

BRIDGEHAMPTON UNION FREE SCHOOL DISTRICT

OUR MISSION

It is the mission of the Bridgehampton School to inspire lifelong intellectual curiosity and respectful individual expression by reaching beyond our school community and teaching all students the essential skills to actively participate in the global community and to flourish in the 21st Century.

OUR BELIEF

We believe that our children will shape the future by expressing their intelligence, curiosity, compassion, leadership and invention by reaching beyond our small school community and working to their fullest potential to preserve and improve our world.

PROFILE OF THE BRIDGEHAMPTON SCHOOL GRADUATE

The Bridgehampton graduate will be a reflective, compassionate and motivated individual who combines academic prowess and social tolerance in order to become a successful member of society. The following attributes shall be indicative of the Bridgehampton graduate:

- An effective communicator in written and oral expression;
- An analytic problem solver – resourceful and efficient when addressing local and global issues;
- A technologically advanced individual, able to meet the challenges of 21st century society;
- An individual who will face life's challenges responsibly;
- An intrinsically-motivated citizen who inspires others to work for the greater good;
- An individual who effectively uses time management and organizational skills;
- A critical thinker who blends life experiences with intellectual scholarship;
- A creative thinker who welcomes opportunities to engage their curiosity of the arts, sciences and humanities;
- A respectful and willing individual who embraces cultural diversity; and,
- An individual who actively pursues foreign languages to effectively and diplomatically communicate the exchange of ideas in our global environment.

From the Desk of Ken Giosi...

Dear Parents and Community Members,

The Bridgehampton School's adopted Child Find policy requires that all children below twenty-one (21) years of age residing within the district or attending a nonpublic school within the Bridgehampton District (i.e.: Hayground and Lower Ross Schools) who have a disability, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, and evaluated in accordance with all federal regulation and state standards.

For children ages three through five years of age, a disability means that a child has a documented deficit in one or more of the following areas: communication skills, hearing abilities, motor functioning, social-emotional/behavior functioning or vision abilities.

For school-age students, a disability means a person having one or more conditions such as Autism, Deafness, Deaf-blindness, Emotional disturbance, Hearing impairment, Learning disability, Intellectual disability, Multiple disabilities, Orthopedic impairment, Other health-impairment, Speech or language impairment, Traumatic brain injury and Visual impairment.

If you are aware of a child who you think may have a disability, please contact Ken Giosi, Committee on Special Education Chairperson at 631-537-0271 ext. 117. Thank you.

**Ken Giosi, Chairperson
Committee on Special Education**

STUDENT TRANSPORTATION

The Board of Education affirms its responsibility to provide a safe and economical transportation system for district resident students. Transportation shall be provided at district expense to those students who are eligible as authorized by the Board. The following students qualify for transportation:

- All students attending Bridgehampton Schools
- All private and parochial school students will be transported to the nearest available non-public schools within a 15-mile limit of the student's residences. All other regulations for private school transportation are to be similar to the rules and regulations that govern public school transportation; and
- All students with physically or mentally handicapping conditions will be provided transportation consistent with state law and regulation. **All requests for such transportation must be filled by April 1 for the following year. Any requests submitted after April 1 will not be accepted.**

Our Philosophy: We believe all students can behave appropriately and safely while riding on a school bus. We will tolerate no student stopping drivers from doing their job or preventing other students from having safe transportation.

In order to guarantee that your child and the other children riding the bus receive the safe transportation they deserve, the following rules must be observed on the bus:

- Obey the bus driver.
- No fighting/horseplay/bad language
- Stay properly seated at all times
- Respect property and others.

If a student chooses to break a rule, the bus driver will advise the bus company and school administrator. Appropriate disciplinary action will be taken.

Passing A Stopped School Bus Is Illegal!

Section 1174 of the Vehicle and Traffic Law prohibits vehicles from passing a stopped school bus. Persons convicted of this crime are subject to a fine of not less than \$150, or imprisonment for not more than 25 days, or both. For a conviction of a second violation within an 18-month period, a fine of not less than \$350, or imprisonment for not more than 90 days, or both may be given.

EMERGENCY PLAN AND WINTER EMERGENCY INFORMATION

For the safety of our students, school will be closed when snowfall reaches a point where the roads are hazardous. The decision to close the schools will be made by the School Administrator after consulting with the local highway department and snow emergency staff members. If the school is to be closed, most radio stations and NEWS 12 TV will be notified by 6:15 am. Please do not call the school, highway department or radio stations. Calling the school ties up the switchboard and the snow emergency staff cannot function. If, after school opens, it appears that the roads will become extremely hazardous later in the day, an early dismissal will be scheduled and after-school activities will be cancelled. Based on the day's weather reports and weather conditions, parents/guardians should anticipate an early dismissal and listen to one of the stations listed below for specific details. Parents/guardians should arrange to be home, or to have a safe place to which children can go until parents or guardians can return home. Should an early dismissal become necessary, the high school and junior high school students will be dismissed before the elementary school. This will allow the older students to be home when the younger children arrive.

The following stations will carry information in the event of school cancellation or early dismissal:

Radio	WALK	97.5 FM & 1370 AM
	WLNG	92.1 FM & 1600 AM
	WLIE	540 AM
	WBAB	102.3 FM
	WRCN	103.9 FM & 96.1 FM
TV	WCBS	Cable TV Channel 2
	NBC	Cable TV Channel 4
	WABC	Cable TV Channel 7
	NEWS 12	Cable TV Channel 12

The district maintains an automated notification system for use when parents/guardians need to be advised of emergency closings, or other timely information. Please be sure to update your contact information (including home phone, cell phone, and/or email contact) whenever it changes.

Policies and Procedures of the District

Academic Excellence

Aim for Mastery: Minimum competence, while necessary, is not enough.

Successful participation in our society demands much more. All children are entitled to a curriculum, instructional methods, and adult expectations that challenge them to perform at their best and help them become truly proficient in knowledge and skills.

Provide the means: Every child in New York State is entitled to the resources necessary to provide the sound, basic education, which the State Constitution requires. The requirement is not equality of input, but equality of outcome. The 11th period of mandated instruction will provide additional support for any student who encounters academic and/or other difficulty in meeting these greater expectations.

Academic Probation

Teachers will evaluate each student's academic standing at regular intervals during the school year. If students are in danger of failing they will be placed on probation and parents will be notified.

A student may remove himself or herself from probation by completing, within the allotted time period, the requirements established for each class. All teachers will be available for extra help, to assist students in making up their academic deficiencies.

It is the student's responsibility to make good use of the resources available to him or her.

If, at the end of the probation period, the student has not completed all requirements, he or she will **automatically become ineligible** to participate in extracurricular activities. Please see the Code of Conduct for additional details.

Attendance

The administration and faculty of Bridgehampton Union Free School District view class attendance as an essential factor in the academic process. To be successful in

school, students must be present in classes and must actively participate in learning activities. Even when specific work can be made up after absences, the valuable "time on task" missed with lost classes may eventually affect College Board scores, regents grades, employment opportunities and the overall accomplishment of goals set by the student and his/her family. Furthermore, the administration and faculty are responsible for teaching the value of good attendance, a value which society views primary for success. Therefore, to be granted credit for any course a student may not exceed the number of absences as follows:

- Full year course (1 full credit) – 30 absences per school year
- Semester course (1/2 credit) – 15 absences per school year
- Quarter course (1/4 credit) – 8 absences per school year

Class cuts from individual classes, absences from school for part or all of the day are covered under this policy. Student lateness of more than 20 minutes to a class, and suspension out of school will be counted as an absence from that class.

In accordance with applicable laws and regulations, this policy does not distinguish between "excused" and "non-excused" because absences, for whatever reason, remove a student from academic instruction. Absences covered by home teaching, when such teaching is requested in writing by a physician, will not count as absences. The Superintendent will verify any questions pertaining to homebound instruction.

If an error is suspected in applying this policy, the student may request a review by an appeal committee, which will rule on the request. If the committee determines that individual circumstances warrant special consideration, the committee may, in its discretion, reinstate the student in the course. The committee will be comprised of the principal, counselor and classroom teacher.

Academic Intervention Services (AIS)

AIS programs help students increase in the critical areas of reading, mathematics, writing, social studies and science. The programs are funded through Federal, State, and local dollars. Students become eligible for these services as a result of scores on the Terra Nova, state-mandated tests and/or by teacher recommendation. Students receive supplemental instruction, either in the regular classroom setting where the AIS teacher works in the room, or in a “pullout” class where they work with a student outside of the regular classroom.

Computer Instruction

Students attending Bridgehampton Schools have access to computers either in their classroom or in a lab setting. In each classroom, Pre – K through 12, several computers and printers are available, as is appropriate instructional software.

Extracurricular Activities

Bridgehampton School considers extracurricular activities to be an extremely valuable part of a student’s education. All students are encouraged to participate in these activities. However, students who are not in good academic standing or who have incurred certain disciplinary consequences may become ineligible to participate in these after-school activities until these deficiencies are corrected.

Guidance and Counseling Service

Guidance and counseling services are available for all students. Counselors provide support services addressing academic, as well as social and emotional needs of students faced with important personal and career choices. They guide students in making appropriate decisions, solving problems and accepting responsibility for educational pursuits. They serve as resources for parents regarding scholarships, financial aid, testing scores, graduation requirements and college or technical school choices. A Community Liaison is also available to assist community members (students and parents).

Ineligibility

Students on the Ineligibility List must remain on this list for at least 3 school days. During Ineligibility, a student may participate in practice sessions and rehearsals, but may not take part in formal activities such as games, performances, etc. Once a student has remediated his or her academic or other deficiencies, this student may be removed from the Ineligibility List and will again be entitled to participate in extracurricular activities.

Kindergarten Screening

Prior to entering school, kindergarten screening will be available to all students. The purpose of this screening is to ascertain the most appropriate class placement for each student. Dates for the screening will be announced through local newspapers.

Notification of Sex Offenders

In accordance with New York State’s Sex Offender Registration Act, local law enforcement agencies will, at their discretion, be notifying school administrators of sex offenders living or working in this district. Such information may include the offender’s address or zip code, photograph, crime of conviction, modus of operation, type of victim targeted and the description of any special conditions imposed on the offender.

All information the district receives from local enforcement will be posted in an appropriate location within the district, and will be available to you upon request. In addition, any information received will be circulated to all staff who might come into contact with the offender in the course of doing their jobs, including the building principal, staff who issue visitors’ passes, bus drivers, custodians, playground monitors, and coaches. All other staff members will be informed of the availability of the information. All staff have been directed to notify their supervisor if they observe any suspicious person(s) in an area where children congregate, and law enforcement officials will be notified in cases where circumstances warrant it. You may also go to our website and use the Megan Law link to enroll for automated e-mail alerts (www.bridgehampton.k12.ny.us).

We are dedicated to the safety of our children while they’re in school. Our School has strict sign-in/sign out procedures for our students, and all visitors must first report to the school’s main building for a visitor’s pass. In addition, our school curriculum includes teaching personal safety and stranger awareness skills.

We encourage you to talk to your children about personal safety. Books and other resources are available from school counselors, if necessary.

Specific questions about this matter may be directed to the Sex Offenders Registry at 1-800-262-3257.

Nutrition

The Bridgehampton Union Free District Board of Education recognizes the value of good nutrition and the health benefits of healthy choices for our students.

Good nutrition is defined as food and liquid that contain the necessary nutrients needed for good health and has the right amount of calories to maintain a healthy weight. A healthy diet is one with an emphasis on low sugar, low fat, and high fiber.

This is consistent with the new guidelines of nutrition as espoused by the US Department of Agriculture and the US Department of Health and Resource. Soda, juice “drinks” and other artificial beverages should not be sent to school by parents nor provided to youngsters by staff members. At all times, pure fruit juice, water, low fat milk and other non-sweetened beverages are the beverage of choice for our youngsters. Snacks should include only fruit, raisins, vegetables, crackers, peanut butter, and other non-sweetened items.

Candy, cookies, cake and other “sweets” are not permitted at snack time and are soundly discouraged as lunch items. Parents, teachers and other staff members are strongly encouraged to act as role models for youngsters. Youngsters in grades 7-12 are encouraged to act as role models for students in the elementary school, through proper eating and nutrition.

At all times, Bridgehampton School students, staff members and parents are to be aware of the positive value of lifelong sound nutritional practices. This awareness should take form of discussion with youngsters in frequent everyday situations; especially food shopping, work in the kitchen, during health and physical education instruction and any situation that can reference food and eating practices. Classroom teachers will arrange for meaningful dialogue with students about the positive value of good nutrition.

Hot Lunch/Breakfast Program: One of the most important ways to help children perform better in classrooms is to provide them with the nutrition necessary for healthy growth of their minds and bodies. We provide breakfast and lunch in our school every day. Currently students may buy lunch for \$4.00 and breakfast for \$2.50. Children from households that meet Federal Income Guidelines (see table) are eligible for free meals or reduced priced meals which cost each eligible reduced price student \$.25 for lunch and \$.25 for breakfast. To apply for free or reduced price meals, submit a Direct Certification letter from the Department of Social Services or complete the application included in this calendar, sign it and return it to the school. (Please see the “How to Apply for the Hot Lunch/Breakfast Program” tear out section at the beginning of this calendar.) Guidelines for completing the application follow. A new application must be completed for each school year.

Open Campus Privileges – Senior Privileges

Only senior students are entitled to the following privileges under the conditions stipulated:

- All seniors are free to leave school grounds during lunchtime only, provided that they maintain an 80 average or above and receive parental and administrative permissions.
- Prior to the granting of lunchtime privileges a signed parent permission form must be submitted to the Principal. If, in the judgment of the Principal, any student abuses Senior Privileges, that student will have these privileges revoked and parents notified until such time as the Principal reinstates them
- The district is free of responsibility/liability for any acts or omissions of such student which may occur off school grounds during the period of such Senior Privileges.

Parent/Teacher Conferences

Parents of K-12 students have the opportunity to meet with their child’s teacher twice during the school year at parent-teacher conferences. These conferences are scheduled both in the evening and during the afternoon to provide convenient times for parents. Please contact your child’s teacher immediately if a concern or questions arises, rather than wait for the conference dates.

Parent Teacher Organization (PTO)

Bridgehampton School has an active PTO for parents and staff of grades Pre-K through 12. Dues are \$10.00 per year. We encourage all parents and staff to become active members. PTO offers programs that involve students and staff. We sponsor workshops that offer support to parents. We raise funds to benefit school causes through activities for students, like our Book Fair, Picture Day, and Santa’s Secret Shop. PTO provides a great opportunity for parents and staff to know each other and become active partners in their children’s education. Join us! We will send notices home with the students announcing the dates of our meetings and PTO sponsored events.

Photographic Rights

Throughout the school year, publications will be printed for distribution which may include photos of students. If you do not wish for your student’s photo to be taken for any of these purposes, please call the Superintendent’s office at 537-0271.

Protection of Pupils

Under Section 1017 of the General Education Provisions Act, parents have the right to inspect all instructional material that will be used for a survey, analysis or evaluation as part of a Federal program. Further, no student, as part of a Federal program shall without parent consent be required to submit to a survey, analysis, or evaluation that reveals information covering:

- Political affiliations
- Potentially embarrassing psychological problems
- Sexual behavior or attitudes
- Anti-social and demeaning behavior
- Critical appraisals of family members
- Legally privileged relationships
- Income (except for determining the eligibility to receive financial aid)

In the Bridgehampton School, this applies to our Title One Reading and Math Program. Within the context of these programs, parents will be made aware of any surveys, analyses or evaluations that pertain to the above seven areas and be given an opportunity to inspect any materials that might be used in this regard.

Public Access to Records

Parents/guardians of a student under 18, (or a student 18 or older), have a right to inspect and review any and all official records, files, and data directly related to their children (themselves), including any material that is incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

A parent shall make a request for access to a child's (their own) school records in writing to the Superintendent of Schools. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in no case, more than forty-five (45) days after the request has been received. Such parents and students are also entitled to an opportunity for a hearing to challenge the contents of such records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the privacy or rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the Superintendent.

Student records, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents or students without written consent of such parent or student. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their employment.

Public Complaints

The Board of Education recognizes the right of community citizens to register individual or group concerns regarding instruction, District programs, materials, operations, and/or staff members. The main goal of this District is to resolve such concerns with only the parties involved, whenever possible. Public complaints about the School District will be directed to the Superintendent of Schools. Complaints about specific classroom practices shall be directed to the teacher concerned. If the matter is not settled satisfactorily, the complainant shall then contact the Superintendent; if there is no resolution on this level, the Superintendent shall refer the issue to the Board for final resolution. All matters referred to the Superintendent and/or Board should be in writing. Concerns registered directly to the Board as a whole or to an individual Board member shall be referred as soon as reasonably possible to the Superintendent for investigation, report, and/or resolution.

SPECIAL EDUCATION SERVICE

Special Education Services make it possible for students with handicapping conditions to receive and education.

Some of the Special Education Serviced the District provides include, but are not limited to:

- Speech Therapy
- Placement in a resource room for one or two periods a day
- Placement in a self-contained class
- Physical and Occupational Therapy
- Placement in a BOCES Special Education Program

Committee on Special Education: When a child experiences academic or emotional problems in school to the extent that a handicapping condition is suspected, teachers or parents may request a complete evaluation from the Committee on Special Education. Requests should be channeled through the school Principal. The District will complete the evaluation and make recommendations for an educational program. The Committee on Special Education is responsible for determining whether or not a child is classified as handicapped. The Committee consists of the Chairperson of CSE, the school physician (if requested), a school psychologist, a teacher and a parent/guardian of a child with a handicapping condition. For more information, call the school Principal at 631-537-0271 x 111.

STUDENT BEHAVIOR

There are certain “Do’s” and “Do Not’s” that must be followed for the good of all, both students and faculty.

The following are desirable behaviors:

- Respect toward ourselves and one another
- Promptness to all classes
- Preparedness for all classes (writing instruments, notebook, home room, etc.)

The following are unacceptable behaviors:

- Phones, Ipods/MP3, etc. in classrooms, study halls, library, hallways or in detention
- Insubordination
- Possession/Use of drugs and/or alcohol

- Smoking
- Fighting
- Vandalism
- Possession of Weapons

Each episode of unacceptable behavior will be handled initially by the classroom teacher involved and, whenever necessary, by the Principal. Potential administrative reactions to unacceptable student behavior can include any or all of the following:

- Conferencing with teachers/administration
- Detention
- Parent conference
- In-School Suspension
- Out-of-School Suspension (up to 5 days)
- Referral to Family Court or Civil Court
- Extended suspension/expulsion through the Board of Education

We hope that a discipline referral will not occur in Bridgehampton School. However, if one does, please know that it will be addressed in a consistent, fair, and timely manner.

STUDENT COMPLAINTS AND GRIEVANCES

The Board of Education believes it is necessary for students to be aware of the behavior that is expected as outlined in the District Policy on school conduct and discipline. They shall also be given an opportunity to be heard on complaints and grievances they may have. A Student filing a complaint or grievance alleging that there in an action affecting them which is prohibited by Title IX and/or Section 504 of the Rehabilitation Act shall be provided with information regarding the prompt and equitable resolution of the complaint or grievance. Furthermore, a student shall have the right to present complaints and grievances in accordance with the procedure free from coercion, interference, restraint, discrimination or reprisal.

The Superintendent of Schools is responsible for ensuring that appeal procedures are incorporated into discipline codes, explained to all students, and provided to parents on an annual basis.

ANNUAL NOTIFICATON: At the beginning of the school year, the District shall publish a notice of the established

grievance procedure for resolving complaints of discrimination due to sex and/or disability to parents/guardians, employees, eligible students, and the community. This notice will be presented in order to:

- Inform parents, employees, students and the community that vocational education programs are offered without regard to sex, race, color, national origin or disability. Provide the name, address, and telephone number of the person designated to coordinate the activities concerning discrimination due to sex and/or disability.

Dr. Lois R. Favre, Superintendent of Schools, phone: 631-537-0271 x 106, may be contacted in case of specific problems affecting individual students, in accordance with applicable statutory requirements, and for the resolution of complaints or grievances which may affect the student body.

VOTING

Each year, the Bridgehampton UFSD presents a budget for voter approval. Prior to the vote, its date and location are announced, and detailed description of the budget is sent home to District Residents. Community members must register in the School District before a vote can and can do so one week before. Voter eligibility requires that you are a U.S. citizen, 18 years of age, and a District resident for at least 30 days. For further information, please call Jeannine Stallings, the District Clerk at 631-537-0271 x122.