

2024-2025 Calendar & Directory



Student Artist: Gianna Marsala

Rising High School Sophomore

*Observation of a vivid, richly-colored
succulent plant painted using oil pastels*



Port Jefferson School District

WWW.PORTJEFFSCHOOLS.ORG

2024-2025 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 & Nursing	
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 for Curriculum & Instruction	
FACILITIES AND OPERATIONS	631-791-4261
Office of the Director of Facilities	
HUMAN RESOURCES	631-791-4251
Office of the Executive Director of Human Resources	631-791-4236
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 17)	
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 Executive Board (Parent Teacher Student Association)

Grades 6-12

www.portjeffersonptsa.org

President: Carissa Donarummo.....kyledonarummo@yahoo.com

MS Vice President: Rana Aboeacha.....rana0515@yahoo.com

HS Vice President: Ditas Campo.....dfermin1@aol.com

Treasurer: Brenda Batter.....brendabatter@gmail.com

Secretary: Melissa Weaver.....mbove78@aol.com

PTA Executive Board (Parent Teacher Association)

Grades Pre-K-5

Email: portjeffpta1@gmail.com

President: Melissa Sherman.....melissarsherman@gmail.com, 917-257-9060

Vice President: Brooke Chesler.....bw_semel@yahoo.com, 917-592-7852

Treasurer: Erika Gronenthal.....eglausen@gmail.com, 907-388-4948

Co-Treasurer: Christina Pestieau.....ruggieroenglish@yahoo.com, 631-707-4707

Secretary: Dani Lovett.....lovettdani19@gmail.com, (917) 940-9528

Secretary: Nicole Leavy.....nicolej.leavey@gmail.com, 631-624-0972

Corresponding Secretary Katie Gedzberg.....k.gedzberg@gmail.com, (631) 336-1665

SEPTA Board (Special Education Parent Teacher Association)

<https://portjeffsepta.memberhub.com/> Email: portjeffersonsepta@gmail.com

President: Alicia Doughty.....aliciadoughty@yahoo.com

Vice President: Alison LaPointe.....Alison.LaPointe@gmail.com

Treasurer: Christine Sammy.....christinesammy@gmail.com

Corresponding Secretary: Elizabeth Coyne.....eccoynce@yahoo.com

Recording Secretary: Chloe Puett.....Chloepuett@gmail.com

All events are subject to change or cancellation. Visit the District website at www.portjeffschools.org for the latest news and events.

Calendar Highlights

September 3	First Day of School for Students
October 3-4, Rosh Hashanah	School Closed
October 14, Columbus Day.....	School Closed
November 5, Superintendent’s Conference Day.....	School Closed for Students
November 11, Veterans Day	School Closed
November 27-29, Thanksgiving Recess	School Closed
December 23-31, Winter Recess.....	School Closed
January 1, New Year’s Day.....	School Closed
January 20, Martin Luther King, Jr. Day	School Closed
January 29, Lunar New Year.....	School Closed
February 17-21, Mid-Winter Recess.....	School Closed
March 31, Eid al-Fitr.....	School Closed
April 14-18, Spring Recess	School Closed
May 26, Memorial Day.....	School Closed
June 6, Eid al-Adha.....	School Closed
June 19, Juneteenth	School Closed
June 27	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.



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AUGUST 2024

JULY 2024						
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SEPTEMBER 2024						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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					ACT Registration Deadline for the 9/14 Exam SAT Registration Deadline for 8/24 Exam	
11	12	13	14	15	16	17
		SAT Late Registration Deadline for 8/24 Exam			Last Day of ESY HS/MS Sports Physicals at HS Nurse's Office 8:00-9:30 AM	
18	19	20	21	22	23	24
	HS Football Begins			MS Grade 6 Pizza Social 5:00-7:00 PM MPR		SAT Exam (HS is not a test center)
25	26	27	28	29	30	31
ACT Late Registration Deadline for 9/14 Exam	HS Fall Sports Begin HS/MS Locker Decorations 9:00 AM-12:00 PM	Board of Education Meeting 7:30 PM ES LGR HS/MS Locker Decorations 9:00 AM-12:00 PM ES New Family Orientation 10:00 AM		HS/MS Sports Physicals at HS Nurse's Office 10:00-11:30 AM ES Pre-K Classroom Visit 1:00 PM ES Kindergarten Bus Ride 9:00 AM	SCHOOLS AND OFFICES CLOSED	
	NEW STAFF ORIENTATION		SUPERINTENDENT'S CONFERENCE DAYS			

SEPTEMBER 2024

AUGUST 2024						
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OCTOBER 2024						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 LABOR DAY NO SCHOOL	3 FIRST DAY OF SCHOOL HS/MS First Marking Period Begins	4 MS Fall Sports Begin	5	6	7
8	9	10 Board of Education Meeting 7:30 PM ES LGR	11 HS/MS PTSA Meeting 7:00 PM HS LIB	12 HS Back to School Night 7:00 PM HS/MS AUD	13	14 ACT Exam (HS is not a test center)
15	16 SEPTA Virtual Meeting 7:00 PM HS/MS SCHOOL PHOTOS	17	18 ES PTA Meeting 6:00 PM LGR ES Grades PK-2 Back to School Night 6:30-8:00 PM ES Grade 5 Fall Sports Fair HS Athletic Stadium	19 ES Grades 3-5 Back to School Night 6:30- 8:00 PM ES SCHOOL PHOTOS	20 ACT Registration Deadline for 10/26 Exam SAT Registration Deadline for 10/5 Exam ES Grade 5 Fall Sports Fair Rain Date	21
22	23 ES PTA Class Parent Lottery 10:00 AM HS Prom Kick Off Meeting 7:00 PM HS LIB HS/MS SPIRIT WEEK	24 SAT Late Registration Deadline for 10/5 Exam MS Back to School Night 7:00 PM HS/MS AUD	25 HS Financial Aid Night 6:30 PM HS AUD	26	27 Homecoming Parade 7:00 PM	28 Royal Educational Foundation Family Fun Run 8:15 AM PJ Village Center Homecoming Game 1:00 PM
29	30 ES PTA Class Parent Tea 10:00 AM MS Grade 8 Frost Valley Parent Orientation 6:30 PM HS/MS AUD					

OCTOBER 2024

SEPTEMBER 2024						
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NOVEMBER 2024						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 ROSH HASHANAH NO SCHOOL	4 ROSH HASHANAH NO SCHOOL	5 SAT Exam (HS is not a test center)
6	7 ACT Late Registration Deadline for 10/26 Exam	8 Board of Education Meeting 7:30 PM ES LGR	9	10 HS College Fair 7:00 PM HS GYM	11 Senior Makeup Photos	12
				MS PTSA BOOK FAIR		
13	14 COLUMBUS DAY NO SCHOOL	15	16	17	18 SAT Registration Deadline for 11/2 Exam HS/MS Progress Reports Posted ES PTA Pre-K & Kindergarten Event 5:00-6:30 PM	19 SEPTA Color Run
20	21	22 Board of Education Work Session 7:00 PM ES LGR SAT Late Registration Deadline for 11/2 Exam	23 MS National Junior Honor Society Induction 7:00 PM HS/MS AUD	24 ES School Photo Make-Up Day	25 MS Grades 6-8 Halloween Dance 7:00 PM MPR	26 ACT Exam (HS is not a test center) PSAT Exam (Testing for PJ Students only)
27	28	29	30 HS/MS Picture Retake Day	31 ES Halloween Parade 1:30 PM		

NOVEMBER 2024

OCTOBER 2024						
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DECEMBER 2024						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 ES Thanksgiving Food Drive Begins HS/MS Thanksgiving Food Drive Begins	2 SAT Exam - (HS is a test center)
3	4 MS Early Winter Sports Begin	5 SUPERINTENDENT'S CONFERENCE DAY STAFF ONLY	6 HS NYSCAME All-County Rehearsal (Connetquot HS)	7 ES BOOK FAIR	8 ACT Regular Registration Deadline for 12/14 Exam HS/MS First Marking Period Ends	9
			MS GRADE 8 FROST VALLEY TRIP			
10	11 VETERANS DAY NO SCHOOL	12 Board of Education Meeting 7:30 PM ES LGR HS/MS Second Marking Period Begins	13 HS/MS PTSA Meeting 7:00 PM HS LIB HS National Letter of Intent Signing Ceremony 10:00 AM	14 HS NYSCAME All-County Rehearsal (Hauppauge HS)	15 HS NYSCAME All-County Rehearsal & Concert (Hauppauge HS) HS/MS Report Cards Posted Thanksgiving Food Drive Ends-All Schools ES End of First Trimester	16
17	18 HS Winter Sports Begin ES PTA Meeting 10:00 AM	19	20	21	22 ACT Late Registration Deadline for 12/14 Exam SAT Registration Deadline for 12/7 Exam	23
					HS FALL DRAMA PRODUCTION 7:00 PM HS AUD	
24 HS FALL DRAMA PRODUCTION 2:00 PM HS AUD	25	26 SAT Late Registration Deadline for 12/7 Exam ES Early Dismissal 11:15 AM ES Parent-Teacher Conferences ES Report Cards Posted	27 THANKSGIVING RECESS NO SCHOOL	28 THANKSGIVING DAY NO SCHOOL	29 THANKSGIVING RECESS NO SCHOOL	30

DECEMBER 2024

NOVEMBER 2024						
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JANUARY 2025						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 HS All JANUARY 1 College Transcript Processing Forms DUE in Guidance	3 ES Winter Concert 7:00 PM ES GYM	4 ES Grade 5 Winter Sports Fair	5 ES Parent-Teacher Conferences 5:00-8:00 PM ES Title I Parent Meeting 6:00 PM ES PTA HOLIDAY BOUTIQUE NYSSMA ALL-STATE WINTER CONFERENCE	6 ES Title I Parent Meeting 10:15 AM ES Early Dismissal 11:15 AM ES Parent-Teacher Conferences	7 SAT Exam (HS is not a test center) HS Armstrong Cup Wrestling Tournament
8 NYSSMA ALL-STATE WINTER CONFERENCE	9 MS Grades 7 & 8 Winter Concert 7:00 PM HS AUD	10 Board of Education Meeting 7:30 PM ES LGR	11	12 HS Winter Concert 7:00 PM HS AUD	13 ES PTA Staff Appreciation Luncheon MS Grade 7 "A Christmas Carol" & Victorian Luncheon, PJ Village Center	14 ACT Exam (HS is not a test center)
15	16 MS Grade 6 Winter Concert 7:00 PM HS AUD	17	18	19	20 HS/MS Progress Reports Posted	21
22	23 WINTER RECESS NO SCHOOL	24 WINTER RECESS NO SCHOOL	25 WINTER RECESS NO SCHOOL	26 WINTER RECESS NO SCHOOL	27 WINTER RECESS NO SCHOOL	28
29	30 WINTER RECESS NO SCHOOL	31 WINTER RECESS NO SCHOOL				

JANUARY 2025

DECEMBER 2024						
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FEBRUARY 2025						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 NEW YEAR'S DAY NO SCHOOL	2	3 ACT Registration Deadline for 2/8 Exam	4
5	6 ES PTA Meeting 6:00 PM	7	8 HS/MS PTSA Meeting 7:00 PM HS LIB	9	10	11
					LISFA SECONDARY REHEARSALS	
12 LISFA Secondary Concert 1:00 PM	13 MS Late Winter Sports Begin	14 Board of Education Meeting 7:30 PM ES LGR	15 SEPTA Virtual Meeting 7:00 PM	16	17	18
19	20 REV. DR. MARTIN LUTHER KING JR. DAY NO SCHOOL ACT Late Registration Deadline for 2/8 Exam	21	22	23 ES Pre-K Information Meeting 5:30 PM HS Navigating High School - HS AUD - 6:30 PM	24 Mid-Island Band Festival Rehearsal HS/MS Second Marking Period Ends	25 Mid-Island Band Festival Rehearsal and Concert
					LISFA INTERMEDIATE REHEARSALS	
26 LISFA Intermediate Concert 1:00 PM	27 HS/MS Third Marking Period Begins ES PTA PARP Begins	28 Board of Education Work Session 7:00 PM ES LGR	29 LUNAR NEW YEAR NO SCHOOL	30	31 HS/MS Report Cards Posted MS Drama Production 7:00 PM HS AUD	

FEBRUARY 2025

JANUARY 2025						
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MARCH 2025						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 MS Drama Production 2:00 PM HS AUD
2 MS Drama Production (Alternate Snow Date) 2:00 PM HS AUD	3 ES Pre-K Registration Opens HS Senior Local Scholarship Applications AVAILABLE in Guidance (Due 3/7)	4	5	6	7 ES PTA PARP Ends	8 ACT Exam (HS is not a test center)
9	10	11 Board of Education Meeting 7:30 PM ES LGR	12	13	14	15
16	17 PRESIDENTS' DAY MID-WINTER RECESS NO SCHOOL	18 MID-WINTER RECESS NO SCHOOL	19 MID-WINTER RECESS NO SCHOOL	20 MID-WINTER RECESS NO SCHOOL	21 MID-WINTER RECESS NO SCHOOL	22
23	24	25 SAT Late Registration Deadline for 3/8 Exam	26	27 HS College Information Night 6:30 PM HS/MS AUD	28 ACT Registration Deadline for 4/5 Exam	

MARCH 2025

FEBRUARY 2025						
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APRIL 2025						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p><i>The deadline for transportation requests for the following school year is April 1.</i></p>						<p>1</p> <p>SCMEA Division I, II, III Rehearsals</p>
<p>2</p>	<p>3</p> <p>ES PTA Talent Show Rehearsal 3:40 PM</p>	<p>4</p>	<p>5</p>	<p>6</p> <p>ES PTA Talent Show 6:00 PM</p>	<p>7</p> <p>ES Pre-K Applications Due ES End of Second Trimester HS Senior local scholarship applications DUE in Guidance by 2:45 PM</p> <p>SCMEA DIVISION I, II, III REHEARSALS</p>	<p>8</p> <p>SAT Exam (HS is not a test center) SCMEA Division III Concert 7:30 PM</p>
<p>9</p> <p>SCMEA Division I Concert 1:00 PM SCMEA Division II Concert 5:00 PM</p>	<p>10</p> <p>ES PTA Meeting 10:00 AM</p>	<p>11</p> <p>Board of Education Meeting 7:30 PM ES LGR</p>	<p>12</p> <p>HS/MS PTSA Meeting 7:00 PM HS LIB</p>	<p>13</p>	<p>14</p> <p>HS/MS Progress Reports Posted ES Report Cards Posted</p>	<p>15</p>
<p>16</p> <p>ACT Late Registration Deadline for 4/5 Exam</p>	<p>17</p> <p>HS Spring Sports Begin</p>	<p>18</p>	<p>19</p>	<p>20</p>	<p>21</p> <p>HS SPRING MUSICAL PRODUCTION 7:00 PM HS AUD</p>	<p>22</p>
<p>23</p> <p>HS Spring Musical Production 2:00 PM HS AUD</p>	<p>24</p> <p>MS Spring Sports Begin</p>	<p>25</p> <p>Board of Education Special Meeting 6:00 PM ES LIB</p>	<p>26</p>	<p>27</p>	<p>28</p> <p>Early Dismissal Drill (all buildings released 15 minutes early)</p>	<p>29</p>
<p>30</p>	<p>31</p> <p>EID AL-FITR NO SCHOOL</p>					

APRIL 2025

MARCH 2025						
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MAY 2025						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 ES pre-K-5 Sports Fair Scraggy Field	3	4 HS/MS Third Marking Period Ends	5 ACT Exam (HS is not a test center) ES PTA Party Palooza 6:00-8:00 PM
6	7 HS/MS Fourth Marking Period Begins	8 Board of Education Meeting 7:30 PM ES LGR HS College Fair Students Only 4th Period	9 HS Tri-M Music Honor Society Ceremony 7:00 PM HS LIB	10	11 HS/MS Report Cards Posted	12
13	14 SPRING RECESS NO SCHOOL	15 SPRING RECESS NO SCHOOL	16 SPRING RECESS NO SCHOOL Steeplefest 9:30 AM HS Track	17 SPRING RECESS NO SCHOOL	18 SPRING RECESS NO SCHOOL SAT Registration Deadline for 5/3 Exam	19
20	21	22 Board of Education Work Session 7:00 PM ES LGR SAT Late Registration for 5/3 Exam	23 Board of Education Special Meeting ESBOCES Vote (Time TBD) SEPTA Virtual Meeting 7:00 PM	24 ES Spring Photos	25	26
GRADES 3-8 NYS ELA ASSESSMENTS						
27	28	29 ES Science Fair 6:00-7:30 PM	30			

MAY 2025

APRIL 2025						
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JUNE 2025						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 ES Kindergarten Registration Deadline HS Art Show 6:30 PM HS Spring Concert 7:00 PM HS AUD ES SPRING BOOK FAIR	2 SAT Exam - (HS is a test center) ES PTA Scraggy Soiree 6:00-8:00 PM	3
4	5	6 ES Art Show 6:00 PM ES Grade 4 Spring Concert 7:00 PM ES GYM ES PTA PLANT SALE	7 MS Incoming Grade 6 Parent Orientation 7:00 PM HS AUD	8 MS Art Show 6:00 PM MS Grades 7 & 8 Spring Concert 7:00 PM HS AUD	9 ACT Regular Registration Deadline for 6/14 Exam ES PTA Staff Appreciation Luncheon NYSSMA AREA 5 ALL-STATE FESTIVAL (THREE VILLAGE)	10
GRADES 3-8 NYS MATH ASSESSMENTS • HS AP EXAMS (WEEK 1 MAY 5-9)						
11	12 GRADES 5 & 8 NYS SCIENCE ASSESSMENTS	13 Budget Hearing 7:00 PM HS AUD Board of Education Meeting 7:30 PM HS AUD	14 ES Scraggy Walk/Run NYSSMA Levels 1-6 Solo & Ensemble Festival (Middle Country) HS/MS PTSA Meeting 7:00 PM HS LIB	15 ES Scraggy Walk/Run Rain Date MS Grade 6 Spring Concert 7:00 PM HS AUD	16 ES Scraggy Walk/Run Rain Date	17
HS AP EXAMS (WEEK 2 MAY 12-16)						
18	19 HS College Signing Day 10:00 AM HS AUD	20 Budget Vote 6:00 AM - 9:00 PM HS CAFE	21 HS/MS Progress Reports Posted	22 SAT Registration Deadline for 6/7 Exam	23	24
AP LATE TESTING						
25	26 MEMORIAL DAY NO SCHOOL ACT Late Registration Deadline for 6/14 Exam	27 SAT Late Registration Deadline for 6/7 Exam	28 HS Senior Scholarship Award Night 7:00 PM HS AUD	29 MS Grade 8 Field Day ES Grade 5 Spring Concert 7:00 PM ES GYM	30 MS Grade 8 Field Day Rain Date	31
ES PRE-K & KINDERGARTEN SCREENING						

JUNE 2025

MAY 2025						
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JULY 2025						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 HS National Honor Society Induction 6:30 PM HS AUD	4 ES Pre-K-4 Field Day	5 ES Grade 5 Field Day & Picnic	6 EID AL-ADHA NO SCHOOL	7 SAT Exam (HS is not a test center)
8	9 ES Pre-K-4 Field Day Rain Date	10 Board of Education Meeting 7:30 PM HS AUD	11 ES Grade 5 Field Day & Picnic Rain Date	12 ES Kindergarten Orientation HS Senior Day HS Last Day of Classes	13	14 ACT Exam (HS is not a test center)
		REGENTS EXAMS			HS FINAL EXAMS	
15	16 ES Grade 5 Middle School Orientation	17 MS Last Day of Classes	18	19 JUNETEENTH NO SCHOOL	20 ACT Late Registration Deadline for 7/12 Exam (Not in NYS)	21
	HS FINAL EXAMS		MS FINAL EXAMS		MS FINAL EXAMS	
		REGENTS EXAMS			REGENTS EXAMS	
22	23 ES Grade 5 Bagel Breakfast ES Senior Walk Through 1:30 PM	24 ES Grade 5 Moving Up 10:00 AM	25 MS Grade 8 Moving Up Rehearsal 8:00 AM MS Grade 8 Moving Up 5:30 PM ES Pre-K Graduation	26 HS AP Seminar 12:00 PM	27 Last Day of School ES Report Cards Posted ES End of Third Trimester HS Senior Breakfast 8:45 AM HS Graduation Rehearsal 9:30 AM HS Graduation 6:00 PM HS Bowl	28
	MS FINAL EXAMS			ES EARLY DISMISSAL 11:15 AM		
	REGENTS EXAMS					
29	30 HS/MS Report Cards Posted Senior Prom					

JULY 2025

JUNE 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

AUGUST 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 INDEPENDENCE DAY (Schools Closed)	5
6	7 First day of ESY	8 Board of Education Reorganization Meeting 7:00 PM ES LGR Board of Education Meeting 7:30 PM ES LGR	9	10	11	12 ACT Exam (HS is not a test center) (Not in NYS)
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

ABOUT THIS CALENDAR

This calendar and directory provides useful information about the Port Jefferson School District, including Board of Education meetings, PTA, PTSA and SEPTA meetings and events, and other activities. Updated information, time changes and announcements will be reported through the District notification system and our website at www.portjeffschools.org.

Calendar Key

AUD - High School Auditorium

DO - District Office

ES - Elementary School

ES LGR - Elementary School Large Group Room

HS - High School

LIB - High School Library

MPR - Multipurpose Room

MS - Middle School

SCHOOL HOURS

Elementary School - 500 Scraggy Hill Road, Port Jefferson, NY

Grades Pre-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 AND 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.

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 during the days indicated as make-up days. The following is the schedule for make-up days:

0 cancellation days – no school 5/22, 5/23

1 cancellation day – no school 5/23

2 cancellation days – no change to calendar

If more than two cancellation days, students will shift to remote instruction as permissible by NYSED.

USE OF SCHOOL FACILITIES

Port Jefferson-based not-for-profit organizations are normally welcomed to use our school's facilities for educational, cultural, civic or recreational activities. For information, contact the facilities office at 631-791-4261.

VISITORS

In the event you must come to a school building, please arrange your visit in advance. Upon arrival, visitors must sign in at the security vestibules. Please be prepared to present and surrender photo identification upon arrival at all schools.

BOARD OF EDUCATION

The Board of Education comprises 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.

Ellen Boehm	631-946-2540	term expires 2025
Randi DeWitt	631-926-0833	term expires 2025
Shannon Handley	631-220-6654	term expires 2026
David Keegan	631-636-5499	term expires 2026
Traci Donnelly	347-696-5898	term expires 2027
Michael Weaver	631-478-8834	term expires 2027
Tracy Zamek	631-473-3445	term expires 2027

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 at www.portjeffschools.org for Board Policy 1400 and its accompanying regulation. Board Policies can also be obtained through the District Clerk at 631-791-4221. The Board of Education committee meeting dates are also posted on the website.

BUDGET VOTE AND ELECTION INFORMATION

Budget Hearing: May 13, 2025 - 7:00 p.m.

Budget Vote & School Board Elections: May 20, 2025

6:00 a.m.-9:00 p.m. HS Cafeteria

Absentee and Early Voter Ballot applications 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 de presupuesto: 13 de mayo de 2025 - 7:00 p.m.

Votación de presupuesto y elecciones de la Junta Escolar:

20 de mayo de 2025 - 6:00 a.m.-9:00 p.m. Cafeteria Del HS

Las solicitudes de boleta de votación anticipada y en ausencia están disponibles en la Secretaria 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 - Arin Hampson RN

631-791-4310 • ahampson@portjeffschools.org

MS/HS Nurse - Susan Federico, RN

631-791-4271 • sfederic@portjeffschools.org

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. Home tutoring may be provided in person or through a distance learning model.

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 Executive Director of Human Resources at 631-791-4236 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 4 years old on or before December 1 of the school year. To enter kindergarten, children must be 5 years old on or before December 1 of the school year. Children of nonresidents 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., 4:30 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;
- 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 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: Robert Minarik, Port Jefferson School District, 550 Scraggy Hill Road, Port Jefferson, NY, 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 the Facilities Director, Robert Minarik, Port Jefferson School District, 550 Scraggy 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.
13. Dress appropriately for school and school functions.
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, makeup 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.

Port Jefferson Public School District

550 Scraggy Hill Road
Port Jefferson, NY 11777

BOARD OF EDUCATION

Ellen Boehm, President
Tracy Zannek, Vice President
Randi DeWitt
Traci Donnelly
Shannon Handley
David Keegan
Michael Weaver

Sharleen Quarararo,
District Clerk

Jessica Schmettan,
Superintendent of Schools

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Student: Magdalena Layne-Stasik • Rising High School Junior • Artwork Inspiration: Still Life