

2023  
2024  
*Calendar &  
Directory*



# Amagansett

**Union Free School District**

# AMAGANSETT SCHOOL MISSION STATEMENT

The Amagansett Board of Education, administrators, educators, staff, parents/guardians, and community will promote and support a culture of learning, nurturing, growing, and innovating that results in a high performing organization focused on student achievement.

## AMAGANSETT SCHOOL VISION STATEMENT

The Amagansett Union Free School District will provide the highest quality educational experience for all students, encouraging and inspiring each child to reach their fullest potential.

## AMAGANSETT SCHOOL GOALS

1. The Amagansett Union Free School District will provide quality educational programs to promote the academic and social-emotional growth of all students. A focus will be on the instructional core, and students will be given a variety of opportunities to demonstrate a range of knowledge, skills, and interests.
2. The Amagansett Union Free School District will appropriately devote resources to develop and maintain quality instructional programs and will plan for long-term financial sustainability with district stakeholders.
3. The Amagansett Union Free School District will provide safe and secure facilities which are conducive to learning.
4. The Amagansett Union Free School District will promote effective collaborative relationships with community agencies, leaders, and individuals to enhance opportunities for our students.

# A MESSAGE FROM SUPERINTENDENT MR. SETH TURNER

Dear Amagansett School Community,

Welcome to the 2023-2024 school year! I hope you enjoyed a relaxing summer with family and friends and are ready to begin a new chapter of academic success with us at the Amagansett School!

To our incoming prekindergarten families – welcome! I am confident that you will quickly find ours to be a kind and supportive school community filled with dedicated educators, compassionate staff and remarkable students. To our returning families – it is great to have you part of our school community for another year! We hope that this year builds off of the recent joys we have shared together.

Guided by a belief that a strong home-to-school connection is vital to the success of our students and programs, we encourage you to review the enclosed information. The pages of this publication include valuable information pertaining to our school’s rules, operations and procedures. I encourage you to read it thoroughly and keep it in a safe place to reference the information during the year as needed.

This calendar also includes information on various events, activities and meetings that are scheduled throughout the year. We encourage our parents/guardians to join us, when possible, to stay connected to our school happenings. However, as all events are subject to change or cancellation, we recommend that you regularly visit the district’s website for any updates and ensure that the contact information we have on file for your family is as up to date as possible. A reference copy of this publication can also be found under the “Calendar” tab of our website.

On behalf of the district’s Board of Education, administration team and staff, we thank you for your past support and hope that you and your family have a happy and successful school year. Please remember that my door is always open, and should you have any questions at any time, please do not hesitate to reach out to my office.

Sincerely,

Seth Turner

Superintendent of School

# AMAGANSETT SCHOOL

## AMAGANSETT SCHOOL STAFF

SUPERINTENDENT  
PRINCIPAL  
PRE-K 3  
PRE-K 4  
K  
1ST  
2ND  
3RD  
4TH  
5TH/6TH  
5TH/6TH  
SPECIAL ED/K  
SPECIAL ED 1  
SPECIAL ED/2  
SPECIAL ED/3  
SPECIAL ED/4  
SPECIAL ED/ 5  
SPECIAL ED/ 6  
SPECIAL ED/SPECIAL CLASS  
SPECIAL ED/TECHNOLOGY  
TEACHING ASSISTANT/PK3  
TEACHING ASSISTANT/PK4  
TEACHING ASSISTANT  
TEACHING ASSISTANT  
TEACHING ASSISTANT  
TEACHING ASSISTANT  
LEARNING LAB/RTI  
FOREIGN LANGUAGE  
ENL  
SPEECH  
SEL/ENRICHMENT  
ART  
PHYSICAL EDUCATION  
MUSIC

SETH TURNER  
MARIA DORR  
ASHLEY BLACKBURN  
JANINE BALNIS  
JACKIE MCGOVERN  
MOIRA HUSSEY  
KAT BRUNN  
MARITH THORSEN  
KATHY SOLOMON  
KELLY HREN  
JASON HANCOCK  
NICOLE ANDREASSI  
ALICIA MCHUGH  
TIM MCELROY  
SOPHIA LEDDA  
JODI HINCHEMS  
JEAN-MARIE MAZZAFERRO  
ALEXANDRA BRUNSWICK  
JESSICA HOWELL  
KRISTEN GRAHAM  
DONNA DANIELS  
MAUREEN COOPER  
ALLISON FANTINI  
MATTHEW HEFFERNAN  
HALEY RYAN  
ELISABETH MILLER  
JAMES CHAMBERLAIN  
CELESTE TRACY  
SHAWN MITCHELL  
SUZANNE HEFFERNAN  
KELLY WHITE  
RYAN FARGIONE  
MICHAEL RODGERS  
CYNTHIA KAMP

## BOARD OF EDUCATION

KRISTEN PETERSON  
DAWN RANA-BROPHY  
KEVIN WARREN  
WAYNE GAUGER  
ADDIE SLATER-DAVISON  
THOMAS MAGER  
SANDRA NUZZI

PRESIDENT  
VICE-PRESIDENT  
MEMBER  
MEMBER  
MEMBER  
DISTRICT TREASURER  
DISTRICT CLERK

## SUPPORT STAFF

ACCOUNT CLERK  
DIRECTOR OF TECHNOLOGY  
DISTRICT CLERK  
GUARD  
GUARD  
NURSE  
RECEPTIONIST  
SECRETARY  
SCHOOL PSYCHOLOGIST/  
CSE & CPSE CHAIRPERSON  
TREASURER

MELISSA KING  
JENNIFER MILLER  
SANDY NUZZI  
MATT MORGAN  
GRACE PETERSON  
DIANE GENCO  
CASSIE BUTTS  
DANA KALBACHER  
NATASHA TUMBARELLO  
THOMAS MAGER

## MAINTENANCE STAFF

TRANSPORTATION & GROUNDS  
CUSTODIAN III  
CUSTODIAN I

JOE TUCKER  
CHARLES FITHIAN

## BUS DRIVERS

FRANCES FIGUEROA  
RUSSELL SCHAEFER  
ANDREW VOGENEY  
STANLEY WIENCKO

## TELEPHONE/FAX/WEBSITE

Telephone: 631-267-3572  
Fax: Main Office: 631-267-2046; Administration: 631-267-7504  
School Nurse: 631-267-3579  
Website: [www.aufsd.org](http://www.aufsd.org)

# REGISTRATION

## RESIDENCY/REGISTRATION REQUIREMENTS

All students registering for admittance into the Amagansett Union Free School District must have on file the following:

- \* Registration Form
- \* Documentation of Age
- \* Three Proofs of Residency Indicating Physical Address Within District
- \* School Records
- \* Latest Immunization Record
- \* Proof of Parent/Guardian Relationship

## SCHEDULES

### Kindergarten through Grade Six

***Student Arrival***

***Student Dismissal***

***Afterschool Activities End***

### Time

**8:00-8:10 AM**

**2:50 PM**

**3:50 PM**

### Pre-Kindergarten Three & Four Year Old's

***Student Arrival***

***Student Dismissal***

**8:50 AM**

**2:00 PM**

# PROCEDURES/INFORMATION

## CHANGE OF PLANS

All changes of dismissal plans for your child must be in writing, preferably sent into school with your child in the morning. If for some reason you are not able to send the note in with your child in the morning, the office will accept changes up until **12:00 noon** on the day in question. For your convenience, we will accept these changes via email and fax. Please fax to 631-702-8416. Please email the classroom teacher and [dismissalchange@aufsd.org](mailto:dismissalchange@aufsd.org). If you are unable to notify the school in writing by **12:00 noon**, your child(ren) will be dismissed according to their regular dismissal procedures. Telephone calls with regard to a change of plans will not be accepted unless they are of an extreme emergency nature.

## DISMISSAL PROCEDURES

All parents waiting for their children must wait outside. Once all the students are safely dismissed, you may come back into the building to conduct school business. All visitors must report in at the Reception Desk.

## **VISITORS TO THE SCHOOL**

All visitors are required to report to the main office upon arrival at school and state their business. Visitations to classrooms for any purpose require permission in advance from the Principal or his/her designee. The Superintendent or his/her designee is responsible for all persons in the building and on the grounds. When individual Board members visit the school, they must abide by the regulations and procedures developed by the administration regarding school visits. For these reasons, the following rules have been developed by the Superintendent and apply to all visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must report to the office of the receptionist upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the receptionist's office before leaving the building.
- Visitors attending school functions that are open to the public during the school day, such as parent-teacher organization meetings or public gatherings are required to sign in.
- Parents/guardians who wish to meet with teachers while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
- Any unauthorized person on school property will be reported to the Superintendent or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in the District's Code of Conduct.
- We encourage all parents to attend the special events scheduled throughout the year by their classroom teacher. All visitations must be prearranged with the classroom teacher and office. Unannounced visitors will be asked to come back on a specific date and time.
- Friends or relatives of children attending Amagansett School will not be permitted to attend classes with his/her friend(s) or relative(s). Teachers cannot be expected to assume the added responsibility that such a visitation brings.

## **BUS SAFETY REMINDER**

To ensure your child's safety and security during the afternoon drop-off, all students in grades kindergarten through grade 2 must be met at the bus stop by a parent/guardian or an authorized adult. Please ensure you are at the stop AM & PM five minutes before your scheduled pick-up/drop-off time. Students in kindergarten through grade 2 will not be permitted to exit the school bus in the absence of their parent/guardian or previously designated person unless the school is advised in writing by the parent/guardian of an alternative pickup designee. This note/email must be submitted to your child's teacher or school receptionist no later than 12:00 noon on the day in question. Any student who is not permitted to exit the bus will be returned to the school where the parent/guardian will be contacted to make other arrangements.

## **SAFETY ON AND AROUND SCHOOL GROUNDS**

The Amagansett School strives to create a healthy and safe learning environment for our students both in and outside the building. Please be reminded of the following:

- Dogs, with the exception of service animals, are not allowed on school property.
- Please use the crosswalk at all times.
- It is not safe to double-park in front of the school to discharge or pick up students. The crossing guard and children stand and walk in this area and it is dangerous when cars enter this area.
- If you need to make a U-turn, please turn around at Meeting House Lane or Miankoma Lane rather than turning directly in the front of the school.
- Please do not use the bus lanes for drop-off or pickup at any time during the hours of 8:00 a.m. – 4:00 p.m.

## **CHARGE FOR LOSS OF BOOKS, MATERIALS AND EQUIPMENT**

Parents will be charged for books, computers, instruments and other school property lost or damaged by students.

## **HOME INSTRUCTION**

Home instruction will be provided for students who are confined because of illness or injury. Please contact the school principal to complete the necessary paperwork.

## **RELIGIOUS INSTRUCTION**

Students will be released for religious instruction as requested by the parents.

## **LOST AND FOUND**

Articles without owners will be stored for a limited time. All unclaimed articles will be donated to the needy in December and June.

# **REGULATIONS/COMMUNITY INFORMATION**

## **STUDENT INFORMATION RELEASE GUIDELINES**

All parents have the right to refuse the release of student directory information. Your refusal must be submitted in writing by September 15 each school year. The Family Education Rights Act (FERPA) defines “directory information” as information contained in an education record of a student that would generally not be considered harmful or an invasion of school privacy if disclosed. Directory information may include name, address, telephone listing, place of birth, major field of study, grade level, participation in sports and activities, weight and height (for members of athletic teams), dates of attendance, honors, degrees and awards, email address, photograph and name of educational institution previously attended. Directory information does not include a student’s social security number or a student’s identification (ID) number. (20 United States code (U.S.C.) 1232 (g) In addition, all parents have the right to refuse their children be interviewed, photographed and/or videotaped by the Amagansett Union Free School District for public relations, educational or other purposes. Your refusal must be submitted in writing by September 15 each school year.

## **TITLE IX, ADA COMPLIANCE AND SEXUAL HARASSMENT COMPLAINT**

The Amagansett Union Free School District does not discriminate on the basis of race, color, creed, religion, national origin, political affiliation, sexual orientation, age, military status, veteran status, marital status, predisposing genetic characteristics, use of a recognized guide dog, hearing dog or service dog, or domestic violence victim status in educational programs and activities. This is in keeping with Title IX of the Federal Amendments of 1972, and the regulations implementing the same, that specify non-discrimination in education programs and activities that extend to employment therein and to admission thereto and that inquiries or complaints concerning the application of Title IX /ADA Compliance/Sexual Harassment and said regulations to said school District may be referred to the below-named coordinators, or the Director, Office for Civil Rights, Department of Health, Education and Welfare, Washington, DC 20201. The employees designated to coordinate Title IX of this school District to comply with and carry out its responsibilities under said laws are School Nurse, Diane Genco and Principal, Maria Dorr, Amagansett School, POB 7062, Amagansett, NY 11930. Tel. 631-267-3572, Ext. 221 and Ext. 250 respectively. The employee designed to coordinate the activities and efforts of this school District to comply with and carry out its responsibilities as the Dignity Act Co-Coordinator (DAC) is Principal, Maria Dorr POB 7062, Amagansett, NY 11930. Tel. 631-267-3572.

## **SPECIAL EDUCATION**

The Amagansett Union Free School District provides a free and appropriate public education to those students with disabilities through age 21. The Committee on Special Education (CSE), a multidisciplinary team, evaluates each student individually. It is their responsibility to develop an Individualized Educational Program (IEP) if the student is found to have a disability. A continuum of services is provided to meet the special needs of these students. Services may include related services, inclusion classes, resource room, and/or self-contained classes. If you suspect that your child has an educational disability and may need the provision of special education services and/or programs, you must notify in writing, either the Special Education Office at 320 Main Street or the Principal. For further information, please call the Special Education Office at 631-267-3572.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

The Amagansett Union Free School District hereby gives notice that it does not discriminate on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973. The District further gives notice that it does not discriminate on the basis of handicap in admission or access to its programs and activities, including vocational education programs. No person shall be denied employment solely because of any physical, mental or medical impairment, which is unrelated to engage in the activities involved in the job for which application has been made. Inquiries concerning this policy may be referred to: Special Education Officers, Maria Dorr and Natasha Tumbarello, Section 504 Coordinators, 320 Main Street, Amagansett, NY 11930, 631-267-3572.

## **CHILD FIND**

Child Find is a component of the Individuals with Disabilities Education Act (IDEA) that requires states to identify, locate and evaluate all children with disabilities, aged birth to 21, who are in need of early intervention or special education services. The Child Find website is mainly focused on Part C of IDEA, the Early Intervention Program for Infants and Toddlers with Disabilities. However, much of the information and many of the links listed on the Child Find website can be useful in conducting Child Find for all young children, not just Child Find for infants and toddlers. Visit [www.childfindidea.org](http://www.childfindidea.org) for more information. If you have knowledge of a student who may benefit from early intervention services, contact Maria Dorr at 631-267-3572.

## **EMERGENCY CLOSINGS AND DELAYS**

In the event that it is necessary to delay the opening of school, or to cancel school, due to adverse weather or other circumstances, parents/guardians will be notified via the district notification system. It is important that parents/guardians provide up-to-date contact information to the school to ensure they receive information in a timely fashion. The district website will also be used to report school closings and delays. We will also report our delay and closings to NEWS12.

Whenever there is a delay due to adverse weather conditions, all district transportation (including buses to East Hampton Middle School, East Hampton High School, or any private school) will follow the delay schedule.

## **SCHOOL HEALTH**

### **REPORTING ACCIDENTS/INCIDENTS**

Accidents/incidents involving students occurring during the school day will be reported to the School Nurse, who will in turn notify the Principal. A call to the parents will depend on the nature and severity of the accident.

### **SCHOOL INSURANCE**

The District maintains an accident insurance policy which provides coverage for students involved in school activities. This policy provides coverage (reasonable and customary) after family insurance plans provide benefits.

### **MEDICATION AT SCHOOL**

The School Nurse is the only one permitted to administer medication to students. Students who are to use medication by direction of a physician during the school day must have the medicine delivered to the office via a parent, along with a Medicine Administration Form that is properly filled out by the physician and parent.

### **MISCELLANEOUS HEALTH POLICIES**

If your child is sent home with a fever, his/her temperature must be normal for 24 hours before returning to school. If your child has vomited, either at school or at home, he/she must remain at home the next day. If your child has a heavy cold, PLEASE keep him/her at home. Students leaving early due to illness may not return to school for after-school activities such as concerts, school dances, school plays or after-school enrichment programs.



## **GROUP MEALS/SNACKS**

It is important for parents to notify their child's classroom teacher at least two school days before supplying the class with a meal or snack so that it can be reviewed by the School Nurse. The PTA generously may provide a hot lunch to all students at times. The Amagansett School and PTA make every effort to keep meals allergen free (i.e., peanuts and tree nuts) but there is always a chance that cross contamination may exist. The school nurse will review each menu with parents of food allergic students. If parents are concerned about the possibility of cross contamination, they may choose to send a lunch for their child or request that the school provide an allergen free lunch.

## **TO BE EXCUSED FROM PHYSICAL EDUCATION**

A student will be excused from physical education for medical reasons. A physician must provide a written statement noting the length of time a student is to be excused from physical education. Physician clearance is required for students return to PE.

## **BICYCLES, SKATEBOARDS, ROLLER BLADES/SKATES, AND SCOOTERS**

Bicycles may not be ridden on school grounds while school is in session and are to be parked and locked in the racks during the school day. As required by law, all students under the age of 14 must wear a helmet. Skateboards and roller blades are not allowed on school property at any time.

# **A SUMMARY OF THE AMAGANSETT UNION FREE SCHOOL DISTRICT ATTENDANCE POLICY**

## **STATEMENT OF OVERALL OBJECTIVES**

School attendance is both a right and a responsibility. The District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. The District recognizes that consistent school attendance, academic success and school completion have a positive correlation. The District will develop, review and, if necessary, revise a Comprehensive Student Attendance Policy to meet the following objectives:

The goal of the District attendance policies and programs is to encourage students to come to school ready to learn. Some of the objectives of taking attendance are:

- To know the whereabouts of every student for safety and other reasons.
- To determine the District's average daily attendance for state aid reimbursement.
- To verify that individual students are complying with education law in relation to compulsory attendance.
- To identify individual and group attendance patterns in order to provide attendance improvement programs and services.
- To raise student achievement to higher levels by encouraging regular attendance.

## **DESCRIPTION OF STRATEGIES TO BE EMPLOYED TO ACCOMPLISH THESE OBJECTIVES**

The District will create and maintain a positive school building culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn should lead to increased attendance.

- a) Daily attendance will be taken each morning by the classroom teacher and reported to the school nurse.
- b) Parents/guardians should call the school nurse no later than 8:10 a.m. to report their child's absence from school.
- c) Students who arrive late to school must be accompanied by a parent/guardian and report to the receptionist's office to sign their child(ren) in. Lateness will be recorded in the attendance register.
- d) A written note must explain each instance of absence from a parent/guardian. The student upon returning from absence should bring this note to school.
- e) Participation in after-school events requires student attendance during the school day.
- f) The school nurse will notify parents/guardians by telephone of any unauthorized absences and remind them of the attendance policy.

- g) If a student is absent from school without an excuse, the Principal will review the attendance policy with the student and parent/guardian. Students who have been absent from school or excessively late without an excuse will be subject to a series of incremental interventions including counseling, loss of privileges (ex: participation in after-school activities or school sponsored events). Attendance data will be analyzed periodically to identify patterns or trends in student absences.
- h) Parents/guardians will be notified of student attendance on quarterly report cards.
- i) Recognition of excellent attendance will be done on a regular basis.
- j) Early dismissal is granted in emergency situations and when appointments (medical, dental, etc.) cannot be made on other than school time. A written note only from the parent requesting such dismissal and clearly noting the date, time and reason for early dismissal must be handed in to the school receptionist on the morning of the requested dismissal. All dismissal changes must be made prior to 12:00 p.m.

## STUDENT ABSENCES AND EXCUSES

The following reasons for student absences from school are recognized by the Board of Education as excused absences:

- a) Sickness
- b) School supported home instruction
- c) Sickness or death in the family
- d) Impassible roads
- e) Religious observance
- f) Quarantine
- g) Required court appearances
- h) Health related appointments
- i) Family emergency (fire in home, crises, etc.)
- j) Other such reason as may be approved by the Board of Education

Any other absence is considered unexcused. Each absence must be accounted for. It is the parent's/guardian's responsibility to notify the school on the morning of the absence. Please call the Nurse's Office at 631-267-3572 before 8:10 a.m. if possible. A written note from a parent/guardian must explain each instance of absence. The student upon returning from any absence should bring this note to school.

## PROCESS FOR INTERVENTION STRATEGIES

The Superintendent will utilize the attendance intervention listed below to improve an individual student's attendance. Prior to utilizing these interventions, the Superintendent may consult with the student, teacher, parent or Principal to determine which interventions are needed in order to have an impact on improving attendance.

### a) Attendance Interventions

- 1. Verbal warning/Teacher discussion
- 2. Parent/Guardian notified by nurse
- 3. Referral to Principal
- 4. After-school detention
- 5. Attendance/Behavior contract
- 6. Parent/Administrator/Student conference
- 7. Loss of privileges
- 8. Referral to Superintendent
- 9. Referral to family court/PINS (Pupils in Need of Supervision)/CPS

### b) Designation of Reviewer

The School Nurse will be responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the comprehensive pupil attendance policy.

### c) Excessive Absence/Pupil Progress

The Amagansett Board of Education recognizes that excessive absence may jeopardize a pupil's ability to maintain adequate progress in a particular grade level. In the event of excessive absence, which in turn affects a pupil's performance, a referral will be made to the Response to Intervention Team to assess the pupil's placement or consider the provision of additional support or intervention services.

### d) Parent Notification

When a pupil is marked absent, the School Nurse will contact the family to verify such absence. When a pupil's excessive absence or tardiness begins to impact learning, a letter from the Principal will be sent home informing the parents of such. If such communication does not have a positive impact on the pupil's attendance, the Principal and Response to Intervention Team will set up a meeting with the parent(s) to clarify the importance of regular attendance and the consequences of excessive absence.

## ANNUAL REVIEW

Attendance records will be provided to the Board of Education for annual review at the end of each school year. If such records show a decline in pupil attendance the Board, or governing body, shall make any revisions to the comprehensive pupil attendance policy deemed necessary to improve pupil attendance.

## STUDENT PRIVACY NOTICE

The Amagansett Union Free School District has always recognized the importance of the protection of student privacy and the rights of parents/guardians to have notice of activities which may affect student privacy. As a result, the Amagansett Union Free School District has worked to develop a policy relating to student privacy and parental rights: Policy #7230 Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors.

This annual notice is to inform parents/guardians of their rights under the Protection of Pupil Rights Amendment as amended by the No Child Left Behind Act of 2001 and our District Policy #7230.

As parents/guardians, you have the opportunity to opt out of (i.e., remove your child from) participation in the following activities:

**Category 1:** Activities involving the collection, disclosure, or use of personal information (student's or parent/guardian's first and last name, home address, phone number or Social Security number) collected from students for the purpose of marketing or for selling that information.

**Category 2:** The administration of any survey containing one or more of the following eight items of information:

- 1) political affiliations or beliefs of the student or the student's parent/guardian;
- 2) mental and psychological problems of student or the student's family;
- 3) sex behavior or attitudes;
- 4) illegal, anti-social, self-incriminating, or demeaning behavior;
- 5) critical appraisals of other individuals with whom respondents have close family relationships;
- 6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- 7) religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
- 8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

**Category 3:** Any non-emergency, invasive physical examination or screening that is:

- 1) required as a condition of attendance,
- 2) administered by the school and scheduled by the school in advance, and
- 3) not necessary to protect the immediate health and safety of the student or of other students.

The Amagansett Union Free School District does not expect to conduct activities relating to any of the above three categories. However, we are required by law to send forth this information for parental/guardian review.

# A SUMMARY OF THE AMAGANSETT UNION FREE SCHOOL DISTRICT CODE OF CONDUCT

(A complete version of the Code of Conduct can be found on the website, [www.aufsd.org](http://www.aufsd.org), or provided to you by the Main Office.)

## INTRODUCTION

The Code of Conduct was developed to express in writing the goals of the Amagansett School Board, which are to provide a safe and orderly school environment free from discrimination and harassment where students and/or employees may receive and District personnel may deliver quality educational services without disruption or interference which fosters civility in public schools. Responsible behavior by students, teachers, other District personnel, parents and other visitors/employees is essential to achieving this goal.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this Code of Conduct (“Code”).

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function or school-sponsored or co-sponsored event.

**Employee:** any person receiving compensation from a school District or employee of a contracted service provider or worker placed within the school under a public assistance employee program.

**School property:** in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property line of a public elementary school; or in or on a school bus.

**School functions:** a school sponsored extra-curricular event or activity.

## STUDENT RIGHTS AND RESPONSIBILITIES

### Student Rights

The Amagansett Union Free School District is committed to safeguarding the rights given to all students under state and federal law and to providing provisions for responding to acts of discrimination and harassment against students by students and/or school employees on school property or at a school function.

### Student Responsibilities

All District students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and for property.
- Be familiar with and abide by all District policies, rules and regulations dealing with student conduct and to protect students and uphold New York State’s commitment to provide safety and orderly schools for its students.
- Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- Work to develop mechanisms to control their anger.
- Ask questions when they do not understand.
- Seek help in solving problems that might lead to discipline.
- Dress appropriately for school and school functions.
- Accept responsibility for their actions.
- Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor and sportsmanship.

## ESSENTIAL PARTNERS – PARENTS

All parents are expected to:

- Recognize that the education of their child is a joint responsibility of the parents and the school community.
- Send their children to school ready to participate and learn.
- Ensure their children attend school regularly and on time ready to participate and learn.
- Ensure absences are excused.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Know school rules and help their children understand them.
- Convey to their children a supportive attitude toward education and the District.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for study and ensure homework assignments are completed.

### **Teachers/Teaching Assistants/Student Support Service/Other School Personnel**

All District teachers/teaching assistants/student support service/other school personnel are expected to adhere to the Code of Conduct emphasizing the creation and maintenance of a positive learning environment for all students. Training of staff will reinforce the reporting of incidents of discrimination, harassment and bullying (including incident logs and sample rubrics).

### **Administration**

The Superintendent of Schools and Principal are expected to adhere to the Code of Conduct.

### **Board of Education**

All Board of Education members are expected to adhere to the Code of Conduct.

## STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. This policy does not mean that students, faculty or parent groups may not recommend appropriate dress for school or special occasions. Teachers and all other personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

The administration is authorized to take action in instances where individual dress code does not meet these stated requirements and they shall be responsible for informing all students and their parents of the dress code at the beginning of the school year and any changes to the dress code during the school year.

The following are administrative guidelines and have been developed by the Superintendent and apply to students' dress, grooming and appearance. These include hair style/color, jewelry, makeup and nails, during the school day and for special school functions.

A student's dress, grooming and appearance shall:

- Be safe, appropriate and not create a distraction that interferes with the educational program.
- Recognize that extremely brief garments such as tube tops, net tops, spaghetti straps, low or plunging necklines (front /back), short skirts or shorts, and see-through garments are not appropriate.
- Ensure that underwear is completely covered with outer clothing.
- Include reasonable and secure footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not include the wearing of hats/headwear in the school building except for medical or religious purposes.
- Not include items that are in poor taste, vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who fails to comply with the dress code shall be subject to disciplinary action up to and including suspension or exclusion from a program.

# STUDENT CONDUCT

The Amagansett Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, District personnel and other members of the school community, and for the care of school facilities and equipment.

Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct, as described in the Behavior Management Plan. Behaviors not tolerated because they disrupt the educational environment and may compromise student safety include:

- Disrespect for school personnel and other adults
- Disrespect for other students
- Insubordinate behavior
- Failure to follow directions
- Disruptive or violent behavior
- Not keeping hands, feet and objects to oneself
- Use of foul language
- Misuse of equipment
- Other violations of the conduct code
- Discrimination

## Examples of Expected Student Conduct

### General

- Follow directions
- Keep the noise level low
- Keep hands, feet and objects to yourself
- Respect the rights and feelings of others (no teasing, fighting, cursing, foul language)
- Raise hand to be recognized
- Be on time to school and classes
- Complete homework assignments

### Playground

- Follow directions
- Use age-appropriate equipment
- Practice good sportsmanship
- Keep hand and objects to self
- Stay within boundaries
- Wear safe and secure footwear
- Use proper language at all times
- No food permitted
- No tree climbing or limb hanging
- No trading of toys

### Hallway

- Walk at all times and do not disturb classes

### Assembly

- Sit quietly
- Pay attention

### Elevator

- Use of elevator restricted to handicapped and authorized use only
- Children may never ride the elevator without adult supervision

### Bus

- Be courteous
- No profanity
- No eating or drinking on bus
- No violence
- No smoking
- No alcohol
- No drugs
- Hands are kept to yourself
- Do not destroy property
- Do not distract the driver through misbehavior

# DISSEMINATION AND REVIEW

The Board will work to ensure that the community is aware of the Code of Conduct by:

- Providing copies of a summary of the Code to all students at the beginning of each school year.
- Mailing a summary of the Code written in plain language to all parents of District students before the beginning of the school year and making this summary available later upon request.

## **REPORTING VIOLATIONS**

All students are expected to promptly report violations of the Code of Conduct to a teacher, Principal or his/her designee or School Psychologist. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Superintendent's designee or the Superintendent.

## **DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS**

School personnel who interact with students are expected to use the Behavior Management Plan when necessary and to place emphasis on the students' ability to grow in self-discipline. Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

This Code affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

## **CONSEQUENCES**

Our Behavior Management Plan addresses the consequences implemented when students exhibit the aforementioned prohibited behaviors.

## **PROCEDURES FOR FACULTY**

Faculty members shall adhere to the discipline procedures as prescribed in the Behavior Management Plan.

## **ALTERNATIVE INSTRUCTION**

When a teacher removes a student of any age from class or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the District will take immediate steps to provide alternative means of instruction for the student.

## **CORPORAL PUNISHMENT**

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any District employee is strictly forbidden.

## **STUDENT SEARCHES AND INTERROGATIONS**

The Board is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned. An authorized school official may conduct a search of a student's belongings, as per the Code of Conduct, that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

## **PUBLIC CONDUCT ON SCHOOL PROPERTY**

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner as prescribed by the Code of Conduct. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

## **TELEPHONE USAGE**

A phone will be made available for emergency and/or specific purposes only (i.e., forgotten lunch, instrument or homework).

# SEPTEMBER 2023

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3	<b>4</b> <b>Labor Day</b> <b>School Closed</b>	<b>5</b> <b>First Day of School</b>	6	7	8	9																																																																																				
10	<b>11</b> NWEA Assessments After-School Program Begins PTA Meeting 3:15pm	<b>12</b> NWEA Assessments BOE Meeting 5pm	<b>13</b> NWEA Assessments PTA Back to School Picnic 4pm	<b>14</b> NWEA Assessments	<b>15</b> NWEA Assessments	<b>16</b> Rosh Hashanah																																																																																				
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<b>24</b>	<b>25</b> <b>Yom Kippur</b> <b>School Closed</b>	<b>26</b> School Portraits	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>																																																																																				

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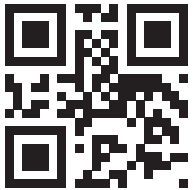




# OCTOBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Faculty Meeting (No After-School Activities)	3	4	5	6	7
8	9 <b>Columbus Day School Closed</b>	10 BOE Meeting 5pm	11	12 Wake-Up 8:10am	13	14
15	16 PTA Meeting 3:15pm	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 Rag-A-Muffin Parade				

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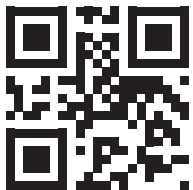


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# NOVEMBER 2023

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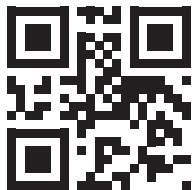


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5	6 Faculty Meeting (No After-School Activities)	7 <b>School Closed for Students Only</b> <b>SUPERINTENDENT CONFERENCE DAY</b>	8	9 Wake-Up Honoring Veterans 8:10am  No After-School Activities  End of 1st Marking Period	10 <b>Veterans Day School Closed</b>	11																																																																																											
12	13 PTA Meeting 3:15pm	14 BOE Meeting 5pm	15	16	17	18																																																																																											
19	20	21 Turkey Trot Thanksgiving Feast No After-School Activities	22 <b>Thanksgiving Recess School Closed</b>	23 <b>Thanksgiving Day</b> <b>Thanksgiving Recess School Closed</b>	24 <b>Thanksgiving Recess School Closed</b>	25																																																																																											
26	27	28	29 Parent/Teacher Conferences 4:30-6:30pm (No After-School Activities)	30 Parent/Teacher Conferences 3:15-5:15pm (No After-School Activities)																																																																																													

# DECEMBER 2023

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<p><b>3</b></p>	<p><b>4</b></p> <p>Faculty Meeting (No After-School Activities)</p>	<p><b>5</b></p> <p>School Portraits Retake</p> <p>BOE Meeting 5pm</p>	<p><b>6</b></p>	<p><b>7</b></p> <p>Hanukkah Begins</p>	<p><b>8</b></p>	<p><b>9</b></p>																																																																																				
<p><b>10</b></p>	<p><b>11</b></p> <p>PTA Meeting 3:15pm</p>	<p><b>12</b></p>	<p><b>13</b></p>	<p><b>14</b></p> <p>Band/Chorus Holiday Concert (GR 3-6) 5:30pm</p>	<p><b>15</b></p> <p>Hanukkah Ends</p>	<p><b>16</b></p>																																																																																				
<p><b>17</b></p>	<p><b>18</b></p>	<p><b>19</b></p>	<p><b>20</b></p>	<p><b>21</b></p> <p>Wake-UP 8:10am</p>	<p><b>22</b></p>	<p><b>23</b></p>																																																																																				
<p><b>24</b></p>	<p><b>25</b></p> <p><b>Christmas Day</b></p> <p><b>Winter Recess</b></p> <p><b>School Closed</b></p>	<p><b>26</b></p> <p><b>Winter Recess</b></p> <p><b>School Closed</b></p>	<p><b>27</b></p> <p><b>Winter Recess</b></p> <p><b>School Closed</b></p>	<p><b>28</b></p> <p><b>Winter Recess</b></p> <p><b>School Closed</b></p>	<p><b>29</b></p> <p><b>Winter Recess</b></p> <p><b>School Closed</b></p>	<p><b>30</b></p>																																																																																				
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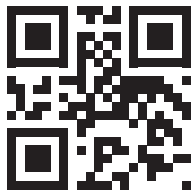
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# JANUARY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<b>1</b>  <b>Winter Recess School Closed</b>	<b>2</b>  <b>School Opens</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> NWEA Assessments  Faculty Meeting (No After-School Activities)	<b>9</b> NWEA Assessments  BOE Meeting 5pm	<b>10</b> NWEA Assessments	<b>11</b> NWEA Assessments	<b>12</b> NWEA Assessments	<b>13</b>
<b>14</b>	<b>15</b>  <b>Martin Luther King Jr. Day Observance School Closed</b>	<b>16</b>	<b>17</b>	<b>18</b>  Wake-Up 8:10am	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>  PTA Meeting 3:15pm	<b>23</b>	<b>24</b>  Research Fair Open House 4:00–5:00pm	<b>25</b>	<b>26</b>  End of 2nd Marking Period	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			

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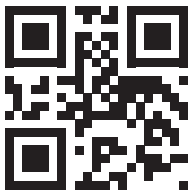
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18	19 <b>Presidents Day</b>  <b>Mid-Winter Recess School Closed</b>	20 <b>Mid-Winter Recess School Closed</b>	21 <b>Mid-Winter Recess School Closed</b>	22 <b>Mid-Winter Recess School Closed</b>	23 <b>Mid-Winter Recess School Closed</b>	24																																																																																											
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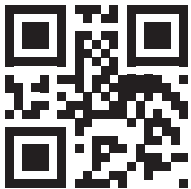
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# MARCH 2024

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# APRIL 2024

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	<b>1</b> Easter Monday Schools Closed	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>																																																																																																									
<b>7</b>	<b>8</b> Faculty Meeting (No After-School Activities)	<b>9</b> NYS ELA Exams  BOE Meeting 5pm	<b>10</b> NYS ELA Exams	<b>11</b>	<b>12</b> End of 3rd Marking Period	<b>13</b>																																																																																																									
<b>14</b>	<b>15</b> PTA Meeting 3:15pm	<b>16</b>	<b>17</b> Parent/Teacher Conferences 4:30–6:30pm (No After-School Activities)	<b>18</b> Parent/Teacher Conferences 3:15–5:15pm (No After-School Activities)	<b>19</b> Report Cards Distributed	<b>20</b>																																																																																																									
<b>21</b>	<b>22</b> Spring Recess School Closed	<b>23</b> First Day of Passover  Spring Recess School Closed	<b>24</b> Spring Recess School Closed	<b>25</b> Spring Recess School Closed	<b>26</b> Spring Recess School Closed	<b>27</b>																																																																																																									
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# MAY 2024

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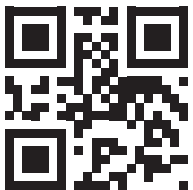




# JUNE 2024

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<b>2</b>	<b>3</b> Faculty Meeting	<b>4</b> BOE Meeting 5pm	<b>5</b>	<b>6</b>	<b>7</b> Drama Club Performance 1:30pm	<b>8</b>																																																																																				
<b>9</b>	<b>10</b> PTA Meeting 3:15pm	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>																																																																																				
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> Juneteenth School Closed	<b>20</b>	<b>21</b> Sixth Grade Graduation 9:00am	<b>22</b>																																																																																				
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> Last Day of School 11:45am Dismissal	<b>27</b>	<b>28</b>	<b>29</b>																																																																																				
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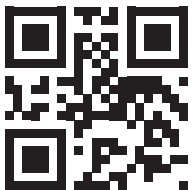
Please visit the district's website for calendar updates and the latest event information.  
[www.aufsd.org](http://www.aufsd.org)



# JULY 2024

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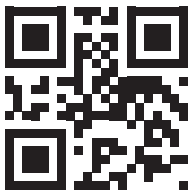
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# AUGUST 2024

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# CHAIN OF COMMUNICATION

The Amagansett Union Free School District's Chain of Communication helps to promote direct, open and respectful interactions to ensure questions and concerns are addressed promptly and efficiently. The District encourages any and all questions from parents and community residents regarding school matters. As always please feel free to call 631-267-3572 to be directed to the correct staff member.

## STUDENT MATTERS & CURRICULUM AND INSTRUCTION

Classroom procedure, subject matter being taught, classroom materials, student behavior, teaching strategies, student needs (i.e., English as a New Language or special Education, grades, etc.

Step 1: Classroom teacher; if not resolved...

Step 2: Principal; if not resolved...

Step 3: Superintendent

## STUDENT ATTENDANCE ARRIVAL & DISMISSAL

To report student attendance, late arrival, early dismissal or dismissal changes

Step 1: School Receptionist or [dismissalchange@aufsd.org](mailto:dismissalchange@aufsd.org) and classroom teacher

Step 2: Principal or School Nurse for Medical Information

## CLUBS & AFTER SCHOOL PROGRAMS

Step 1: Classroom teacher; if not resolved...

Step 2: Principal; if not resolved...

Step 3: Superintendent

## SOCIAL & EMOTIONAL SUPPORT

Step 1: Psychologist; if not resolved...

Step 2: Principal; if not resolved...

Step 3: Superintendent

## MEDICAL CONCERNS

Step 1: School Nurse; if not resolved...

Step 2: Principal; if not resolved...

Step 3: Superintendent

## REGISTRATION AND RESIDENCY

Step 1: School secretary; initial intake and registration paperwork, then...

Step 2: Principal for final registration; if any issues...

Step 3: Superintendent

## TRANSPORTATION & TRANSPORTATION CONCERNS

Step 1: Transportation Office; if not resolved...

Step 2: Principal; if not resolved...

Step 3: Superintendent

If your issue has not been resolved after following all of the appropriate steps in the Chain of Communication, you may contact the Board of Education by sending a letter or attending a scheduled Board meeting.

# CODE OF ETHICS FOR BOARD MEMBERS AND ALL DISTRICT PERSONNEL

## GENERAL PROVISIONS

Officers and employees of the District hold their positions to serve and benefit the public, and not to obtain unwarranted personal or private gain in the exercise of their official powers and duties. The Board recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct.

The provisions of this policy are intended to supplement Article 18 of the General Municipal Law and any other law relating to ethical conduct of District officers and employees, and should not be construed to conflict with those authorities.

## STANDARDS OF CONDUCT

The following rules and standards of conduct apply to all officers, including Board members, and employees of the District.

### Gifts

No person may directly or indirectly solicit, accept, or receive any gift having a value of \$75 or more under circumstances in which it could reasonably be inferred that the gift was intended or expected to influence the individual in the performance of his or her official duties or was intended as a reward for any official action on the part of the individual. This prohibition applies to any gift, including money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form.

### Confidential Information

No person may disclose confidential information acquired by him or her in the course of his or her official duties or use this information to further his or her personal interests.

### Conflicts of Interest

Except as permitted by law, no person may have an interest in any contract with the District when he or she, individually, or as a member of the Board, has the power or duty to: negotiate, prepare, authorize, or approve the contract or authorize or approve payment under the contract; audit bills or claims under the contract; or appoint an officer or employee who has any of these powers or duties.

Likewise, unless permitted by law, no chief fiscal officer, treasurer, or his or her deputy or employee, may have an interest in a bank or trust company designated as a depository, paying agent, registration agent, or for investment of funds of the District.

No employee, officer, or agent will participate in selecting, awarding, or administering a contract supported by a federal award if he or she has a real or apparent conflict of interest. These conflicts could arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of these parties has a financial or other interest in or a tangible personal interest benefit from a firm considered for a contract. Employees, officers, and agents will not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. The District may, however, set standards for situations where the financial interest is not substantial or the gift is an unsolicited item of nominal value.

“Interest,” as used in this policy, means a direct or indirect pecuniary or material benefit accruing to a District officer or employee as the result of a contract with the District. A District officer or employee will be considered to have an interest in the contract of: his or her spouse, minor children and dependents, except a contract of employment with the District; a firm, partnership or association of which he or she is a member or employee; a corporation of which he or she is an officer, director or employee; and a corporation any stock of which is owned or controlled directly or indirectly by him or her.

The provisions of the preceding four paragraphs should not be construed to preclude the payment

of lawful compensation and necessary expenses of any District officer or employee in one or more positions of public employment, not prohibited by law.

### Representing Others in Matters Before the District

No person may receive, or enter into any agreement, express or implied, for compensation for services rendered in relation to any matter before the District. Likewise, no one may receive, or enter into any agreement, express or implied, for compensation for services rendered in relation to any matter before the District, where the individual’s compensation is contingent upon any action by the District with respect to the matter.

### Disclosure of Interest in Contracts and Resolutions

Any District officer or employee who has, will have, or later acquires an interest in or whose spouse has, will have or later acquires an interest in any actual or proposed contract, purchase agreement, lease agreement, or other agreement, including oral agreements, with the District must publicly disclose the nature and extent of that interest in writing. The disclosure must be made when the officer or employee first acquires knowledge of the actual or prospective interest, and must be filed with the person’s immediate supervisor and the Board. Any written disclosure will be made part of and included in the official minutes of the relevant Board meeting.





**AMAGANSETT SCHOOL**  
**320 Main Street**  
**Amagansett, NY 11930**

**Board of Education**

Kristen V. Peterson, President

Dawn Rana-Brophy, Vice-President

Kevin Warren, Member

Wayne Gauger, Member

Addie Slater-Davison, Member

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***Resident of***  
***Amagansett School District***