

July 9, 2018

Hello Parents and Guardians,

Welcome to the 2018-2019 school year! We are excited to kick off another great year in the Ivymount Multiple Learning Needs Program. Here are a few important reminders:

1. **Communication:** Your child's Homeroom Associate Teacher looks forward to getting to know you and feel free to direct any communication regarding your child to this teacher. We will continue to communicate predominately via email, so please let us know if you would like us to adjust the email address that we have on record for you or if you prefer phone versus email. You can expect the following:
  - a. **Student planning sheet:** Your child should write in this and bring this home daily. Your child should either write the homework assignment or "None" for each class.
  - b. **Edmodo:** We will begin use of Edmodo on 8/31/2018, so will not be using for the summer. Parents/guardians will use Edmodo to allow your child's reading comprehension, math, science, and social studies teachers to update you on content that will be covered during the upcoming/next week. Teachers may optionally post additional resources for you to refer to. Homework will not be posted via Edmodo. For a video tutorial on setting up and using your Edmodo parent account, please visit <https://sway.com/tFMNvxs4b7RHhMsH>
  - c. **Weekly Group Homeroom Emails:** Your child's Homeroom Associate Teacher will provide you a homeroom update weekly via email. This will provide a general overview related to your child's homeroom and adaptive classes as well as any updates/reminders for the upcoming week.
  - d. **Individual Student Update Emails:**
    - i. **Homeroom/Adaptive:** Your child's Homeroom Associate Teacher will be providing you individualized updates every two weeks via email.
    - ii. **Academic:** Your child's reading, math, science, and social studies teachers will be providing monthly individualized updates via email related to the previous month's unit(s) of content covered, your child's performance in class, and any additional resources/recommendations to continue to support your child in that content area.
    - iii. **Related Service Providers:** Your child's RSP will be sending quarterly progress emails – these will occur-mid quarter (between progress reports).
  - e. **Work Samples:** Student completed work products from content area classes will be sent home every two weeks via backpack mail.
  - f. **Student Assessments:** Teachers collect information about student learning in a number of ways. Daily to multiple times per week, teachers are collecting information at the end of the class related to daily learning objectives. Less frequently, teachers will administer quizzes to students that will focus on recently taught lesson content. Finally, tests are

administered the least frequently and assess more content information. Teachers do not provide advance notice for daily assessments or quizzes, but students will record upcoming tests on their student planners/planning sheets.

2. **Attendance:** Please contact the school when your child will be absent, late or if there is a change in the normal routine such as a change in transportation. Parents should email their child's homeroom teacher, program coordinator, Parul Chaudhary [pchaudhary@ivymount.org](mailto:pchaudhary@ivymount.org) (Resource Associate), and [attendance@ivymount.org](mailto:attendance@ivymount.org) . If you do not have email, please notify us by calling the main office at 301-469-0223. Please contact us by 9:30 am.
3. **Grading Policy:** Report cards reflect grades for each content area for which your child is taking and are aligned with state standards. Items used to inform course grades are independently performed assignments, including classwork assignments, quizzes, tests, and projects. Report card procedures are described in further detail in [Appendix 1](#).
4. **Homework Policy and Homework Resources:** For more information on homework procedures and resources, please review and sign the [Homework Policy in Appendix 2](#).

Core academic classes will have [paired online resources](#) that will serve as either a primary or supplemental homework resource that can be accessed from home. Please refer to [Appendix 3](#), which provides more information about these resources and how to access them from home.



Finally, a list of many [supplemental online resources](#) are included in [Appendix 4](#).




5. **Lunch and Student/School Businesses:** Options for your child's lunch include bringing a packed meal from home and/or for your child to purchase lunch from one of the school-based businesses. The schedule and more information about [school businesses](#) are included in [Appendix 4](#), and a revised schedule will be sent early this summer.
6. **Student Schedule, Class/Teacher Assignments, and Specials:** In an attempt to best instruct your child, we do our best to match your child to her or his peers across classes. This results in your child's team often monitoring performance across classes and making adjustments to class groupings. This may result in your child moving to a different group of students or changing teachers. Less frequently, we will make change that will result in the content or class that a student participates in at a given time. Although you will not be directly notified of these adjustments, you will begin to receive parent/guardian emails (as described in number 1d above) from your child's new teacher and your child's Edmodo grouping will be revised. If you have questions about your child's classes or teachers at any point, please do not hesitate to contact your child's Program Coordinator.

In addition to your child's primary classes, he or she will participate in social skills classes four times weekly as well as specials classes. We are excited to offer a breadth of specials courses including gym, fitness, and art.

7. **Social Skills Instruction:** Homeroom teachers target social skills using a skills-based (i.e., ABA, explicit instruction) approach. Examples of skills that are targeted include following instructions, communicating wants and needs, expressing empathy when someone appears hurt/upset. The elementary/middle school program is excited to continue to progress through our social skills this school year.
  
8. **Classroom Management and Motivation System:** Our classroom behavior and motivation program involves positive reinforcement to increase appropriate learning and social behaviors. The classroom- wide motivational system consists of clear expectations with consistent follow through with instructions. Teachers implement lessons using evidence based teaching practices which include positive reinforcement to increase learning new skills and the behaviors necessary for learning (e.g. attending to instructor, responding to questions, completing work, etc.). Additional information on the classroom management system can be found in [Appendix 6](#).
  
9. **Observations:** You are always welcome to observe your child during his or her classes. If you would like to observe your child’s class, please contact your child’s Program Coordinator.

I would like to introduce the MLN Elementary/Middle School team below.

<p>231</p>  <p>Homeroom Associate Teacher: Laura Leon (Begins Fall)</p>	<p>Content Teacher: Brooke Hess Content Associate Teacher: Rachel Biggs, Julia Bowman</p>
<p>240</p>  <p>Homeroom Associate Teacher: Victoria Keenan</p>	<p>Content Associate Teacher: Shivana Dinally, Ellen Salomon</p>

<p>241</p>  <p>Homeroom Associate Teacher: Danielle Fogelman</p>	<p>Content Associate Teacher: Jimmy Miller Content Teacher: Emily LeCompte, April Flaggman</p>		
<p><b>ESMS Assistant Teacher 1:1s:</b> Manika Panwar, Miranda Olsen, Bridget Grice, Molly Fischer, Yaritza Flores, Derick Caulderon</p>			
<p><b>MLN – Elementary Middle Content Teachers:</b>          ELA (Content): April Flaggmann,, Emily LeCompte          ELA (Associate): James “Jimmy” Miller, Rachel Biggs          Math (Associate): Julia Bowman, Shivana Dinally, Ellen Salomon          Social Studies (Content): Nichol “Nikki” Chan-Lee          Science (Content): Brooke Hess (Science Lead for MLN)</p>			
<p><b>Non-Classroom Staff</b></p>			
<p><b>Staff</b></p>	<p><b>Position</b></p>	<p><b>Assignment</b></p>	<p><b>Phone</b> <b>301-469-0223</b></p>
<p>Alison Clark</p> 	<p>Program Coordinators</p>	<p>ESMS – 231, 241</p>	<p>Ph x282</p>
<p>Jess Boyle</p> 	<p>Program Coordinators</p>	<p>ESMS – 240, HS - 211</p>	<p>Ph x167</p>
<p>Parul Chaudhary</p>	<p>Resource Associate</p>	<p>All MLN</p>	<p>Ph x270</p>
<p>Nicole Connor-Moore</p>	<p>Behavior Analyst</p>	<p>ESMS</p>	<p>Ph x162</p>
<p>Jaaziel Silverman</p>	<p>Associate Behavior Specialist</p>	<p>All MLN</p>	<p>Ph x162</p>
<p>Megan Boucher</p>	<p>Clinical Coordinator</p>	<p>All MLN</p>	<p>Ph x193</p>
<p>Lauren Lestremau</p>	<p>Program Director</p>	<p>All MLN</p>	<p>Ph x151</p>

- Resource Associate (Parul Chaudhary [pchaudhary@ivymount.org](mailto:pchaudhary@ivymount.org))
  - Part of the role of the MLN Resource Associate is to communicate with parents and guardians throughout the school year, in regards to:
    - IEP Meeting Scheduling
    - IEP Documents / Misc. Documents
    - Student Attendance (Cc [pchaudhary@ivymount.org](mailto:pchaudhary@ivymount.org) in addition to your child's HAT and [attendance@ivymount.org](mailto:attendance@ivymount.org))
    - Edmodo parent/guardian access
    - Parent/Guardian Resources
    - MLN Updates / supplement information sent from Lauren Lestremau (Program Director)

Related Service Providers				
<b>Speech/Language Therapy:</b>	<b>Occupational Therapy:</b>	<b>Physical Therapy:</b>	<b>Mental Health:</b>	<b>Transition Services:</b>
Alicia Krall	Amy	Christina	Kaytlin Lapsa	Kathryne Carter
Kelly Offutt	Leatherman	Ahlgren	Sheena Hihn	
Jessica Steiner	Cowell			
Emma Feldman	Erica Wirth	Amy	Kaytlin Lapsa	Sharon
Alissa Steier		Leatherman	(Mental	Nicklaus
	Amy	Cowell (OT/PT	Health	(Director)
Alicia Krall (SLP Specialist)	Leatherman	Specialist)	Specialist)	
	Cowell (OT/PT Specialist)	Jess Oginz	Kay Tolle	
Ann Kern (Director)		(Director)	(Director)	
	Jess Oginz (Director)			

Thank you and we look forward to partnering for another successful school year!

Lauren Lestremau, Ph.D., BCBA-D, NCSP  
MLN Program Director  
Ivymount School and Programs  
[llestremau@ivymount.org](mailto:llestremau@ivymount.org)  
301.469.0223



## **Overview of Appendices**

**Appendix 1: Grading Policy**

**Appendix 2: Homework Policy**

**Appendix 3: Online Paired Resources**

**Appendix 4: Supplemental Resources**

**Appendix 5: School Business Overview + Schedule**

**Appendix 6: Classroom Management System**