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REGISTRATION INFORMATION

All students entering the Patchogue-Medford School District must register at the Office of Central Registration located at Saxton Middle School, 121 Saxton Street, Patchogue. Questions may be directed to **687-6430**.

IMMUNIZATION REQUIREMENTS

Public Health Law 2164, June 16, 1980, requires pupils be immunized against diphtheria, polio, measles, rubella, and mumps before they enter school. This law applies to children entering kindergarten. Additionally, all children who are born on or after January 1, 1993, are required to show proof of immunization against Hepatitis B. Prekindergarten children, ages 18 months to 5 years, will be required to provide proof of immunization against Haemophilus influenza type B (Hib) prior to entering a prekindergarten program. Effective September 2000, all students entering Grades 7, 8, and 9 are required to have three doses of Hepatitis B vaccine.

HEALTH SERVICES

School Health Services are concerned with helping children attain the highest possible condition of well-being. There is an attempt to identify any potential medical problems and report and advise these to parents. Annual vision, hearing, height, and weight-screening procedures are carried out by the school nurse for all students, with follow-through to parents and school personnel on any deviation from normal standards. Scoliosis screening is also conducted on children ages 8 through 16.

According to state law, school personnel may administer first aid if they are present at an accident. If a child becomes ill in school, parents will be notified and asked to take the child home.

EMERGENCY DELAYED OPENING OF SCHOOL OR SCHOOL CLOSINGS

Please consult the School Closing Information link in the Parent Information Section of the District Website:

<http://www.pmschools.org>

CONTINUING EDUCATION OPPORTUNITIES FOR PATCHOGUE-MEDFORD RESIDENTS

The largest evening program in Suffolk County, the Patchogue-Medford Continuing Education Program serves the educational and enrichment goals of the school district community. The continuing education faculty consists of Patchogue-Medford teachers, as well as business people and individuals with specialized skills. The program offers residents an opportunity for continued learning, which is both convenient and inexpensive.

During the fall and spring semesters, interested persons may choose from course offerings in business, employment training, educational advancement, language, music, art, parent education, recreation, and several special programs.

Brochures outlining all course offerings will be mailed to residents in September and February. Additional information regarding this program is available by calling the Community Education Office at 687-6574. Visit the Community Education web site at <http://www.pmschools.org>.

WORKING PAPERS FOR STUDENTS

Any student under 18 years of age must obtain working papers in order to accept employment. New York State law regulates the type of work pupils may perform, as well as the hours and conditions under which they may work. Applications and information may be obtained at the high school guidance office, 181 Buffalo Avenue, Medford, New York 11763 (687-6530).

DRUG-FREE SCHOOL ZONE

The Patchogue-Medford Board of Education has declared all district buildings as drug-free school zones. This means that the punishment will be doubled for anyone caught selling or using illegal, controlled substances within 1,000 feet of school buildings. In a cooperative effort, Brookhaven Town has placed signs declaring the areas around all district buildings Drug-Free School Zones. The school board has taken this step in a continued commitment to protect the rights and safety of the students.

REPORTING STUDENT PROGRESS TO PARENTS

For students in Grades K-5, parent-teacher conferences are conducted at the time first-quarter report cards are prepared. Report cards for pupils in Grades 6 through 12 are distributed approximately two weeks after the close of each quarter.

AFFIRMATIVE ACTION NOTICE

It is the policy of the Patchogue-Medford Union Free School District Board of Education not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status, or handicap in its educational programs or activities and employment policies as is required by Title IX of the Educational Amendments of 1972. Inquiries regarding compliance may be directed to the Compliance Office at the Patchogue-Medford School District Administrative Center, 241 South Ocean Avenue, Patchogue, NY 11772.

USE OF SCHOOL FACILITIES

The Patchogue-Medford Board of Education invites organized community groups to use school facilities and athletic fields for meetings, sports activities, and special events. Use of school facilities and athletic fields will be permitted when they are not in use for school purposes. Fees for the use of school facilities will be levied in accordance with a fee schedule approved by the Board of Education. The fee schedule may be obtained by contacting the school building principal. Fees will also be charged for security services when the district deems that these services are necessary. Organizations claiming to be not-for-profit will be required to provide proof of their status.

Applications for school building use are available in each principal's office and will be accepted no earlier than 60 days and no later than 45 days prior to the event. Accompanying the application to use buildings or facilities should be a certificate of insurance naming Patchogue-Medford Schools as an additional insured as well as certificate holder. Applications that have been approved will result in a building use permit being issued to the organization filing an application. For more information regarding this procedure, residents are invited to call the school principal.

SUBSTANCE ABUSE PREVENTION PROGRAMS

The Patchogue-Medford School District has received statewide honors for offering an exemplary substance abuse prevention education program. All district schools participate in programs designed to prevent chemical dependency and detect early signs of chemical dependency. Programs include elementary and middle school "How to Say No" clubs, Peer Leadership clubs in all schools, and the Primary Grade Support Services Program for children in grades kindergarten through third grade.

DRUG AND ALCOHOL ABUSE

Students enrolled in the Patchogue-Medford School District who possess, use, dispense or sell drugs or alcohol on school district property, or while otherwise under the jurisdiction of the school district will, upon evidence that is satisfactory to the school principal, be immediately suspended by the school principal for a period of up to five days duration.

During the suspension period, a plan of action to deal with the student's problem will be developed. Persons acting in parental authority and the student will be invited to participate with school personnel in the formulation of an effective action plan.

PRIVATE SCHOOL STUDENT SERVICES

Applicants for private school transportation are due in the Patchogue-Medford Transportation Office at Saxton Middle School (Saxton Street, Patchogue, New York 11772) no later than April 1 of the school year preceding the school year in which the services will be necessary. Additional information is available by calling the Transportation Office at 687-6460.

Questions regarding private school textbook ordering applications should be referred to the Office of Instructional Services, 241 South Ocean Avenue, Patchogue by calling 687-6350.

TAX EXEMPTIONS FOR SENIOR CITIZENS

A senior citizen living in the Patchogue-Medford School District, and meeting certain criteria is entitled to a partial exemption from school district taxes, up to 50% of the assessed valuation.

Applications must be made annually so that tax relief will be applied to the next tax year. Residents who believe they qualify for this important tax exemption benefit, or those who desire further information, should contact:

Department of Assessment
Town of Brookhaven
3233 Route 112
Medford, New York 11763
631-451-6300

DISTRICT CODE FOR USE ON NEW YORK STATE INCOME TAX RETURNS

When filing New York State income tax returns, residents should use the Patchogue-Medford School District code 481.

COMMITTEE ON SPECIAL EDUCATION AND PRESCHOOL EDUCATION

The Patchogue-Medford Committee on Special Education (CSE) includes, but is not limited to, a school psychologist, a special education teacher, a general education teacher, the parent of the child, a representative from the school district who is knowledgeable about the general curriculum and the availability of resources within the school district, a physician, if requested; and an additional parent member of a student with a disability. This group meets regularly to make recommendations to the Board of Education regarding the education of children who require special education services.

The Patchogue-Medford Committee on Preschool Special Education (CPSE) meets regularly to make recommendations to the Board of Education regarding programs for students ages 3-5 who reside in the district. The committee is comprised of the parents of the preschool child, a regular education teacher, a special education teacher or service provider, a representative of the school district, and additional parent member, a professional who participated in the evaluation of the child, and a county representative who is charged with the preschool child pursuant to Title I of the Public Law. Committee meetings are conducted regularly at the Office of Pupil Services at 687-6440.

SPECIAL SERVICES FOR PRESCHOOLERS

The Patchogue-Medford School District is able to assist all children who reside in the district and who, because of a disabling condition, may be in need of special education services now or when they enter kindergarten. These children may have problems such as:

- slow development of speech and languages;
- emotional difficulties;
- slow learning (children who appear to be developmentally delayed);
- hearing problems;
- vision impairment; or
- other disabling conditions

The district is interested in locating these preschoolers so that proper help can be provided before they enter kindergarten, as well as to plan for their instructional needs when they do. Free programs are available to assist younger children.

If a resident's child has been identified as having a disabling condition, or if community members know of a child who may have a disabling condition, that information should be given to the Committee on Preschool Education Chairperson (687-6440). This information will remain confidential.

INTERSCHOLASTIC ATHLETIC ACTIVITIES

MEDICAL EXAMINATIONS FOR STUDENT ATHLETES

Medical examinations by an authorized school physician are required annually for all students wishing to try out and to participate in the district's athletic program. New York State Education Law requires that a school medical official qualify or recertify a student-athlete to participate in the school's athletic program. The Board of Education has approved the appointment of a physician who is available to administer the initial sports physical. The physician is also available for recertification examinations. Questions regarding physical examinations may be referred to the school nurse.

RAIDERS' ATHLETIC SCHEDULE

Athletic schedules are provided to all Patchogue-Medford student-athletes at the beginning of each sports season. Schedule changes are given to all Patchogue-Medford coaches as they occur for communication to student-athletes. All Patchogue-Medford Interscholastic Athletic schedules can be obtained on the Internet. Log on to Section XI-Suffolk County Athletics at <http://www.sectionxi.org>. Residents are invited to show their support for the student-athletes by attending athletic contests. Questions regarding scheduling information or any Patchogue-Medford school athletic program may be referred to the Director of Athletics at 687-6420.

SECTION XI WEBSITE

The sport schedules for Patchogue-Medford teams are currently available to the public at <http://www.sectionxi.org>. Visitors to this web site will be able to retrieve game times, maps to contest sites, league/division standings, rules and regulations, and more.

THE PATCHOGUE-MEDFORD FATHERS' CLUB

The Patchogue-Medford School Fathers' Club, an organization formed in 1974 to promote school athletics, is seeking to expand its membership. Individuals interested in joining the Fathers' Club may contact the Athletic Office at 687-6420. The Fathers' Club honors all of the District's senior athletes annually at a banquet.

ACADEMIC EXTRACURRICULAR ELIGIBILITY

The general educational philosophy of the Patchogue-Medford School District is based on the belief that all students should pass all of their subjects. To that end, all members of the school community (teachers and parents alike) are urged to do their utmost to encourage all students to adopt this goal as a minimum standard. The district also believes that all students should be encouraged to participate in extracurricular activities while still maintaining good grades, but academics must take a priority.

Therefore, eligibility for students in Grades 8 -12 in extracurricular activities is limited to students who maintain a passing grade in all subjects or who will maintain an overall average of 70%. **Eligibility in any given quarter is determined by the results of the previous quarter.**

Extracurricular eligibility is determined according to the following guidelines:

Full-Year Courses - eligibility for the succeeding quarter will be determined after the end of marking periods 1,2,3 and the final course grade.

Half-Year Courses - eligibility for the succeeding quarter will be determined after the end of marking periods 1 or 3 and the final course grade.

For example:

To be eligible to play a fall sport, such as soccer or football, students must have received a passing final grade in all subjects taken during the fourth marking period of the previous school year or maintained an overall average of 70%.

Failed courses may be made up by successfully completing and passing approved courses during the summer.

To be eligible for a spring sport, students must have passed all courses in the second marking period, or maintained an overall average of 70%. This policy governs extracurricular activities including, but not limited to, sports, theater, recreational trips, dances, clubs, select choruses, jazz band, chamber orchestras, and DECA. However, the junior prom, senior supper, and the senior prom will not be affected by this policy.



ATTENDANCE, DEPARTMENT, AND ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

A student who is suspended (either in- or out-of-school) will become ineligible for all extracurricular activities once six (6) days of suspension have been accumulated in a given semester. The school principal will send a letter to the parent of a child who has been suspended. In that letter, there will be a statement about this policy.

There is no distinction between in-school and out-of-school suspensions. If a student suspension is split between the end of the first semester [first twenty (20) weeks], and the beginning of the second semester [second twenty (20) weeks], the accumulated days of the said suspension will be accrued in each of the semesters in which the suspension is served.

STUDENT INSURANCE PROGRAM

All pupils attending Patchogue-Medford Schools are automatically insured against excessive medical costs resulting from school-related injuries. The Board of Education has included funds in the school district budget for premium payments for all pupils. No additional premium fees need be paid by parents and no special application is required for pupils to receive this secondary insurance coverage.

During the first weeks of school, pupils will bring home a cover letter explaining the procedures for filing a claim and the specific insurance coverage provided. The letter should be read carefully. Parents or guardians should call the school office if their child fails to bring home a copy of this important information.

The insurance program provides students with benefits for medical attention required as a result of school-related accidents or injuries. It is important for parents and guardians to note that this is an excess insurance contract. In order to receive any benefits, a student's parents or guardians must immediately submit to their own insurance companies all claims for expenses incurred. The district's insurance company requires a written statement of explanation of benefits from the parents' or guardians' companies showing how much has been paid on each bill. Parents or guardians must then submit the claim to the school insurance carrier.

The Patchogue-Medford Board of Education considers the physical health and well-being of its pupils to be of paramount importance. Therefore, parents and guardians are reminded that an injury to a student must be promptly reported to the school health office. Prompt reporting will facilitate the timely processing of insurance claims. Most importantly, prompt reporting will also assure that school health officials are fully prepared to provide special care which pupils may need and to make necessary modifications in pupils' educational program.

CODE OF CONDUCT

The Patchogue-Medford Board of Education has adopted a new code of Conduct mandated by the New York State legislation: Safe Schools Against Violence in Education Act (S.A.V.E.).

The Board of Education is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents, and other visitors is essential to achieving this goal.

The district has a longstanding 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.

VANDALISM

School property belongs to the citizens of Patchogue and Medford, and all citizens must do their part to see that no purposeful damage is done. If vandalism or other deliberate damage occurs, full restitution will be required from the guilty parties, parents, or guardians in accordance with the law.

SECURITY DEPARTMENT

The Security Department provides round-the-clock security throughout the Patchogue-Medford School District. The goal of this department is to maintain a safe and secure environment for our students, staff and the community.

The office is available 24 hours a day, 7 days a week. If you should have any questions or concerns, please call the Security Office at 687-6580. If you observe criminal activity occurring on school property call the Suffolk County Police at 911.

NOTICE OF COMPLIANCE WITH TITLE IX

The Patchogue-Medford Union Free School District Board of Education hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to gender, race, color, national origin, handicap, age, marital status, or sexual orientation. Inquires regarding the nondiscrimination policy may be directed to Title IX Compliance Coordinator or Americans with Disabilities Act (ADA) compliance Coordinator, Patchogue-Medford School District Administrative Center. Copies of the grievance procedure may be obtained from the District Office.

BUDGET VOTE AND BOARD OF EDUCATION **ELECTION INFORMATION**

POLLING PLACES

Voting and new registration will be held at each of the following schools serving each of the five election districts according to residence:

District 1: Persons who live between the bay and the south side of Main Street should register and vote at the South Ocean Middle School.

District 2: Persons who live between the north side of Main Street and the south side of Sunrise Highway should register and vote at the Medford Elementary School.

District 3: Persons who live between the north side of Sunrise Highway and the south side of Woodside Avenue should register and vote at the Saxton Middle School.

District 4: Persons who live between the north side of Woodside Avenue and the south side of the Long Island Railroad tracks in Medford should register and vote at the Tremont Elementary School.

District 5: Persons who live on the north side of the Long Island Railroad tracks in Medford should register and vote at the Eagle Elementary School.

QUALIFICATIONS FOR SCHOOL DISTRICT VOTING

In order to participate in Patchogue-Medford School District elections and votes, a person must be:

- at least 18 years of age;
- a resident of the school district for at least 30 days prior to the vote;
- a citizen of the United States; and
- registered as a voter with the Suffolk County Board of Elections or the school district Board of Registry

ABSENTEE BALLOTS

Individuals unable to appear on the day of a vote due to hospitalization, illness, physical disability, occupation, studies or vacation outside of Suffolk county, or confinement to jail while awaiting conviction, shall be entitled to apply for an absentee ballot to vote in all school district elections. Absentee ballots apply to the election of members of the Board of Education as well as for all propositions.

Approximately 30 days before the vote, applications for absentee ballots may be obtained at the Office of the District Clerk, Administrative Center, 241 South Ocean Avenue, Patchogue, New York, between the hours of 9 a.m. and 4 p.m., Monday through Friday, on days when school is in session. Information regarding the guidelines governing the use of absentee ballots is available by contacting the Office of the District Clerk at 687-6370.

VOTER REGISTRATION

Residents wishing to register may do so any business day, excluding holidays, between the hours of 9 a.m. and 4 p.m., at the Administrative Center, 241 South Ocean Avenue, Patchogue, New York. In addition, special evening and Saturday registration hours will be conducted prior to the annual vote and any special referendum. Registration must, however, be completed in person and at least five business days before any vote.

Residents may maintain their school district registration by voting at least once in a four year period. Additional details are available by calling the District Clerk at 687-6370.

ACCESS TO SCHOOL DISTRICT RECORDS

In compliance with the New York State Freedom of Information Law, official records of the school district may be reviewed by the public. To minimize interruptions in the regular routine of the offices of the schools, requests to review these records must be in written form and should be made to the District Clerk on a form which has been developed for this purpose. They may also be requested via electronic mail to foil@pmschools.org. Copies of school district records will be made for residents at the statutory fee. Exceptions to this policy are governed by state and federal laws and include matters of a personal nature regarding employees and confidential information regarding particular pupils. Furthermore, the school district is not obligated to develop information in a format which is not generally maintained.

OFFICE OF ALUMNI AFFAIRS

In 1986, the Board of Education authorized the creation of the Patchogue-Medford Alumni Association to coordinate alumni activities, facilitate reunion plans, and to keep alumni informed of past and present events at Patchogue-Medford. Patchogue-Medford has a rich history and a unique tradition dating back to our first graduation in 1879. The Alumni Office has an extensive collection of photographs, scrap books, yearbooks, and trophies. The office continues to accept donations of alumni memorabilia. The Alumni Office coordinates and supports reunion celebrations each year. These reunions bring together former students from all over the country and provide all those concerned with a wonderful opportunity to share memories. An alumni luncheon takes place each year on the second Wednesday of July. An invitation is extended to all alumni, family, and friends. For additional information visit our web site at <http://www.pmschools.org>.

STUDENT ATTENDANCE

It has been demonstrated that positive student attendance habits are carried into adult life.

Minimum attendance requirements must be met in order for pupils in grades 9 through 12 to obtain course credit. Details about this policy can be obtained from any school principal.

Students are required to be in attendance for 85% of the class sessions in order to receive credit for courses offered in Grades 9 through 12. If students are dropped from a single course due to absenteeism, it will not affect their status in other courses in which they are enrolled. If students become enrolled in less than the minimum of five courses, they will no longer be considered “full-time” students and will not be eligible for participation in extracurricular activities, as these are reserved for students with “full-time” status.

INTERPRETERS AVAILABLE

Access to the world which affects your child is of crucial importance. That is why Patchogue-Medford would like to make our meetings and conferences even more accessible.

We are pleased to announce the implementation of sign language interpreters for deaf parents of resident children. Registration forms for interested parents will be provided in every school building. To ensure the availability of an interpreter, we ask that parents fill out a request form ten days prior to the scheduled date of the meeting or conference. Please do not hesitate to utilize this valuable service.

RIGHTS OF HOMELESS STUDENTS

Homeless children have a right to attend school. They do not need a permanent address to enroll. They cannot be denied enrollment just because school records or other enrollment documentation is not immediately available. Homeless students have a right to stay in their home school if their parents so choose. Students have a right to transportation services to and from the school of origin. The student also has a right to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible.

Definition of Homeless:

Anyone who, due to lack of housing lives:

- in an emergency or transitional shelter;
- in a motel, hotel, trailer park, campground, abandoned in a hospital, or awaiting foster care;
- in a car, park, public place, bus, train station, or in an abandoned building;
- doubled up with a relative or friend; and as a migratory child in any of the above conditions.

For more information regarding homelessness please contact the Office of the Homeless Liaison at 687-6467.

ANNUAL PESTICIDE NOTIFICATION

New York State Education Law Section 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year. The Patchogue-Medford School District is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- A school remains unoccupied for a continuous 72 hours following an application;
- Antimicrobial products;
- Nonvolatile rodenticides in tamper-resistant bait stations in areas inaccessible to children;
- Nonvolatile insecticidal baits in tamper-resistant bait stations in areas inaccessible to children;
- Silica gels and other nonvolatile ready-to-use pastes, foams, or gels in areas inaccessible to children;
- Boric acid and disodium octaborate tetrahydrate;
- The application of EPA-designated biopesticides;
- The application of EPA-designated exempt materials under 40CRF 152.25; and
- The use of aerosol product with a directed spray in containers of 18 fluid ounces of less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list.

Inquiries regarding the notification of pesticide applications should be directed to the Office of Plant and Facilities at 687-6480.

FEDERAL ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) OF 1987

Pursuant to the Federal Asbestos Hazard Emergency Response Act (AHERA) of 1987, all public and nonpublic elementary and secondary schools are required to provide written notification to all persons in parental relation, faculty and staff regarding the location of materials containing asbestos within their facilities. Any individual may review a building's management plan by going to the school's main office and requesting it. Copies of all the District's management plans are available for review at the Plant and Facilities Office at 121 Saxton Street, Patchogue. For further information please call that office at 687-6480.

STUDENT PRIVACY POLICY

The Board of Education recognizes that student privacy is an important concern of the parents and the Board wishes to ensure that student privacy is protected pursuant to the protection of the Pupil Rights Amendment, as revised by the No Child Left Behind Act. To that end, the Board has adopted a policy on student privacy.

Pursuant to the Protection of Pupil Rights Amendment, as revised by the No Child Left Behind Act and the Patchogue-Medford School District Policy on student privacy, you have the right to opt your child out of the following activities:

1. The collection, disclosure and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to students, such as:
 - a. College or other postsecondary education recruitment, or military recruitment;
 - b. Book clubs, magazines and programs providing access to low-cost literary products;
 - c. Curriculum and instructional materials used in schools;
 - d. Tests and assessments used to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information for students or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 - e. Student recognition programs; and
 - f. The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey revealing information concerning one or more of the following:
 - a. Political affiliations or beliefs of the student or the student's parent;
 - b. Mental or psychological problems of the student or the student's family;
 - c. Sexual behavior or attitudes;
 - d. Illegal, antisocial, self-incriminating or demeaning behavior;
 - e. Critical appraisals of other individuals with whom respondents have close family relationships;
 - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and clergy;
 - g. Religious practices, affiliations or beliefs of the student or the student's parent; or
 - h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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STUDENT PRIVACY POLICY

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3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law. The term “invasive physical examination” means any such examination that includes incision, insertion, or injecting into the body, but does not include a hearing, vision or scoliosis screening. It does not apply to any physical examination or screening required or permitted under state law, including those permitted without parental notification.