

Hilltop School : Code of Student Conduct **Rights and Responsibilities**

The members of the Hilltop School community treat one another in a caring manner. We understand that with every right comes a responsibility. By taking responsibility, we make our school a better place.

I have the right to be respected and the responsibility to treat others with respect.

I will follow the "golden rule" and treat others the way I want to be treated. I will be polite and speak kindly to all members of the Hilltop School community.

I have the right to be accepted and the responsibility to make others feel comfortable.

At Hilltop School, everyone is treated fairly. I will treat others fairly and I ask that people treat me fairly too.

I have the right to a safe school and the responsibility to help keep it safe.

I will make sure Hilltop School is bully free. I understand that name calling and teasing will hurt people's feelings. If I see or know that someone is being bullied, I will support them with my friendship and tell an adult.

I have the right to be heard and the responsibility to listen to others.

I will be quiet when others are talking, giving them the attention they deserve. I will make others feel welcome and respected by using kind words and listening.

I have the right to learn and the responsibility to come to class prepared

I will come to school each day ready to learn. I will have the materials and work needed to succeed and will have a positive attitude towards my teacher and the information she/he presents.

I have the right to my own personal space and the responsibility to respect others' privacy.

I will keep a comfortable personal space around others, and keep my hands, feet and objects to myself. I will respect others' privacy by keeping personal information I hear or see to myself.

I have a right to know the rules and a responsibility to follow them.

My teacher has developed and explained the classroom and school rules to me. I understand that these rules are made to keep me and the others in our school safe. By following the rules, I am making Hilltop a better school and setting an example for others.

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Expectations of Student Behavior

Demonstrate respect for people and property:

- Be honest, courteous, and polite.
- Respect the property of others.
- Respect the opinions of others.
- Settle differences peacefully.
- Display good sportsmanship at play.
- Keep our school building and property clean by picking up after yourself and keeping all areas, including rest rooms clean for others to use.

Accept responsibility for behavior and learning:

- Recognize that school is work and requires effort.
- Complete all homework and class work.
- Think about your words and actions before you say or do them.
- Accept the consequences of one's actions.
- Use school materials and other equipment appropriately.
- Walk through the hallways and stairwells silently.

Share responsibilities when working as member of a group:

- Accept and assume leadership when appropriate.
- Listen to the points of view of others.

Come to school prepared to learn:

- Attend school regularly.
- Arrive at school on time.
- Follow class rules and procedures.
- Participate actively in class work.
- Bring books, clothing and other materials necessary for participation.

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Recess/Lunch Rules and Procedures

Recess

Recess time is a privilege. Those students unable to follow school and safety rules may lose this privilege and be assigned indoor activities.

- 1) Show good sportsmanship and include others in play.
- 2) Follow rules set forth by Hilltop teachers.
- 3) Use equipment properly.

Lunch

Lunch room teachers are assigned to monitor classes in the cafeteria. It is the responsibility of these staff members to enforce all lunch rules as set forth below.

- 1) Students in grades K-3 must sit at their assigned tables.
- 2) Fourth graders are allowed to sit with friends from other classes one or two days per week. This is a privilege and may be lost if student conduct is not satisfactory. By demonstrating respectful behavior, students may earn additional days of choice seating.
- 3) Students may be asked to change their seats if the lunchroom teachers feel it is necessary.
- 4) Students shall remain seated during lunch.
- 5) Only one student at a time is allowed in the bathroom.
- 6) Good manners should be used while eating.
- 7) No sharing of food. We have many students with food allergies.
- 8) Each student is responsible for cleaning up his or her own mess.
- 9) When tables are cleared, students may talk using appropriate indoor voices with their neighbors.
- 10) Students will line up in an orderly fashion awaiting their teacher's arrival.

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Fire Drill and Evacuation Procedures:

When the fire alarm is sounded, students are expected to obey the following rules:

- Silently line up and leave the building through the nearest exit, as indicated on the classroom evacuation chart.
- Walk - do not run.
- Listen for and follow directions.
- If separated from your class for any reason, approach another teacher and let her/him know you have been separated from your class.
- Do not re-enter the building for any reason until given permission.

Dress

Students should wear clothing that is appropriate and safe for work and play.

- Hats must be taken off once you are inside the school building, unless they are for religious purposes or have been approved by the principal.
- Shirts should be appropriate for school, without spaghetti straps and with your belly fully covered.
- Shoes or sneakers must be worn at all times. Flip flops, high heels and open toed shoes can cause slips and falls and should not be worn to school.
- Any student wearing clothing that is deemed to be distracting or disruptive to the learning environment will be directed to call their parents to bring a change of clothing to school.

Cell Phones and other electronic devices:

- Cell phones are permitted, but must be turned off and kept in students' backpacks for the entire school day. They may be used once a student has exited the building after 3:15.
- All other electronics devices (i-pods, handheld videos games, etc.) should remain at home.

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Discipline and Consequences Guidelines*¹

	Level One	Level Two	Level Three	Level 4
Violations	<ul style="list-style-type: none"> • Inappropriate language • Talking/running in hallway • Shouting in classroom/lunchroom • Excluding someone from play • Disruptive behavior (bathroom, hallway, classroom) • Defacing school property (books, desks) 	<ul style="list-style-type: none"> • Verbal/written harassment • Teasing • Name calling • Put downs • Disrespectful behavior • Defacing student's belongings • Defacing school property (walls, bathroom, building) 	<ul style="list-style-type: none"> • Hitting • Punching • Kicking • Tripping • Pushing • Verbal or written threats of harm 	<ul style="list-style-type: none"> • Possession or use of any weapon (such as a gun, knife, razor blade, or any object that can be viewed as a threat) • Possession of drugs (such as alcohol, cigarettes or other illegal substances)
Consequences	<p>Students who do not adhere to our Code of Conduct will face consequences deemed to be respectful, realistic and relevant.</p>	<p>CONSEQUENCES</p> <ol style="list-style-type: none"> 1. You break it, you fix it – this includes feelings and property. 2. Loss of a privilege. 3. Take a break from an activity (time out). 4. Meeting with an adult. 		<ul style="list-style-type: none"> • <i>Suspension</i> • <i>Expulsion</i> • <i>Contact local police</i>

*The staff and administration recognize the individual needs of our students; therefore, we view these consequences as a guideline. Modifications to the above consequences shall be made at the discretion of the principal. Teacher input is also valued and encouraged. The disciplinary consequences are geared to provide reflection and growth, and not to serve as corporal punishment.

¹ Any reported or suspected cases of Harassment, Intimidation or Bullying (HIB) will be investigated in accordance with Board Policy 5131.1, which can be found on our website www.mendhamboro.org

Grievance Procedures regarding the discipline of students may be presented according to the Mendham Borough Board of Education Regulation 5145.6, and will be addressed pursuant to 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.

Record and privacy protections pursuant to federal and state laws and regulations identified in N.J.A.C. 6A: 16-7.1(c)3vvi.

This Code of Conduct is upheld without regard to 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, pursuant to N.J.S.A 10:5.