

**HENRY J. KALFAS
ELEMENTARY SCHOOL**

Parent Information

2021– 2022



At Henry J. Kalfas Elementary 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.

**Mark Laurrie
Superintendent of Schools**

**Carrie Buchman, Principal
Allen Cowart, Dean of Students**



Niagara Falls City School District Board of Education

Russell Petrozzi	Nicholas Vilaro
Vincent Cancemi	Mike Capizzi
Robert Bilson	Clara Dunn
Paul Kudela	Earl F. Bass
Anthony Paretto	

Henry J. Kalfas Magnet School School Telephone Directory

General Information	School Office – Ardell Dolson	278-9180
Principal	Carrie Buchman	278-9180
Dean of Students	Allen Cowart	278-9174
School Counselor	Rebecca Tantillo	286-4193
School Social Worker	Jenna Brick	286-4193
Nurse	Erin Janese	278-9183
School Pupil Service Team	Kelli Kneeppele	278-9179
Report Absences	School Office	278-9180
School Transportation	Emma Kephart	278-9184
District Food Service	Ann Schiro	286-4241
District Transportation	Annie Carr	286-4239
Custodial Staff	Michelle Joyal	278-9172
Report Card Inquiries	School Office	278-9180
Academic Progress Inquiries	School Office	278-9180
Cafeteria	Doreen Agnello	278-9189
Special Education Services	CSE Office	286-4280
Curriculum Questions	Instructional Office	286-4259
District Policy Questions	District Office	286-4211
Student Registration	District Registrar	286-4273

Niagara Falls Community Telephone Directory

Child Abuse Hotline	New York State	1-800-342-3720
Suicide Prevention Hotline	Crisis Services	285-3515
Spanish Language Suicide Hotline		1-800-784-2432
Poison Control Center of WNY		1-800-222-1222
Msgr. Carr Children's Clinic	Catholic Charities	205-0825
Teen Crisis Line	Family & Children's Services	285-7125
Juvenile Aid Bureau	Niagara County	286-4568
Youth Mentoring Services		285-6680
Boys & Girls Club		282-7181
Community Missions		285-3403
Heart, Love & Soul		282-5687
Anger Management	Family & Children's Services	285-6984
NF Public Library	Main Street Branch	286-4894
Deaf Services of WNY	TTY 716-833-5234	833-1637
Hispanic Family Health	Alliance for Hispanic Health	1-866-783-2645



HENRY J. KALFAS ELEMENTARY SCHOOL STAFF 2021-2022

Principal	Carrie Buchman
Dean of Students	Allen Cowart
Secretary	Ardell Dolson
Senior School Monitor	Emma Kephart
Nurse	Erin Janese
Counselor	Rebecca Tantillo
Social Worker	Jenna Brick
School Psychologist	Chelsea Schelter
Pupil Service Assistant	Kelli Kneepple

Grade	Room	Teacher	Department	Teacher/Personnel
Pre-K 4	107	Domenica Kutis	ENL	Mallory Leo
Pre K 4	109	Danielle Dionne	Reading Recovery	Lisa Graff
Pre-K 3	110	Michelle Freeman	Reading Recovery	Deanna Cudahy
Pre-K 3	108	Andrea Ciccone	Math AIS	Marissa Chapman
K	113	Gabriella Graff	Math AIS	Robert Harris
K	106	Christina Asklar	Art	C. Brooks & A. Melloni
K	112	Jennifer Clyde	Music	Kary Dobbs
1	111	Dean Tamborello	Music	Kelly Gawron
1	114	Marie Caprino	STEM	Peter Carlo
1	121	Andrea Woyksnar	Performing Arts	Meagan Millar
1	117	Katie Peters	Phys Ed	Amanda LaChance
2	115	Deborah Hicks	Phys. Ed. Associate	T.J Wilcox
2	116	Lauren Flinchum	Teaching Assistant	Shelby Krawczyk
2	123	Lauren Falsetti	Teaching Assistant	Linda Olsen
2	118	Christina Morinello	Teaching Assistant	Lynette Tavano
K/1 (12:1:2)	128	William Whisker	Library Associate	
K/1 (8:8:3)	127	Christa Frost		
K/1 (6:1:2)	126	Natalia Giammarino	Speech	AnnMarie Boland
K/1 (8:1:3)	125	Jacob Sillett	Speech	Claire DeMarco
			Speech	Shannon Savage
			ENL Associate	Quidsia Muneer
			ENL Associate	Maria Ganciewski
Title		Personnel	Title	Personnel
Custodian		Michelle Joyal	Head Cook	Doreen Agnello



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 HANCI, Covanta Energy, the Cornell Cooperative Extension, the Highland Avenue Revitalization Committee, Niagara University and United Health Care 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 giantism91@yahoo.com to reach Stephanie Dolson, President.

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. If you are interested in joining the SQC please call the Principal at 278-9180.

Daily Schedule

Breakfast Begins (K – Grade 2)	8:30 a.m.
Classrooms Open (Pre-K 3 &4 Breakfast Begins)	8:45 a.m.
Pre-K	9:00 a.m. – 2:45 p.m.
Wednesday	9:00 a.m. – 1:50 p.m.
Grades K through 2	9:00 a.m. – 3:00 p.m.
Wednesday	9:00 a.m. – 2:00 p.m.

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.

Arrival and Traffic Plan

Please plan to have your child arrive at school no earlier than 8:30a.m. Stress to your child that under no circumstances are they to leave school property after they have arrived.

Students that arrive before 8:30 a.m. will need to wait outside.

In response to traffic congestion during arrival and dismissal, Kalfas Elementary School has traffic cones placed in front of the Main entrance to allow for our bus students to be dropped off in a safe manner. **Please avoid blocking the coned off area.** This plan provides 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.

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

Dismissal Procedures

For the safety of our students and to ensure a safe and orderly dismissal, please note the following:

- Parents or guardians who are picking up their children must **wait outside** of the building

To ensure a safe and orderly dismissal, **the Main Office telephone extension will not be available/answered between 2:50 PM – 3:10 PM daily, 1:50 – 2:10 PM on Wednesday.**

- Any changes in your child's dismissal (i.e. if your child is being picked up rather than taking the bus) **require that a note be sent in to your child's teacher that morning.**

K-2 Students will be dismissed at 3:00 p.m. (2:00p.m. on Wednesdays) from **Door 1.**

Pre-K Students will be dismissed at 2:50 p.m. (1:50p.m. on Wednesdays) from **Door 2.**

Bus Students will be escorted by their teacher to the bus through **Doors 3 & 4.**

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.

Enrollment

The Niagara Falls City School District registers new students at its Central Office location, 630 66th 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. For questions please call 286-4273. The entrance age for kindergarten is four years nine months on or before September 1st. There are no exceptions to this State recommended starting age. The entrance age for Pre-kindergarten at Kalfas is 3 or 4 years old on or before December 1.

Student Information & Custody

Student information is confidential and is kept on file in the school office. **Please notify the office immediately of any change in custody, address, telephone numbers or emergency contacts.** When moving, the office must be notified as soon as possible. For the safety and protection of your child, copies of any legal documents regarding custody must be forwarded 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 AND RECEIVE A VISITOR PASS** upon entering the building at Door 1 (Beech Avenue). If you would like to visit your child's classroom, please contact the teacher in advance to set up 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, social media, radio and/or television announcement.

Social Media

Please visit our website available via the Henry J. Kalfas link at www.nfschools.net. We are currently working to expand our social media presence and will be increasing the amount of parent and community information available on Facebook and Twitter. In addition, many of our teachers employ the Remind and Classroom Dojo applications to increase communication. If your child's teacher participates please register!



Follow us @HJKalfasSchool and the NFCSD @NiagFallsCSD on Twitter



Download our app! - Niagara Falls CSD

Transportation

Bus transportation is provided to Kalfas students who qualify. 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 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 Wednesday)

**You will be directly notified by District Transportation 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 and from school on time.**

Pre-K Students must be accompanied by an adult at 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 care for your child, please contact the Niagara Falls Boys and Girls Club at 282-7181.



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.



Two missed days a month adds up to being a half a year behind by the time your child reaches 4th grade. And once a child falls behind, they rarely catch up.

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.

Legally Excused Absences	Illegal Unexcused Absence
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 check in
- Send in a written excuse that morning/day
- Realize that being tardy without a written excuse is 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 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.

Teachers will be calling home throughout the school year during "Office Hours" to inform families of their students' progress. Many teachers communicate using apps such as Remind or Dojo. 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 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 work 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 work 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-5). During a daily literacy block students develop good habits by focusing on phonics, fluency, vocabulary, and comprehension. These skills will help them become fluent readers and writers.

The Literacy Block consists of:

Skill Development - where students learn phonemic awareness.

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

Writing - where students plan, edit, revise, and present 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 Elementary School also takes place in a workshop setting. Through *Investigations 3* (K-5), 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 how it is carried out in the classroom. Artifacts, objects and games are also provided to facilitate learning and create a rich learning environment.

English as a New Language (ENL)

The English as a New Language (ENL) Program at Kalfas Elementary School helps to create a rich and supported learning environment for English language learners. Participating students receive daily integrated co-teaching and standalone instruction. The New York State English as a Second Language Achievement Test (NYSESLAT) is administered each spring to help us design instruction for the following year.

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 like allergies, Asthma and Diabetes should have these diagnoses recorded on their health record. **It is very important that the Nurse be informed of any health conditions, in the event your child exhibits symptoms in school.** 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.

Students who are ill or injured will not be permitted to take the school bus home.

If your child needs to 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. 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 physical education 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
School Social Worker – Jenna Brick
Phone Number 278-9174

The Kalfas Counseling Center supports your child's social-emotional wellbeing. The School Counselor and Social Worker establish confidential relationships, meeting with students individually and in small groups to help them resolve or cope constructively with challenges to their social emotional health.

The Counseling Team integrates a variety of resources in the safe, secure and confidential Counseling Center, where students are empowered to be strong, confident and independent.

The Kalfas Counseling Center supports:

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

The School Counselor and Social Worker are always available to talk to your child about school and personal matters. Please call if you need assistance or would like a referral to an outside agency.

Your child should consider visiting the Counseling Center 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 managing or processing emotions
- Needs help making up their mind about something
- Would like 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, School Social Worker, School Psychologist, School Nurse, Intervention Specialists and the Pupil Service Assistant. It is their job to aid students and teachers with any social, emotional, or academic difficulties that are having an impact on your child's classroom performance. START coordinates a variety of interventions with teachers, children, parents and outside agencies.

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.

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

	Classroom	Hallway	Cafeteria	Lavatory/Locker Room
Be Respectful	<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>
Be Responsible	<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>
Be Safe	<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>
Be Bully Free	<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 in school**.

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

Student Appearance Code

Students should be dressed in clothes and shoes that are comfortable and allow a student to learn without distraction. The full Student Appearance Code can be found at www.nfschools.net. Please note the following:

1. Headgear should not be worn in the building or classroom except for a medical or religious purpose. All hoods should be down during school day.
2. Footwear must be worn at all times. Certain footwear that poses a hazard will not be allowed.
3. All underwear must be completely covered with outer clothing and all apparel should be fastened appropriately.
4. Above the waist apparel must cover all of one's person except the arms and a modest opening at the neck and may not be of transparent materials. Blouses, shirts and sweaters are to cover shoulders, back, chest and stomach.
5. Extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps and plunging necklines are not appropriate and may not be worn.
6. Sleeveless team jerseys cannot be worn without a tee-shirt with arms worn under it.
7. All fashions should be no more than three inches above the top of the knee when the student is in a standing position.
8. If a student chooses to wear layered fashions, each and all layers shall comply with the student appearance code.
9. All articles which advertise, display or represent items depicting such themes as alcoholic beverages, tobacco, items with abusive, suggestive, controversial or gang-related themes or colors are prohibited.
10. Bandanas are not to be worn/displayed on any part of the body including head, neck, wrist, leg or worn hanging from a pocket or attached to any object.
11. All articles that carry messages that are suggestive, vulgar, obscene, libelous or denigrate others on account of race, color, religion, ancestry, national origin, sex, sexual orientation or disability are prohibited.

12. Appropriate physical education clothing (i.e.) gym shorts may be worn in physical education classes only.

13. During the school day, all coats, hats, jackets, scarves, backpacks, gym bags, athletic equipment, walkman, ipods, mp3 players, radios, cellular telephones, beepers and other electronic equipment of any kind are to be kept in lockers and deactivated. (Within the discretion of school 11 administrators students may be permitted to carry drawstring single pocket and /or mesh bags

14. Any other mode of dress or personal appearance not covered by the above, which is dangerous, disruptive, distracting and/or disturbing to the progress of the educational program or activity, is prohibited.

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 Elementary 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 Elementary 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 30 minutes long, two (2) days per week. When the swim unit takes place, one hour classes are scheduled. For the comfort and safety of your child, please be sure your child wears appropriate clothing (sneakers/swim suit) to physical education.



**Thank you for your cooperation and support of
Kalfas Elementary School.**