

Increase Miller Elementary School

Kind, Responsible, Safe



Eddie the Eagle!

Family Handbook 2018-2019

186 Waccabuc Road
Goldens Bridge, NY 10526
(914) 763-7100
Fax: 763-7173

District Website: www.klschooldistrict.org

School Website: www.imes.klschools.org

Kerry Ford
Principal

Andrew Galotti
Assistant Principal

WELCOME TO INCREASE MILLER

Dear Families,

I would like to take this opportunity to introduce you to Increase Miller Elementary School’s philosophy, policies, procedures, and services. I hope this handbook will help you gain a greater understanding of what makes the school run smoothly and safely and will serve as a resource to you. I trust that this handbook will provide you with answers to questions you might have throughout the school year.

At Increase Miller, we value communication between home and school. This handbook is updated yearly so if you have any suggestions, corrections, or comments, please email the school office at mlieto@klschools.org.

Best wishes for a happy, healthy, and productive school year.

Sincerely,

Kerry Ford
Principal

Andy Galotti
Assistant Principal

**KATONAH-LEWISBORO SCHOOL
DISTRICT MISSION STATEMENT**

A student-inspired, community-based center of educational excellence is to ensure that each student has a passion for learning and defines and achieves individual success in a dynamic, competitive global society through a system distinguished by:

- Highly motivated active learners who continuously assess their progress and feel joy in their accomplishments;
- Faculty and staff dedicated to the success of all students;
- Rigorous curricula and innovative approaches to instruction that honor the uniqueness in each student;
- Collaboration among school, home, and community to create a stimulating environment.

KATONAH-LEWISBORO SCHOOL DISTRICT STATEMENT OF BELIEFS

- Each person deserves the opportunity to define and achieve his or her success.
- Each person has dignity and is entitled to be treated with respect.
- Each person can manage change effectively.
- Understanding requires effective communication.
- The family is the primary influence in a person’s development.
- Personal success depends upon high self-esteem.
- Diversity is an asset.
- Strong relationships are based upon trust.
- Balance is essential to a healthful life.
- Passion is the heart of that which is extraordinary.
- All people and all communities are vitally connected to the larger world.
- All people are responsible for their own actions.
- Each person has the capacity to make the world better.
- Appreciation of each person’s uniqueness strengthens the individual and the community.
- Greater expectations lead to greater performance.
- The pursuit of excellence is being our best.

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CONTACTS

District Administration

The District Office is located at 60 North Salem Road, Cross River, NY 10518
The District Office phone number is 914-763-7000.

Andrew Selesnick	Superintendent of Schools	763-7003
Mary Ford	Assistant Superintendent for Curriculum & Instruction	763-7043
Michael Jumper	Assistant Superintendent for Business	763-7021
Alice Cronin	Assistant Superintendent for Human Resources	763-7045
Chris Nelson	Director of Technology	763-7080
Danelle Placella	Assistant Business Administrator	763-7029
David Feller	Interim Director of Special Services	763-7010
Paul Christensen	Director of Facilities, Operations and Maintenance	763-7243
Nora Mavrommatis	Supervisor of Transportation	763-7232
Marisa Merlino	Director of Guidance	763-7226

Building Administrators

Steven Siciliano	John Jay High School	763-7200
Jeff Swiatowicz	John Jay Middle School	763-7500
Kerry Ford	Increase Miller Elementary School	763-7100
Cristy Harris	Katonah Elementary School	763-7700
Carolann Castellano	Meadow Pond Elementary School	763-7900

District Personnel

Mary Anne Carroll	Executive Assistant to the Superintendent	763-7003
Kimberly Monzon	District Clerk	763-7008
Catherine McNulty	CSE Chairperson	763-7025
Cindy Greenberg	CSE Chairperson	763-7011

BOARD OF EDUCATION

The Board of Education meets two Thursdays a month at 7:30 p.m. on the John Jay campus. Specific meeting dates can be found on the district calendar. The public is welcome to attend these meetings and to participate during open forum. The agenda and minutes for the meeting are available by contacting the school office or at www.klschools.org.

Marjorie Schiff	President	mschiff@klschools.org
Scott Posner	Vice President	sposner@klschools.org
Julia Hadlock	Trustee	jhadlock@klschools.org
Jeffrey Holbrook	Trustee	jholbrook@klschools.org
Dr. William Rifkin	Trustee	wrefkin@klschools.org
Richard Stone	Trustee	rstone@klschools.org
Terence Cheng	Trustee	tcheng@klschools.org
TBD	Student Board Trustee	

Voting on District Matters

The annual school district vote on the school budget, board elections, and other propositions will be held on , Tuesday, May 21, 2019. Polls are open from 6:00 a.m. – 9:00 p.m.. For residents living in the Increase Miller community, voting takes place at Increase Miller Elementary School.

To eligible to vote, a person must be 18 years of age or older, a citizen of the United States, and a resident of the district for 30 days prior to the vote. You are eligible to vote in school elections if you are registered and have voted at a district or general election within the last four years. If you are not registered, you may register at any school office or with the District Clerk, during school hours from 9:30 a.m. to 3:00 p.m., at any time of the year. Absentee ballot applications can be obtained from the District’s website, District Clerk or any school office and returned to the District Clerk.

Increase Miller Elementary School



<i>Staff Member</i>	<i>Title:</i>	<i>Contact Information</i>
Kerry Ford	Principal	kford@klschools.org 763-7100
Andrew Galotti	Assistant Principal	agalotti@klschools.org 763-7100
Margie Lieto	Secretary to Principal	mlieto@klschools.org 763-7155
Jennifer Ferentini	Office Assistant	jferentini@klschools.org 763-7117

<i>Teachers/Staff</i>	<i>Grade Level/Position:</i>
Jillian Abisch	Interventionist
Jonathan Aker	Special Education
Dawn Ausiello	First Grade
Karen Basdekis	Special Education
Jill Bernier	Special Education
Artie Blank	Physical Education
Jeanne Bohlander	Teacher Aide
Maeve Bremner	First Grade
Donna Buckout	Teacher Aide
Lisa Burroughs	First Grade
Lisa Burroughs	Custodian
Ann Marie Ouelette	Music
Debra Chumsky	Library Aide
Susan Cohen	Third Grade
Sandy Costin	English as a Second Language
Paul Crivelli	Fifth Grade
Toni D'Onofrio	Teaching Assistant
Stephen DelMoro	Physical Education
Susan Dillon	Interventionist
Kathleen Doller	Fifth Grade
Toni Ann D'Onofrio	Teaching Assistant
Spencer Eldridge	Art
Jane Emig	Fourth Grade
Bebhinn Fahy	Fourth Grade
Jennifer Fattore	Fifth Grade
Carole Ferris	Teacher Aide
Laura Frisco	Interventionist
Casey Garrigan	Teacher Aide
Lauri Griffin	Occupational Therapist
Marcy Hall	Teacher Aide
Kate Hernandez	Kindergarten
April Higgins	General Music
Juli Hoffman	Library/Media Specialist
Nina Hyland	Teacher Aide
Linda Kirshenbaum	Instrumental Music
Michael Kamalsky	Custodian
Pam Kissel	Teaching Assistant

Elyssa Kopf	Nurse
Monica Lambert	Second Grade
Jocelyn Lividini	Fourth Grade
Marissa Marmo	Third Grade
Bill McGarvie	Physical Therapist
Sandi McKenzie	Teaching Assistant
Traci Ann McLaurin	Teacher Aide
Gretchen Morfea	Kindergarten
Michele Mupo-Kressu	Teaching Assistant
Matthew Nicolas	Custodian
Jennifer Noonan	Kindergarten
Melissa Palombini	Speech & Language
Patricia Patwell	Second Grade
Marie Pritchett	Physical Education
Heather Resnick	Third Grade
Stacie Reynolds	Teaching Assistant
Shelly Rieger	Fifth Grade
Christine Samuelsohn	Third Grade
Kathy Sanchez	Teacher Aide
Dr. Marlee Schwartz	Psychologist
Joanne Smith	Special Education
Carly Spaeth-Walsh	Band
Gretchen Stein	Teaching Assistant
Dana Stern	Teaching Assistant
Denise Tuccitto	Teacher Aide
Amanda Tucker	First Grade
Patrick Vetere	Second Grade
Colleen Walsh	Kindergarten
Linda Walter	Teacher Aide
Janice Weiss	Teaching Assistant
Dr. Michael Weschler	School Psychologist
Rich Wilson	Head Custodian
Jessica Wood Kelley	Resource
Catherine O'Connell, Daniella Sinapi	Permanent Subs
Mackenzie Meyers	BOCES Intern
Christine DelPezzo, Danielle Jennings, Richelle Malafronte, Carmela Marcotrigiano, Corinne Melitto	Lunch & Recess Monitors

ATTENDANCE

Hours

Grades K through 5: 9:15 AM – 3:40 PM

Arrival: Children should not arrive at school prior to 9:10 a.m. when staff supervision begins. Students may move into their classrooms following the 9:10 signal and are expected to be ready to learn at 9:15 a.m. when attendance is taken.

We encourage all children to take the bus to school. If you must drive your child to school, he/she needs to be dropped off near the gym entrance. If you need to leave your vehicle for drop-off, you must park in a designated parking space. Vehicles are not permitted to park along the side of the road or in the circle as it is a fire lane. No cars are permitted to drive past the front entrance of the school during arrival and dismissal for safety reasons.

Lateness: If a child arrives at school later than 9:15 a.m., he/she should report to the office for a late pass. Please make every effort to ensure your child arrives to school on time as lateness interferes with valuable learning time.

Legal Absence: Parents are responsible under the School Attendance Laws of New York State for their children's regular and punctual school attendance. Illnesses of the child, emergencies, death in the immediate family, or religious observance are the only legal reasons for absence from school.

A written excuse is required by New York State Law **each** time a child is absent or late. The excuse should be sent with the child when he/she returns to school or on the day of lateness. In addition to the specific dates, the reason for the absence or lateness should be stated in the note and signed by a parent or guardian. **Parents are requested to call the school attendance line (763-7150) on the first day of each absence.** If a child is absent and no call is made, the school will attempt to contact the parents. This is done for the safety and protection of the child. If the child is absent for **more than two days**, class assignments may be requested by the parent.

Illegal Absence

Students who do not attend school for purposes other than those previously specified are considered absent illegally. Homework or classwork **may not** be requested from the classroom teacher **in advance**.

Dismissal

Dismissal is at **3:40 p.m.** Unless a parent or guardian has signed a note changing dismissal procedures, (CCC, ASA, etc.) children ride their regular buses to their designated bus stops. Students going home with other students for a play date **must bring in a bus note**. When phone or email notification is necessary, please contact the office **before 11:00 a.m.** to ensure the information is relayed and followed.

Pick-up Procedures

If a parent wishes to pick up a child at dismissal time, a note **must be** sent by the parent to indicate that plan. At the end of the day the student is directed to the gymnasium to meet the parent or guardian. The parent or guardian should introduce himself / herself to the staff members and sign out the child.

Students being picked up at the end of the school day will take their signed notes to the gymnasium at 3:40 p.m. **Drivers are to park in a legal parking space.** Please wait for students in the gym lobby. Staff will supervise student pick-up to assure the safe departure of all students from the gym lobby. **Parking in the circle or along the side of the road is prohibited** as it compromises the safety of students, families and staff.

Parents/guardians picking students up **prior to 3:15 p.m.** must check in with our greeter and go directly to the **main office** to sign-out their child. A member of the office staff will notify the classroom teacher to send your child to the office to meet you. The student must be signed out in the official "pick-up book" located in the main office before leaving.

We discourage child pick-up between 3:15-3:40 p.m. as this results in the loss of instructional time and presents a disruption to the classroom and dismissal process. Pick-up between 3:15-3:40 pm should only occur in case of emergency.

For safety, parents or guardians may not wait for their children in the front of the building or go directly to the classrooms to pick-up their children.

No child will be released from school without written consent from the custodial parent.

Play Date

A student going home with another student for a play date must send in a note giving permission and directions to dismiss their child to their friend's bus or as a pick up. If your child is being sent home with a friend as a pick up, be sure to include in your note the name(s) of the adults who have permission to take your child. (i.e., nanny) Children will NOT be permitted to leave with any adult unless there is a note giving permission.

BUILDINGS AND GROUNDS

School Board policy encourages the use of the school facilities by responsible non-profit organizations. Teams or group leaders should arrange for use of school facilities through the school office. A *Request for School Facilities* form must be completed to reserve space and submitted to the school office. We will in turn submit this form to Operations & Maintenance. School activities take priority over extracurricular activities. A modest fee is charged where additional custodial or kitchen help is required. Necessary health permits must be obtained.

Building Security & Visitors

All doors must remain locked at all times. Once students have arrived, everyone needing access to the building must present state issued identification to our security greeter upon entering the school building.

You will be given a photo ID visitor's badge prior to entering the school which must be worn and visible at all times. Visitors may not travel to classrooms or other areas of the building unless they are expected for a specific purpose.

Depending on the nature of your visit, you may be directed to our main office or to another location within the building. If you are dropping off items for your child or class event, please be sure they are clearly labeled. If you are visiting your child's classroom, you will proceed to the main office after presenting your identification to the greeter.

Failure to follow these guidelines compromises both the learning and safety of our children and staff.

Parking

For safety purposes, please do not park in the fire lanes, along the side of the road, in the circle, or in the front of the school. Park in designated spaces only.

COMMUNICATION

It is extremely important that communication is open and ongoing between parents and teachers. Parents are welcome to call the school (763-7100) with questions at any time.

In general, communication between parent and school can be made by note, email, telephone, and/or conference.

School and District communications are sent to families via the District's Connect Ed System/email. Letters, classroom newsletters, and flyers are sometimes sent home with students, usually on **Fridays**, so please be sure to check backpacks for important notices. In addition, verbal messages are sometimes delivered in classes. Occasionally, information is sent by regular mail. School communication is generally with the parents or guardian with whom the child resides during the school

week. E-mail blasts from the Eagle Express sent via the PTO also delivers information about school updates and events.

A faculty and staff email directory of all Increase Miller staff is posted on the Increase Miller website www.imes.klschools.org under the school information tab. If a parent wishes to email a teacher, he/she will respond as soon as possible. Please be aware that teachers generally have limited time and access to email and may not be able to email back on the day received. Every attempt will be made to respond to email within 24 hours.

If you wish to speak via phone to a teacher, please call the main office so that a staff member may connect you. You may also call the teacher's voicemail and leave a message. Please know that phone calls will not be directed into the classroom unless there is a scheduled appointment as instruction may not be interrupted during the school day.

When the main system is down, please refer to the district website for updates.

Children should make transportation and play arrangements, as well as getting permission slips signed, before arriving at school so that phone calls home are not necessary. **Children may not call home for forgotten homework or musical instruments.** Messages may be given to children, but we ask that this be limited to emergencies only. During hours when the office is closed (before 8:00 a.m. and after 4:30 p.m.) messages can be left on voice mail.

Communication Protocol

During the course of the school year, questions or concerns can arise. If the question relates to a child's classroom program, the first person to contact is the classroom teacher. Voicemail, email, or a note are means to communicate with the teacher. Meeting with the teacher might be helpful if the issue is complex.

If the question relates to concerns outside the classroom, the Assistant Principal, Mr. Galotti, can be contacted through the main office.

If the question relates to a larger issue or if minimal progress is being made, the Principal, Kerry Ford, should be the next step in the process. If the issue or problem is not resolved to the parent's satisfaction, the Assistant Superintendent for Instruction, Mary Ford, may be contacted for additional assistance.

Calendar

The Katonah-Lewisboro School District Calendar includes scheduled holidays, meetings, and other events. This calendar is available online at our school website. Calendar information may be accessed on the Katonah-Lewisboro website at www.klschools.org. You will be notified of additions and changes via email through our Connect Ed System. If you have difficulty accessing the calendar, please contact the main office for a copy.

Class Placement

Our goal is to form cohesive, balanced classroom groupings that provide students with maximum opportunities to learn. Teachers meet on grade level and receive input from special teachers, clinical staff, and the administration to construct the class lists for September. Attempts are made to equalize class sizes. The academic abilities and social development of each student is carefully considered when forming each group.

Parents who may have specific information that they feel would be helpful to staff making placement decisions for the upcoming school year must submit input in writing to the principal by **May 1. In fairness to all students, we cannot honor requests for specific teachers.**

Compact Team

The Compact for Learning is a state-wide mandated program for local school district initiatives directed toward the improvement of educational outcomes. Four key provisions are included in the Participation Plan:

- to bring about participation by teachers, administrators, and parents in planning and decision-making for schools
- to provide local school districts with greater flexibility to modify educational programs in order to improve results
- to define the desired educational results in specific terms
- to devise means of assessment that will guide activity and provide accountability

The Increase Miller Compact Team (SCT) includes the principal, teachers, parents, and support staff members. All School Compact Team meetings are open to the public. SCT members are required to communicate their work and decisions with the school community.

The PTO selects the parent representatives for the Compact Team. The PTO holds an annual election whereby nominations are accepted through a nominating committee in addition to all self-nominated “at large” candidates. This election takes place in the spring of each year for either one or two positions for two-year terms.

PTO

The Increase Miller PTO is a group of parents, teachers, and administrators who strive to increase communication between home and school. The team works cooperatively to enhance the educational experience of all our children. Information about specific committees and events will be communicated to you via the PTO. The website may also be accessed at imespto.org.

Katonah-Lewisboro Special Education PTO (SEPTO) is a district-wide Parent Teacher Association organized for the specific purpose of providing information and support to parents of children with special needs, including children involved in resource room help, speech and other special services, as well as children with severe allergies and extended absence circumstances. We are also a welcoming community of parents who support each other in this journey we share in raising a child with special needs. Please visit www.klsepto.org for more information.

Parent/Teacher Conferences

Communication between home and school is vital to the success of your child’s education. Scheduled conferences, both afternoon and evening, are held in November. We schedule one parent conference per child at those times. See the District calendar for specific dates. Appointments will be scheduled online after Curriculum Night using the website: ptcfast.com. Information about how to sign up for a Parent/Teacher Conference will be communicated via school communications. In addition, parents may request an appointment to meet with their child’s teacher if there are questions or concerns.

Interim and Progress Reports

The success of a child in school depends, in great measure, upon the cooperative efforts of the child, the family, and the school.

Progress reports are completed three times per year, usually in November, March and June. Interim reports are completed at the midpoint of each trimester. Children receive progress reports in Art, Music, and Physical Education twice a year. Progress reports and interim reports will be available online via the parent portal.

Volunteers

Volunteers are needed in classes and in the library. If you would like to assist during school hours, you are required to complete the online application at <https://www.klschools.org/volunteer> as per our District policy.

Volunteers must adhere to the Family Educational Rights and Privacy Act (FERPA), Federal law which protects the privacy of student personally identifiable information. Volunteers must also follow the District Code of Conduct and comply with safety protocols and district norms while volunteering in the schools or at other school sponsored activities. Volunteers shall not be used to provide transportation to students for school-sponsored activities.

As a volunteer, you must show a photo ID to our school greeter. The greeter will enter your information into our security system. Each time you volunteer, please wear the visitor's badge provided by our school greeter. The badge should be worn during your volunteer activities to identify you to all Increase Miller staff and students.

CURRICULUM PROGRAMS

You may view the full KLSD Curriculum Guide for academic areas on our website at www.klschools.org under quick links titled K-5 Curriculum Guide.

STUDENT MANAGEMENT

As per the District Code of Conduct, our goal as an educational organization is to begin with an instructive approach to discipline and teach students that they can all achieve and behave well. When at all possible, behaviors that are contrary to this Code of Conduct will be identified, and constructive interventions will be implemented before moving to disciplinary consequences.

Student behavior is the responsibility of the child, family, and school. Our desired goal with students is the attainment of self-discipline. Parents are notified if serious or ongoing behavior problems occur at the school or on the bus. The school district has created "The Katonah-Lewisboro School District Code of Conduct," and the "Be Your Best" Code of Conduct for all elementary schools. This will be distributed and explained to students early in the school year.

At Increase Miller, we believe in implementing positive behavior strategies to support students in demonstrating acceptable behaviors. We strive to develop common understandings, consistency in practice throughout the school, and enhanced communication to foster the development of student self-discipline.

Increase Miller's expectations derive from our mantra of "Kind, Responsible, and Safe."

Each teacher emphasizes and integrates **KIND, RESPONSIBLE, SAFE** into their classroom discussions and routines. When promoting our kind, responsible and safe mantra we may ask students to consider the following:

KIND: Are your actions showing consideration for the rights and feelings of others? Are you being courteous, considerate, tolerant and fair?

RESPONSIBLE: Are you doing what is expected of you? Can others depend on you? Are you taking responsibility for your actions? Are you telling the truth? Are you doing the right thing?

SAFE: Are your actions safe? Do your actions promote a safe environment for myself and others?

Very important to the development of positive behavioral supports is to acknowledge students exhibiting the appropriate behaviors. The first and most effective level of providing positive support is the use of specific praise. Praise that is immediate and specific is extremely important in increasing the reoccurrence of appropriate behavior. In addition student behavior is recognized by various other means including the distribution of “Caught Being Kind” stickers and recognition at school assemblies.

Most students will succeed when a positive school culture is promoted, informative corrective feedback is provided, academic success is maximized, and use of prosocial skills is acknowledged.

When student problem behavior is unresponsive to preventive school-wide and classroom-wide procedures, information about the student’s behavior is used to (a) understand why the problem behavior is occurring (function); (b) strengthen more acceptable alternative behaviors (social skills); (c) remove antecedents and consequences that trigger and maintain problem behavior, respectively; and (d) add antecedents and consequences that trigger and maintain acceptable alternative behaviors. This process includes consultation and communication with parents, teachers, and school psychologists.

Dignity for All Students Act (DASA) Policy #0116

“The Katonah Lewisboro Board of Education is committed to providing a safe and supportive learning environment for all students. New York State's Dignity for All Students Act requires that all students be provided a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.” All reports of bullying, harassment and discrimination should be made to the DASA Coordinator, which is the Principal, and/or her designees, Assistant Principal and School Psychologist. These individuals are trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex. The school will take prompt actions reasonably calculated to end the bullying, harassment or discrimination, eliminate any hostile environment, and ensure the safety of the student(s) toward whom bullying, harassment or discrimination was directed.

BOE Policy #0115: Bullying includes systematic and intentional infliction of physical harm or psychological distress on an individual or group of individuals. BOE Policy #0116-R: Rules and Regulation for Intervention and the Prevention of Instances of Discrimination and/or Student Harassment

Student Dress Code

As per the District Code of Conduct, 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. At all times, dress must be safe, appropriate and not disrupt or interfere with the educational process.

- **As per the District’s Code of Conduct:** A student’s dress shall:
 - Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
 - Cover undergarments (waistbands and bra straps are allowed to show).
 - Cover all private parts and the fabric covering private parts must not be see through.
 - Include footwear that must be worn in the building on school campus and at school events at all times.
 - Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
 - Not include jewelry that can be dangerous
 - Exclude hats or other headgear in

hallways, dining room/cafeteria, classrooms, or any instructional areas. The administration may make allowances for special days such as spirit week. Exceptions will also be made for medical or religious requirements. • Ensure that the student is personally identifiable at all times. Exceptions will be made for medical or religious requirements. The student dress code shall be enforced consistently across the district. It shall be enforced with all respect for student privacy and confidentiality, and infractions will be handled on an individual basis.

Gum Chewing

Gum chewing is not permitted in school. This also includes time on the buses, in the cafeteria, on the playground, and on field trips.

EARLY DISMISSALS, DELAYED OPENINGS, and SCHOOL CLOSINGS

There may be times during the year when school will be closed because of heavy snow or hazardous conditions. When it becomes necessary to close the schools, announcements will be communicated via the website and through our communication system, *Connect Ed*. Announcements will be made on local radio stations and Channel 12 News if a power outage occurs.

Occasionally during the winter months, situations arise when morning weather conditions are not severe enough to close the schools but road conditions are such that school buses experience difficulties and school opening is delayed. When this occurs, delayed openings will be announced via Connect Ed, the school website, radio stations, and News Channel 12. All buses may be delayed for one, two, or three hours from their normal pick-up times.

We will also use the school district's automated phone system to contact families at their home numbers regarding weather related closings and delays. This information may be obtained by calling **763-7000** or by logging onto the district website: www.klschools.org. Please avoid calling our regular school phone numbers for weather related information that is available on the radio, television or on our website.

Unscheduled Early Closings

The Katonah-Lewisboro School District uses an automated phone system to announce inclement weather delays and closings, emergency dismissals, and other general announcements.

In the event of a delayed opening or a full day closing, only the student's primary household phone number will be called.

For **Unscheduled Early Closings and Emergency Dismissals**, the system will call the student's primary household phone number, as well as the work and/or cell numbers for the designated parents/guardians (please note that extensions are not used in this system), and two e-mail addresses for the designated parents/guardians. There may be circumstances beyond the District's control that could prevent the use of the automated calling system, Connect-ED. 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 in the case of an Unscheduled Early Closing or Emergency Dismissal.

In the case of an **Unscheduled Early Closing**, schools close early due to a weather-related or a building facility malfunction, such as no water, heat, electricity, etc. With this type of closing, parent/guardian notification systems will be put into effect.

Bus notes will not be honored in any of the elementary schools. The school will implement the plan you indicated on your summer mailing form such as riding his/her assigned bus home or ride his/her assigned bus home with another student on the same bus route.

In the case of an **Emergency Dismissal**, students must be placed on buses as soon as possible and buildings must be evacuated. **Bus notes will not be honored in any of the elementary schools.** The Connect-ED System and District website will be used as needed, if available. All K-12 students will be sent home on their assigned buses and dropped off at the closest bus stop to the child's home that is accessible. Any student who is usually picked up will be sent home on his/her respective bus.

The automated notification system is only as effective as the accuracy of the information provided. If any of your contact information should change during the course of the school year, please notify the IM office staff so they can update the records accordingly.

Safety Drills

Under state regulations each school must conduct the following drills: **fire, lockdown, lockout, severe weather, shelter in place, and shelter evacuation drills.** These drills will ensure that students and staff are prepared in the event of an emergency.

Evacuation Drills: There are eight drills required per year. At the sound of the alarm, all occupants must evacuate the buildings quickly and quietly. Classes are assigned holding areas at a safe distance from the building. Visitors should leave through the nearest exit. No vehicles are allowed onto the school grounds during fire drills.

Severe Weather Emergency: Students move quickly to inside wall areas in the building away from glass to protect themselves from severe weather (tornadoes, high winds and severe thunderstorms).

Shelter-In Place: shelter students and staff inside the building, and when necessary, **Hold-In Place:** limit movement of students and staff while dealing with short term emergencies. Under this condition, no individual will be allowed to enter or exit the building.

Sheltering Site: Each school in the district has a designated sheltering site that would be used during an emergency evacuation where students were not able to return to the building for either a short period of time or for the remainder of the day. The sheltering site for IMES is John Jay Middle School.

Lockdown Drills: The Lockdown Protocol should be utilized anytime there is a perceived or actual imminent threat. There will be at least four of these per year. An announcement will signal the beginning of this drill. All people in the hallways will make their way to the nearest classroom or office. Teachers will lock their doors and gather students in a designated area.

Lockout Drills: A lockout is used when there is a threat to the school, students, and staff from outside the school and the school is the safest place to be sheltered. All students and staff return to the inside of the building. All exterior doors and windows are locked and blinds are closed. Individuals must show proper identification to an assigned person at the single point of entry.

HEALTH SERVICES

School Nurse

The school nurse attends to many special needs of the students and is an integral part of the support services the school provides. They oversee health appraisals, screen vision and hearing, maintain

health records, and are responsible for first aid, administering medications during school hours, and managing medical conditions in the school population. The nurse also distributes health information regarding health issues.

Doctor's Examinations

Effective July 1, 2018, New York State law mandates that all children entering Kindergarten, First, Third and Fifth grade have a physical examination. This examination is best completed by the child's own physician since he/she can review all immunizations. As this is a transition year, NYS will accept your physician's form. Starting in 2020, only the NYS health exam form will be accepted. Your physician has been notified of this change by the State Education Department. Forms are due before October 12, 2018 and physical examinations must have been performed after September 6, 2017. If your child's exam is scheduled for November or December, please inform the health office. In addition, annual dental examinations are an important part of your child's health care program. New York State requests that a dental from be completed which can be found on the district website.

Immunizations

New York State law requires that all students entering school must be immunized.

For the 2018-2019 school year, NY State Immunization Requirements for School Entrance /Attendance are:

DTaP – 4 doses if the 4th dose was received at 4 years or older K – 5. 3 doses if 7 years or older and the series was started at 1 year or older.

Polio – 3 doses if the 3rd dose was received at 4 years or older K – 4. 3 doses Grade 5.

MMR – 2 doses K – 5.

Hep B – 3 doses K – 5.

Varicella – 2 doses K – 4. 1 dose Grade 5

Children entering from a foreign country must have a PPD Mantoux placed and read prior to school entry.

Health Emergency Form

In the summer mailing, a health emergency form was included. This form tells the school how you or the people that you designate can be reached in case of a medical/emergency issue. Please be sure to inform those listed that they are on your emergency contact list and be sure to list people that live locally. If your circumstances change during the school year, please remember to update your form with our health office.

Special Health Needs

The nurse should be informed of any special health history that might be significant in the school setting, for example: asthma, allergies, heart conditions, vision or hearing problems, injuries, surgery performed or being planned, etc. to ensure the safety of your child. The school may also consult our District doctor, Dr. Corsaro, if questions arise related to the medical and safety needs of your child.

Medication During School Hours

Due to state mandates, BOTH prescription and over-the-counter medications may be administered to a child ONLY with a physician's written order in addition to written request from the parent. Forms for this purpose can be found on the district web site. All medication to be administered at school must be in the original, labeled container and brought to the nurse by the parent or an adult. Children cannot carry their own medications at school. Cough drops are a choking hazard and do not belong in school. Finally, medication orders need to be updated after July 1 for each new school year. No medication may be left in the health office for the following school year.

Health Screening Results

Vision and hearing tests are given annually to all students mandated by New York State. If a child fails to meet the New York State screening guidelines criteria, the nurse notifies the parent and a written referral is sent home recommending a professional evaluation. If the screening is passed, parents are not notified, but, all parents are welcome to contact the nurse for their child's screening results. Scoliosis screening is performed on 5th grade students.

Physical Education Excuses

Students unable to participate in gym must bring a note from home signed by the parent stating the reason for not participating. **If more than two consecutive gym classes will be missed, a note from a physician is required.** A note stating the date when a student may return to full activities must be sent in by a physician before they can resume PE classes/recess. The school policy is that children with casts, splints, slings or other serious injuries are restricted from gym activities, **as well as outdoor recess activities.** The recess restriction is to ensure the safety of all children on the playground.

Absence/Illness/Fever

If your child has been absent with a fever, they must be fever free without medication for 24 hours before returning to school. A written note must accompany the student on the first day upon his/her return to school explaining the reason for the absence.

REGISTRATION

Children of school age can register at any time during the school year. Registration forms are completed, health

records are examined to see that they are up-to-date, previous school records are requested, and some children go through a screening procedure. The child's parents or legal guardian must reside in the Increase Miller Elementary School attendance area. Parents must show proof of child's age, residence, and a record of immunizations. We require two proofs of residency which includes but not limited to utility bills, i.e., electricity, oil, water, phone, property tax bill, closing papers, and mortgage stub. If you rent we need a notarized lease or letter from your landlord stating that you and your children live on the premises accompanied by the landlord's proof of residency. **To register, please contact our District Registrar, Erin McMahon at 763-7050.**

Kindergarten

Children who will be five years of age on or before December 1 of the calendar year in which they enter school are eligible for kindergarten. Parents will be notified through the press and school publications of the dates and times of registration. When registering, proof of birth date, immunization records, and proof of residency must be submitted. The law requires that all children entering school must be immunized against measles, rubella (German measles), polio, and diphtheria.

Pre-kindergarten screening is conducted in the spring for parents.

The speech therapist, school psychologist, and classroom teacher screen kindergarten children as mandated by New York State. This process helps identify the child's individual strengths and needs.

New Student Screening

New entrants to Increase Miller who previously attended private or out of state schools will be screened by a team of educators and clinicians in the fall. This screening assesses strengths and/or weaknesses of the new entrant to ensure the student's educational needs are met. In addition, all kindergarten students are screened.

SPECIAL SERVICES

The Katonah-Lewisboro Unified Free School District is responsible for providing special education services to all resident students who qualify for such supports. These services are coordinated by the district's Special Services Office, which encompasses the district's Committee for Special Education at the preschool, elementary and secondary levels, in conjunction with the regular education program. We invite the parents of all classified students to partner with us to meet the needs of your children.

If your school-age child is having difficulties in school, first talk to his or her teacher. Many schools offer supports for students within the general education setting such as psychological services, speech and language improvement services, curriculum and instructional modifications and Response to Intervention Services.

If your child has made minimal progress, your child may have a disability which affects his or her learning. To find out, you can make a referral to the **Committee on Special Education (CSE)**. A referral is a written statement asking that the school district evaluate your child to determine if he or she needs special education services. This written statement should be addressed to the chairperson of your school district's Committee or your school principal. The referral may result in a request to have your child tested to see if he or she needs special education services. In some cases, you may want to meet with the principal before agreeing to test your child to discuss other ways to assist your child. As a result, the referral may be withdrawn. If you have any questions or need additional information, please call the Special Services Office at 763-7010 and/or visit the website at www.klschools.org/groups/4500/special_services/home

Response to Intervention Team (RtI)

Increase Miller has a Response to Intervention Team which works with classroom teachers to identify and establish appropriate learning programs for those students who may be experiencing difficulties in any area of school performance. The RtI Team is made up of the building principal, assistant principal, school psychologist, and resource room teacher. Speech and language specialists, school social worker, and school nurse are consulted on an as needed basis. The respective classroom teacher also attends. The team discusses each case and makes recommendations based upon data and student performance.

Intervention Services

Interventionists provide reading or math services for individual children who qualify based on a set of criteria. A classroom teacher may refer a child to the RtI Team to identify areas of weakness in student performance. Children who meet specific criteria receive instruction from an Interventionist. Individual needs are addressed in small groups. The program helps students improve skills and develop strategies so that the students will perform more successfully in the general education classroom.

English as a Second Language Program (ESL)

The ESL program is designed for those children who are non-English speaking or who have limited proficiency in English. The program expands each student's abilities to understand, speak, read, and write English. Communication skills are developed and practiced through a variety of activities, experiences, and games. Each year English Language Learners (ELL) takes a state test (NYSESLAT) and the student's level of proficiency is used to determine eligibility for services.

STUDENT INVOLVEMENT & RESPONSIBILITIES

After School Participation

Many worthwhile activities are available to children in the schools and community. Children are only permitted to remain after school for activities that *begin* at dismissal time. We also need a note from a parent/guardian regarding an after-school activity.

Birthdays

Children's birthdays may be celebrated in the classroom. Parents should contact their child's teacher to make arrangements and inquire about any food allergies or restrictions. If a student in your child's class has been identified with a food allergy (communicated in a letter from our school nurse), please include the ingredients and/or label when providing the snack. If there is a question about the contents of the snack, we may not be able to serve it as it may create an unsafe situation for another child. Additionally, the District's Wellness Policy, states the need to improve the nutritional quality of all foods served to District students, including school celebrations and in-class snacks and birthday treats. The policy emphasizes increasing whole-foods, lowering refined sugar, eliminating trans fats, and eliminating the use of highly processed products. With that in mind, please support the District's effort when providing birthday snacks. Each child's birthday is recognized on our birthday bulletin board. **In order to avoid disappointment and hurt feelings, invitations to private birthday parties may not be given out at school.**

Lunch

Classes from kindergarten through fifth grade are scheduled for 50-minute lunch/recess periods. Adult monitors supervise children. Milk, snacks, and hot foods are available. Lunch boxes and bags should be clearly marked with the child's grade and name. Information regarding lunch menus, prices, and availability of items will be communicated via mail. If you have any questions, please contact Andy Walid @ Food Services at 763-7038. Cafeteria rules for the students may be found in the "Be Your Best" Code of Conduct distributed to each student during the first week of school. Please discuss these rules with your child.

Field Trips

Each year, class trips are taken by each grade, depending upon opportunities and funds available, to further enrich the school curriculum. You will be notified in advance of any scheduled trip, and your child's teacher will send home a permission slip for you to sign and return if you wish your child to participate. Signed permission slips are required in order for a student to attend a field trip. While these trips are designed to enhance the curricula and are part of our regular instructional program, parents have the right to make the best decision for their child. Parents with questions or concerns should discuss them directly with their child's teacher. If your child does not go on a trip scheduled during school hours, he/she will be accommodated in another classroom. Occasionally, parents are required to provide transportation to or from school if the class plans to leave IMES before or after school hours. All arrangements should be made prior to the day of the trip so that calls home are not necessary. As per the BOE's Field Trip Policy, all students are expected to ride the buses to and from the field trip along with the staff members and designated chaperones. Special transportation arrangements for a student to leave during or at the end of a field trip with a parent or caretaker is not permitted. Chaperones attending field trips must comply with the District's Volunteer Policy #4532.

Homework

Homework is intended to give students practice in various skills and strategies. It is not expected that the parent “teach” the child new skills or techniques. If your child does not seem to understand what or how to do the work, we urge you to communicate with the classroom teacher.

Each teacher determines the type of assignment. Since needs are individual, your child’s assignment may vary from that of another.

The general time guideline for daily homework assignments is below.

Grade	Average total homework
Kindergarten	Up to 10 minutes
Grade One	10 minutes
Grade Two	20 minutes
Grade Three	30 minutes
Grade Four	40 minutes
Grade Five	50 minutes

These times include nightly independent reading.

Please remember that these are suggested guidelines. Teachers may choose to give assignments for projects that require more concentrated blocks of time. Often, we get requests for homework assignments because children are ill or they are expected to join their families on vacation. A concerted effort is made to provide assignments for those with health problems. However, when parents voluntarily take children out of school, **teachers may not be asked to provide assignments in advance.**

Items from Home

Toys are not permitted at school. Teacher permission should be given prior to bringing in such things as “show and tell” materials and athletic equipment. Dangerous, distracting, or large, cumbersome items are not allowed in school. While we appreciate the new technologies that are available to students, we have found them increasingly difficult to monitor and manage effectively. As a result, we are asking that students **not** bring hand held games to school or on the bus. This includes iPhones, Gameboys, DSLs, personal TV and / or recorders, and IPODs. Under certain circumstances Kindles, Nooks, iPads and other education devices may be permitted with the consent of the student’s teacher and administrator.

In accordance with Westchester County Department of Health recommendations, **no one is permitted to bring animals of any kind on school premises.** Exceptions are made when a nature center or animal specialist visits the classroom, yet children should not handle animals at any time.

Lost and Found

Lost and found is located just outside of the cafetorium. Children and parents should check frequently for missing items. Unclaimed articles are donated to charity during the year. Items left on the school bus may be reclaimed the next day by calling Transportation at 763-7231.

Morning Announcements

Fifth grade students prepare and broadcast school-wide announcements. A rotation schedule is devised to ensure all students have an opportunity to participate.

Recess

Children are expected to go outside at recess unless the weather is extreme or the nurse has received a note from a child's parent stating otherwise. Please be sure your child comes to school in clothing that is appropriate for outdoor play. If the weather does not permit outdoor recess, the children remain indoors. To ensure the safety of our students, we use temperature guidelines provided by our District doctor to make decisions during the winter months.

Student Visitation Policy

The school is generally not able to accommodate visitors but does permit students to bring guests under special circumstances. A relative or friend who has come to stay with a family from a considerable distance is welcome to visit the school for a day under the following circumstances.

- Parents of the Katonah-Lewisboro student must make the request of the principal **at least one week** in advance.
- On the day of the visit, the guest must first bring a **parent permission** note to the main office where he/she will receive a special visitor's pass giving him/her permission to go with the host student to his/her classes.
- The guest must be on the same grade level as the enrolled student.
- A student guest from another country must show proof of immunizations.
- An emergency number for the student guest must be made available in case of illness or accident.
- Any medical conditions of the guest should be made known to the health office.
- All visitors are required to abide by all school rules and regulations.
- During the month of June, a day before or after vacation or a "special events" day, student visitors are not permitted.

Supplies

Throughout the day, students utilize many materials provided by the school district. Families are responsible for providing supplies such as pencils, pens, paper, notebooks, and composition books. A list of supplies needed for each grade level is given to every student. Extra copies are available in the school office. You can also access imespto.org or our school website for posted school supply lists or look on the school website www.imes.klschools.org/home

Technology

In the summer mailing, you were asked to read and agree to the Acceptable Use Policy. Your agreement indicates that your family understands the guidelines related to the use of technology in our school.

Testing

The purpose of testing is to assist the district in examining the effectiveness of its instructional programs and to monitor the progress of students over time. The results are also used to obtain a global view of trends at the individual grade levels and across the district.

NYS Assessments

Screenings	
K-5	Reading screenings and math screenings conducted by educators on staff.
3	Assessments Grades 3,4,5 New York State English Language Arts Assessment will be administered between April 2-4, 2019. New York State Mathematics Assessment will be administered between May 1-3, 2019.
4	New York State English Language Arts Assessment will be administered between April 2-4, 2019. New York State Mathematics Assessment will be administered between May 1-3, 2019 New York State Science Performance Assessment will be administered between May 22-May 31, 2019. New York State Science Written Assessment will be administered June 3, 2019
5	New York State English Language Arts Assessment will be administered between April 2-4, 2019. New York State Mathematics Assessment will be administered between May 1-3, 2019.
ESL	New York State English as a Second Language (NYSELAT) Speaking Assessment will be administered between April 8-May 17, 2019 New York State English as a Second Language (NYSESLAT) Listening, Reading, and Writing Assessments will be administered between May 6-May 17, 2019.

*Exact Administration dates will be communicated prior to the testing period.

Students are also assessed by their teachers using an informal instrument known as the Developmental Reading Assessment (DRA). This DRA provides information about your child's reading progress.

Additional testing and screening is available as needed from our Special Services Department

TRANSPORTATION

Bus assignments, pick-up times, and locations are available on the Parent Portal. Questions regarding bus assignments should be directed to the District Transportation Department at 763-7231.

Bus Rules

- The safe transportation of children to and from school is of vital importance. Parents should review this list of safe bus riding rules with their children:
- Be at the assigned bus stop five minutes before the assigned pick-up time.
- Respect the rights of nearby property owners and keep off the road.
- Enter the bus in an orderly manner. Choose a seat quickly and remain seated until the bus reaches school or home.
- The bus driver is in charge at all times. Be courteous to the driver and other passengers. Disruption on the bus can cause accidents in which everyone on the bus can be harmed.
- Seat belts are to be used if the bus is so equipped.
- No eating or drinking on the bus.
- Keep hands and feet inside the bus.
- Do not bring pets, large objects, or glass materials on the bus.
- Never throw anything out the bus windows.
- Be alert to traffic as you exit the bus. Walk ten feet in front of the bus so the driver can see you. Wait for the driver to signal you when crossing in front of the bus. Look both ways before crossing!
- Destruction of bus seats or other equipment will not be tolerated. In addition to being charged for the damage, those responsible may have bus-riding privileges suspended.
- If a bus driver writes a bus conduct report with regard to inappropriate behavior, the student is referred to the Assistant Principal. Inappropriate bus conduct may result in assigned seating on the bus. Three bus conduct reports or a report of a serious nature may result in a bus privileges suspension. Parents are responsible for transportation during that period of time.

If it is necessary for your child to ride home on a bus other than his or her own, **parents must send a note to the office on that day.** Parents are asked to avoid making these requests via the telephone due to the heavy work activity in the school office. If the bus is filled to capacity with no room for extra riders, students will not be able to ride the bus and parents will be contacted.