to enter the building if he/she has not first called the main office and received approval – this includes parents and caregivers

NOT A PARENT or LEGAL CUSTODIAN? BE PREPARED WITH ID

In the event of a question about identity, and NON-PARENT CUSTODIAN must have a valid ID to verify that he/she is the person designated by the parent/caregiver to pick up the student

No ID? No entry!

We will NEVER compromise the safety of our students – they are too special to us!

BEFORE/AFTER CARE

Any necessary information pertaining to the before/after care services provided through the district may be obtained through the district website or by clicking on the link below.
https://www.alphabest.org/lyndhurstnj/

COMMUNICATING WITH YOUR SCHOOL PRINCIPAL

The principal of your school building is most interested in hearing and addressing the needs, concerns, and questions of parents and caregivers.
Please respect the following procedure when reaching out to your child's principal:
If the question/concern is related to a classroom situation, you MUST FIRST communicate with your child's classroom teacher; the principal will not discuss a classroom situation with a parent/caregiver if it has not been addressed with a teacher.
Always contact the main office to schedule an appointment with your school principal; remember, no one will be permitted into the building without notifying and receiving approval from the main office.
Express the nature of your concern with the school secretary, as some questions and concerns may be addressed through the main office and related administrators.
We ask that you refrain from lengthy, detailed email messages to the principal, as so much more may be accomplished in a sit-down session.

PRACTICING SAFETY PROCEDURES

Our building will perform TWO safety procedures every month, including fire, lockdown, evacuation, and shut-in drills.
Teachers will instruct students on the importance and serious nature of these drills and we request that this be reinforced at home.

Code of Conduct

September 2026

Dear Students, Parents, and Guardians:

Who we are as individuals make up what we are together, whether family, school, community, or nation. Elementary students in the Lyndhurst Public Schools are expected to follow the golden rule:

TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED

Philosophy and Beliefs

We, the members of the Franklin School Community, students, parents, and Educators believe that every child must be given full opportunity consistent with the safety and well-being of other students and faculty to acquire a personal code of behavior through instruction, example, and experience. We believe that discipline should be developmentally appropriate and a learning experience. Our philosophy is to promote Pro-Social Behavior based on explicit instruction.

We believe:

- The school community is responsible for creating warm and supportive learning environments for children by building positive relationships with each student;
- Explicit instruction of pro-social behavior allows children to become contributing citizens in a diverse society;
- Expectations for pro-social behavior are based on differentiated and personalized learner goals;
- Clearly defined, consistent school and classroom norms for behavior foster pro-social behavior; progressive approaches to student infractions will be employed as needed.

Norms for Behavior

Classroom and school norms for behavior are a critical part of explicit instruction in pro-social behavior. As students develop their social skills through their learning experiences and interactions with peers and adults, we emphasize being kind and fair through sharing and expressing feelings and working through their emotions. Students' pro-social behavior and good citizenship decisions are recognized in a variety of ways throughout the school - in their classrooms, special area classes, hallways, cafeteria, and recess. Students' positive choices are celebrated in their classrooms by their teachers in various ways. Additionally, students' efforts in learning pro-social behavior are celebrated with school-wide recognition.

Conduct and Discipline
Many policies and regulations govern the operation of a school district. The Board of Education authorizes the Superintendent of Schools to develop policies, rules, and regulations consistent with N.J.S.A. 18-A:37-2 and Board Policy 5600 and Regulation 5600 govern discipline in Lyndhurst Public Schools.

While our goal is to have a school community of students and staff who exhibit pro-social behavior, it is not uncommon for students to make mistakes in judgment or break school norms for conduct as they develop their social skills. During these critical early childhood years, students are learning how to build and maintain friendships and resolve conflicts in an effort to become good citizens while simultaneously learning from mistakes in the process.

It is best for children and their class community when students and teachers resolve problems together. In the Lyndhurst Public Schools, students are taught to assume responsibility for their actions and to demonstrate that they care for their own and the well-being of others. Families are an integral part in helping the school promote pro-social behaviors. Home and school must work together to create positive school experiences for the student.

Students are expected to:
- Treat others the way in which we would like and expect to be treated
- Know and exercise positive modes of behavior and good manners.
- Accept the responsibility for their actions and the consequences of inappropriate behavior as outlined in the code of conduct.
- Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
- Adhere to all policies and procedures of the Lyndhurst School District.

Every parent/guardian is expected to:
- Model positive modes of behavior and good manners.
- Work cooperatively with the school staff to ensure the well-being of all children.
- Insist on his/her child's punctual and regular school attendance.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Explain and discuss the code of conduct with his/her child.
- Reinforce student compliance with the code of conduct.
- Provide emotional, social, and academic support in the student's school life.
- Adhere to all policies and procedures of the district.

The following Progressive Approaches to Student Infractions will help students, staff, and families understand the expectations for acceptable behavior. All students are expected to follow the Code of Conduct in a developmentally appropriate manner. The Progressive Approaches to Student Infractions Chart describes some general unacceptable behaviors and associated remedial actions, which are divided into three tiers according to severity, developmental level, and a student's history of behaviors. Families will be notified when inappropriate behaviors occur that result in remedial actions so that the family can work with the school to alleviate such behaviors.

Please note:

- In our effort to maintain the safety and well-being of students and school personnel, we may find it necessary to adjust the remedial actions when it is in the best interest of the student or student body. The Progressive Approaches to Student Infractions Chart is a guideline. Administration has discretion regarding actions as they relate to individual circumstances. Furthermore, where the behavior is not clearly listed in the Progressive Approaches to Student Infractions Chart, school administrators will use their discretion to determine an appropriate remedial action.
- For students with disabilities, the behavior interventions and supports shall be determined and provided in accordance with N.J.A.C. 6A:14. The Child Study Team will be consulted in all remedial actions pertaining to students with disabilities.
- All school officials apply code of student conduct without regard to race, color, religion, ancestry, origin, gender, sexual orientation, gender identity and gender expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, in accordance with N.J.S.A. 10:5.

Remedial measures may include, but not limited to:

- Warning
- Discussion with student and or parent
- Referral to Guidance Counselor
- Written reflection (Think About It)
- Apology
- Take a break (moment of mindfulness, stop and think, reflection, walk)
- Temporary removal from the classroom
- Detention (after school, recess)
- I&RS Meeting

Progressive Approaches to Student Infractions Chart

Behaviors	First Incident	Second Incident	Third Incident
• Teasing • Rumors/Gossiping • Name calling • Leaving someone out • Using inappropriate language • Antagonizing which leads to situation escalating • Disrespect of personal space • Inappropriate physical contact (hitting, spitting, kicking, pushing, grabbing) • Inappropriate conduct in the hallway • Inappropriate gestures • Threatening another student • Using items to intentionally hurt others • Disrespect towards others including members of the staff • Disrupting others through excessive talking, calling out, or attention-seeking behavior • Inappropriate use of technology/violation of district technology acceptable use policy	**Level 1** Warning Take a break	**Level 1** Written reflection Take a break	**Level 1** One detention* Parent contacted
	Level 2 One detention* Written reflection Parent contacted	**Level 2** Two detentions* Parent contacted	**Level 2** Three detentions not to exceed two days of recess detentions per week* I&RS Referral Parent conference
	Level 3 Two detentions* Parent conference	**Level 3** Three detentions not to exceed two days of recess detentions per week* I&RS referral Parent conference	**Level 3** Temporary removal from class Parent conference

*All disciplinary decisions are up to the discretion of the principal with consideration given to P.L.2018, c.73 (Recess Law).
*Students shall be provided restorative justice activities during the detention session.

SCHOOL SUSPENSIONS GRADES Pre-K- 2

P.L. 2016, Chapter 45, signed into law, September 16, 2016, places limits on out-of-school suspensions and expulsions beginning the 2016-2017 school year in school districts and charter schools as follows:

> Students in Grades K-2 shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," P.L. 1995. **K-2 students shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature and endangers others.** Students in preschool shall not be suspended and shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," P.L. 1995.

N.J. Anti-Bullying Bill of Rights Act

The state of NJ has enacted the Anti-Bullying Bill of Rights Act, which is intended to: clarify and strengthen the standards and procedures for preventing, reporting, investigating, and responding to incidents of harassment, intimidation, and bullying (HIB) of students that occur on school grounds and off school grounds under specified circumstances:

- establish clearer standards for the definition of HIB;
- use and better manage existing resources to increase school safety; and
- reduce the risk of suicide due to HIB.

HIB means any gesture, any written, verbal, physical act, or any electronic communication, whether it be a single incident or series of incidents that:

- is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, gender, sexual orientation, gender identity and gender expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic;
- takes place at school property, at any school-sponsored function, or off school grounds;
- substantially disrupts or interferes with the orderly operation of the school or the rights of other students;
- a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property;
- has the effect of insulting or demeaning any student or groups of students;
- creates a hostile educational environment for the student by interfering with a student's education, or by severely or pervasively causing physical or emotional harm to the student.

School staff must follow the statutory procedures for all reported HIB incidents and protect students. A reporting procedure is in place to promptly investigate reports of violations and complaints related to HIB. The investigation will be initiated by the principal within one day of the report of the incident, and shall be conducted by the school's anti-bullying specialist. The principal may appoint personnel to assist in the investigation.

Please refer to our district website for information regarding anti-bullying legislation-definitions, consequences, and procedures.

Parent and student rights

- Parents and students have a right to due process and appeal procedures and policies (N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and where applicable, N.J.A.C. 6A:14-2.7 and 2.8 and 7.2 through 7.6).
- Parents and students have a right to parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3, 7.2, 7.3 and 7.8.

- Parents and students have a right to records and privacy protections pursuant to Federal and State laws and regulations identified at N.J.A.C. 6A:16-7.1(c)3vii. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs, and Testing; P.L.104-191, Health Insurance Portability and Accountability Act; 45 CFR 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school 78 disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records; as well as other existing Federal and State laws and rules pertaining to student protections.

Parent resources

- NJ Mental Health Cares 866-202-HELP(4357)
- NJ Children's System of Care 1-877-652-7624 https://www.performcarenj.org/index.aspx
- Wellsprings Counseling Center https://www.wellsprings.org/
- Guidance for Parents on the Anti-Bullying Bill of Rights Act https://www.state.nj.us/education/students/safety/behavior/hib/ParentGuide.pdf

Legal Resource

- Parent's Rights in Special Education (PRISE) https://www.nj.gov/education/specialed/form/prise/
- NJ Office of Civil Rights to file a Civil Rights complaint https://www.njoag.gov/about/divisions-and-offices/division-on-civil-rights-home/division-on-civil-rights-file-a-complaint/

Harassment, Intimidation, and Bullying

In accordance with **Board of Education Policy 5512**, all acts of harassment, intimidation, or bullying are prohibited. 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 environment

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by 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

2. By any other distinguishing characteristic

3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property

4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the board-adopted Pupil Discipline/Code of Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, and protect the victim of the act.

Consequences and appropriate remedial actions for pupils who commit an act of cyberbullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under **N.J.S.A. 18A:37-1**, Discipline of Pupils. In addition, cyber-bullying using district technology violates **Policy 2361** – Acceptable Use of Computer Network/Computer and Resources and subjects the pupil to discipline and sanctions of **Policy and Regulation 2361**.