

# Henry J. Kalfas Magnet School



## Parent/Student Information

**2017 – 2018**

“At the end of the day, the most overwhelming key to a child’s success is the positive involvement of parents.”

- Jane D. Hull



# Henry J. Kalfas Magnet School

**Working, learning, achieving, & succeeding together...**

## **At Henry J. Kalfas Magnet School...**

**We will** be child centered and with the support of families effectively communicate high expectations for students and staff.

**We will** create an instructional environment that has realistic measurable goals and utilizes approaches that are developmentally appropriate and differentiated to meet the needs of every student.

**We will** foster an environment that is physically, intellectually and emotionally safe.

**We will** with the support of family and mentors develop learners that are self-disciplined, engaged and respectful to others.

**We will** build positive relationships, demonstrate respect and work together toward common goals through effective communication with co-workers, students, parents and the community.

**We will** remain positive, approachable, supportive, visibly present and involved.

**Italo J. Baldassarre, Principal  
Tom Fisher, Dean of Students**

**Mark Laurrie  
Superintendent of Schools**



## **Niagara Falls City School District Board of Education**

Russell Petrozzi  
Vincent Cancemi  
Ronald Barstys  
Arthur Jocoy, Jr.  
Anthony Paretto

Nicholas Vilardo  
Kevin Dobbs  
Robert Restaino  
Earl F. Bass

**Henry J. Kalfas Magnet School  
School Telephone Directory**

General Information	School Office	278-9180
Principal	Italo J. Baldassare	278-9180
Dean of Students	Tom Fisher	278-9180
Secretary	Ramona Sims	278-9180
Math Coach	Colleen Caprio	278-9180
ELA Coach	Susan Ross	278-9180
School Counselor	Rebecca Tantillo	278-9185
Nurse	Erin Janese	278-9183
School Pupil Service Team	Kelli Kneepple	278-9174
Report Absences	School Office	278-9180
Lunch/Breakfast Applications	Barb Gruarin	278-9184
District Food Service	Ann Schiro	286-4241
District Transportation	Carolyn Blose	286-4239
Custodial Staff	Bob Corsaro	278-9172
Report Card Inquiries	School Office	278-9180
Academic Progress Inquiries	School Office	278-9180
Cafeteria	Deanne Gray	278-9187
Special Education Services	CSE Office	286-4280
Curriculum Questions	Instructional Office	286-4259
District Policy Questions	Human Resources Office	286-4226
Student Registration	District Registrar	286-4273
District Transportation	Carolyn Blose	286-4239

**HENRY J. KALFAS MAGNET SCHOOL  
STAFF 2017-2018**

<b>Principal</b>	Italo Baldassare
<b>Dean of Students/Theme Specialist</b>	Tom Fisher
<b>Instructional Coaches</b>	Colleen Caprio & Susan Ross
<b>Secretary</b>	Ramona Sims
<b>Nurse</b>	Erin Janese
<b>Psychologist</b>	Corrina Scozzaro
<b>Counselor</b>	Rebecca Tantillo
<b>Pupil Service Assistant</b>	Kelli Kneeppele
<b>Senior School Monitor</b>	Barb Gruarin

<b>Grade</b>	<b>Room</b>	<b>Teacher</b>
Pre-K	114	Diana Guerrucci
Pre-K	115	Andrea Ciccone
Pre-K	116	Caryn Skowronek
K	107	Domenica Kutis
K	109	Danielle Dionne
K	108	Rachelle Showers
1	113	Maria D'Antonoli
1	112	Chiara Durkin
1	111	Dean Tamborello
2	114	Jennifer Clyde
2	115	Deborah Hicks
2	116	Joanne Touchette
3	117	Sheryl Barksdale
3	118	Linda Johnson
3	120	Lauren Falsetti
4	125	Diane Amantia
4	123	Tessa Zaepfel
5	124	Thomas Filosofos
5	126	Stan Mack
6	122	Lindsey Wrobel
6	121	Geri Koch

<b>Department</b>	<b>Teacher/Personnel</b>
<b>Art</b>	Aaron Jocoy
<b>Art</b>	Corey Bley
<b>Vocal Music</b>	Kathy Costanzo
<b>Vocal Music</b>	Mary Kofahl
<b>Instrumental Music</b>	Michael Quinn
<b>Phys Ed</b>	Martin DeRosa
<b>Phys Ed</b>	Joe Sarkees
<b>Speech</b>	Shannon Savage
<b>Consultant Teacher</b>	Amy Beckett
<b>Consultant Teacher</b>	Heidi Ingham
<b>Teaching Assistant</b>	Linda Olsen
<b>Teaching Assistant</b>	Valerie Klender
<b>Teaching Assistant</b>	Lynette Tavano
<b>Library Associate</b>	Sheila Lewis
<b>Phys. Ed. Associate</b>	Tina Vigrass
<b>Class Associate</b>	Patricia Augustino
<b>Class Associate</b>	Camille Freeman
<b>Class Associate</b>	Joanne Genovese
<b>Class Associate</b>	Carla O'Malley
<b>Class Associate</b>	Tina Bailor
<b>Class Associate</b>	Jessica Cartonia

<b>Title</b>	<b>Personnel</b>
Custodian	Bob Corsaro
Porter	Sean Blackburn
Cleaner	Garland Renford

<b>Title</b>	<b>Personnel</b>
Head Cook	Deanne Gray
Lunch Associate	Donna Sullivan
Lunch Associate	Doris McClain
Lunch Associate	Andrea Wood

# NIAGARA FALLS SCHOOL DISTRICT

## 2017-2018 School Event Calendar

September 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### September

4	Monday	Labor Day
5	Tuesday	Teachers Report to Schools - All Day A.M. - NFT Meeting - P.M. Faculty Meeting
6	Wednesday	Superintendent's Conference Day - No Students
7	Thursday	First Full Day for Students
29	Friday	NFHS: A.M. Students/P.M. Staff Development PREP: A.M. Students/P.M. Staff Development

October 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### October

9	Monday	Columbus Day - No Students/No Staff
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November 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### November

7	Tuesday	Elementary: A.M. Students - 11:55 Dismissal P.M./Evening - Parent/Teacher Conferences
8	Wednesday	Preparatory: A.M. Students P.M./Evening - Parent/Teacher Conferences
9	Thursday	NFHS: A.M. Students P.M./Evening - Parent/Teacher Conferences
10	Friday	Veterans Day (observed) - No Students/No Staff
23-24	Thurs-Fri	Thanksgiving Holiday - No Students/No Staff

December 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### December

22	Friday	Last Day of Classes before Winter Recess
25-	Friday -	
29	Friday	Winter Recess - No Students/No Staff

January 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### January

1	Monday	New Year's Day-Winter Recess-No Students/No Staff
2	Tuesday	Return from Winter Recess
15	Monday	Rev. Dr. Martin Luther King, Jr. Holiday - No Students/No Staff
26	Friday	NFHS: Superintendent's Conference Day A.M./P.M. - Staff Development

February 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

February		
19	Monday	President's Day - No Students/No Staff
20	Tuesday	No Students/No Teachers
21	Wednesday	Elementary: Superintendent's Conference Day A.M. Staff Development P.M./Evening - Parent/teacher Conferences
21	Wednesday	NFHS: Superintendent's Conference Day A.M./P.M. Staff Development
28	Wednesday	Preparatory: A.M. Students .M./Evening - Parent/Teacher Conferences

March 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March		
1	Thursday	NFHS: Parent/Teacher Conferences - (4:00-7:00 P.M.)
26	Monday	
30	Friday	Spring Recess - No Students/Teachers or 10 Month Staff
30	Friday	No 12 Month Staff

April 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April		
2	Monday	
6	Friday	Spring Recess - No Students/Teachers or 10 Month Staff
9	Monday	Return from Spring Recess - Students/Teachers 10 mo staff
23	Monday	Elementary/ Preparatory Superintendent's Conference Day A.M./P.M. Staff Development

May 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May		
14	Monday	Elementary/ Preparatory Superintendent's Conference Day A.M./P.M. Staff Development
25	Friday	No Students/Teachers or 10 Month Staff
28	Monday	Memorial Day - No Students/No Staff

June 2018						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June		
8	Friday	NFHS: A.M. Students P.M. Staff Development
11	Monday	NFHS: Superintendent's Conference Day
20	Wednesday	Preparatory: A.M. Students/P.M. Staff Development
21	Thursday	Elementary: A.M. Students/P.M. Staff Development Last day for Students
21	Thursday	Preparatory: Superintendent's Conference Day
22	Friday	Rating Day - No Students - Last Day for Teachers

## Our Magnet School Theme

Henry J. Kalfas Magnet School promotes a Communications Futures Theme. Through collaboration with our Adopt-a School Partners and the integration of technology, it is our goal to prepare our students to engage the future with skills that will allow them to communicate, achieve and compete in a global environment.

## Adopt - A - School Partners

The Niagara Falls Board of Education and the Niagara Falls Chamber of Commerce have established a Business Education Alliance. Alliance membership is comprised of business, industrial, educational, and community organizations committed to furthering the common interests of the business and educational communities.

As part of the Business Education Alliance, Kalfas Magnet School works with Menchie's Frozen Yogurt of Niagara Falls, Covanta Energy, the Cornell Cooperative Extension, the Highland Avenue Revitalization Committee and the Greater Niagara Federal Credit Union as partners in our Adopt-A-School program. Beyond financial contributions, Adopt-A-School partners have direct involvement with our professional staff and students, making your child's education more meaningful.

## Parent Education Group P.E.G.

The Parent Education Group (PEG) helps to coordinate parent volunteer efforts at Kalfas Magnet School. Please check our school website calendar for the dates of our scheduled meetings. Meetings are held at 6:30 PM in the Cafeteria. **The P.E.G. NEEDS YOU** to help make your child's time at Kalfas a pleasant and memorable experience. If you would like to take an active part in our parent group activities please contact the P.E.G. at [kalfasmagnetpeg@hotmail.com](mailto:kalfasmagnetpeg@hotmail.com).

## School Quality Council

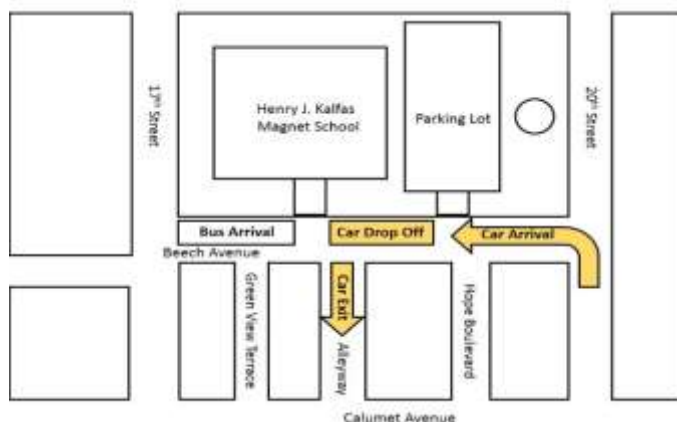
Our School Quality Council (SQC) is a committee of parents, students, staff, and community members (known as stakeholders) who work together to find ways to improve the quality of programs at Kalfas Magnet School. Together we examine data relevant to school improvement, provided input on the development of school initiatives, and coordinate the efforts of our parent group and Adopt-a-School Partners.

## Daily Schedule

<b>Breakfast Begins</b>	<b>8:30 a.m.</b>
<b>Classrooms open</b>	<b>8:45 a.m.</b>
<b>Grade Pre- K (Classes begin September 12<sup>th</sup>)</b>	<b>9:00 a.m. – 2:50 p.m.</b>
<b>Tuesday</b>	<b>9:00 a.m. – 1:50 p.m.</b>
<b>Grades K through 6</b>	<b>9:00 a.m. – 3:00 p.m.</b>
<b>Tuesday</b>	<b>9:00 a.m. – 2:00 p.m.</b>
<b>Early Dismissal</b>	<b>11:55 a.m.</b>

## Arrival and Traffic Plan

Please plan to have your child arrive at school no earlier than 8:30 a.m. Stress to your child that under no circumstances are they to leave school property after they have arrived, unless authorized by school staff. Students that arrive before 8:30 a.m. will be asked to wait outside.



In response to traffic congestion during arrival and dismissal, Kalfas Magnet School has established a traffic plan to provide for the safety of our students and the convenience of our parents and guardians. Your cooperation and adherence to the plan will ensure that our students arrive and depart under the safest conditions possible.

Please note that crossing the street in the middle of the block in front of the school is an unsafe practice, which during the winter months and periods of high traffic volume is even more dangerous.

For this reason students should only be dropped off and picked up on the north side of Beech Avenue, eliminating the need for students to cross the street altogether.

The main door (Door 1) on Beech Avenue is the only point of entrance for student arrival.

**For the first weeks of school (September 7<sup>th</sup> – 15<sup>th</sup>) parents may briefly accompany Pre-Kindergarten or Kindergarten children to their classrooms in the morning, but are asked to leave the school by 8:55 a.m. By Monday, September 18<sup>th</sup> all students will walk to class independently. Please encourage your child to become more independent.**

If you wish to conference with a teacher, please schedule an appointment. Attempting to meet with a teacher during arrival time inhibits our ability to maintain the safety and appropriate supervision of all students.



## Dismissal Procedures

**Parent Pick Up/Walkers** - For the safety of our students and to ensure efficiency in dismissal timing, parents or guardians who are picking up their children are asked to **wait outside** of the building at their child's respective door, as described below.

All students in grades K-6 will be dismissed at 3:00 p.m. (2:00 p.m. on Tuesday) from **Door 1 (Beech Avenue)**

All Pre-K students will be dismissed at 2:50 p.m. (1:50 p.m. on Tuesdays) from **Door 2 (Beech Avenue)**

**Bus Students** - All bus students will be escorted to their respective busses through Doors 3 & 4 (17<sup>th</sup> Street)

If your child is being picked up rather than taking the bus at the regular dismissal time, a note must be sent in to the teacher that morning.

Classroom instruction continues right up until dismissal each day. Be aware that students dismissed early from school miss valuable instructional time. Whenever possible, appointments should be made after school hours. Please send in a note with your child on the day of the appointment stating the dismissal time, the reason for early dismissal, and name of the adult picking your child up. The adult picking up your child will be required to sign your child out in the Main Office. All early dismissals will be reflected in your child's permanent attendance record.

## Enrollment

The City of Niagara Falls City School District is registering new students at its Central Office location, 630 66<sup>th</sup> St. between the hours of 8:30am and 3:30pm. Parents or guardians should bring the child's birth certificate, proof of immunizations, proof of residency (like utility bills), and any custody papers and enter at door #2, nearest to Girard Avenue. A student registration packet must be completed by the parent/guardian. For questions please call 286-4273. The entrance age for kindergarten is four years nine months on or before September 1<sup>st</sup>. There are no exceptions to this State recommended starting age. The entrance age for Prekindergarten at Kalfas is 4 years old on or before December 1.

## Student Information & Custody

All student information is confidential and is kept on file in the school office. **Please notify the office immediately of any change in custody and/or your child's address, telephone numbers or emergency contacts.** When moving, the office must be notified as soon as possible. We need to have your child's current address and telephone information so that bus transportation arrangements can be made and all correspondence mailed reaches you in a timely manner. For the safety and protection of your child, copies of any legal documents regarding custody should be sent to the school office.

## Visitors to the School

To ensure the safety and security of our students and staff, **ALL VISITORS MUST SIGN IN AT THE MAIN OFFICE** upon entering the building at Door 1 (Beech Avenue). If you would like to visit your child's classroom, please contact the teacher at least one day in advance to arrange an appointment.

## School Closing Information

If school must be closed or delayed due to inclement weather or other emergencies, parents will be notified in the early morning, or if possible, the evening before by the automated phone system, radio and/or television announcement.

### Radio Stations

WEBR AM 970  
WGR AM 550  
WBEN AM 930  
WHLD AM 1270  
WJJL AM 1440  
WBLK FM 94  
WKSE FM 98.5  
WYRK FM 106.5

### Television Stations

Time Warner Cable TV  
WGRZ TV (2)  
WIVB TV (4)  
WKBW TV (7)



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## Transportation

Bus transportation is provided to the majority of Kalfas students. Eligibility is determined by the District Office of Student Services. Please inform the school in advance of any address change to ensure the continuity of bus service. Bus changes may take a few days. **If your child will not be taking the bus home, a note must be sent to the school office in advance. We will not rely on your child for information relating to changes in bussing.**

**Buses arrive daily 8:45 - 8:55**

**Buses Depart 3:05 (2:05 on Tuesday)**

\*\*You will be directly notified of your child's bus stop and pick up time.

Please discuss proper bus behavior with your child. Bus rules may vary slightly with each driver, but the basic rules of conduct are the same.

- \* Be at bus stop 10 minutes prior to scheduled pick up time
- \* Wait until the bus comes to a full stop before getting on or off.
- \* Obey the driver and aide at all times
- \* Be respectful and courteous at all times
- \* Sit in the seat and use quiet voices
- \* Keep the bus neat and clean and keep any food in a lunch bag/box

It is extremely important that your child maintain respectful, responsible and safe behavior on the bus. **Poor conduct may result in the loss of bus privileges, meaning that you will then be responsible for getting your child to school on time.**

**Pre-K Students must be accompanied by an adult to and from the bus stop.** Bus drivers will not let off a Pre-K student at a bus stop unless an adult is present to receive the student. If there is no adult waiting for the Pre-K student at the stop, the student will be returned to the school where it will then be the parent's responsibility to pick the child up at the school. If this problem occurs frequently, the bus company may terminate bus services for your child.

## Latchkey Programs

If you are in need of before and/or after school custodial care for your child, please contact Diane Quarentello at the Niagara Falls Boys and Girls Club at 282-7181 or the YMCA at 285-8491.

# Attendance Guidelines

Regular attendance is important for success in school. Please make every effort to have your child in school every day, rested and ready for work. Only illness, emergency or medical reasons should keep your child from attending school. New York State Education Law states that parents are responsible for their child's regular attendance and punctuality. A written excuse is required for all absences.

<b>Legally Excused Absences</b>	<b>Illegal Unexcused Absence</b>
Sickness or Quarantine	Visiting Relatives
Sickness or Death in Family	Vacation
Medical Appointments	Babysitting
Legal Appointments	Oversleeping/Missing the Bus

Tardiness is also a serious problem since work and assignments are missed. Please ensure that your child arrives at school on time, ready to work. Poor attendance and tardiness has been shown to hurt a child's ability to learn.

### **If your child is absent:**

- Please call the school
- Send in a written excuse when your child returns
- Realize that an absence without a written excuse will be considered unexcused
- The school may contact you if your child develops a pattern of absence and in some cases may submit a referral to Niagara County Child Protective Services

### **If your child is late:**

- He or she will need to report to the main office to obtain a tardy slip
- Send in a written excuse that morning/day
- Realize that a tardy without a written excuse will be considered unexcused
- The school may contact you if your child develops a pattern of tardiness and in some cases may submit a referral to Niagara County Child Protective Services

## Parent-Teacher Communication

Children in Grades 3-6 will receive one copy of the report card, which will be mailed home four times a year at the end of the 10, 20, 30 and 40th week of school. Children in Grades K-2 will receive one copy of the report card three times a year in December, March & June. If you have a question about the report card, please make an appointment with your child's teacher. Please make sure that the school has your most current address to ensure that you receive your child/children's report cards from school.

Open House will be held on **Thursday, September 14, 2017 from 5:30-7:30 p.m.** and the first of two (2) Parent-Teacher Conferences will be held on **Tuesday, November 7, 2017**. Every parent is encouraged to attend both events.

If you have any concerns about your child's education or wellbeing, don't hesitate to call his or her teacher at any time. Your call may be forwarded to the teacher's voicemail to avoid interrupting classroom instruction, but the teacher will return your call when able.

## Homework

When given, homework reinforces the skills taught in the classroom each day. Please provide the time and a quiet place for your child to work. Make sure it's away from the television or other interruptions. Your child's teacher will notify you of the procedures you should follow in assisting with homework and returning the completed work. In Grade 2 – Grade 6 you will be required to sign your child's Student Planner each night. In Pre-K and Kindergarten, your child may not be given regular homework assignments.

In addition to homework, the best "work at home" you can do with your child is to read with him/her every day. Encourage curiosity in your child and take time daily to engage in conversation with your child about school activities.

If you would like to request homework for your child (due to illness or legal absence) please call the Main Office at 278-9180 and we will forward the request to your child's teacher. The homework will be ready the following day and may be picked up in the Main Office.

## Literacy Instruction

All K-6 classrooms in the Niagara Falls City School District use a literacy workshop model incorporating the rich and challenging *Journeys Program* (K-4) and New York State ELA Curriculum Learning Modules (Gr. 5 & 6). During a daily 2 ½ hour Literacy Block students develop good habits by focusing on phonics, fluency, vocabulary, and comprehension. Skills that will help them become fluent lifelong readers and writers.

The Literacy Block consists of:

**Skill Development** - where students develop learn phonemic awareness.

**Reading** - concentrating on language, vocabulary, comprehension, and fluency.

**Writing** - where students plan, edit, revise, and publish their own writing.

All of our classrooms are organized around rituals and routines that keep students engaged and excited about their learning!

## Mathematics Instruction

Mathematics instruction at Kalfas Magnet School takes place in a workshop setting. Through *Investigations 3* (K-5) and the New York State Mathematics Curriculum Learning Modules (Gr. 6), work and study is conducted in a variety of ways. Students work independently, collaboratively with a small group of students, and communally with the entire class. Students frequently reinforce math skills by talking and thinking about it; comparing solutions and giving explanations, and identifying errors by tracing their reasoning. Routines define what is carried out each day and rituals define how it is carried out in the classroom. Artifacts, objects and games are also provided to facilitate learning. The combination of rituals, routines, and artifacts helps us create an effective learning environment.

## Consultant Teacher Services

The “Consultant Teacher” model of special education service is an academic program that provides individualized and group instruction to students within the general education classroom. The consultant teacher works collaboratively with the general education teacher to plan instruction and modify materials according to the students Individualized Education Plan. This program helps to provide a “least restrictive environment” for students and aids in preparing them to meet the rigorous demands of the New York State Standards and Assessments. Special Education Teaching Assistants also serve as an additional support and resource for consultant students by providing supplemental instruction.

# Student Health Services

School Nurse – Erin Janese

Clinic Phone Number 278-9183

Individual student health records must be kept for each child. These records show the results of physical examinations and a check of hearing and vision. Children with specific conditions (i.e. allergies, and chronic disorders such as Asthma and Diabetes) should have these diagnoses recorded on their health record. It is very important that the Nurse be informed of any health problems. In the event your child exhibits symptoms in school, it is vital that the Nurse have this information on hand. Also, please notify the nurse if your child contracts a contagious disease like Chicken Pox, Mumps, Measles, German Measles, Whooping Cough, Scarlet Fever, Strep Throat, Lice, Scabies, Ringworm or Conjunctivitis.

If your child becomes ill or injured in school, you will be notified and if necessary requested to pick up your child. For this reason it is important that we have your phone number and the phone number of an additional responsible person as emergency contacts on file.

When your child must take any medication during school hours, you must submit a **written request** to the Nurse accompanied by a **note** from your family physician indicating the name of the medication, the frequency and the dosage to be administered by the Nurse during school hours. These forms are available upon request. **All medications must be brought to the Nurse in its original container by the PARENT OR GUARDIAN....NEVER BY A CHILD.**

**Physical Education Exclusion** - If your child cannot take gym or swim for health reasons, please send a note to the nurse. If he or she cannot participate for two weeks or more, you must have a written doctor's excuse. In some cases of prolonged exclusion, a note from a doctor will be required in order to return to physical education.



# The Counseling Center

**School Counselor – Rebecca Tantillo**

**Phone Number 278-9175**

Our Elementary School Counselor is involved in many aspects of supporting your child's Social-emotional wellbeing. Counseling is a confidential relationship, which the counselor conducts with students individually and in small groups to help them resolve or cope constructively with their problems and concerns.

Our goal is to promote healthy childhood development. The counseling center is here to aid in the physical and emotional growth of your child, integrating a variety of available resources. Our School Counselor empowers our students to be strong, confident, independent, and motivated individuals in a safe, secure, and confidential place where your child is always welcome.

Kalfas Magnet School's Counseling Program supports:

- ~ Self-esteem
- ~ Gender Issues
- ~ Social Skills
- ~ Behavior & Decision Making
- ~ Conflict Resolution
- ~ Crisis Intervention

Working hand in hand with parents, teachers, and administrators our School Counselor is always available to talk to your child about school and/or personal matters. Please call if you need assistance or a referral to an outside agency.

Your child should consider visiting the School Counselor when he or she:

- Is having difficulty in class
- Needs help talking to one of their teachers
- Needs help working on a problem with family or friends
- Needs help making up their mind about something
- Needs to talk to someone who understands
- Wants to learn more about special interests, abilities, or future careers

**ELEMENTARY SCHOOL SETS THE TONE FOR DEVELOPING THE SKILLS, KNOWLEDGE AND ATTITUDES  
NECESSARY FOR CHILDREN TO BECOME HEALTHY, PRODUCTIVE ADULTS.  
TOGETHER - WE CAN HELP OUR CHILDREN BE SUCCESSFUL.**

## S. T. A. R. T.

At Kalfas Magnet School there is a team of caring professionals known as the **Student Teacher Action Response Team (S.T.A.R.T.)**. It is composed of the Principal, Dean, School Counselor, Special Education Teacher, School Psychologist, School Nurse, and Pupil Service Assistant. It is their job to aid students and teachers with any social, emotional, or academic difficulties that may arise, and are having an impact on your child's classroom performance. Together with the teacher, child, parent/guardian and at times, outside agencies, START coordinates a variety of interventions.



## Positive Behavior Management



Kalfas Magnet School Students are...

**Respectful, Responsible, Safe, and Bully Free**

Our school has adopted a school-wide approach to discipline known as Positive Behavior Management (PBM). PBM promotes strategies intended to change the focus of our school's disciplinary efforts toward positive reinforcement of desired student behaviors. In addition to the traditional consequences for inappropriate behavior, our staff believes that positive behavior should be rewarded. Thanks to our community business partners, when your child is observed being **Respectful, Responsible, Safe, and Bully Free** he or she may receive a **Golden Ticket** making him or her eligible for weekly prizes. Please review our **Students Expected Behaviors** on the next page.

In addition to a system of rewards consequences may be imposed in support of student self-control, and the development of individual responsibility.

## Discipline Policy

All discipline policies for the Niagara Falls City School District can be referenced in the Niagara Falls City School District's Code of Conduct which is available online at [www.nfschools.net](http://www.nfschools.net).

During the initial week of school, students will be expected to learn a number of rules, procedures, rituals and routines in order to be successful at Kalfas Magnet School. These expectations will be reviewed and practiced throughout the school year. Students who experience difficulty in following these expectations will be given additional assistance in the development of self-discipline.


This assistance may include:

- ✓ Discussion with the student regarding rules, routines and expectations
- ✓ Removal of student from the situation for a period of time
- ✓ Student/teacher/parent contact and/or conferences
- ✓ Referral to S.T.A.R.T/guidance counselor/school administration
- ✓ Chronic and/or serious problems may result in suspension from school

**Bullying & Harassment** - At Kalfas Magnet School we strive to maintain a safe school environment. Bullying or harassment, in any form, is not tolerated. If you or your child feels that they or someone they know is a victim of bullying, it should be reported immediately to the Principal, Dean or Classroom Teacher.

**Sexual Misconduct** - The Board of Education is committed to safeguarding the rights of all students within the Niagara Falls City School District in an environment that is free from all forms of sexual misconduct, including sexual harassment and abuse. This policy is explained to students in an age appropriate manner during the first week of school. Students should report all incidents to a staff member with whom they are comfortable. Disciplinary action will be taken immediately to correct any incidents of sexual misconduct.

# Henry J. Kalfas Magnet School's Expected Student Behaviors

	<b>Classroom</b>	<b>Hallway</b>	<b>Cafeteria</b>	<b>Lavatory/Locker Room</b>
<b>Be Respectful</b>	<p>Speak in a reasonable tone</p> <p>Follow all adult directions</p> <p>Respect others' property</p> <p>Follow rituals and routines (Be a team player)</p>	<p>Speak in a reasonable tone</p> <p>Follow all adult directions</p> <p>Respect others' property</p>	<p>Speak in a reasonable tone</p> <p>Follow all adult directions</p> <p>Respect others' property</p> <p>Use "please" and "thank you"</p>	<p>Speak in a reasonable tone</p> <p>Follow all adult directions</p> <p>Respect others' property</p> <p>Keep facilities neat and clean</p>
<b>Be Responsible</b>	<p>Be on time</p> <p>Have all of your materials</p> <p>Be prepared and willing to work</p>	<p>Be on time</p> <p>Use your own locker or hook</p>	<p>Be on time</p> <p>Keep all food, drinks, and utensils in the cafeteria</p>	<p>Be on time for Physical Education</p> <p>Clean up after yourself</p> <p>Report any problems to an adult</p>
<b>Be Safe</b>	<p>Keep your hands and feet to yourself</p> <p>Be in your seat with all feet on the floor</p>	<p>Keep your hands and feet to yourself</p> <p>Walk</p>	<p>Keep your hands and feet to yourself</p> <p>Be in your seat with all feet on the floor</p>	<p>Keep your hands and feet to yourself</p> <p>Wash your hands</p>
<b>Be Bully Free</b>	<p>Be tolerant of others differences</p> <p>Teasing and name calling are hurtful, look for the good in everyone</p> <p>Accept that every person has the right to feel safe in school</p> <p>Resolve problems peacefully</p> <p>If you or others are made to feel uncomfortable find an adult</p>			

## Electronic Device Guidelines

The use of cell phones, electronic, multimedia, telecommunications, or imaging devices of any kind during school hours is unnecessary. Each classroom is equipped with an outside phone should the need arise for your child to speak to you. Also, you may call the main office during school hours should you need to relay a message. If you wish your child to have a cell phone, please have your child understand that it **must be turned off and kept in his or her book bag**.

If your child is found to be in possession of, or using any electronic device you will be called and the item will be confiscated and sent to the main office. You will need to pick it up personally. Multiple offenses may result in the item being kept in school and returned to you at the end of the school year.

## Student Uniform Guidelines

All student attire must be in compliance with the following guidelines:

	<b>Boys</b>	<b>Girls</b>
<b>Tops</b>	Navy Kalfas Emblem Polo Shirt	Navy Kalfas Emblem Polo Shirt
<b>Bottoms</b>	Navy or Khaki pants or shorts	Navy or Khaki pants/shorts/skirts/scooters Navy or White socks or tights
<b>Shoes</b>	Sneakers or soft-soled shoes. No sandals, flip-flops or high-heels	
<b>Extras</b>	A plain, solid, navy blue button down sweater may be worn with the uniform shirt in colder weather. No hoods, hoodies or sweatshirts.	

### Additional Guidelines:

- ✓ Students must wear clothing that fits them appropriately
- ✓ No designs or printing other than the Kalfas emblem may be worn on tops
- ✓ Pants, shorts, skirts and scooters must be appropriate in length
- ✓ Uniforms are required for all field trips unless notified otherwise
- ✓ Uniforms must be worn to and from school
- ✓ No sagging pants

# The Cafeteria

**Our cafeteria serves a free wholesome and balanced breakfast and lunch each day.**

Free breakfast and lunch is for all families. Students who were eligible during the past school year are automatically eligible again during the month of September. In order to remain eligible after September, families must fill out a new application. Application forms will be sent home and may also be obtained in all school offices.

**Breakfast** - Served daily from 8:30 a.m. until 8:45 a.m. beginning on the first day of school.

**Lunch** - Served to all children, for a half hour, each full day of school. When made available, your child may have the opportunity to purchase additional healthy snacks during his or her lunch period.

## Cafeteria Rules

### **Be On Time**

- Enter the cafeteria when scheduled

### **Be In Your Seat**

- Take your assigned seat until called
- Raise your hand to get up at any time
- Return to your table and remain seated until dismissed

### **Be Respectful**

- Stop talking when an adult raises a hand or blows the whistle

### **Be Neat and Clean**

- Throw out trash and keep your area clean
- Do not take food or drink out of the cafeteria

# Emergency Procedures

Your child's security and safety is our number one priority. We believe that your child's best interests are served when we are prepared to handle the unexpected with calmness, reason, and precision.

**Lockdown** - In the event of a school lockdown or lockdown drill, for the safety and well-being of all of our students, no one will be permitted to enter or leave the building.

**Evacuation** - If an emergency warrants the temporary relocation of students and staff to a safer place, **The Independent Church of God** will be utilized. In the event of an evacuation that requires relocation, parents/guardians will be contacted and students will only be released to a parent/guardian.

## Internet Use Guidelines

Access to the Internet allows students to share information, learn concepts, research projects and communicate with others. Although the Internet may contain material that is illegal, defamatory, inaccurate, or offensive to some people, the Niagara Falls City School District feels that the benefits to students from Internet access exceed any disadvantage.

In order to reasonably ensure that unauthorized exploration of the Internet does not occur at Kalfas Magnet School, the following procedures are followed:

- Your child will only be permitted Internet access in the presence of an adult
- Your child's internet access will require both you (parent/guardian) and your child to agree to the District's Acceptable Use Policy
- You may refuse to give permission for your child to have Internet access

A list of students who do not have authorization for access to the Internet will be given to each teacher and to the Library Associate.

## Library Media Center

The Kalfas Magnet School library is open every day. Throughout the school year, students will have weekly opportunities to go to the library with his or her class. Students are also encouraged to use the library independently, with a library pass/permit from their classroom teacher.

## Physical Education

Physical education classes, which include both gym and pool activities at all grades, are 60 minutes long, one (1) day per week for grades PK-2 and 40 minutes long, two (2) days per week for grades 3-6. For the comfort and safety of your child, please be sure your child wears appropriate clothing (sneakers/swim suit) to physical education.

