



August 2018

Dear Katonah-Lewisboro Families:

Welcome back to what promises to be another successful school year. The Katonah-Lewisboro School District is committed to providing a safe environment in which students are able to optimize their learning. Over the past several years, we have learned that preparedness is a key component to managing unexpected events in a school setting.

In New York State, Project SAVE legislation dictates many of our procedures and protocols. An important component of our safety plan is making sure that parents are aware of and understand terminology used in our safety procedures. The following information is provided to increase your understanding of the security measures that have been instituted by KLSD, describe the emergency response procedures and recommended desired parent responses to various types of emergencies. Working together will help us to provide the safest possible school environment for your children.

Enclosed with this letter we have provided additional information related to communication sources, emergency information and required notifications. Again this year, the District's Code of Conduct is electronically available via Family ID, please review this document for other important school information.

Listed below are standardized security procedures and protocols that are in place:

### **Standardized Security Procedures in the Katonah-Lewisboro School District**

- We use a single point of entry system wherever feasible in which all exterior doors are locked. Please use the main entrance when visiting our schools.
- Surveillance equipment is used in all of our schools.
- Exterior doors are checked throughout the day by school personnel to insure that they are closed and locked. If you are visiting our schools, please do not ask students to open doors.
- All staff wear visible identification badges during the day.

### **Standardized Visitor Protocols**

- All visitors are required to sign in upon entering the building either with the staff member at the reception desk or in the main office.
- You will be asked to show picture ID when signing in.
- You will be asked to let us know who you are visiting at the school.
- You will be asked to wear a visible ID badge during your stay and will be required to return the visitor's pass to the main office or reception desk and sign-out before departing.
- You may be asked to wait for an escort and limit your movements to designated areas.

## Standardized Student Sign-Out Procedures

- A request to sign out a student is made at the office or with the staff member at the reception desk.
- An ID is checked if the parent or designee is not known by school staff.

## Emergency Response Procedures

**We will be conducting unannounced drills. Please speak with your child regarding the drills and be mindful that drills may be taking place when you arrive at schools. We understand that this may create an inconvenience, but again, safety and security must be the priority.**

**Please carefully review the following procedures which may be in effect during the school year and the desired parent response:**

- **Unscheduled Early Closings**

Schools may close early due to a weather-related or building facility malfunction. The automated phone system will be activated to call the four numbers that you provided to us on the *Student Emergency Contact Information* form. **Bus notes will not be honored in our schools.**

Desired Parent Response – Please make sure that your telephone contact numbers are up-to-date with your child’s school. You should have a plan in place with your child so that s/he feels comfortable if sent home early.

- **LockDOWN**

When students and staff are in immediate danger (for example – intruder in building), all students and staff will take cover in locked rooms. This procedure requires immediate police response and will stay in effect until police determine that the school is safe.

Desired Parent Response – If you arrive at school and the school is in a Lockdown, please leave the school grounds immediately. If you are not at school, please do not come to pick up your child(ren). You will receive updated information via radio, cable TV, e-mail or through the automated phone system. The police will be in control of the school and will keep parents away from the building until an all clear is signaled. If you are in the school, please follow directions from staff.

- **LockOUT**

When an incident or situation that requires heightened attention occurs in the vicinity of the schools – all exterior doors will be locked. Deliveries will be controlled, there will be increased supervision at arrival and dismissal, there will be no outdoor recess or PE, and extra-curricular activities may be postponed or cancelled.

Desired Parent Response – If parents come to school to pick up their child(ren), we would ask them to be patient with the increased security. During the initial stage of the lockout, no one will

be allowed to enter or leave the building. Limited entry may be imposed throughout the day. If you are in the school, please follow directions from staff.

- **Off-site Sheltering**

A school will shelter off-site if they are unable to return to a building following a building evacuation but also cannot be dismissed. The off-site location for the High School is the Middle School and the off-site location for the Middle School is the High School. Meadow Pond shelters off-site at John Jay High School. Increase Miller and Katonah shelter off-site at John Jay Middle School. Parents will be notified via the automated phone system if a school cannot return to its building and must dismiss from the off-site location earlier than normal. Further information may also be posted on the District's website.

Desired Parent Response – Please have a plan in place with your child if the school needs to dismiss earlier from its off-site location.

- **Sheltering in Place**

Sheltering inside the school is implemented under conditions when it is safer for students and staff to remain inside the building than to evacuate or be dismissed early. The decision to shelter students is made in accordance with the Building Crisis Plan. Where to shelter students and staff on-site will depend upon the nature of the emergency. If the sheltering period is extended for more than a few hours, arrangements to meet basic human needs (toilet facilities, water and food) will be arranged.

Desired Parent Response – Parents should not attempt to enter a building during a crisis situation. If you are in the school, please remain quiet and follow directions from staff. Updated information will be provided the automated phone system. Further information may also be posted on the District's website.

- **Building Evacuation**

In the event of fire or severe facility malfunction, the building will be evacuated. **No vehicles will be allowed to enter or exit school property during an evacuation.** If the building cannot be re-entered, students will be brought to their off-site sheltering location. Parents will be notified via the automated phone system if a school cannot return to its building and must dismiss from the off-site location earlier than normal.

Desired Parent Response – The police will be in control of the school and will keep parents away from the building until an all clear is signaled. If you are in the school, please remain quiet and follow directions from staff. Updated information will be provided the automated phone system. Further information may also be posted on the District's website.

**Parents/guardians should NOT attempt to pick up children during crisis situations. By doing so they could be exposing themselves and all children and staff to further risk.**

The automated phone communication system will be activated for unscheduled early closings and other emergency or unplanned situations. This system is only as effective as the accuracy of the information provided. If any of your contact information should change during the school year, please notify your school so that they may update the records accordingly. **It is vital that you have a plan in place with your child(ren) in the event that there is an unplanned early dismissal and we are unable to contact you.**

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Placella".

Danelle Placella  
School Business Administrator  
Coordinator Project SAVE  
Katonah-Lewisboro Schools

Enc.

## **KLSD Directory**

### **Office of the Superintendent**

60 North Salem Road, Cross River, NY 10518 (Ph. 763-7003 fax -763-7033)

Mr. Andrew Selesnick, Superintendent of Schools

Ms. Mary Anne Carroll, Executive Assistant to the Superintendent of Schools

Ms. Kimberly Monzon, District Clerk

### **Office of Instruction**

60 North Salem Road, Cross River, NY 10518 (Ph. 763-7043 fax -763-7033)

Ms. Mary Ford, Assistant Superintendent for Curriculum and Instruction

Ms. Jeane Stein, Secretary to the Assistant Superintendents

### **Human Resources & Administration**

60 North Salem Road, Cross River, NY 10518 (Ph. 763-7045 fax -763-7035)

Ms. Alice Cronin Assistant Superintendent for Human Resources and Instruction

Ms. Jo Ann Lapolla, Personnel Clerk

Ms. Irene Cylenica, Secretary to the Assistant Superintendent

### **Business Office**

60 North Salem Road, Cross River, NY 10518 (Ph. 763-7004 fax -763-7035)

Mr. Michael Jumper, Assistant Superintendent for Business

Ms. Danelle Placella, School Business Administrator

Ms. Kim Parks, Treasurer

Ms. Karen Carroll, Senior Purchasing Clerk/Purchasing Agent

Ms. Christina Todd, Account Clerk Typist

Ms. Margaret Taylor, Office Assistant/Financial Support

Ms. Karthy Mathew, Account Clerk Typist

Ms. Gail Weiss, Bookkeeper

### **Health, Physical Education, Athletics and Wellness**

60 North Salem Road, Cross River, NY 10518 (Ph. 763-7254 fax 763-7453)

Mr. Christian McCarthy, Director of Health, Physical Education, Athletics and Wellness

Ms. Lori Villata, Senior Office Assistant

### **Special Services**

60 North Salem Road, Cross River, NY 10518 (Ph. 763-7024 fax 763-6703)

Mr. David Feller, Interim Director of Special Services

Ms. Susan Fowler, Secretary to the Director

Ms. Cindy Greenberg, CSE & CPSE Chairperson

Ms. Kathleen Anderson, CPSE Chairperson

Dr. Catherine McNulty, CSE Chairperson

Ms. Jeanne Zelem, Senior Office Assistant

Ms. Carrie Scribner, Senior Office Assistant, CPSE

Ms. Wallis Leeds-Grant, Senior Account Clerk Typist

### **Technology**

40 North Salem Road, Route 121, Cross River, NY 10518 (Ph. 763-7073 fax 763-7070)

Mr. Chris Nelson, Director of Technology

Mr. Bryan Collins, Senior Network Specialist

Ms. Teresa Gallo, Help Desk

Ms. Maureen Jones, Computer Systems Manager

Ms. Ann Marie Pesavento, Data Analyst

**School Facilities Services, Operations & Maintenance**

60 North Salem Road, Cross River, NY 10518 (Ph. 763-7242 fax 763-6572)

Mr. Paul Christensen, Director of School Facilities Services

Mr. Michael Lavoie, Maintenance Foreperson

Ms. Lisa Pisera, Senior Office Assistant

Ms. Joyce Donnelly, Clerk

**Transportation**

60 North Salem Road, Cross River, NY 10518 (Ph. 763-7231 fax 763-5846)

Ms. Nora Mavrommatis, Supervisor of Transportation

Ms. Linda Kaplan, Assistant Supervisor of Transportation

Ms. Gloria Perrin, Dispatcher

Ms. Stacey Ronald, Dispatcher

**Warehouse**

185 Smith Ridge Road, South Salem, NY 10590 (Ph. 763-7919)

Mr. Richard Harkawik, Warehouse staff

Mr. Terry Scribner, Warehouse staff

**Building Administration****John Jay High School (Ph. 763-7200 fax 763-7494)**

Dr. Steven Siciliano, Principal

Ms. Barbara Semenetz, Secretary to the Principal

Mr. Vincent Bell, Assistant Principal

Mr. Samir Biswas, Assistant Principal

Ms. Kimberly Piccolino, Assistant Principal

Ms. Debbie Fried, Secretary to the Assistant Principals

Ms. Joanne Cignarella, Secretary to the Assistant Principals

Ms. Marisa Merlino, Director of Guidance

**John Jay Middle School (763-7500 fax 763-7665)**

Mr. Jeffrey Swiatowicz, Principal

TBD, Secretary to the Principal

Ms. Monica Bermiss, Assistant Principal

Ms. Shantel Brooks, Assistant Principal

Ms. Linda Volpe, Secretary to the Assistant Principals

Ms. Janice Dobson, Secretary

**Increase Miller Elementary School (Ph. 763-7100 fax 763-7173)**

Ms. Kerry Ford, Principal

Ms. Margie Lieto, Secretary to the Principal

Mr. Andrew Galotti, Assistant Principal

Ms. Jennifer Ferentini, Office Assistant

**Katonah Elementary School (Ph. 763-7700 fax 763-7789)**

Ms. Cristy Harris, Principal

Ms. Debbie Winter, Secretary to the Principal

Mr. Kweon Stambaugh, Assistant Principal

Ms. Maria Horton, Office Assistant

**Meadow Pond Elementary School (Ph. 763-7900 fax 763-7986)**

Ms. Carolann Castellano, Principal

Ms. Doreen Positano, Secretary to the Principal

Ms. Dawn Pomeroy, Assistant Principal

Ms. Lynne Licht, Office Assistant

## District Emergency Information

A primary goal of the Katonah-Lewisboro School District is to create and maintain a positive, safe and secure school environment where learning can take place. However, an emergency situation may occur at any time. Every staff member is trained and prepared to fulfill a role relative to the District and Building Crisis Response Plan. School-based teams can react quickly and respond in a personal and individualized manner. Please keep your child's records up-to-date! The following are steps district personnel may take during an emergency:

### **Delayed Openings, Early Closings and Emergency Dismissals**

- Scheduled Delayed Openings - (occasionally scheduled for particular grade levels e.g. orientations)- Students are picked up just like any other day, but at a different time. Parents are encouraged to check the school district calendar or Web site to keep abreast of the planned late arrival days.
- Unscheduled Delayed Openings and School Closings (such as snow events) – An emergency automated phone call will be placed to each child's home phone number notifying families of delayed openings and/or school closings. This call is made by approximately 6:15 AM. Notice as early as 5:15 AM can be found on the District's Web site or by calling the phone announcement at 763-7000. Announcements will also be made on local radio stations.
- Scheduled Early Dismissal (such as a teacher conference day) – Students are sent home earlier according to the regular dismissal procedure. Parents are encouraged to check the school district calendar or Web site to keep abreast of the scheduled early dismissals.
- Unscheduled Early Closing - School(s) close early due to a weather-related (e.g. snow event) or a building facility malfunction (e.g. no water, heat or electricity). With this type of closing, parent notification systems will be put into effect at schools. An automated phone call will be placed to the child's home phone number and all numbers on record as emergency contacts. The bus routes will operate as usual. Bus notes will **not** be honored in any of the district schools.
- Emergency Dismissal - Building(s) must be evacuated and students placed on buses as soon as possible. Bus notes will **not** be honored in any of the district schools. The procedure will vary according to each school in the district. Attendance taking is mandatory in all buildings. The automated phone system and the Web site will be used as needed. All K-12 students will be sent home on their assigned buses and dropped off at the most accessible bus stop close to home. Walkers and student drivers will be dismissed as usual. All elementary students will be transported in accordance with the emergency dismissal bus stop information that parents/guardians supply to the district. Parents and guardians are responsible for keeping this information current with the local school. Every attempt will be made to get the message posted on all other communication sources noted previously. There may be circumstances beyond our control such as regional power outages that could prevent the use of any or all of our communications mechanisms. For this reason it is essential that you have a plan in place for precisely what your child should do when he/she gets off the bus or arrives at home as a result of an Unscheduled Early Closing or Emergency Dismissal.

### **Communication Sources**

Phone announcement: 763-7000

Web site posting [www.klschooldistrict.org](http://www.klschooldistrict.org);  
[www.lohud.com](http://www.lohud.com)

Television and Radio Stations are updated periodically:

TV Stations News 12, FIOS News 1  
WHUD 100.7 FM  
WEBE 107.9 FM  
WDAQ 98.3 FM  
WLAD 800 AM

## **Special Services Information**

### **Committee on Special Education (CSE)**

In accordance with state law, each Board of Education must appoint a Committee on Special Education (CSE) to assist it in meeting its responsibilities to students with disabilities. The membership includes the parents of the student, a regular education teacher, and a representative of the school district. The Director of Special Services is Mr. David Feller. Ms. Cindy Greenberg is the CSE Chairperson for grades K-5; Dr. Catherine McNulty is the CSE Chairperson for grades 6-12. They can be reached at 763-7024.

### **Referrals**

For a CSE evaluation, a parent/guardian, teacher, or administrator may initiate a written referral regarding a student suspected of having a disability to the student's school administrator and to the Director of Special Services.

### **Committee on Preschool Education (CPSE)**

The Katonah-Lewisboro School District participates in provision of preschool programs and services for children with special needs. Parents/guardians of preschool children between three and five years of age, or with children approaching their third birthday, may contact the Committee on Preschool Special Education (CPSE) if they have concerns about their children's social, language, speech, motor or cognitive development. Parents of preschoolers with suspected or known vision or hearing problems may also contact the CPSE for information and assistance in arranging an evaluation at a state approved site. Ms. Kathleen Anderson is the CPSE Chairperson, she can be reached at 763-7024.

### **Program Accessibility Policy**

The Katonah-Lewisboro Board of Education affirms its compliance with those sections of the Rehabilitation Act of 1973 dealing with program accessibility. Section 504 of the Rehabilitation Act prohibits discrimination against qualified individuals with disabilities in federally assisted programs or activities solely on the basis of disability. The district shall make its programs and facilities accessible to all its pupils with disabilities. The district official responsible for coordination of activities relating to compliance with section 504 is the Director of Special Services. This official shall provide all information, including complaint procedures, to any person who feels his or her rights under section 504 have been violated by the district or its officials.

### **Regarding Home Instruction**

Parents who choose to provide home instruction for their child(ren) should contact Ms. Mary Ford, Assistant Superintendent for Curriculum and Instruction, to discuss an individualized home instruction plan.

### **Title IX Compliance**

Title IX of the Education Amendments of 1972 is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The Title IX Compliance Officer is Ms. Alice Cronin, Assistant Superintendent of Human Resources and Instruction.

### **Required Notification for Teacher Credentials**

Katonah-Lewisboro is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. You have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

**You may request any of the information listed above for your child's teacher(s) by contacting Human Resources & Administration at 763-7045.**



## **Regarding Homeless or Unaccompanied Youth**

According to the McKinney-Vento Homeless Assistance Act, a Local Education Agency (LEA) must continue educating a child or unaccompanied youth in the school of origin or in any public school that non-homeless students who live in the attendance area in which the student is eligible to attend for the duration of homelessness when it occurs between or during an academic year, even if the student becomes permanently housed during that time. If a dispute arises over school selection or enrollment, the LEA must immediately enroll the student in the school in which enrollment is sought pending resolution of the dispute. The individual responsible for compliance is Ms. Marisa Merlino, Director of Guidance.

## **Protection of Pupil Rights**

This notice informs parents and students 18 and older of their rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. The law and regulations require educational institutions to notify parents and eligible students of their right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education:

- Political affiliations or beliefs of the student or student's parent
- Mental or psychological problems of the student or student's family
- Sexual behavior or attitudes
- Illegal, antisocial, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- Income, other than as required by law to determine program eligibility

2. Receive notice of a parent's right to inspect any third party survey, protected information survey, instrument collecting student information for the purposes of marketing or selling such information, or instructional material used as part of the student's educational curriculum.

3. Receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under state law.

## **Student Records**

This is to advise you of your rights with respect to the school records relating to you and your child pursuant to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA).

Parents/Guardians of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files and data directly related to their children, including all material that is incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

A parent or guardian of a student under 18 years of age or a student 18 years of age or older shall make a request for access to that student's school records in writing to the Superintendent of Schools. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than forty-five (45) days after the request has been received. Such parent(s) or guardian(s) and students are also entitled to an opportunity for a hearing to challenge the content of such records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the Superintendent of Schools. Student records and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parent(s) or guardian(s) or students without the written consent of such parent(s) or guardian(s) or student. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their official function. Further, records may be released without parental consent to officials of another school district in which a student intends to enroll. Please be advised that if you feel that the district has failed to comply with the requirements of the Federal Family Educational Rights and Privacy Act of 1974, then it is your right to file a complaint with the U.S. Department of Education.

**Parents/eligible students who believe their rights have been violated may file a complaint with the U.S. Department of Education.**

### **Federal Asbestos Hazard Emergency Response Act (AHERA)**

The Federal Asbestos Hazard Emergency Response Act (AHERA) requires all schools to inform its employees and building occupants about certain asbestos-related activities and records. Our schools were inspected initially in 1989. This inspection resulted in the development of an Asbestos Management Plan, which was implemented in 1990. The required three-year re-inspection of our schools was last conducted in 2016-2017. The results of these inspections and the Asbestos Management Plans are available as needed for review in the administrative offices of each school or at the Operations and Maintenance Department, 60 North Salem Road Cross. In accordance with NYSED regulation §3602-a of Chapter 53 of the Laws of 1990, the district also completes an annual visual inspection. In general, there is vinyl asbestos floor tile in some locations within most buildings. Other asbestos-containing building materials include thermal system insulation, such as pipe insulation. These materials are maintained in good condition and may remain in place in compliance with federal and state guidelines.

### **Regarding Integrated Pest Management (IPM)**

New York State Education Law Section 409-H, effective July 1, 2001, requires all public and non-public elementary and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year. The Katonah-Lewisboro School District has adopted an Integrated Pest Management (IPM) strategy that eliminates or greatly reduces pesticide use and replaces it with preventive, non-toxic alternatives and controls as specified below. The school district is required to maintain a list of such persons who wish to receive 48-hour prior written notification of certain pesticide applications. Please be advised that the following pesticide applications are not subject to prior notification requirements.

- When a school remains unoccupied for a continuous 72 hours following an application;
- Anti-microbial products;
- Non-volatile rodenticides in tamper-resistant bait stations in areas inaccessible to children;
- Non-volatile insecticidal baits in tamper-resistant bait stations in areas inaccessible to children;
- Silica gels and other non-volatile 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. Even though this IPM program exempts the district from 48-hour prior notification, 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 persons on the 48-hour notification list. This information is posted in school offices, The Journal News, The Lewisboro Ledger, and The Bedford Pound-Ridge Record Review whenever the district plans to use pesticides. In addition, if you would like to receive notification of applicable pesticide applications, please notify the Katonah-Lewisboro School District Pesticide Representative, Paul Christensen, in writing at the School Facilities Services, Operations & Maintenance, PO Box 387, Katonah, NY 10536.

**If you have further questions, please call School Facilities Services at (914) 763-7242.**