

Student Handbook

HAMPTON BAYS ELEMENTARY SCHOOL

**72 Ponquogue Avenue
Hampton Bays, New York 11946**

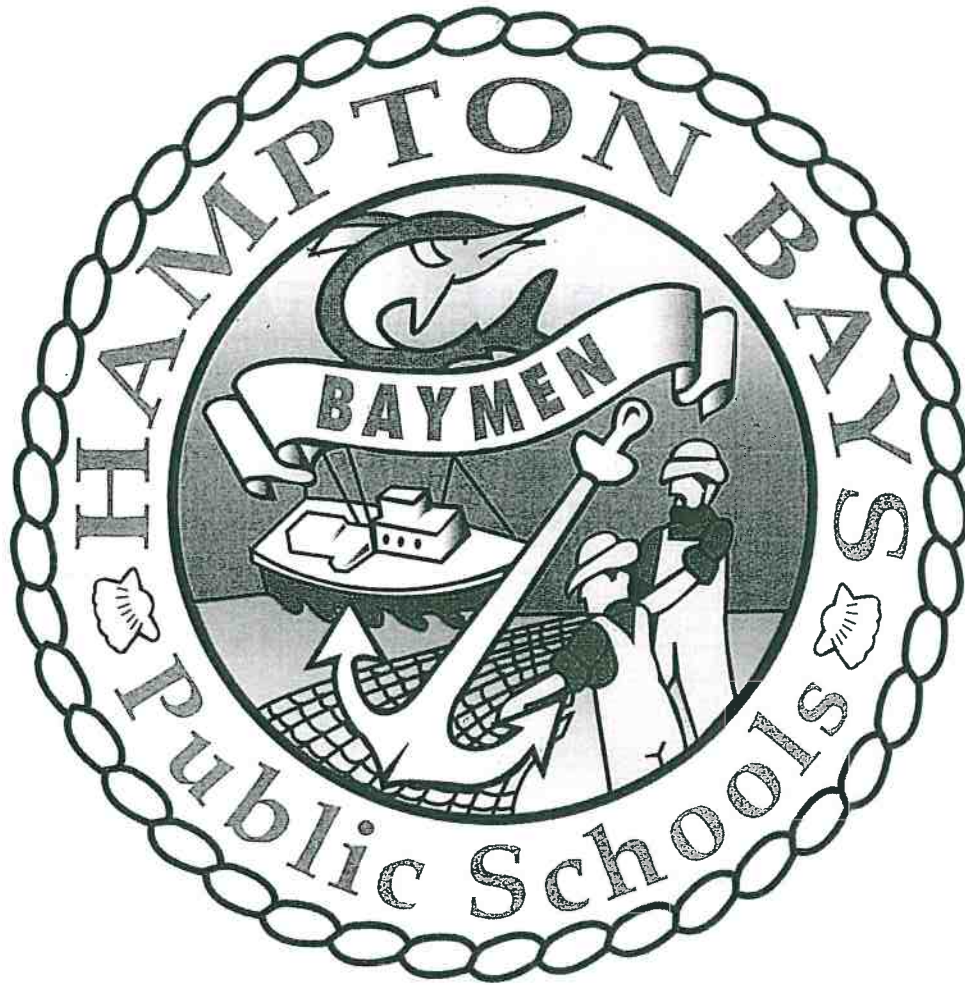
www.hbschools.us

2021/2022

**Main Office – (631)723-2121
Fax (631) 723-2840
Attendance Office – (631) 723-2121 extension 4102**

**Principal
Marc M. Meyer**

**Assistant Principal
Richard Triandafilis**



HAMPTON BAYS ELEMENTARY SCHOOL

MISSION STATEMENT

The mission of the Hampton Bays Elementary School is to develop within each child the ability to pursue academic and social opportunities that will enable them to become productive and responsible individuals in our society.

This will be accomplished by providing a comprehensive and academic atmosphere in which every child has the opportunity to become a self-directed learner and an independent thinker, in a challenging environment, through a curriculum which is innovative, to reach our commitment to excellence.

TABLE OF CONTENTS

Mission Statement	2
Table of Contents	3
Attendance	4-7
Arrival and Dismissal	7-9
Discipline Policy	9
General School Rules	9-11
Emergency School Closing	12
Field Trip Policy and Chaperones	12-13
Food Services	13
Lunch Schedule	13
Homework	14
Lost and Damaged Books	14
PTA	14
Programs and Activities	15-17
Report Cards/Parent-Teacher Conferences	17
School Bus Safety & Regulations	17-20
School Nurse	20
Site Based Management Committee	20-21
Support Services	21
Technology	21
Telephone Calls	21
Introducing Response to Intervention (RTI)	21-22
NYS testing Schedule	22
Tips for Success on Test	22-23
Valuables and Toys	23
Visitors	23
Code of Conduct	24 -25
Student Contract	26
Public Information Release Form	27

ATTENDANCE – (631) 723-2121 – Extension 4102

Absence/Lateness

Regular attendance and punctuality are vital to the education and well-being of each child. Parents are urged to ensure that each child attends regularly and arrives at school on time and not before.

Students should not be arriving before 8:30 a.m. All students must be in school at 8:40 A.M.

When the student is absent, the parent or guardian must telephone the attendance clerk between 8:30 a.m. and 9:30 a.m. at (631) 723-2121 extension 4102. New York State attendance law requires a written excuse each time a student is tardy or absent from school. A note must accompany the student upon his or her return to school after every absence and lateness. If a note is not received, the absence will be marked illegal.

School Health Regulations

Infectious diseases are spread easily among young children. Often, before symptoms appear, there are indications that a child is becoming ill; for example, unusual behavior: being cranky or crying, loss of appetite, sleeping more than usual.

If your child exhibits any of the symptoms below, he/she should be kept home after the symptoms disappear for 24 hours or a physician decides he/she can return without spreading infection to other children or staff.

SYMPTOMS:

1. Fever 100 degrees oral or 101 degrees rectal. Children must be fever free for 24 hours before returning, without the assistance of Tylenol or other fever reducers. Children may return 24-48 hours after antibiotic therapy is started.
2. Constant or severe coughing. High pitched croupy or whooping sound after cough.
3. Severe congestion with difficulty breathing upon an evaluation by the school nurse.
4. Discharge from eye, ear, nose (green mucous discharge).

5. Diarrhea or vomiting.
6. Undiagnosed/suspicious rashes.

NOTE: Any child exhibiting symptoms of a contagious disease or infection must be sent home, unless a doctor has provided a note stating that the child is not contagious.

If you are unsure of whether or not your child is well enough to attend, consider this rule of thumb: Is the child able to participate in ALL activities and receive the care he/she needs without affecting the quality of care for the other children?

The best method of protecting your child and preventing the spread of disease to other children and staff is to be alert, know the symptoms and keep your child at home during the course of a contagious illness.

Feel free to call the school nurse if you have any concerns or questions regarding the school's health regulations.

The Hampton Bays Board of Education recognizes the following legal excuses for student absence, each of which must be verified by the student's parent/guardian or school personnel, where applicable:

1. Personal illness
2. Death in the immediate family
3. Religious observance
4. Required attendance in court
5. Approved school-sponsored activities, including field trips, Interscholastic athletics, musical and other competitions.
6. Directed or authorized presence at the Administrative offices or Nurse's office.
7. Quarantine
8. Emergency dental and medical appointments

If an elementary student is absent for 30 unexcused days in a school year, the Response to Intervention Team (RTI) will meet to evaluate the case.

Non-school vacation days are not excused absences, nor are extended visitations to a native country.

The following consequences will be considered for excess absences:

1. at 15 days a written warning
2. at 25 days a written warning
3. CPS (Child Protective Services) Notification
4. PINS (Person In Need of Supervision) court sanctioned
5. Retention
6. Superintendent Hearing

Perfect Attendance requirements may be found under, "Programs and Activities".

Tardiness

Students are expected to be in their classrooms no later than 8:50 A.M. They are considered late if they arrive after this time and should report to the Nurse's Office. If a pattern of lateness develops, a conference with the parent, student, teacher and principal will be held.

Sample excuse letter:

Date: _____

Dear _____:

(Teacher's Name)

Please excuse my child, _____, from school on _____.

(Date)

He/she was (circle one) Absent Late

for the following reason: (circle one)

- Illness
- Doctor appointment
- Death in the family
- Other,
- explain: _____

Sincerely,

Parent/Guardian Signature

Absent Child's Work

If your child is absent from school, it will be necessary for you to pick up the daily work. You must inform the office before school starts so the teacher has sufficient time to gather the materials for your child. The work must be picked up after dismissal at 3:25 p.m.

Students are responsible for what is being covered in class when they are absent.

ARRIVAL AND DISMISSAL

Arrival Times

Children are not to be dropped off prior to the 8:30 a.m. arrival time, since supervision is not provided.

Children must be in school by 8:40 a.m. Walkers must line up in an orderly fashion, not blocking the front doors. Students must follow the directions of the adults on duty.

All students with the exception of drop-offs, must enter the building at the main doors. Drop-off students must enter through the rear cafeteria entrance.

Early Dismissal

Parents are urged to leave their children in school all day. Doctor, dentist, dance lessons, or other appointments should be scheduled outside school hours and/or on school holidays. If a child must be dismissed early, HE/SHE MUST BRING A NOTE TO HIS/HER TEACHER STATING TIME AND REASON. Parents must sign the child out in the Main Office. **Photo I.D. must be presented when signing students out early. If someone other than the parent/guardian is picking the child up, they must have written permission from the parent/guardian and photo identification. Telephone calls will not be accepted.**

Walker Dismissal

Kindergarten walkers will be dismissed at 3:00 p.m. Grades 1 and 2 walkers will be dismissed at 3:10 p.m. Grades 3 and 4 walkers will be

dismissed at 3:15 p.m. Children are to cross only where the crossing guards are stationed. Prior to dismissal, parents will not be permitted to drive into the bus loop.

We highly recommend that parents wait for the school dismissal and not take your child out early. This helps to prevent disruption to the school process and your child missing important instruction.

Bus Dismissal

An announcement will be made at 3:20 p.m. dismissing the children who take the bus. Teachers will walk students to their buses. A child who is a bus student must ride the bus home from school, unless a note is written from the parent. After the note is approved at the office, it is to be returned to the classroom teacher. The note must be sent to the office by 9:15 A.M. Phone calls making changes will not be accepted. Children in grades Kindergarten to 4 who live within one mile of the school are not permitted to ride the bus.

Once a student boards the bus at dismissal, he/she must not get off the bus for any reason without administration approval.

Please read the following information:

- Students who live within a mile of the green buoy, which is located in front of the elementary/middle School, are **not eligible** for school bus transportation.
- All students in Kindergarten through second grade must have a parent, guardian, or sibling in seventh grade or older at the bus stop with them at all times. If using another adult or relative, you must supply a letter with specifics to elementary school main office.
- There will be **no bus changes approved**. Unfortunately, students will not be permitted to ride different bus routes home for play-dates or daycare services; the residential address for your child is the only route that will be permitted.

- Drop off time for students who are driven to school is 8:35 AM. Students may not arrive sooner as there is **no supervision** available until 8:35 AM.
- Parents, to ensure the safety of **every student** please observe NYS speed restrictions of **5 MPH** while operating your vehicle on any school property.
- If you have any questions or concerns, please leave a message at (631) 723-2100, ext. 5291 or email dpenta@hbschools.us and a member of our team will be in touch. If a pressing transportation issue should arise before 8am. or after 4pm., please contact the Montauk Bus dispatch office at 631-874-5300 ext. 104.

PLEASE NOTE:

Students that are not entitled to a bus cannot take another student's bus to and from school.

If no one is at the bus stop for drop off, kindergarten, first and second grade students will be brought back to the school for pick-up.

If your child normally takes a bus and you would like him/her to be released as a walker, you must send in a note. Phone calls making changes will not be accepted.

DISCIPLINE POLICY - Behavioral Standards and Procedures are in conjunction with the District Code of Conduct. For further information on the District Code of Conduct please visit the Hampton Bays website at <http://www.hbschools.us>

General School Rules

In order to provide an atmosphere conducive to learning, the students will be responsible for the following:

Weapons are not permitted. A weapon is anything that can harm a person.

1. Respect everyone's personal space by avoiding physical contact with others. Any act that endangers the safety of oneself or others (i.e. fighting, tripping, biting, throwing objects, etc.) is unacceptable. Respect the personal property of others, including school property. If you are having a problem with another student:
 - TRY TO TALK IT OUT. Use WORDS, NOT your hands!
 - If that does not work, TELL AN ADULT (aide, bus driver, teacher, etc.)
 - Don't take matters into your own hands or you may find yourself in trouble, too.
 - Students must show respect for the truth.
2. In the hallways, students must:
 - WALK at all times on the RIGHT side of the hall.
 - Use appropriate indoor voices.
 - Respect classes in session.
3. Students are not permitted in classrooms without adult supervision.
4. Students are not permitted to chew gum in school, at recess, on the bus or on field trips. Students should not eat candy, snacks, etc. while walking in the halls. Only HEALTHY snacks will be permitted in the classroom.
5. Toys and other items (ipods, electronic games, yo-yos, toy guns, etc.) that interfere with the learning process must be left at home. There is no school insurance to cover the cost of these items if lost or stolen. A teacher or administrator will remove these items from students' possession.
6. Students are required to attend school in appropriate attire that meets health and safety standards and does not interfere with their education. Shirts are expected to be full length and should NOT display inappropriate pictures, words or phrases. Clothes advertising alcoholic beverages and/or tobacco products also will not be permitted. Students who wear clothing that is distracting may be asked to call home for a change of clothing. Students are NOT permitted to wear hats once inside the school. Closed-toe shoes must be worn in order to go on the playground.

7. Use of inappropriate words, phrases or expressions (written or spoken) is unacceptable in school or on the buses.
8. Students, who intentionally damage school property and/or equipment including school buses, will be responsible for the expense of the repairs.
9. At assembly programs and on field trips, students are reminded that they represent our school. Always remember:
 - Listen to learn.
 - Applaud politely.
 - Keep feet and hands to yourself.
10. Siblings are not to attend school functions outside of their own grade level. This will prevent disruptions in school.
11. If a student has a cell phone, it must be kept in a school bag and must be shut off during school hours as to not disturb the learning process.

Cafeteria Rules:

1. Use appropriate voice volume.
2. Be courteous and use good manners.
3. Remain seated unless you have permission from the teacher or aide.
4. Clean up your area (table and floor).
5. Beverages in glass bottles and soda are not permitted. Students may not purchase soda from the faculty room machine.
6. Students may not spend their lunch money on snacks only.
7. No knives are permitted.
8. Students must sit with their classes unless special permission is given.

Playground Rules:

1. No tackle football or dodge ball allowed under any circumstances.
2. No hard balls allowed.
3. Use play equipment properly and return it.
4. Keep hands and feet to yourself.
5. No "play" fighting or wrestling.

6. No climbing trees, fences or backstops.
7. Students must line up when the whistle blows.
8. Problems must be reported to the teacher or aides on duty.
9. Strangers must be reported to the teachers or aides on duty.
10. Slide must be used properly: to slide down only.
11. Do NOT handle and/or throw rocks!

Consequences for Inappropriate Behavior:

We know that most students are conscientious about following the rules and behaving appropriately, and we are proud of their efforts.

Unfortunately, there are times when students do not obey school rules. Reinforcing students' responsibilities to act in a safe and courteous manner and behave appropriately will include the following:

- Verbal warnings.
- "Time Out" – assigned cafeteria seat apart from classmates, separation from classmates at recess, assigned a place to work apart from the class.
- Lunch detention.
- Notification of parents by phone or conference.
- Removal from a privileged activity (field trip, assembly program, party, etc.).
- In-school suspension
- Suspension from school

EMERGENCY SCHOOL CLOSING

When necessary, due to extreme weather conditions or an emergency, an announcement of "no school," "delayed opening," or "early dismissal," will be made over the following radio stations:

WRIV	1390 AM
WBAZ	101.7 FM
WALK	1370 AM – 97.5 FM
WLNG	1600 AM – 92.1 FM
Channel	12 New 12 Long Island
http://www.hbschools.us	

Announcements are carried by the stations, generally beginning about 6:30 a.m. Please do not call the school or the radio stations for closing information. In addition, you may be contacted with a School Messenger automated telephone message that outlines emergency plans. Therefore, it is imperative that every family has a contingency plan in case of early dismissal and emergency contacts are up-to-date. This means your child should know where to go in case you are not home.

In the event of a delayed opening, children will not be provided access to the building until the start of school.

FIELD TRIP POLICY AND CHAPERONES

Field trips are extensions of classroom activities and are primarily learning experiences related to the curriculum. On field trips, all school rules are in effect.

Student eligibility to attend a field trip is based on the Hampton Bays Field Trip Policy adopted by the Board of Education on 1/7/91, which states in part:

"Since all field trips are a privilege, the school district is entitled to establish rules and regulations surrounding such trips and reserves the right to determine individual student eligibility for field trips based upon criteria involving academic standing, attendance, disciplinary record, and classroom behavior."

Teachers will determine the number of parent chaperones. Chaperones may not bring along other children. Chaperones need to be free to supervise the students assigned to them.

FOOD SERVICES

Breakfast and lunch are available daily in our school cafeteria. Keep your monthly menu handy for current selections and prices. Monthly

menus are available on our website at (http://www.hbschools.us/for_students/lunch_menus).

The breakfast program begins at 8:30 a.m. for those walking to school. Students who are bussed will get off the bus prior to 8:30 a.m., and proceed to the cafeteria for breakfast. All students must finish breakfast by 8:45 a.m. and go directly to their classroom.

The lunch periods will be as follows:

Kindergarten	- 10:55 a.m. - 11:40 a.m.
Grade 1	- 11:25 a.m. - 12:10 p.m.
Grade 2	- 11:55 a.m. - 12:40 p.m.
Grade 3	- 12:25 p.m. - 1:10 p.m.
Grade 4	- 1:15 p.m. - 2:00 p.m.

Pre-payment – Parents may pre-pay by sending a check with their child or by using the MyNutrikids website at (<https://www.mynutrikids.com/Login.aspx>). Information about the MyNutrikids.com site and how to use it is available.

HOMEWORK

District Policy

District policy states a reasonable amount of homework, which consists of practicing skills, should be assigned at least, Monday through Thursday.

Suggested times for homework are as follows:

Kindergarten	- 0 – 15 minutes
Grades 1 – 2	- 15 – 30 minutes
Grades 3 – 4	- 30 – 45 minutes

LOST AND DAMAGED BOOKS

All textbooks and library books are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Covers are required throughout the year. Children are responsible for school property and must pay for a lost or damaged book. A secretary or librarian will notify you of the replacement cost. Report cards will not be issued until fines are paid. Book check will take place in December and May for appraisal of conditions and fines will be imposed if necessary.

PTA

The Parent/Teacher Association is comprised of parents, teachers, administrators, and community members working together to build a better neighborhood and school for our children. This organization sponsors many programs and family events. All funds raised, will go back to the student programs and activities. The PTA is eager for new members and welcomes your attendance at meetings and your participation in all activities. Meetings are held every other month beginning at 7 P.M. Notification of dates and times will be sent home with your child.

PROGRAMS AND ACTIVITIES

Student Recognition Programs

Honor Roll – Students in grade 4 are eligible for Honor Roll each quarter if they meet the following criteria: 85% (B+) or higher average in Language Arts, Reading, Math, Social Studies and Science.

Student of the Quarter – Students in grade 4 are eligible for Student of the Quarter if they meet the following criteria: work toward their potential, are respectful, follow school and classroom rules, come prepared and ready to learn each day, solve conflicts peaceably, and are active participants in their learning.

Student of the Month – A program sponsored by the Bridgehampton National Bank, where one student is honored each month, and presented with a plaque at the School Board meeting. Criteria for selection include: teacher recommendation, specific achievement in the classroom, community or some special extra-curricular area and exceptional school citizenship.

Citizen of the Month -This program was designed in order to recognize our students who exhibit many of the character traits we teach our students through character education. Classroom teachers are asked on a monthly basis to select a child they feel is worthy of this award.

This year our school will continue to focus on developing positive character traits in our students. We would like to create a more caring and respectful climate within our building. Each month we will focus on a specific "Word of the Month". These words will be incorporated into our Caught Being Good Program.

Caught Being ... – Students in grades K – 4 can earn a "Caught Being ..." coupon by demonstrating the character trait of the month. All school personnel and bus drivers may issue "Caught Being ..." coupons. Students then deposit the coupon they earn in the mailbox in the lobby. On Fridays, seven names are drawn randomly from the box and those students can then choose a prize from the showcase.

Attendance Award - Any student with perfect attendance for the year will be recognized with a certificate. Perfect attendance consists of being in school from 8:40 a.m. – 3:15 p.m. every day that school is open.

Birthdays & Classroom Celebrations

At Hampton Bays Elementary School, we continue to promote health awareness and education in the classroom environment. We believe that promoting healthy food choices and an active life style are important parts of creating a nourishing classroom environment. In an effort to continue promoting a healthy life style we will be continuing

a **"NO FOOD"** policy for the Kindergarten, First, Second, Third and Fourth grade during celebrations. We continue to encourage parental involvement in the classroom during celebrations. Some suggestions are: coming in to read a book to the class or create a craft in lieu of celebrating occasions with food. We appreciate your assistance in helping to promote healthy life style choices amongst our students.

- If your child will be celebrating their birthday, please provide the classroom teacher with a note before the occasion so that we can plan an appropriate time for sharing.
- Birthday party invitations may Not be distributed in school.
- Flowers, balloons, and gifts may Not be brought or delivered to classrooms.

After-School Activities

Cultural-Enrichment - A wide variety of classes in literacy, physical activities and crafts are offered to all students in grades K–4. Classes meet from 3:30 – 4:30 p.m. There will be a session in the fall and one in the spring. No bus service is provided. Each student may enroll in one class only, and enrollment is on a "first come, first served" basis.

REPORT CARDS/PARENT-TEACHER CONFERENCES

Reporting to parents/guardians on their child's progress is accomplished with report cards and parent conferences. Report cards will reflect effort, achievement, and behavior of the pupil as well as inform parents of what the state is expecting of our children. Report cards are issued all four marking periods with parent-teacher conferences scheduled for November. Parents are encouraged to make appointments for additional conferences if desired.

SCHOOL BUS SAFETY AND REGULATIONS

Bus Rules

Riding the school bus is a privilege. Any student who does not observe the Bus Regulations for Pupils will be denied the privilege of rid-

ing the bus for a period of time. Students must “buckle up” for safety. Students should observe the following rules:

1. Students must ride their assigned bus home.
2. Students should be orderly and reasonably quiet on the bus and at the bus stops.
3. Students are to be ready when the bus arrives.
4. Students should not linger as they cross in front of a bus to board or exit.
5. Students are to sit down as soon as they board the bus and remain in their seats while the bus is in motion.
6. Students are to obey the bus driver’s instructions.
7. Students are not allowed to lean out, put their heads or arms out, or throw things out of the bus windows.
8. After leaving a stopped school bus, students are to cross at least 10 feet in front of the bus in full view of the driver. **DO NOT CROSS BEHIND THE BUS.**
9. Students are not allowed to eat or chew gum on the bus.
10. Bus students need a note if they are walking or riding their bikes home, or being picked up by someone else.
11. Students in grades **K-2 must** have an adult waiting at the bus stop to take the student home. If not, the student will be brought back to school, and the parent must pick up the child at school.

Bus Discipline

Disciplinary actions will be taken for the following infractions:

Refusing to obey the driver	Throwing objects
Destruction of bus equipment	Screaming, shouting
Putting head/hands out window	Fighting
Hitting other students	Using obscene language
Littering from/on bus	Any inappropriate behavior

Any other activities deemed unsafe by driver.

First and Second Referral – The driver shall report the incident in writing. Names and violations are given on the report, which is turned in to the building administrator. The building administrator will discuss the incident with the child, and if necessary, the parents. The building administrator will notify parents in writing of this incident and inform them of any disciplinary action.

Third Referral – Should a third incident occur; the driver will forward a written report to the building administrator. After a conference with the child, the building administrator will send a third letter to the parent indicating that the child will be suspended from the bus for a period of one to five days. The parent will be notified by telephone and the actual suspension will not begin until the parents have been notified.

Four or more referrals may result in a suspension of bus privileges.

Special Note: A serious infraction may result in immediate suspension from the bus with no warning letter of a loss of transportation privileges. This would occur if, in the opinion of school officials, an immediate suspension is necessary to ensure the safety of all students. The parent/guardian will be notified immediately.

Reminders to Parents/Guardians

Transporting your children safely by bus is a vital service offered by our school district. Together with the bus drivers and bus company, we are working to keep our safety record an excellent one. We need your help in the following areas:

1. Parents of kindergarten, first and second grade students should be at the bus stop to pick up their children in the afternoon.
2. When your child is to be picked up at the bus stop by someone other than a parent, please send a note into the school with your child, with the name of the person that will be picking him/her up they must have ***proper identification***.

3. Please remind all children about safety at the bus stop; children should not be running out into the street.
4. New York State law prohibits passing a school bus when it's lights are flashing, especially on school grounds.
5. If a student is being picked up early from school, a note must be sent to the school, they will not be released unless the person picking him/her up has ***proper identification***.
6. If someone other than a parent or guardian will be taking a child from school, they must have *written* permission from the parent as well as ***photo identification***.

SCHOOL NURSE – (631) 723-2121 extension 4107

The school nurse is available everyday during school hours. The nurse should be notified if your child develops a health problem or needs medication during the year. Also notify the nurse of any other health information such as a recent surgery, seizure disorders, side effects of medications, etc. All medications brought in for your child must be prescribed by a doctor and be in the original prescription bottle.

Our school nurse will be able to administer medication when necessary. She is required to have instructions from the doctor, parent's written permission and the original bottle the medication came in.

If your child has been restricted from activity due to an injury or illness, a physician's note is required to excuse him/her from physical education and recess. This note should state both the reason for the restriction and duration it is to be in effect. A note is also needed to resume physical education class.

The **Emergency Information Card** requires two contacts to assume care of your child if you cannot be reached. **Be sure persons listed are aware of their responsibilities and will only be able to pick up your child if they are sick or if we have an early dismissal.** If that person is picking your child up early they **must have a note**. Please make sure that the school is notified if any of your contact numbers have changed.

SITE BASED MANAGMENT COMMITTEE (SBMC)

The SBMC was established at the Hampton Bays Elementary School to improve and enhance the school environment and the education provided to our students. The committee is composed of two teachers, two parents (PTA), two administrators, 1 CSEA representative and 1 community member. Parents must have a child attending the Hampton Bays Elementary School while serving on the committee.

SUPPORT SERVICES

Our support service personnel include school psychologists, a social worker, speech/language therapists, occupational therapist, math and reading teachers, special education teachers, ESL teachers, and an adaptive physical education teacher.

If you have any questions concerning your child's progress, please do not hesitate to seek information through the appropriate staff member. When concerns arise, ***please contact the classroom teacher first.*** Make sure there is sufficient time to resolve the problem. If success is not met, then you should contact the school administration.

TECHNOLOGY

In September, the "Student Acceptable Use Policy" concerning utilization of computers in our school will be sent home. Teachers will review this policy with their students. Please read this document carefully and review it at home with your children.

Please read and sign the letter in the back of this handbook regarding your child's photo being placed in any school publication or web site.

TELEPHONE CALLS

Students are only permitted to call home if there is an emergency. In an effort to promote student responsibility, **students may not call**

for forgotten lunch, lunch money, homework, or instruments.
They cannot call to arrange social plans or play dates.

Introducing Response to Intervention (RTI)

The Hampton Bays UFSD believes in providing the highest quality of education for our students. This document is to provide you with information about a new three-tiered instructional approach we are using to meet this goal, referred to as Response to Intervention (RTI), which is now part of state educational law.

With RTI, all students will participate in the core curriculum, with three levels (tiers) of interventions for students who demonstrate at-risk skills in general academics or behavior. Each tier provides additional support beyond the core curriculum. All students will be tested three times a year to measure their progress to determine if they are performing at grade-level. Behavioral expectations will also be monitored on a regular basis throughout the year.

- **Tier One** – Teachers will use different strategies within the core curriculum to address all students' educational needs.
- **Tier Two** – Based on progress data, students who are unsuccessful in Tier One will be provided supplemental research-based interventions matched to their needs. The RTI team, an instructional support team, will track the student's progress, and parents will receive ongoing progress data.
- **Tier Three** – Students who continue to struggle in Tier Two will receive more intensive interventions at this level. Parents will receive ongoing progress data. After Tier Three implementation, students who continue to display limited progress may then be considered for further evaluation and services.

Our school is excited to take part in this process to improve educational outcomes for all students. As always, do not hesitate to contact your child's teacher or administration if you have questions or concerns.

STATE TESTING SCHEDULE:

NYS English Language Arts, (grade 3 & 4) – March 29th – March 31st
NYS Math Assessment, (grade 3 & 4) – April 26th – April 28th
NYSESLAT (Speaking) – April 11th – May 20th
NYSESLAT (Listening, Reading, Writing) – May 9th – May 20th

TIPS FOR SUCCESS ON TESTS

1. Eat a good breakfast and get an adequate amount of sleep.
2. Come to school on time (at 8:40 a.m.).
3. Come prepared with materials and homework.
4. Listen in class. Be an active participant in learning.
5. Take responsibility for your own assignments.
6. Strive to do your best, not to just get by.
7. Limit television viewing. Read daily at home.
8. Ask questions!

VALUABLES AND TOYS

Please do not send students to school with cell phones, expensive jewelry, electronic games, cards, toys, long chained hanging wallets, neck chains or extra money. Anything distracting to the learning process is not permitted.

VISITORS

In order to better protect our students, all visitors **must** show a valid, government-issued ID. Sign in at the security desk and receive a **Visitor Pass**.

We look forward to working with you this school year. Let's make it the best one ever!

HAMPTON BAYS PUBLIC SCHOOLS CODE OF CONDUCT VIOLATIONS

VIOLATION	DEFINITION
Arson	Deliberately lighting a fire on school property
Assault	The threatening or actual causing of physical injury to another person
Assault on a school employee	The threatening or actual causing of physical injury to any school employee
Computer use violation	Student violation of the school policy on the use of computers
Computer vandalism	Student violation of the school policy on the care of computers
Cutting class, study hall, homeroom or detention	Willful absence
Dangerous acts	Any verbal threat or action, which poses a danger to the health, safety or welfare of students and/or staff
Destruction or defacement of school property and graffiti	Writing or drawing which defaces school property
Disruptive behavior	The interruption of the education process
Driving Violation	Approved HS students only: Speeding/reckless driving on school grounds, or failure to follow crossing guard's directives. <i>NOTE: 5 MPH Speed limit on school property</i>
Drug/alcohol possession or use	The possession, use or being under the influence of drugs or alcohol on school grounds or at school functions, on or off campus, or the possession of drug paraphernalia.
Drug/alcohol distribution or sale	When a student buys, sells, exchanges, gives or disburses drugs or alcohol to another or offers or agrees to do the same
Eating/Drinking	Eating and/or drinking is only permitted in the cafeteria during lunch periods and in the classroom, at teacher discretion only.
Electronic Devices	Students are not permitted to use or possess any of these devices during the instructional day.
False activation of alarm	Falsely activating fire alarm, bomb threat or other disaster alarm
Fighting	Aggressive, physical interaction
Forgery/Fraud	Willful misleading of school authority
Harassment/Bullying/Discrimination/Defamation	Violation of human rights
Horseplay	Non-aggressive physical interaction
Inappropriate Dress/Clothing	Any clothing or apparel which: is dangerous or a health hazard (no outerwear shall be worn during the school day); contains offensive or obscene symbols, signs, slogans or words denigrating any person's race, color, religion, ancestry, national origin, disability, gender or sexual orientation; contains language or symbols oriented toward violence, sex, drugs, alcohol, tobacco or vandalism. Any attire or grooming disruptive to the instructional process which may include, but is not limited to: bare midriffs, halter-tops, tube tops and any clothes insufficient to conceal undergarments at all times; short shorts, short skirts, dresses or pants that are tight or revealing; bare feet; hats, head covering, sun visors (except in common areas and the cafeteria during lunch periods); chains, dog collars, hanging chains and spikes.
In-School Suspension Violation	When a student violates In-School suspension requirements
Insubordination	Refusal to obey a reasonable request from any staff member, bus driver, food service worker, or an adult working in an official capacity at school.
Offensive materials/language	The use of language materials which is offensive in nature
Parking Violations	Approved HS students only: Parking in unauthorized areas
Public Displays of Affection	Public display of affection that goes beyond hand-holding.
School Tardiness	Arriving to school after the designated start time.
School Truancy	Unauthorized absence from school
Smoking on school grounds, school bus, or at a school activity	Possession of lit cigarette or exhaling smoke or surrounded by smoke. Also applies to a student seen in the process of throwing a cigarette away, or in the possession of cigarette paraphernalia, including electronic cigarettes.
Tardiness to class	Arriving to class after the bell has rung.
Threat	Saying "I want to kill someone, or I want to blow up the school"
Theft	Taking another person's/school's property
Trespassing	When suspended from school, being in the building, on school grounds, or at school events
Vandalism	The destruction of school or personal property
Weapons possession	The possession of any object that could be used to harm another person and/or the use of any object to harm a person

After the third offense, student action is considered an act of administrative insubordination and treated accordingly.

HAMPTON BAYS PUBLIC SCHOOLS CODE OF CONDUCT CONSEQUENCES

Level	Offenses	Hearing/Appeal Process	Range of Consequences per Level (more than one may be used)
I	<ol style="list-style-type: none"> 1. Smart watches, radios, MP3 players, discman, cellular phones, lighters, laser pointers, laptops, etc. 2. Computer Use Violation 3. Cutting class, study hall, homeroom or teacher detention. 4. Eating/Drinking 5. Disruptive Behavior 6. Driving Violations 7. Horseplay 8. Inappropriate Dress 9. Insubordination 10. Loitering 11. Offensive Language/Materials 12. Public Display of Affection 13. School Tardiness or Tardiness to Class 14. Throwing food in the cafeteria 15. Discipline issue complicated by lying to teacher or administrator 	Informal hearing before the Administrator imposing the disciplinary consequences and/or mediation.	<ul style="list-style-type: none"> *Teacher oral warning *Teacher contact with parent *Detention with teacher *Administrative written warning *Administrative parental contact *Administrative detention *Social Worker/Guidance Intervention *Two days administrative detention *In-School Suspension *Suspension/revocation of Senior Privileges
II	<ol style="list-style-type: none"> 1. Continuing or repeating Level I Offenses 2. Cutting Administration Detention 3. Forgery/Fraud/Academic Dishonesty/Plagiarism 4. Gambling 5. Harassment/Bullying/Discrimination/Defamation 6. Parking Violations 7. School Truancy 8. Smoking on school grounds/bus/school activity 9. Disorderly conduct in the cafeteria 10. Inappropriate language directed at an adult. 11. Disruptive Behavior 12. Filming of photographing a staff member 	Informal hearing before the Administrator imposing the disciplinary consequences and/or mediation.	<ul style="list-style-type: none"> *In-School Suspension *Administrative Detention *Suspension/revocation of Senior Privileges *Suspension from all school functions for up to ten weeks *Referral to Youth Court *Out-of-School Suspension *Parking Suspension/Revocation
III	<ol style="list-style-type: none"> 1. Continuing or repeating Level II offenses after prior corrective measures have been taken. 2. Dangerous Acts 3. Destruction or defacement of school property & graffiti 4. Fighting 5. In-school suspension violation 6. Vandalism 7. Hazing 8. Theft 9. Filming an altercation or disturbance 	Superintendent's Hearing as provided by law.	<ul style="list-style-type: none"> Level I & II Consequence and *Police Notification *Restitution to individual or school *Suspension from all school functions for remainder of semester *Suspension from all school functions for remainder of school year *Out-of-School Suspension *Referral to Youth Court *Potential Financial restitution *Potential criminal and/or civil lawsuits
IV	<ol style="list-style-type: none"> 1. Conduct so serious that it requires more than Level III consequences 2. Arson 3. Assault 4. Drug/alcohol possession, distribution, sale, use or being under the influence of. 5. Possession, distribution, sale or use of drug/alcohol paraphernalia 6. False activation of alarms, bomb threat, riot 7. Weapons possession or use 	Superintendent's Hearing as provided by law.	<ul style="list-style-type: none"> Level I, II & III Consequences and *Out-of-School Suspension *Superintendent's Hearing *Board of Education policy applies *Potential criminal charges, juvenile delinquency petitions.

HAMPTON BAYS ELEMENTARY SCHOOL CONTRACT

I, _____,

Print student's first and last name

together with my parent or guardian, _____
(Parent/Guardian's Name)

have read the 2021/2022 Hampton Bays Student Handbook.

We have read the information in this handbook and understand our responsibility for following the rules, procedures and guidelines.

With the support and guidance of the administrators, teachers and staff of the Hampton Bays Elementary School and my parents/guardians, I will do my best to attain the goals set forth in this handbook.

Signed,

Student: _____

Parent/Guardian: _____

Grade: _____

Teacher: _____

Date: _____

PLEASE RETURN THIS CONTRACT TO YOUR CLASSROOM TEACHER.
Teachers, please place this contract in the student's classroom file



HAMPTON BAYS

Union Free School District

Hampton Bays Elementary School • 72 Ponquogue Avenue, Hampton Bays, New York 11946
(631) 723-2121
Fax (631) 723-2840

Marc M. Meyer
Principal

Richard Triandafilis
Assistant Principal

Public Information Release Form 2021/2022

I hereby give permission for my child's picture, name to be used in photographs, videotapes, articles, website or other promotional materials for the Hampton Bays school programs. This release would only be used in programs that are authorized by the Hampton Bays UFSD. Upon signing this form, this release shall be in effect until revoked in writing.

Student's Name: _____

Grade: _____

Teacher: _____

School District: Hampton Bays Elementary School
72 Ponquogue Ave.
Hampton Bays, NY 11946

If you **Do** wish to give permission, please sign below.

Signature of Parent/Guardian: _____ Date: _____

If you **DO NOT** wish to give permission, please sign below.

Signature of Parent/Guardian: _____ Date: _____

PLEASE RETURN THIS FORM TO YOUR CHILD'S TEACHER.

Teachers please, send a copy to the main office if parent/guardian do not wish to give permission.