

REPORTING STUDENT DISCIPLINE TO COLLEGES AND UNIVERSITIES

Student discipline in the Patchogue-Medford Schools is predicated on the fact that learning takes place best in a safe and orderly environment. On those occasions that school rules are violated, the school administration acts in a manner which, in accordance with the district's Code of Conduct, balances the needs of the learning community and those of the individual.

During the college search and application process the District does not proactively inform colleges of the discipline records of students; however the Common Application, as well as those colleges and universities that do not subscribe to the Common Application, are explicitly asking students, as part of the application, whether or not they have been found responsible for a disciplinary violation at an educational institution they have attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in probation, suspension, removal, dismissal, or expulsion from the institution.

The District encourages students to answer this question honestly and openly. On the occasion when an institution contacts the District to inquire about a disciplinary infraction we require written permission from the student, and if the student is under the age of eighteen years, the student's parent or legal guardian, before we will discuss the student's disciplinary record. The form which must be completed is attached.

In the case of criminal convictions or pending criminal actions pertaining to students, these are a matter of public record and, while the District does comply with all properly executed legal and court requests, full knowledge of the circumstances does not reside with the District and, therefore, the District will not respond to inquiries regarding these matters.

Adopted:

January 27, 2014

Patchogue-Medford High School
Counseling Department
181 Buffalo Avenue
Medford, New York 11763

Authorization to Release Student Discipline History to Colleges and Universities

I, _____, hereby authorize the Patchogue-Medford School
Name of Parent or Adult Student

District to release the Discipline Record(s) of _____ to Colleges and
Name of Student

Universities making such a request as part of the application process for entry.

I understand that I have the right to review these records and that the information released will not be subject to redaction, except in the case of the names of other students who may be named in the record.

I (check one) _____ DO OR _____ DO NOT wish to receive a copy of the Disciplinary Record(s) disclosed pursuant to this authorization. If checked, the Discipline Record(s) disclosed should be sent to me at the following address:

Street Address or P.O. Box: _____

City, State, Zip Code: _____

Signature of Parent/Guardian or Adult Student

Printed Name

Signature of Student (if not Adult)

Date: _____

Witness: _____