2019-2020 Telephone Directory

DISTRICT OFFICE (8:00 a.m.-4:00 p.m.) ........................................... 631-791-4221
  Office of the Superintendent of Schools
ATHLETIC OFFICE .................................................................631-791-4441
  Office of the Director of Health, Physical Education & Athletics
BUSINESS OFFICE ...............................................................631-791-4231
  Office of the Deputy Superintendent
CENTRAL REGISTRATION .....................................................631-791-4291
CURRICULUM & INSTRUCTION .............................................631-791-4291
  Office of the Asst. Superintendent of Curriculum & Instruction
FACILITIES AND OPERATIONS ............................................631-791-4261
  Office of the Director of Facilities
HUMAN RESOURCES .............................................................631-791-4251
MUSIC AND FINE ARTS .......................................................631-791-4450
  Office of the Director of Music & Fine Arts
SPECIAL EDUCATION ...........................................................631-791-4241
  Office of the Director of Special Education
TECHNOLOGY OFFICE ..........................................................631-791-4270
TRANSPORTATION ..............................................................631-791-4261
BOARD OF EDUCATION (see page 16)

ELEMENTARY SCHOOL Grades Pre-K-5 ..................................631-791-4300
MIDDLE SCHOOL Grades 6-8 .................................................631-791-4400
HIGH SCHOOL Grades 9-12 ..................................................631-791-4400
HIGH/MIDDLE SCHOOL ATTENDANCE OFFICE ......................631-791-4426

AFTER-HOURS TELEPHONE DIRECTORY
  Security Services ...............................................................631-791-4444
  Swimming Pool ...............................................................631-791-4300
  Vandalism Hotline ...........................................................631-791-4444

PTSA (Parent Teacher Student Association) Grades 6-12
  www.portjeffersonptsा.org
  President: Laura Zimmerman .............................................631-697-2249/laurazimm@mac.com
  HS Vice President: Priyanka Singh ....................................631-828-8866/ravipriyanka@yahoo.com
  MS Vice President: Carolyn Orofino ...............................516-818-9880/orofinoc@optonline.net
  Treasurer: Neely McCahey-Kurtz ...................................631-219-8816/Neely.mccahey@gmail.com
  Secretary: Joan Volpi .....................................................631-804-7751/lucia82328@aol.com

PTA (Parent Teacher Association) Grades Pre-K-5
  Email: portjeffpta@gmail.com
  President: Lisa Becherer .................................................631-379-6429/johnlisa19@aol.com
  Vice President: Hana von Oiste ......................................786-546-1888/hanka.jj@gmail.com
  Treasurer: Erica Gronenthal ...........................................907-388-4948/Eglausen@gmail.com
  Recording Secretary: Brooke Chestler ................................917-592-7852/bw_semel@yahoo.com
  Membership Secretary: Fabiano Roscoe .........................631-682-6879/Fabsroscoe@yahoo.com

SEPTA (Special Education Parent Teacher Association)
  www.portjeffersonsepta.com .............................................Email: portjeffersonsepta@gmail.com
  President: Karen Sullivan ..............................................631-236-7572
  President-Elect: Leza DiBella ...........................................917-533-2921
  Recording Secretary: Joelle Kronberg ...............................917-617-5003
  Corresponding Secretary: Karen Sproul .........................631-804-5853
  Treasurer: Loretta Henry .................................................631-463-6817
  Advocacy & Outreach Chair: Beth DiCalogero ....................516-429-9516
  Fundraising Chair: Rosalie Alonso ..................................631-774-0403
  Teacher Liaison: Gina Fedler ..........................................631-791-4400

As of November 1, 2019, please visit the district website for updated administration contact information:
  www.portjeffschools.org
Calendar Highlights

September 2, Labor Day ......................................................... School Closed
September 3 ................................................................. First Day of School for Students
September 30, October 1, Rosh Hashanah ................................. School Closed
October 9, Yom Kippur ................................................................. School Closed
October 14, Columbus Day ......................................................... School Closed
November 11, Veterans Day ......................................................... School Closed
November 27-29, Thanksgiving Recess ................................................ School Closed
December 23-31, Winter Recess ......................................................... School Closed
January 1-3, Winter Recess ................................................................. School Closed
January 20, Martin Luther King, Jr. Day ................................................ School Closed
February 17-21, Mid-Winter Recess ......................................................... School Closed
April 6-10, Spring Recess ................................................................. School Closed
May 25, Memorial Day ................................................................. School Closed
June 26 .................................................................. Last Day of School

In consideration of all religions, no religious holidays are noted on the calendar unless schools are closed specifically due to observance of that holiday.

Special Note: If no emergency days are used, no school on May 22, April 13, April 14; if 1 day is used, no school on April 13 & April 14; if 2 days are used, no school on April 13; if 3 days are used, calendar remains unchanged; if 4 days are used, school will be open on April 3.
All events are subject to change/cancellation. Visit the district website www.portjeffschools.org for the latest news and events.

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<td>Board of Education Meeting 7:30 p.m. ES LGR</td>
<td>ES New Family Orientation 11:00 a.m.</td>
<td>MS Fall Athletics APP Testing 1:00 p.m.</td>
<td>ACT Registration Deadline for 9/14 Exam</td>
<td>HS/MS Sports Physicals 8:00 a.m. (Please call Nurse’s Office for appointment)</td>
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<td>18</td>
<td>HS V/JV Football Begins</td>
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<td>SAT Exam (HS is not a test center)</td>
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<td>HS V/JV Fall Sports Begin</td>
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<td>HS/MS School Supplies Pick-up 9:00 a.m.-12:00 p.m. HS Locker Decoration 9:00 a.m.-12:00 p.m.</td>
<td>HS/MS School Supplies 9:00 a.m. (Please call Nurse’s Office for appointment)</td>
<td>HS/MS School Supplies Pick-up 4:00-7:00 p.m. MS Locker Decoration 4:00-7:00 p.m.</td>
<td>HS/MS PTSA Welcome Back Staff Breakfast ES Kindergarten Bus Orientation 9:00 a.m. ES Pre-K Classroom Visits 1:00 p.m. MS Locker Decoration 4:00-7:00 p.m. Board of Education Meeting (tentative) 7:00 p.m. ES LGR</td>
<td>ACT LATE Registration Deadline for 9/14 Exam</td>
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<td><strong>HS/MS First Day of School</strong></td>
<td><strong>HS First Marking Period Begins</strong></td>
<td><strong>MS Fall Sports Begin</strong></td>
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<td><strong>ES PTA Meeting 6:00 p.m.</strong></td>
<td><strong>ES ENL Parent Meeting 6:00 p.m.</strong></td>
<td><strong>ES PreK-2 Back-to-School Night 7:00 p.m.</strong></td>
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<td><strong>ES Grade 3-5 Back-to-School Night 7:00 p.m.</strong></td>
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<td><strong>MS Grade 6 Frost Valley Parent Orientation 6:15 p.m. HS AUD</strong></td>
<td><strong>MS Grade 6-8 Back-to-School Night 7:00 p.m. HS AUD</strong></td>
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<td><strong>Registration Deadline for 10/26 ACT Exam</strong></td>
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<td><strong>SAT LATE Registration Deadline for 10/5 Exam (by phone/online)</strong></td>
<td><strong>ES PTA 10:00 a.m. LGR Room Parent Selection Board of Education Work Session 7:00 p.m. ES LGR</strong></td>
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<td><strong>HS/MS PTSA Meeting 7:00 p.m. HS LIB</strong></td>
<td><strong>HS College Night 7:00 p.m. Gymnasium</strong></td>
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All events are subject to change/cancellation. Visit the district website [www.portjeffschools.org](http://www.portjeffschools.org) for the latest news and events.
### October 2019

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<tr>
<th>Sunday</th>
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<td>Rosh Hashanah</td>
<td>SAT Registration</td>
<td>ACT Late Registration</td>
<td>SAT Exam (HS is not a test center)</td>
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<td>NO School</td>
<td>Deadline for 11/2 Exam</td>
<td>for 10/26 Exam</td>
<td>(HS/MS PTSA Apparel Sale Ends)</td>
<td>HS Homecoming Parade 11:00 a.m.</td>
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<td>HS/MS Progress Reports Posted</td>
<td>MS Deadline for Winter Athletics APP</td>
<td>HS Homecoming Game 2:00 p.m.</td>
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<td>ES PTA Room Parent Tea 10:00 a.m.</td>
<td>Yom Kippur NO School</td>
<td>HS/MS</td>
<td>MS PTSA Book Fair</td>
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<td>Board of Education Meeting 7:30 p.m.</td>
<td>HS Financial Aid Night 7:00 p.m. LIB</td>
<td>MS Title I Parent Meeting 10:00 a.m.</td>
<td>ES PTA Meeting 6:00 p.m. Pre-K/K Event</td>
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<td>ES LGR</td>
<td>PSAT Exam (During school day)</td>
<td>MS Title I Parent Meeting 6:30 p.m.</td>
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<td>SAT Late Registration Deadline for 11/2 Exam (by phone/online)</td>
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<td>ACT Exam (HS is not a test center)</td>
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<td>Board of Education Work Session (tentative) 7:00 p.m. ES LGR</td>
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<td>ES Halloween Parade 1:30 p.m.</td>
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<td><strong>NOVEMBER 2019</strong></td>
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**3**
- ES PTA PARP Begins
- ES PTA Meeting 10:00 a.m.
- ES Photo Make-Up Day
- **23**
  - HS Fall Drama Production 2:00 p.m.

**4**
- HS/MS Underclassmen Photo Make-Up Day
- **24**
  - SAT LATE Registration Deadline for 12/1 Exam (by phone/online)
  - MS Thanksgiving Food Drive Ends
  - ES Parent-Teacher Conferences Early Dismissal 11:15 a.m.
  - ES No PM Pre-K

**5**
- HS College Athlete Info
- HS AUD 7:00 p.m.
- MS Thanksgiving Food Drive Begins

**6**
- HS All-County Rehearsal 3:00-7:00 p.m. (Connetquot HS)
- SEPTA Meeting 7:00 p.m. ES LGR

**7**
- SAT Registration Deadline for 12/7 Exam
- ACT Registration Deadline for 12/14 Exam
- HS/MS Marking Period Ends

**8**
- ES PTA PARP Ends
- HS All-County Rehearsal 9:00 a.m.-1:00 p.m./All-County Concert 7:30 p.m. (Huntington HS)
- HS/MS Report Cards Posted
- ES 1st Trimester Ends

**9**
- MS Grade 6 Frost Valley Trip

**10**
- VETERANS DAY NO SCHOOL

**11**
- Board of Education Meeting 7:30 p.m. ES LGR
- HS V/JV/Winter Sports Begin
- HS/MS Second Marking Period Begins

**12**
- HS All-County Rehearsal 3:00-9:00 p.m. (Huntington HS)
- ES PTA Scavenger Hunt 6:00 p.m.

**13**
- HS All-County Rehearsal 3:00-7:00 p.m. (Connetquot HS)
- **17**
  - MS Senior Citizen Thanksgiving Luncheon MPR

**14**
- ES PTA Meeting 7:00 p.m. HS LGR
- **18**
  - ACT LATE Registration Deadline for 12/14 Exam

**15**
- ES PTA PARP Begins

**16**
- HS Fall Drama Production 7:00 p.m.

**17**
- **19**
  - HS PTA Fall Book Fair

**20**
- **25**
  - SAT LATE Registration Deadline for 12/1 Exam (by phone/online)
  - MS Thanksgiving Food Drive Ends
  - ES Parent-Teacher Conferences Early Dismissal 11:15 a.m.
  - ES No PM Pre-K

**21**
- **26**
  - HS Fall Drama Production 7:00 p.m.

**22**
- **27**
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**THANKSGIVING RECESS - NO SCHOOL**
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<tr>
<td>All JANUARY 1 College Transcript Processing Forms DUE in Guidance</td>
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<td>ES Evening Parent-Teacher Conferences 5:00-8:00 p.m. ES Evening Parent-Teacher Conferences 6:00 p.m.</td>
<td>ES Winter Concert 7:00 p.m. ES Gymnasium</td>
<td>ES Parent-Teacher Conferences Early Dismissal 11:15 a.m. No AM Pre-K, PM Students Attend AM Session ES Title I Parent Meeting 10:15 a.m.</td>
<td>SAT Exam (HS is not a test center)</td>
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<td>Board of Education Meeting 7:30 p.m. ES LGR</td>
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<td>HS Winter Concert 7:00 p.m. HS AUD</td>
<td>MS Grade 7 “A Christmas Carol” &amp; Victorian Luncheon, Village Center</td>
<td>ACT Exam (HS IS a test center)</td>
<td>HS Armstrong Cup (Wrestling)</td>
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<td>ES PTA Holiday Boutique</td>
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<td>MS Grade 6 Winter Concert 7:00 p.m. HS AUD</td>
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<td>MS Grade 7/8 Winter Concert 7:00 p.m. HS AUD</td>
<td>HS/MS Progress Reports Posted ES PTA Staff Appreciation Luncheon LGR</td>
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NYSSMA All-State Winter Conference

WINTER RECESS - NO SCHOOL

WINTER RECESS - NO SCHOOL
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<td>ES PTA Meeting 7:00 p.m. LGR</td>
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LISFA Secondary Concert

LISFA Secondary Rehearsals

LISFA Intermediate Rehearsal (Northport HS)

[www.portjeffschools.org](http://www.portjeffschools.org)
## February 2020

**Board of Education Work Session (tentative)** 7:00 p.m. ES LGR

**HS Senior Local Scholarship Applications AVAILABLE in Guidance (Due 3/20)**

**Board of Education Meeting 7:30 p.m. ES LGR**

**SAT Registration Deadline for 3/14 Exam**

**ES PTA Sweetheart Dance 6:00 p.m.**

**MS Drama Production 7:00 p.m. HS AUD**

**MS Drama Production 2:00 p.m. HS AUD**

**ACT Registration Deadline for 4/4 Exam**

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**All events are subject to change/cancellation. Visit the district website [www.portjeffschools.org](http://www.portjeffschools.org) for the latest news and events.**
<table>
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<th>SUNDAY</th>
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<td>SAT <strong>LATE</strong> Registration Deadline for 3/14 Exam</td>
<td>HS College Information Night HS AUD 7:00 p.m.</td>
<td><strong>ES</strong> PTA Meeting 3:00 p.m. LGR</td>
<td><strong>ES</strong>/MS Progress Reports Posted</td>
<td>SCMEA Division I, II &amp; III Rehearsals</td>
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<td>ES PTA Meeting 3:00 p.m. LGR</td>
<td>Board of Education Meeting 7:30 p.m. ES LGR</td>
<td><strong>HS/MS PTSA Meeting 7:00 p.m. HS LIB</strong></td>
<td><strong>SEPTA</strong> 7:00 p.m. ES LGR</td>
<td><strong>ES</strong> Talent Show 6:00 p.m.</td>
<td>ACT <strong>LATE</strong> Registration Deadline for 4/4 Exam</td>
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<td>SCMEA Division I Concert 1:00 p.m.</td>
<td><strong>Division II Concert 5:00 p.m.</strong></td>
<td><strong>ES</strong> Spring Photos</td>
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<td>Senior Local Scholarship Applications DUE in Guidance by 2:45 p.m.</td>
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<td>HS College Day 9:45-10:35 a.m. (HS Gymnasium)</td>
<td>Board of Education Work Session 7:00 p.m. ES LGR</td>
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<td><strong>2:00 p.m. HS AUD</strong></td>
<td><strong>HS Spring Musical 7:00 p.m. HS AUD</strong></td>
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NYS Grades 3-8 ELA Exams

The deadline for transportation requests for the following school year is April 1.
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<td>IMPORTANT REMINDER</td>
<td>ES Science Fair</td>
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<td>Superintendent’s Conference Day</td>
<td>ACT Exam (HS is not a test center)</td>
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<td><strong>SPRING RECESS - NO SCHOOL</strong></td>
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<td>HS/MS Marking Period Begins</td>
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<td>HS National Honor Society Induction 7:00 p.m. HS AUD</td>
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<td>HS/MS Report Cards Posted</td>
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<td>Board of Education Meeting 7:30 p.m. ES LGR SAT LATE Registration Deadline for 5/2 Exam (by phone/online)</td>
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<td>NYS Grades 3-8 Math Assessments</td>
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<td>HS/MS PTSA Meet the Board of Education Candidates 7:00 p.m. HS AUD</td>
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<td>HS Art Show 6:30 p.m.</td>
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<td>NYS Grades 3-8 Math Assessments</td>
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<td><strong>IMPORTANT REMINDER</strong></td>
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<td>If 0 emergency days used, no school May 22, April 13 &amp; April 14, if 1 emergency day used, no school April 13 &amp; April 14, if 2 emergency days used, no school April 13, if 3 days used, calendar unchanged, if 4 emergency days used, school is open April 3.</td>
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<td><strong>HS/MS PTSA Apparel Sale Ends</strong></td>
<td><strong>SAT Exam (HS IS a test center)</strong></td>
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<td><strong>ES Grade 4/5 Fit Games</strong></td>
<td><strong>ES Art Show 6:00 p.m.</strong></td>
<td><strong>MS Grade 4 Spring Concert 7:00 p.m. HS AUD</strong></td>
<td><strong>ES Art Show 6:00 p.m.</strong></td>
<td><strong>SAT Registration Deadline for 6/6 Exam</strong></td>
<td><strong>ACT Registration Deadline for 6/13 Exam</strong></td>
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<td><strong>BUDGET HEARING</strong> 7:00 p.m. ES LGR Board of Education Meeting 7:30 p.m.</td>
<td><strong>HS/MS PTSA Mtg. 7:00 p.m. HS LIB</strong></td>
<td><strong>SEPTA Meeting 7:00 p.m.</strong></td>
<td><strong>MS Art Show 6:00 p.m.</strong></td>
<td><strong>HS/MS Progress Comments Posted</strong></td>
<td><strong>ES Scraggy Hill Walk/Run</strong></td>
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<td><strong>ES Middle School Orientation</strong></td>
<td><strong>BUDGET VOTE 6:00 a.m.-9:00 p.m. HS Cafeteria ES Pre-K/K Orientation 1:30 p.m.</strong></td>
<td><strong>ES Grade 5 Spring Concert 6:00 p.m. HS AUD</strong></td>
<td><strong>HS Senior Scholarship Award Night HS AUD 7:00 p.m.</strong></td>
<td><strong>ACT LATE Registration Deadline for 6/13 Exam</strong></td>
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<td><strong>MEMORIAL DAY OBSERVANCE NO SCHOOL</strong></td>
<td><strong>Board of Education Work Session (tentative) ES LGR 7:00 p.m.</strong></td>
<td><strong>SAT LATE Registration Deadline for 6/6 Exam (by phone/online)</strong></td>
<td><strong>HS Navigating High School 6:30 p.m. HS AUD</strong></td>
<td><strong>MS Grade 8 Field Day</strong></td>
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**AP Exams (Week 1)**

**AP Exams (Week 2)**

**ES PTA Book Fair**

**ES PTA Plant Sale**

**IMPORTANT REMINDER**

If 0 emergency days used, no school May 22, April 13 & April 14, if 1 emergency day used, no school April 13 & April 14, if 2 emergency days used, no school April 13, if 3 days used, calendar unchanged, if 4 emergency days used, school is open April 3.
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<td>HS College Athlete Signing</td>
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<td>HS LIB 11:30 a.m.</td>
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<td>SAT Exam (HS is not a test center)</td>
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<td>Board of Education Meeting 7:30 p.m.</td>
<td>HS Marking Period Ends</td>
<td>ES Grade 5 Field Day and Barbecue</td>
<td>ACT Exam (HS is not a test center)</td>
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<td>ES LGR</td>
<td>HS Last Day of Classes &amp; Senior Day</td>
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<td>MS Marking Period Ends</td>
<td>HS/MS PTSA Luncheon</td>
<td>ES Trimester Ends</td>
<td>ES PTA Staff Luncheon</td>
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<td>MS Last Day of Classes</td>
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<td>ES Grade 5 Moving-Up 6:30 p.m.</td>
<td>ES Early Dismissal 12:00 p.m.</td>
<td>Last Day of School</td>
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<td>ES Last Day of Pre-K</td>
<td>MS Moving-Up Ceremony 6:30 p.m.</td>
<td>HS Senior Breakfast 8:00 a.m.</td>
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<td>MS Finals Make-Up</td>
<td>HS AUD</td>
<td>HS Graduation Practice 9:15-10:30 a.m.</td>
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<td>HS Graduation 6:00 p.m.</td>
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<td>ES Early Dismissal 12:00 p.m.</td>
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All events are subject to change/cancellation. Visit the district website [www.portjeffschools.org](http://www.portjeffschools.org) for the latest news and events.
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<td></td>
<td>Board of Education Re-organization Meeting 7:00 p.m. ES LGR</td>
<td>Business Meeting 7:30 p.m. ES LGR</td>
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All events are subject to change/cancellation. Visit the district website www.portjeffschools.org for the latest news and events.
ABOUT THIS CALENDAR

This calendar and directory provides useful information about the Port Jefferson School District, including Board of Education meetings, PTA and PTSA meetings and events, and other school activities. Events are listed with location:

APR - All-Purpose Room
AUD - Auditorium
DO - District Office
ES - Elementary School
ES LGR - Elementary School Large Group Room
HS - High School
LIB - Library
MPR - Multipurpose Room
MS - Middle School

Since this calendar is produced during the summer, some dates may be subject to change. Updated information, time changes and announcements of special meetings will be reported in district newsletters, through the School Notification System, in The Port Times Record and at www.portjeffschools.org.

SCHOOL HOURS

Elementary School - 500 Scraggy Hill Road, Port Jefferson, NY
Pre-K A.M. 8:55 a.m.-11:40 a.m.
Pre-K P.M. 12:40 p.m.-3:25 p.m.
Grades K-5 9:00 a.m.-3:35 p.m.

Middle School - 350 Old Post Road, Port Jefferson, NY
Grades 6-8 7:30 a.m.-2:25 p.m.

High School - 350 Old Post Road, Port Jefferson, NY
Grades 9-12 7:30 a.m.-2:25 p.m.

Summer Hours

All school offices will be open from 8:00 a.m.-2:00 p.m. in July and August.

MISSION

The mission of the Port Jefferson School District is to provide a personalized, rigorous education that develops responsible, independent, adaptable, lifelong learners through acquisition of effective thinking and communication skills, an appreciation of the arts, the proficient use of technology and a healthy lifestyle in an educational community that promotes integrity and mutual respect.

EMERGENCY SCHOOL CLOSINGS & DELAYED OPENINGS

If inclement weather or other unforeseen circumstances cause schools to be closed, announcements will be made on the following local media outlets: WALK-AM 1370, WALK-FM 97.5, WBLI-FM 106.1 and News 12 Long Island. The district will also make related announcements via the School Notification System and on our website.

Poor weather may delay the opening of school by two hours for all grades. When a delayed opening is called, bus pickup will be two hours later than the regular schedule. Pre-K a.m. will be canceled. Pre-K p.m. will start at the regular time or be canceled.

EMERGENCY CANCELLATION OF SCHOOL DAYS

The district must adhere to strict guidelines governing the number of instructional days to maintain state aid and accreditation. Employees and parents are advised not to make nonrefundable reservations or commitments for the spring recess as there is a possibility that school cancellations may require schools to be in session one or more days during those times. If no emergency days are used, no school on May 22, April 13, April 14; if one day is used, no school on April 13, April 14; if two days are used, no school on April 13; if three days are used, calendar remains unchanged; if 4 days are used, school will be open on April 3.

USE OF SCHOOL FACILITIES

Our schools are centers of community life. Port Jefferson-based not-for-profit organizations are welcome to use the school district’s facilities for civic, educational, cultural or recreational purposes when they are not in use. Applications are available at the District Office. Please allow four weeks to process. For more information, please call 631-791-4261. Please note that school-sponsored events take precedence in scheduling. Proof of insurance may be required.

VISITORS

Parents are encouraged to visit the school and meet with teachers and guidance counselors. Please arrange your visit in advance. Upon arrival, visitors must sign in at the elementary school main office or with the security guard at the middle school/high school complex. Please be prepared to present and surrender photo identification upon arrival at all schools.
BOARD OF EDUCATION

The Board of Education is comprised of local residents who serve three-year terms without pay. Board members represent citizens in setting district policies, submitting a budget and appointing school personnel. To serve as a member of the school board, you must be a qualified voter and must be a resident of the district for a continuous and uninterrupted year immediately preceding the date of the election.

Board elections are held the third Tuesday in May at the same time as the budget vote. The Board delegates day-to-day administration of the schools to the superintendent. The superintendent works with administrators and district personnel to carry out the policies and procedures established by the Board of Education.

Ryan Biedenkapp 646-823-4776 term expires 2020
Ellen Boehm 631-946-2540 term expires 2022
Randi DeWitt 631-926-0833 term expires 2022
David Keegan 631-636-5499 term expires 2020
Rene Tidwell 631-942-9101 term expires 2021
Ryan Walker 631-509-1895 term expires 2021
Tracy Zamek 631-473-3445 term expires 2021

MEETINGS

Regular school board business meetings are held the second Tuesday of each month at 7:30 p.m. Open forums for public comment are usually at a specified time during the meeting. As the Board of Education is responsible for decision-making that affects the entire school district community, it welcomes opinions from the public to assist them in this endeavor in an equitable manner. However, if a resident has a concern or comment about the schools, or about his or her child, please visit the district website page:

https://boardpolicyonline.com/?b=port_jefferson
for Board Policy 1400 and its accompanying regulation, a copy of which can be obtained by contacting the district clerk at 631-791-4221. The Board of Education committee meeting dates are also listed on the district website throughout the school year.

BUDGET VOTE AND ELECTION INFORMATION

Budget Hearing: May 12, 2020 - 7:00 p.m. HS Auditorium
Budget Vote & School Board Elections: May 19, 2020
6:00 a.m.-9:00 p.m. HS Cafeteria

Absentee ballots are available from the district clerk.

SCHOOL DISTRICT VOTER QUALIFICATIONS

To vote in school district elections, you must be:
• A citizen of the United States.
• 18 years of age or older.
• A resident of the district for at least 30 days.

The Board of Education has adopted the provisions of Education Law 2018-c, which requires all new persons offering to vote at any school district meeting or election to provide one acceptable form of proof of residency.

INFORMACIÓN SOBRE ELECCIONES Y VOTO PRESUPUESTARIO

Audiencia presupuestaria: 12 de mayo de 2020 - 7:00 pm.
Auditorio HS
Votación de presupuesto y elecciones de la Junta Escolar:
19 de mayo de 2020 - 6:00 a.m.-9:00 p.m. Cafetería HS
Las boletas en ausencia están disponibles del secretario del distrito.

CALIFICACIONES DEL VOTANTE DEL DISTRITO ESCOLAR

Para votar en las elecciones del distrito escolar, debe ser:
• Un ciudadano de los Estados Unidos.
• 18 años de edad o más.
• Un residente del distrito por al menos 30 días.

La Junta de Educación ha adoptado las disposiciones de Educación Ley 2018-c, que exige que todas las personas nuevas que se ofrecen a votar en cualquier reunión o elección del distrito escolar para proporcionar una forma aceptable de prueba de residencia.
ATTENDANCE

According to state law, all students must attend school regularly when they are physically and mentally able to do so. Legal absences include:

- Sickness
- Sickness or death in the family
- Religious observance
- Required court appearances
- Approved school-sponsored activities

Parents are required to call the child’s school to report absences. When the child returns to school, a written explanation with the dates and reasons for the absence must be provided.

HEALTH AND MEDICAL SERVICES

Health care professionals are available in each of our schools:

- Elementary School Nurse - Joan Tucci, RN
- MS/HS Nurse - Susan Federico, RN

New York State requires a physical examination for students entering school for the first time, as well as students in pre-K, kindergarten and grades 1, 3, 5, 7, 9 and 11. All students who participate in interscholastic sports and students seeking working papers must be examined by a physician. The examination may be made by the school or family physician. Physicals are available by the school physician at various times throughout the year. In accordance with state regulations, proof of immunization is required when registering for entrance into school. Contact your school nurse for specific information. Pupils may not take prescription or over-the-counter medication while in school unless it is given to them by authorized personnel acting under specific written instruction of the parent or guardian and physician. Self-directed students need to have a written consent signed by the parent or guardian and physician on file in the health office. This includes inhalers carried by students. If your child has medication needs for any day or overnight field trips, please contact the nurse prior to the departure of the trip. Scoliosis screening for spinal curvature is given each year to all fifth through ninth grade students.

HOME TUTORING

This service is provided for a student who will be absent from school for an extended period of time. Any prolonged illness or physical disability must be verified by a physician before home tutoring can be provided.

STUDENT ACCIDENT CO-INSURANCE

Student insurance will be provided by the school district for all pupils. Generally, the district plan includes coverage from the time the pupil gets on the bus in the morning until the time of leaving the bus in the afternoon. There will be full coverage (reasonable and customary) within the plan limits for the part of the claim that is not covered by parents’ personal health insurance. For a claim to be valid, it should be reported in writing immediately to school officials. All after-school activities, intramural and interscholastic athletics are also covered.

NONDISCRIMINATION POLICY

The Port Jefferson School District complies with both state and federal regulations and laws with regard to employment and educational opportunity. Discrimination on any basis is illegal. Questions or concerns may be reported to the Director of Special Education at 631-791-4241.

SEXUAL HARASSMENT POLICY

Any student or employee of the school district who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to the Director of Special Education at 631-791-4241 for appropriate action under district policy.
ACCESS TO STUDENTS AND STUDENT RECORDS
Parents, guardians and students over the age of 18 have the right to inspect and review educational records compiled by the district. The district has established procedures for this purpose. Student records are not made available to any outside agency, organization or individual without the written consent of the parent or guardian, except as required by law. Parents and students over the age of 18 may challenge confidential information to ensure that it is accurate. They may request correction or deletion of inaccuracies. The district is required to respect court orders regarding guardianship. The district is also constrained against permitting access to students by family or friends who do not have legal guardianship.

TITLE 45 - RELEASE OF INFORMATION AND PRIVACY RIGHTS
Port Jefferson Schools may provide, release and publish information pertaining to students for public relations and directory information. The following may be supplied: name of student, names of parents, address, age, weight, height, grade, participation in recognized school activities, extracurricular activities, sports programs, academic honors, achievements, awards, scholarships and similar information. This information may be released in district and school publications and programs, as well as in press releases to the local media. Under Title 34 U.S. Code Part 99: Privacy Rights of Parents and Students, parents or guardians or students over the age of 18 who do not desire release of the above information must make a specific written request to the superintendent of schools by September 30 of each year. Failure to make such a request will be considered consent to release, provide or publish the information during the school year.

QUESTIONS AND COMMUNICATION
If you have questions about your child’s work, please contact the classroom or subject teacher by calling the school office or emailing the teacher. If you have questions concerning school procedures or functions, please contact the building principal. For efficiency, questions and comments should follow a procedural chain of communications by contacting persons in the following order:

- Teacher or Staff Member
- Building Principal
- Central Office Administration
- Superintendent of Schools
- Board of Education

ADA AND SECTION 504 REHABILITATION ACT OF 1973
The Port Jefferson School District has a nondiscrimination policy regarding disabilities. Therefore, no qualified disabled individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of or be subjected to discrimination under any program or activity. Should assistance be needed to access a program or facility, please contact the Section 504 compliance officer at 631-791-4241.

ADMISSION TO SCHOOL
Central registration for all schools is located at the administration building. Call 631-791-4291 for registration information. To enter pre-kindergarten, children must be four years old on or before December 1 of the school year. To enter kindergarten, children must be five years old on or before December 1 of the school year. Children of non-residents of the district may be admitted by the Board of Education upon recommendation of the superintendent of schools, upon payment of tuition as set by the Board, and upon other terms that the Board may set. New entrants are screened to ensure proper placement.

SPECIAL EDUCATION
To meet the needs of students with various levels of development and educational needs, specialized instructional programs and services are provided as a part of the regular education experience. All students have access to district programs, including extracurricular activities. A full continuum of special education services are offered to qualified students. For more information, contact the Office of Special Education at 631-791-4241.
TRANSPORTATION INFORMATION

Information about your child’s route and bus stop will be mailed to you prior to the beginning of the school year. Any further questions, please contact the transportation office at 631-791-4261.

The Port Jefferson School District encourages the appropriate use of seat belts for all grade levels.

LATE BUSES

Buses leave the middle school/high school at approximately 3:10 p.m., 4:10 p.m. and 5:30 p.m. Buses leave the elementary school at 4:30 p.m. Please note that late buses do not follow the regular dismissal routes. They make perimeter stops at corner intersections off a main road and children must walk to their home from there.

TEMPORARILY HANDICAPPED STUDENTS

The school nurse must be notified and provided with the proper documentation so that proper arrangements can be made for the transportation of temporarily handicapped students.

GENERAL INFORMATION

Specific questions regarding bus decorum, lost items, schedules, etc., should be referred to the appropriate building principal. Discipline problems are handled by the principals. Parents are notified in cases of disciplinary action. Excessive violation of the rules of conduct may lead to a student’s loss of bus privileges.

PUPILS IN NONPUBLIC SCHOOLS

Pupils attending nonpublic schools may be eligible for school bus transportation, in accordance with New York State Education requirements. For information, contact the transportation office at 631-791-4261. The deadline for transportation requests for the following school year is April 1.

PESTICIDE INFORMATION

New York 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 year. The Port Jefferson 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 applications are not subject to prior notification requirements:

- A school remains unoccupied for a continuous 72 hours following an application;
- Anti-microbial 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 40CFR152.25;
- The use of aerosol products with a directed spray in containers of 18 fluid ounces or 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. If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please send the name of the school building, your full name, address, day phone number, evening phone number and email address to: Fred Koelbel, Port Jefferson School District, 550 Scraggy Hill Road, Port Jefferson, N.Y., 11777.
DIGNITY FOR ALL STUDENTS ACT (DASA)
EFFECTIVE JULY 1, 2012

The Dignity for All Students Act was established with the broad legislative intent to provide a school environment free of discrimination and harassment. Identified in the legislation are those who are subjected to intimidation or abuse based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (including gender identity and expression). The Port Jefferson School District has established policies intended to create a school environment that is free from discrimination or harassment. These policies are located on the district website under the heading BOE, Board Policies 0115.

EVERY STUDENT SUCCEEDS ACT

ESSA was signed into law in December 2015, replacing the No Child Left Behind Act of 2001. The new law includes provisions that will help to ensure success for students and schools; namely,

• Advances equity by upholding critical protections for America’s disadvantaged and high-need students.
• Requires that all students in America be taught to high academic standards that will prepare them to succeed in college and careers.
• Ensures that vital information is provided to educators, families, students, and communities through annual statewide assessments that measure students’ progress toward those high standards.
• Helps to support and grow local innovations, including evidence-based and place-based interventions developed by local leaders and educators, consistent with Investing in Innovation and Promise Neighborhoods.
• Sustains and expands historic investments in increasing access to high-quality preschool.
• Maintains an expectation that there will be accountability and action to effect positive change in our lowest-performing schools, where groups of students are not making progress, and where graduation rates are low over extended periods of time.

For more information visit http://www.ed.gov.

ROYAL EDUCATIONAL FOUNDATION

The Board of Education of the Port Jefferson Union Free School District endorsed the establishment of a private, nonprofit educational foundation whose sole purpose is to serve Port Jefferson Public Schools. The Foundation’s goal is to ensure a quality education for all Port Jefferson Public School students by providing innovative and creative opportunities for teaching and learning not covered by the normal school budget process; to prepare and position the schools to attract private resources; and to organize private sector involvement. The primary function of the Foundation is to attract private financial resources, as well as other funding, to and for the Port Jefferson Schools. It encourages excellence through creative learning, facilitating student development and community/school partnerships. Technology, the arts and scholastic enrichment are primary targets for funding. The Foundation’s Board of Trustees is comprised of individuals with the specific skills and influences necessary to make the Foundation a financial success. For more information about the Royal Education Foundation, contact Foundation Chairman Scott Zamek at 631-851-4466 or visit www.pjref.org

GUIDANCE

Guidance counselors are available to confer with parents and arrange parent-teacher conferences. These may be scheduled by calling the school offices. Evening counseling can be arranged by appointment.

You may contact the building guidance departments at:

High School 631-791-4457
Middle School 631-791-4433
Elementary School 631-791-4312
ATHLETIC SCHEDULES
Schedules are provided to each athlete before the season begins, and schedule changes are communicated to the athletes. For information on the schedule of athletic events, call the athletic office at 631-791-4441, or log on to portjeffschools.org/departments/athletics.

WELLNESS POLICY
The district has developed an extensive wellness policy to positively affect the health and education of students. Policy 5405, in compliance with New York State regulations, sets standards for food and beverages sold or provided to students during the school day and provides guidelines for the use of food in classrooms. Fundraising activities, both during and outside of school hours, are also addressed. The policy addresses nutritional concerns as well as the implementation of increased physical activity throughout the school day. To view the Wellness Policy in full, please visit the district website.

PFML SEX OFFENDER ALERT PROGRAM
The district uses the Parents for Megan’s Law Email Alert Program to disseminate notifications to the community of convicted sex offenders living or working in the district. This program allows community members, upon registration, to be alerted of resident sex offenders, sex offenders residing within bordering districts and those residing throughout Suffolk and Nassau counties. Residents can call 631-689-2672 for information on the no-cost program or visit www.parentsformeganslaw.org.

VANDALISM
School property belongs to all residents of the school district. If vandalism or other malicious damage to school facilities occurs, the guilty parties will be required to make full restitution in accordance with the laws of New York State.

FEDERAL ASBESTOS HAZARD EMERGENCY RESPONSE ACT
The Asbestos Hazard Emergency Response Act (AHERA) is a federal law enacted in 1987 that requires all school districts to inspect and reinspect for asbestos-containing building materials every three years. Our facilities have been inspected and response actions have been developed to ensure a continued safe environment for our students and employees. Activities include training of custodial and maintenance staff to prevent disturbance of asbestos and periodical reinspection and surveillance activities by trained personnel. The Asbestos Management Plan and reinspection reports available for your review are located in the Plant Facilities Administrators office, as well as the main office of each school building.

As required by the Federal Asbestos Hazard Emergency Response Act, our schools were initially inspected for asbestos in 1988. The inspection resulted in the development of an Asbestos Management Plan, which was implemented in 1989. The results of our latest, 2019, inspection, as well as the Asbestos Management Plan are available for inspection by contacting Plant Facilities Administrator Fred Koelbel, Port Jefferson School District, 550 Scrappy Hill Road, Port Jefferson, NY 11777, 631-791-4261.
Code of Conduct

The following is a summary of students’ rights and responsibilities according to the Port Jefferson School District’s Code of Conduct. Unless otherwise noted, this code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function. You can find the complete Code of Conduct Policy 5300 on our District’s website.

The district is committed to safeguarding the rights given to all students under federal and state law and district policy. In addition, to promote a safe, healthy, orderly and supportive school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of actual or perceived race, weight, color, creed, national origin, ethnic group, religion, religious practice, gender (including gender identity and expression) or sexual orientation or disability.
2. To be respected as an individual and treated fairly and with dignity by other students and school staff.
3. To express one’s opinions, either verbally or in writing, as long as it is done in a respectful manner.
4. Present their version of the relevant events to school personnel authorized to impose consequences.
5. Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel.
6. To be provided with clear expectations regarding:
   a. Course objectives, requirements and state standards;
   b. Grading criteria and procedures;
   c. Assignment requirements and deadlines; and
   d. School and classroom rules and expectations regarding behavior

STUDENT RESPONSIBILITIES
All students have the responsibility to:

1. Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Help make school a community free of violence, intimidation, bullying, harassment, and discrimination.
3. Be familiar with and abide by district policies, rules and regulations dealing with student conduct.
4. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn, unless suspended from instruction.
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
6. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
7. Use a polite tone of voice and appropriate body language, listening when others are speaking to them.
8. To be truthful when speaking with school officials regarding Code of Conduct violations.
9. Respect personal space.
10. Work to develop mechanisms to manage their emotions and reactions and resolve conflict with others.
11. Ask questions when they do not understand.
12. To assist in resolving problems that might contribute to inappropriate behavior.
14. Accept responsibility for their actions.
15. 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.

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. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student’s dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall be safe, appropriate and not disrupt or interfere with the educational process.

Each Building Principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.
Cover Illustration: Jillian Lawler, 2019 graduate

Postal Customer
*** ECWSS ***