



# Thomas P. Hughes

## Code of Conduct

Below is the Thomas P. Hughes School Code of Conduct. This set of guidelines has been created in alignment with district policies to help ensure a safe and respectful environment for all. Please read and discuss these guidelines with your children. Thank you for your anticipated support.

### **While at school or on school property, students should:**

- Show respect to each other and all adults in the building
- Respect school property as well as the property of others
- Listen the first time directions are given
- Remove hats while in the building
- Not chew gum in school
- Walk quietly in the halls
- Remember that no weapon, toy weapon, or object resembling a weapon is permitted in school
- Turn cell phones off and store them in backpacks

The following rules apply to the specific situations listed:

### ***Morning Drop-Off***

- Students should be dropped off no earlier than 8:10 am. There is no supervision prior to that time.
- Students should line up by class in their designated line until it is time to enter the building/classroom.

### ***Afternoon Pick-Up***

- Dismissal time is 2:50 daily. Parents are expected to arrive by that time to supervise their children as the school provides no supervision after school.
- Students should always be aware of their pick-up procedures, and parents should send a note if the procedure changes for any reason.
- If parents or students wish to enter the building after dismissal time, kindly use the front door not the playground door. The playground doors are not to be opened after school.

### **Bus**

- Obey and respect the driver.
- Remain seated and belted at all times.
- Speak in a conversational tone of voice.
- Keep hands, feet, and objects to self.

*Please remember that all school rules apply to students riding the bus. Repeated inability to follow bus guidelines may result in the suspension and possible revocation of transportation privileges.*

### **Lunch**

- Follow the directions of the lunchroom aides. These aides are the Hughes staff members responsible for the safety of all students during lunch and recess.
- Speak in a conversational and respectful tone.
- Raise hand to gain the attention of the lunch aides prior to getting out of seat.
- Respect the property and food of others.
- Help keep the cafeteria clean.
- Sit properly at the lunch table.

### **Recess**

- Follow the directions of the lunchroom aides.
- Keep hands, feet, and objects to self. Rough play and improper physical contact is not permitted.
- Display good sportsmanship.
- Line up quickly when the whistle blows at the end of recess.
- Stop, look, and listen if the whistle blows at any other time.
- Request permission to re-enter the building.

*Lunch and recess are times to socialize and interact with classmates in a less structured setting. However, it is necessary for students to remain courteous and respectful and continue to obey all school rules.*

### **Consequences**

Consequences are an important part of shaping students' behavior in a meaningful way. A positive approach is used by staff members to reinforce desired behaviors. Positive and negative consequences may be implemented as dictated by the situation. Positive consequences may include: tangible rewards, positive calls/notes home, or extra recess time.

When corrective action is required, individual needs and circumstances are always taken into account. Consequences may include: phone call, note, or email home, being sent to the principal's office, removal from a desired activity, partial or complete loss of recess, or after school detention. When an infraction is severe (such as defacing school property, using inappropriate language, threatening a peer or staff member, fighting, insubordination) the consequences may also include in-school or out-of-school suspension at the discretion of the principal. The district policy regarding suspension (as well as all other policies) can be found on the district website.

### **Harassment, Intimidation, and Bullying**

Hughes School follows the district policy regarding suspected incidents of harassment, intimidation, and bullying. The policy can be found at the following link: <http://www.bhpsnj.org/Page/422>