

# **Increase Miller Elementary School**

**Kind, Responsible, Safe**



***Eddie the Eagle!***

## **Family Handbook 2023-2024**

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

**District Website: [www.klschooldistrict.org](http://www.klschooldistrict.org)**

**School Website: [www.imes.klschools.org](http://www.imes.klschools.org)**

**Kerry Ford  
Principal**

**Dr. Michael Weschler  
Assistant Principal**

## **WELCOME TO INCREASE MILLER**

Dear Families,

We would like to take this opportunity to introduce you to Increase Miller Elementary School's philosophy, policies, procedures, and services. We 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. We 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 [jferentini@klschools.org](mailto:jferentini@klschools.org).

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

Sincerely,

Kerry Ford  
Principal

Dr. Michael Weschler  
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.

## KATONAH-LEWISBORO LEARNING COMMITMENT

In the KLSD, we strive to create learning experiences for all students that are *intellectually engaging, relevant*, and take place in an *active learning environment*.

- What do intellectually engaging experiences look like? How do we ensure that we are encouraging student curiosity, providing an individually appropriate level of challenge, moving towards increasing levels of independence, and offering effective feedback?
- What are relevant learning experiences? How do we ensure that lessons have purpose beyond test results and make recognizable connections to the lives of our students?
- What is an active learning environment? How do we ensure that all students participate in collaborative, problem/project-based activities that foster creativity, critical thinking, and increasingly sophisticated communication?

## IMES VISION STATEMENT

Our vision is to create an inclusive, collaborative, and welcoming community of learners who experience a kind, responsible, and safe environment and a sense of belonging. We believe in creating joyful and meaningful academic, social, and emotional learning opportunities, building a foundation for independence and lifelong learning.

## Table of Contents

<b>Topic</b>	<b>Page</b>
<b>Contacts</b>	5
Board of Education	5-6
Staff List	6-7
<b>Attendance</b>	8
Arrival, Dismissal & Pick Up Procedures	8-9
Buildings & Grounds	10
<b>Communication</b>	10-11
Calendar	11
Class Placement	11-12
Compact Team	12
PTO (Parent Teacher Organization)	12
SEPTO (Special Education Parent Teacher Organization)	12
Parent Teacher Conferences	12
Interim & Progress Reports	12-13
Volunteers	13
Curriculum Programs	13
<b>Building a Kind, Responsible, Safe School</b>	13-14
<b>Student Code of Conduct</b>	14
Dignity for All Students Act (DASA)	14
<b>Early Dismissals, Delayed Openings, School Closings</b>	15
<b>Safety Drills</b>	16
<b>Health Services</b>	16-18
<b>Registration</b>	18
<b>Special Services</b>	18-19
<b>Student Involvement &amp; Responsibilities</b> After-School Participation, Birthdays, Lunch)	19-20
Field Trips	20
Homework	20-21
Items From Home	21
Lost & Found	21
Morning Announcements	21
Recess	21
Student Visitation Policy	21-22
School Supplies	22
Technology	22
Testing	22
Transportation (Rules & Safety)	22-23

## 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
Dr. Julia Drake	Assistant Superintendent for Curriculum & Instruction	763-7043
Lisa Herlihy	Interim Assistant Superintendent for Business	763-7021
Neill Alleva	Assistant Superintendent for Human Resources	763-7045
Alex Casabona	Assistant Superintendent for Student Support Services	763-7008
Chris Nelson	Director of Technology	763-7080
Meagan Sullivan	Director of Special Services	763-7010
Michael Lavoie	Director of Facilities, Operations and Maintenance	763-7243
Christian McCarthy	Director of Athletics	763-7254
Nora Beltran	Supervisor of Transportation	763-7232
Marisa Merlino	Director of Guidance and Counseling	763-7226
Lee Lew	Interim School Business Administrator	763-7029

### 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
Ashlyn Field	Meadow Pond Elementary School	763-7900

### District Personnel

Mary Anne Carroll	Executive Assistant to the Superintendent	763-7003
Kimberly Monzon	District Clerk	763-7020
Meagan Sullivan	Director of Special Services	763-7010
Christine Doherty	Assistant Director of Special Services	763-7024
Monica Bermiss	Assistant Principal for Special Services	763-7024

## 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](http://www.klschools.org).

Julia Hadlock	President	<a href="mailto:jhadlock@klschools.org">jhadlock@klschools.org</a>
Elana Shneyer	Vice-President	<a href="mailto:eshneyer@klschools.org">eshneyer@klschools.org</a>
Marjorie Schiff	Board Trustee	<a href="mailto:mschiff@klschools.org">mschiff@klschools.org</a>
Rory Burke	Trustee	<a href="mailto:rburke@klschools.org">rburke@klschools.org</a>
Lorraine Gallagher	Trustee	<a href="mailto:lgallagher@klschools.org">lgallagher@klschools.org</a>
Bill Swertfager	Trustee	<a href="mailto:bswertfager@klschools.org">bswertfager@klschools.org</a>
Dr. William Rifkin	Trustee	<a href="mailto:wrifkin@klschools.org">wrifkin@klschools.org</a>
Shayna Kar	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, 2023. 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><b>Staff Member</b></i>	<i><b>Title:</b></i>	<i><b>Contact Information</b></i>
Kerry Ford	Principal	<a href="mailto:kford@klschools.org">kford@klschools.org</a> 763-7100
Dr. Michael Weschler	Assistant Principal	<a href="mailto:mweschler@klschools.org">mweschler@klschools.org</a> 763-7100
Jennifer Ferentini	Secretary to Principal	<a href="mailto:jferentini@klschools.org">jferentini@klschools.org</a> 763-7155
Eden Ladd	Office Assistant	<a href="mailto:eladd@klschools.org">eladd@klschools.org</a> 763-7117

<i><b>Teachers/Staff</b></i>	<i><b>Grade Level/Position:</b></i>
Jillian Abisch	Interventionist
Gabriella Arroyo	Student Teacher
Jeremy Askew	Custodian
Heather Bishop	Special Education
Artie Blank	Physical Education
Emily Bocklet	Technology Aide
Maeve Bremner	First Grade
Alison Brotmann	Special Education
Lisa Burroughs	Kindergarten
Lauri Campisi	Aide
Heather Carroll	Special Education
Elizabeth Cazzari	Physical Education
Debra Chumsky	Library Aide
Michelle Conroy	Aide
Paul Crivelli	Fifth Grade
Paula DeFrancesco	Special Education
Susan Dillon	Interventionist
Anne Doebbler	Teaching Assistant
Alexa Dolgos	Third Grade
Kathleen Doller	Interventionist
Donna Dooley	Kindergarten
Jane Emig	Fourth Grade
Bebhinn Fahy	Fourth Grade
Ryan Feeney	Special Education
Carole Ferris	Teacher Aide
Chandrina Fleet	Custodian
Matt Gallagher	Physical Education
Michael Gelfer	General Music
Lauri Griffin	Occupational Therapist
Melissa Grogan	Special Education
April Higgins	General Music
Eric Hoaglund	Physical Education
Juli Hoffman	Library/Media Specialist
Mara Ivkoscic	Teaching Assistant
Linda Kirshenbaum	Orchestra

Michael Kamalsky	Custodian
Pam Kissel	Teaching Assistant
Elyssa Kopf	Nurse
Monica Lambert	Second Grade
Candice Lee	English as a Second Language
Amanda Lisk	Kindergarten
Jocelyn Lividini	Fourth Grade
Amanda Mangione	Third Grade
Marissa Marmo	Third Grade
Bill McGarvie	Physical Therapist
Gloria Miller	Fifth Grade
Gretchen Morfea	Kindergarten
Michele Mupo-Kressu	Teaching Assistant
Diana Nikaj	First Grade
Jennifer Noonan	Kindergarten
Christopher Oriani	Band
Melissa Palombini	Speech and Language
Laura Peters	Teacher Aide
Heather Resnick	Second Grade
Stacie Reynolds	Teaching Assistant
Shelly Rieger	Fifth Grade
Jacqueline Russo	Fifth Grade
Kiri Ryan	Social Worker
Rebecca Saltzer	Teaching Assistant
Christine Samuelsohn	Third Grade
Kathy Sanchez	Teacher Aide
Marlee Schwartz/Jennifer Nolan	Psychologist
Victoria Serrano	Teacher Aide
Gretchen Stein	Teaching Assistant
Jamie Sudol	Teacher Aide
Maria Tripodi	Teacher Aide
Denise Tuccitto	Teacher Aide
Patrick Vetere	Second Grade
Colleen Walsh	Kindergarten
Christine Watroba	Interventionist
Heidi Weintraub	First Grade
Rich Wilson	Head Custodian
Maddy Myers, Kelly Martin, Mackenna Sarazen	Permanent Substitute Teachers
Heidi Cheung, Theresa DeNivo, Nicole Loscri, Susan Migliore, Robert Flake, Kathie Flake	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 at 9:15 a.m. attendance is taken, and learning begins.

**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.

### **Illegal Absence**

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

## **ARRIVAL & DISMISSAL**

### **Arrival and Dismissal by Bus**

Please see Campus Parent Portal for pick-up and drop-off times at the designated bus stops. When buses arrive at school, they exit the bus in front of the school and enter the main entrance. Students are dismissed at 3:40 pm by our staff. Children ride assigned buses to designated stops.

When it is necessary to drive or pick up your child to/from school we ask that you adhere to the following procedures:

### **Morning Drop-Off**

\*Children can be dropped off in the circle near the gymnasium entrance beginning at 9:10 a.m.

\*You do not need to leave your vehicle for drop-off. Staff members will be present to greet the children.

\*If you need to leave your vehicle to help your child exit the car, please park in a designated parking space.

\*If you drop off after 9:15 a.m., you need to park in a designated parking space and escort your child to the main/front entrance of the school.

If everyone works together and follows these guidelines, traffic will continue to move along, and the children will arrive to class on time for learning.

### **Afternoon Pick-up (Early Pick-Up or Normal Dismissal Time)**

\*If you need to pick up your child at any time, please complete the online Change of Dismissal Form on our school website under the Quick Links section. You may also use this [Change of Dismissal Form](#). Please complete the form no later than 12 pm each day.

\*If you have any questions about dismissal, please email Eden Ladd [eladd@klschools.org](mailto:eladd@klschools.org) and your child's teacher.

\*At the end of the day, your child will be sent to the gymnasium for pick-up.



- \*Please park in a visitor parking space in the area by the gym or the side of the hill when entering the campus. Parking in the circle or along the side of the road presents a safety hazard and is prohibited.
- \*Children will leave their classrooms at 3:30 pm for pick-up. Gymnasium doors will open at approximately 3:35 pm.
- \*Proceed into the gymnasium to locate your child. Please keep your child with you at all times in the gym and escort him/her to the exit door on the opposite side of the gym for sign-out.
- \*The person picking-up should introduce themselves to the staff member at the sign-out desk and present a photo ID upon request. Sign-out your child on the designated sign-out sheet.
- \*Please exit the building immediately to minimize congestion and traffic.
- \*No child will be released from school without written consent from the custodial parent.

### **Early Pick-Up**

From time to time or when an emergency arises, it is necessary for parents/guardians to pick up a child prior to dismissal. Students being picked up at or before 3:15 PM must park and check in with our greeter. The greeter will have you sign your child out for early pick-up. Please be prepared to show ID. Please know that if you pick-up your child, he/she will miss learning time in the classroom, and that regular early pickups can disrupt the learning time in the classroom for all students.

### **Playdate**

A parent or guardian must complete the [Change of Dismissal Form](#) if your child is going on a playdate (either bus or pick-up). Please indicate who is picking up your child along with any change in bus number. Children will not be permitted to leave with any adults unless there is a note giving permission. Adherence to the above procedures will support a smooth and safe drop-off/pick-up and benefit all students, families, and staff.

## 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 Operations and Maintenance Department. The [Application for Use of School Building and/or Grounds form](#) must be completed to reserve space. This form is also linked on the [District Website](#). You will need to complete the form online and scan to our Facilities Department. A 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 for a class event, please be sure they are clearly labeled. Our greeter will be sure it is delivered to the classroom. If you are visiting your child's classroom, you will proceed to the classroom after presenting your identification to the greeter. Your visitor's badge must be worn at all times in the building so that staff and students know you have been cleared by our greeter.

### **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. Visitor parking is located by the gym, along the hill entering the campus, and the front of the school.

## COMMUNICATION

We value open and ongoing communication between parents, teachers, and administration. Parents are welcome to call the school (763-7100) with questions at any time.

In general, communication between families and school can be made by note, email, telephone, and/or conference either in-person or virtually.

School and District communications are also sent to families via the District's Connect Ed System/email. Letters, classroom newsletters, and flyers are sometimes sent home with students so please be sure to check backpacks for important notices. 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 provide information about school updates and events.

A faculty and staff email directory of Increase Miller staff is posted on the [Increase Miller Website](#). If a parent wishes to email a teacher(s), he/she/they 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 acknowledge email within 24 hours.

If you wish to speak via phone to a teacher, please be sure to set up an appointment. 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 we do not want to interrupt valuable instructional time.

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

Families should make transportation and play arrangements before arriving at school so that phone calls home are not necessary. Messages may be given to children via the main office (763-7155), but we ask that this be limited to emergencies only. With permission, a child may also be permitted to call home.

The use of personal devices by students during the school day is not permitted. This includes communication via cell phones, apple watches, iPads, tablets, and other devices. Please ensure that students do not bring personal communication devices to school. We cannot guarantee the security of these devices, and they can become a distraction to the learning environment.

Our Main Office hours are 8 a.m. to 4:30 p.m. When the office is closed (before 8:00 a.m. and after 4:30 p.m.) voicemail is accessible.

### **Communication Protocol**

During the course of the school year, questions or concerns may 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, Dr. Michael Weschler, can be contacted through the main office.

If the question relates to a larger issue or if minimal progress is being made, the Principal, Mrs. Kerry Ford, should be the next step in the process. If the issue or problem is not resolved to the parents' satisfaction, the Assistant Superintendent for Instruction, Dr. Julia Drake, 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](#). If you have difficulty accessing the calendar, please contact the main office.

### **Class Placement**

Our goal is to form cohesive, balanced classroom groupings that provide students with maximum learning opportunities. Grade level teacher teams meet and incorporate input from special teachers, clinical staff, and 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 will have the opportunity to provide information they feel would be helpful to staff making placement decisions for the upcoming school year, through an Optional Parent Placement Survey in the spring. This survey is shared annually with each family via Connect Ed. **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, PTO members, 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.

## **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 [PTO website is linked here](#), and the PTO can be reached via email at [increasemillerpto@gmail.com](mailto:increasemillerpto@gmail.com)

**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 all children, including those with special needs. We are a welcoming community of parents who support each other in this journey we share in raising a child with special needs. Please visit [the SEPTO website](#) 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](#). 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 each year in the fall and the spring. Interim reports are also completed during the school year. 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 and families will be notified regarding their availability.

## **Volunteers**

Volunteers are needed throughout the school year in different settings including the classrooms and library. If you would like to assist during school hours, please go to our [District's Website](#) to apply to be a volunteer and understand the rules and regulations including adherence to our District's Code of Conduct and the Family Educational Rights and Privacy Act (FERPA). Federal law protects the privacy of students' personally identifiable information. 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 your 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 AND PROGRAMS**

You may view the full KLSD Curriculum Guide for academic areas on the [IMES website](#) under the Quick Links section or on the District website [Elementary Curriculum Guides 23-24](#)

## **BUILDING A KIND, RESPONSIBLE, SAFE SCHOOL**

As a school community, we work toward establishing an atmosphere where children can learn and develop academically, socially, and emotionally. We embed social and emotional learning opportunities into the classroom and schoolwide to help students build relationships, identify and manage emotions, and develop a growth mindset. [Morning meeting](#) is a time where students come together as a class to learn, discuss, and practice these skills, while connecting with each other and their teacher. Through these and other approaches, such as monthly schoolwide sharing assemblies, we teach and reinforce positive behavior.

Increase Miller's expectations derive from our mantra of "Kind, Responsible, and Safe." Explicitly teaching these behaviors helps students to understand what is expected to create a positive environment. Our [school behavior expectation guide](#) displays Kind, Responsible, and Safe expectations across school settings. At the outset of each school year, classroom teachers facilitate the process of identifying Kind, Responsible, Safe classroom expectations with students. These expectations are reinforced with a classroom system to recognize positive behaviors as students demonstrate them. Similarly, Kind, Responsible, Safe expectations are taught, reviewed, and positively reinforced in special area classes, lunch and recess, and on buses.

We strive to develop common understandings and consistency in practice throughout the school to clearly define Kind, Responsible, Safe expectations. To support these efforts, we ask that parents work with their children to internalize these important questions.

### **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?

## **STUDENT CODE OF CONDUCT**

As per the [District K-12 Code of Conduct](#), our goal as an educational organization is to begin with an instructive approach to discipline and to teach students that they can all achieve and demonstrate positive behavior. 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. It is important that parents review the District Code of Conduct to review expectations for dress code, prohibited items, and prohibited student conduct.

We recognize that student behavior is the shared responsibility of the child, family, and school, and value our partnership with families to reinforce positive behavior at school. Our desired goal with students is the attainment of self-awareness, self-reflection, and positive behavior change. When student problem behavior is unresponsive to preventive, school-wide, and/or 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 clinicians.

### **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

Please use [KLSD Discrimination/Harassment Incident Report Form](#) if you wish to file a complaint.

### **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 checking the [district website](#). 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 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 on days of an early, unscheduled closing.** 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.

### **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 (Fire Drills):** 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 these conditions, 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. 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 all health 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**

All health examinations must be documented on the NYS Required Health Examination Form. This examination is best completed by the child's own physician since he/she can review all immunizations. Forms are due before October 20, 2023, and physical examinations must have been performed after September 6, 2022. 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 form 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 2023-2024 school year, NY State Immunization Requirements for School Entrance are:

DTaP – 4-5 doses with final dose after age 4.

Polio – 3-4 doses with final dose after age 4.

MMR – 2 doses.

Hep B – 3 doses.

Varicella – 2 doses.

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

### **Health Emergency Form**

A Health Emergency Form completed in Final Forms, was included in the summer mailing. This form tells the school how you and 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, diabetes, 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. Louis 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. 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 in elementary 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. Medication will be discarded if not picked up by an adult before August 1<sup>st</sup>. No medication will be left in the health office for the following school year.

### **Health Screening Results**

Students are screened in school for vision, hearing and scoliosis according to New York State mandates. Parents will be notified in writing of their child's screening results. If the screening results do not meet the state requirement, parents will also be notified by telephone. Scoliosis screening is performed on 5<sup>th</sup> grade girls.

### **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 scheduled 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 district policy is that children with casts, splints, slings or other serious injuries must be 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 fever is considered 100.4° or higher. 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, Victoria Friedman 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 local media 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 typically conducted in the spring for parents. If your child missed the pre-screening, he/she will be screened in the fall.

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 support. These services are coordinated by the district's Special Services Office, which encompasses the district's Committee on Preschool Special Education at the preschool, and Committee on Special Education at the 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 counseling services, speech and language improvement services, curriculum and instructional modifications and Response to Intervention Services.

If you suspect that your child has a disability and may require special education services, 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 has a disability and needs special education services. This written statement should be addressed to the chairperson of your school district's Committee (for Elementary- Assistant Director of Special Services Elementary, Christine Doherty, or for Secondary- Assistant Director of Special Services, Jeffrey Cole) or your school principal. Upon receipt of a referral, the building principal may request a meeting with you to determine whether your child would benefit from additional general education supports that may be available. The referral may also result in the CSE sending a request for your consent to proceed with an initial evaluation of your child to assist in determining if he or she needs special education services. If you have any questions or need additional information, please call the Special Services Office at 763-7024 and/or visit the website at [www.klschools.org/groups/4500/special\\_services/home](http://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 administration, 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 participates. 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 Language Learner Program (ELL)**

The ELL 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, including PTO sponsored activities. Children are only permitted to remain after school for activities that *begin* at dismissal time. We also need communication from a parent/guardian regarding an after-school activity. Please contact Eden Ladd, our Office Assistant, at [eladd@klschools.org](mailto:eladd@klschools.org) if you have any questions.

### Birthdays

Children's birthdays are recognized in the classroom. Classroom Teachers will communicate how each child's birthday will be recognized on Curriculum Night. 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.

### Food in the Classroom

Due to health and safety considerations, including allergies and food restrictions, food provided from home must be for an individual child's consumption and may not be shared with others. 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. 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 efforts when providing snacks.

### Lunch

Classes from kindergarten through fifth grade are scheduled for 50-minute lunch/recess periods. Adult monitors supervise children during lunch and recess. Lunch boxes and bags brought from home should be clearly marked with the child's grade and name. You may access the lunch program and menu [HERE](#). If you have any questions, please contact Andy Walid @ Food Services at 763-7038. Cafeteria rules may be viewed in the IMES Expectations chart under the Student Management section.

### Field Trips

Class trips may be taken by each grade, depending upon opportunities and funds available, to further enrich students' experiences and 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/they 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 from home are not permitted at school. Teachers may give permission in advance for the purposes of “show and tell” and sharing during morning meeting. 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 handheld games to school or on the bus. This includes cell phones, gaming devices, and other electronic devices. 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 may check 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 763-7234.

### **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 if 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 student visitors but does permit students to bring student 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.

## **School 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 posted on our [school website](#) under the Quick Links section. Extra copies are available in the school office. You can also access [the SEPTO website](#).

## **Technology**

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

## **NY State Testing Program**

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. Students in Grades 3, 4, 5 take a NYS ELA and Math Assessment In the Spring. Our 5<sup>th</sup> grade students also take a NYS Science Assessment in the Spring. If applicable, students in Grades K-5 take the NYSESLAT Speaking, Listening, Reading, and Writing. For a complete list of all NY State testing, please use the link below:

[NY State Testing Schedule for 23-24](#)

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

Students are also assessed by their teachers using informal reading assessment tools, and our RtI Team screens/benchmarks students three times a year as per our District's RtI plan. These multiple measures provide us with valuable information regarding your child's strengths, needs, and progress.

## **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.
- 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 or email 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.