



Patchogue-Medford School District

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Administrative Center
241 South Ocean Avenue
Patchogue, New York 11772

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August 2024

Dear Parents/Guardians:

The Patchogue-Medford School District believes that the health and security of our students and staff is a top priority. We are continually implementing proactive measures to strengthen our health and security presence throughout the district. The district values the role of parents and community in the education of its students. To support this partnership, parents and community members participate in meetings with school staff and attend events hosted by the Patchogue-Medford School District. In the interest of school security, all visitors must adhere to the following district guest guidelines:

All visitors are encouraged to make appointments with school staff prior to arrival at a school facility. Visitors will be given access into the main entrance of the school after they have communicated with the greeter or security personnel through the intercom system, stating their name, purpose of visit, and presenting photo ID. Once visitors have been given clearance, they will be required to scan their ID into the Visitor Management System.

- Acceptable identification shall include a driver's license, military ID, and other governmental identification
- Visitors without acceptable photo ID must be cleared by a building administrator or designee prior to entry
- Once a visitor has been checked and cleared through the Visitor Management System, they will be given a visitors pass which must be always displayed on their outer most garment, and they will sign the visitor log
- The visitor must return to the reception desk to check out and return the visitor pass upon exiting the building
- Visitors will **not** be permitted to proceed to their desired location within the building without confirmation of their appointment. Staff members are required to meet any visitor in the lobby, and escort them to and from the desired location.

The Patchogue-Medford School District considers the safety and security of our students and staff to be our number one priority and we will continue our diligent efforts toward safeguarding our District premises.

Sincerely,



John Ahern
Director of Security

The Patchogue-Medford School Community's Mission is to provide diverse pathways and varied enrichment opportunities that will lead to meaningful learning experiences for all students.