

Kaegebein Elementary School

Parent/Student Handbook

2024-2025



1690 Love Road, Grand Island, NY 14072

www.grandislandschools.org, (716) 773-8840

Office Hours: 8:00 am – 4:00 pm Monday - Thursday ,8:00 am-
3:30 pm Friday

School Hours: 8:50 am – 3:05 pm



The mission of the
Grand Island Central Schools
is to foster academic excellence,
personal growth
and social responsibility.

Grand Island Central School District Office
1100 Ransom Road, Grand Island, NY 14072
716-773-8800 Office Hours: 8:00 - 4:00

Welcome to Kaegebein Elementary School!

We are very proud of our excellent educational program and of the cooperative relationship we have with the parents of our students and the Grand Island community. We believe that parents are a child's first and most important teachers. It is only through a community-wide commitment to excellence that our schools can provide the very best educational programs for the children of Grand Island.

We hope this handbook will provide you with useful information regarding our school. For more comprehensive information regarding school procedures and policies, please refer to the School Calendar, District Policy Manual and Code of Conduct posted on the district website. We invite you to call us at any time if you have questions or comments. The main office can be reached at 773-8840.

PARENT TEACHER ASSOCIATION

Your membership and active participation in PTA is invited and welcomed. Your involvement in Kaegebein Elementary is an investment in your child's future. The Kaegebein PTA takes a very active role in school functions. The PTA sponsors the Book Fair, Fundraisers, Student Agendas, and a host of other activities.

PTA meetings are listed on the Kaegebein website calendar. Please feel free to call a PTA officer or committee chairperson if you are interested in a particular activity. The PTA looks forward to seeing you at their many events!

SCHOOL OPERATION

SCHOOL HOURS

- The school day for students is 8:50 am – 3:05 pm
- Students are marked tardy after 9:00 am
- Students who participate in the *Breakfast Program Only* may enter the building at 8:35 am
- Office Hours are 8:00 am -4:00 pm Monday- Thursday and 8:00 am - 3:30 pm on Friday.

Supervision of students not attending the breakfast program begins at 8:50 am. Students arriving before 8:50 am will be asked to wait outside the building for the bell.

Attendance Policy

[Click Here -GICSD Student Attendance Policy 24/25](#)

ATTENDANCE & TARDINESS

Students who arrive after 9:00 am are marked tardy. A written excuse is required for any absence, tardiness or early dismissal. Legal excuses include illness, inclement weather and religious observations. An absence for which no excuse is provided will be considered illegal.

If your child is going to be absent from school, please email Kaattendance@gicsd.org or send a handwritten note with the date and reason for your child's absence when they return to school. Absences will be marked unexcused until we receive the requested materials. The district is aligning all attendance policies, so that it is uniform across all buildings. Thank you for your understanding. New York State Department of Education regulations require that each student's attendance be reported to the State Education Department.

EARLY DISMISSAL

Please send a note to your child's teacher in the morning indicating the time and person who will pick up your child. Please report to the main office for pick up. ***Picture identification will be required.***

DROP OFF PROCEDURES

Cars must use the front parking lot during regular arrival times and dismissal times (8:50 AM and 3:05 PM). Please use the "DROP OFF STATION" during arrival and ask your children to exit the vehicle using the door closest to the sidewalk. ***Please do not pass stopped cars that are in front of you. This is a serious safety concern.***

Pick Up for Dismissal

If you are picking your child up after school or an after school activity, please send in a note or use the [\(Click Here\)Year Long Dismissal Form](#). We cannot release any student to another adult without written permission from the parents or guardians. **You must walk into the school to sign your child out.**

BICYCLES

If you would like your child to ride his/her bicycle to school, please stop by the office to discuss your request and pick up a permission slip. [\(Click Here\) The permission slip is also posted on our website.](#) A signed permission slip must be completed and submitted to the school office before children may ride their bikes to school. Please note the following safety rules:

- Students must walk their bikes when on school property.
- A bicycle rack is provided at the end of the parking lot. Bicycles must be securely locked. We cannot be held responsible for missing or stolen bikes.
- Scooters, skateboards and roller blades are not allowed.
- Bicycle helmets are required at all times while riding bikes.
- All safe bicycle riding rules must be obeyed.
- Failure to comply with safety regulations will result in the forfeiture of bike privileges.

VISITORS

Visitors are always welcome! Please follow these procedures to ensure the safety of our students and respect for their learning environment:

- Visitors must use the main entrance only and immediately report to the main office to sign IN and OUT (please do not enter the building through any other doors, especially during arrival and dismissal)
- The office will provide visitors with a school pass to wear while on the school premises (staff will ask visitors without a visible pass to report to the office)

Please note that the main office call box is a buzzer. Press *once* to alert us to your presence. DO NOT press to talk. If you do, we will not be able to hear you as the buzzer will continue to ring.

VOLUNTEERS

We welcome all volunteers. There is a Volunteer Form that must be completed and approved for all persons seeking to serve in our classrooms. A copy of the form is at the end of this handbook.

Child Abuse

[Click Here](#)

EMERGENCY CLOSINGS

In case of inclement weather, please listen to one of the local radio stations listed below, or check the local TV stations for announcements regarding school closings.

- [WBEN \(930\)](#)
- [WKBW \(1520\)](#)
- [WGR \(55\)](#)
- [WBUF \(93\)](#)
- [Channel 2](#)
- [Channel 4](#)
- [Channel 7](#)

Should the building be closed for any reason other than inclement weather (i.e.- water main break, gas leak, etc.), An automated phone call/text, and/or email notification will

be initiated to contact parents. *Please be sure all contact information is current and accurate at district office.* This can be done through the census verification report sent home at the beginning of each school year. Changes to this information can be done through the District Office at 773-8800.

JUST FOR KIDS Before and After School Care

Just For Kids offers an after-school child care program at Kaegebein Elementary School from dismissal until 6:00 pm. The program is staffed by qualified coordinators and aides. Activities include arts and crafts, sports, special projects, stories, games and quiet time for homework. Call 716-692-5580 for details and registration information. Before school care is also provided at Huth Road Elementary. Students are transported to Kaegebein for the school day.

STUDENTS

TYPES OF CLASSROOMS AND PLACEMENT

There are many types of classrooms at Kaegebein Elementary. Some classrooms will have more than one adult in the room throughout the day. This means that the reading teacher, math teacher, speech/language pathologist, ESL, special education, teaching assistant or teacher aide may “push-in”. For this reason, we do not provide an “opt-out” for classrooms that may have the assistance of other educational professionals.

The process of organizing classrooms each year is a complex one. Our primary goal is to create a balanced classroom considering student abilities, learning styles, and special needs. Current grade level teachers, special area teachers, and the principal are responsible for organizing classrooms. Please be assured that your child’s needs will be carefully and thoughtfully considered in the placement process. It is not our practice to fulfill requests for specific teachers.

STANDARDS OF BEHAVIOR

We expect our students to always behave in a courteous manner. We insist on certain rules of common courtesy, safety, and acceptable social behavior, not only in the classroom, but also in the cafeteria, on the bus, walking in the halls, at the playground, and in all special area classes.

Students are expected to conduct themselves in a respectful and orderly way. Students who violate the school rules or the [District's \(Click Here\) Code of Conduct](#) may be subject to disciplinary action, up to and including suspension from school, when they engage in conduct that is disorderly.

LIBRARY BOOKS & AGENDAS

Students are responsible for returning library books on time. If a book is lost or damaged, a fine or replacement fee will be assessed. Agendas are used school wide as a means of teaching children organizational skills. Agenda fees will be collected during the first few weeks of school.

School Supplies

[\(Click Here\) School supply lists](#). If a financial hardship exists, please contact the school office and arrangements will be made for your child to receive the necessary supplies.

LOCKERS & PERSONAL ITEMS

Each student is assigned a locker for outside clothing, lunches and backpacks. Locks are not permitted. Valuable items should not be brought to school.

Electronic Communication Devices

Elementary students are not permitted to have electronic communication devices during the school day. Students must keep their cell phones and smart watches in their backpack/locker during school hours from 8:35 am until 3:05 pm. The Grand Island Central School District is not responsible for loss or damage to any electronic device.

LOST AND FOUND

A lost and found box is located in the hallway just outside of the office. Jewelry and watches are kept in the office. Children are encouraged to check regularly for missing items. Items left unclaimed are periodically donated to charity.

BIRTHDAY CELEBRATIONS

Students' names will be read over announcements to celebrate birthdays. Due to the large number of known and unknown food allergies, we encourage students to bring in non-edible items to celebrate their special day. If edible treats are brought in to share with the class, it must be store bought with posted ingredients that would allow students with food allergies to participate in the celebration as well. Prior arrangements must be made with the teacher before sending in treats.

LUNCHES AND CAFETERIA

SCHOOL BREAKFAST PROGRAM

Kaegebein Elementary provides a nutritional breakfast of juice, milk, cereal and a bread product every morning beginning at 8:35 am.

LUNCHES

In addition to the choices on our lunch menu, daily alternates include: pizza, hot dog, PB&J, and Fun Lunch. Children choosing a school lunch and those bringing lunch from home may also purchase bottled water, milk, ice cream, cookies and chips. Menus are posted in the cafeteria, in classrooms, and on the district website.

CAFETERIA MONEY

Rather than send cash to school, you can take advantage of our online payment program (myschoolbucks). Enrollment is available on the district website. Your child's ID is his/her student ID which can be found on last year's report card.

FOOD ALLERGIES

Food allergies can be life-threatening. For the safety of all of our students, Grand Island Central Elementary Schools are designated as “Allergy Sensitive”. Please follow these important procedures:

- Food brought onto the school premises to share with other students must be store bought.
- The Main Office, Health Office, Computer Lab, Auditorium, and Library are all designated ‘Food-free’ areas, and no food should be taken into these areas.
- All students will wash hands before and after eating.
- Certain classrooms will have specific allergy procedures depending on the needs of the children in the room. The nurse will communicate specific procedures for your child’s classroom, if any.

CAFETERIA PROCEDURES

To help maintain a happy, healthy, and orderly cafeteria environment, students and staff are to observe the following procedures:

- The Viking Values will be followed at all times.
- Students will wash hands before/after lunch and/or use the sanitary stations in the lunchroom.
- Students are assigned tables and are to stay seated.
- Students will check for any dropped items, and throw out their trash when asked to do so by the lunch room monitor.
- If a student needs to use the bathroom during lunch, they must ask a monitor before leaving the cafeteria.
- Students must wash hands after eating and before lining up to remove any possible allergens from hands.
- Please note that glass containers are not permitted.

TRANSPORTATION

Please use the e-Link from Versatrans to obtain your child's busing information. Here is the direct link to the online bus schedules: [CLICK HERE](#). Parents/guardians will need to know their User ID (which is their 5-digit Student ID) and the password is the student's 8-digit DOB (ex. 01042017).

If you need to use the District website, please go to the Transportation Dept. From there you can access the e-Link on the left side column. You will need to know your User ID (which is your 5-digit Student ID) and the password is your child's 8-digit DOB (ex. 01042017).

Please call transportation at 716-773-8892 with questions or comments.

BUS SAFETY

[\(Click Here\) The safe transportation of our students is of primary concern to us.](#)

The same courtesies are expected on the school bus as in the classroom. We ask that you review the following expectations with your child:

- Students should be at their assigned stops at least 5 minutes prior to the arrival of the bus—buses will not wait for latecomers

- Students may not go to another bus stop for pick up
- Students are expected to wait in an orderly manner and be considerate of other students' property, as well as their own
- Students who cross before boarding or after leaving a bus must:
 - Wait for a signal from the bus driver before starting to cross the street
 - Walk at least 10 feet in front of the bus
 - Never cross behind the bus
- Students must remain seated at all times
- Students may not place any part of their body or any objects outside the windows of the bus
- Students should be quiet, orderly and listen to the instructions of the driver
- No food or beverages may be consumed on the bus
- Students are not allowed to transport prescription medicine or over-the-counter medications on the bus
- Bulky packages or projects, large musical instruments, animals, or potentially dangerous objects may not be brought to school on the bus
- Glass containers are prohibited on buses and in school

Fighting, bothering others, use of profanity, and not cooperating with the driver are all infractions which are reported to the building principal. Repeated infractions may result in the loss of bus riding privileges. If a child is suspended from riding the bus, it is the parent's responsibility to transport the child to school.

The jurisdiction of the school is limited to behavior aboard the bus. We cannot control children's behavior before they board the bus or after they leave it. If there are problems at a particular bus stop, we may be able to assist in resolving the problem; however, the primary responsibility rests with the parents.

Late buses are provided for students in grades 3 – 5 attending after-school activities or staying for extra help. The late bus leaves at 4:00 pm Monday- Thursday only. Please be patient with the drop off time for late bus runs. Some days more students will be taking the late bus than other days, and the drop off times may vary greatly.

HEALTH SERVICES

Our school nurse is a licensed R.N. who is assigned to our building on a full-time basis. You may contact the nurse by calling the school office at 773-8840.

Please do not send your child to school with an illness, as other children may become infected too. If your pediatrician diagnoses a communicable disease, please notify the nurse as soon as possible.

On occasion, it may be necessary for children who are in attendance in school to be excused from physical education classes. Excuses from physical education are approved through our school nurse. Excuses for more than two consecutive physical education classes require a medical note from your medical provider.

REQUESTS FOR HOMEWORK FOR SICK STUDENTS

If you expect your child to be out ill for several days, you may request that homework be available for pickup in the office or sent home with a sibling or friend. Please be aware that preparation of these materials takes time, so adequate notice is greatly appreciated. It is expected that all homework requested by a parent will be completed by the student and brought back with the child upon returning to school.

PHYSICAL EXAMINATIONS

- Health examinations for school attendance are now required in grades PreK or K, 1, 3, 5, 7, 9, & 11. The new regulations also require that the exams are reported on a state required form. Schools are not required to do health screenings if they are documented on the health examination form.
- Vision screenings for both distance and near vision (along with the other previous vision screening tests for new entrants) are now required at entry and in grades PreK or K, 1, 3, 5, 7, & 11. Hearing screenings are required in the same grade levels
- Scoliosis screenings are required in grades 5 and 7 for girls, and grade 9 for boys.
- Detailed information on each health screening and health examinations are outlined in guidelines available on the [\(Click Here\) NYSED School Health Services Webpage](#)
- One dose of meningococcal vaccination is required in grades 7, 8, and 9 this school year; and two doses are required for students in grade 12.
- *Please see the [\(Click Here\)2023-2024 NYS Immunization Requirements for School Attendance](#) for more details on this vaccine along with other immunization requirements.*

PROCEDURES FOR DISPENSING MEDICATIONS

Both prescription and over-the-counter medication must be brought to the school by the parent in its original, labeled container. Additionally:

- Written permission must be submitted by the parent to the health office requesting that the school district comply with the healthcare provider's orders.
- Written orders from a healthcare provider and instructions by the pharmacist must accompany the medication including name of drug, dosage, time interval, possible side effect, etc.
- During field trips or other school activities, classroom teachers will be advised by the nurse regarding procedures.

PARENT TEACHER COMMUNICATION

PARENT CONFERENCES

Parent conferences are scheduled on the calendar three times per year. For these conferences, teachers will contact parents by note or phone to request a conference. Parents, teachers, and the principal may also request a conference at any time throughout the school year.

When calling the school to speak with a teacher, please be prepared to leave a message so that the teacher may return your call when not needed in the classroom. Teachers will make every effort to return your call within 24 hours.

Report Cards

Report Cards are posted three times during the school year on your Parent Portal account. Progress Reports are intended to be a report of the child's progress and development in both academic and personal growth areas.

Parent Portal allows for parents to:

- Update phone number and email contact information
- View student report cards
- View student NYS assessment scores

If you have not set up a parent portal account to view your child's report card yet, please email the address below requesting the password and instructions to set up your account. The email address to use for this request will be ICPortal@gicsd.org. Please make sure to state your name and your child's name in the email when making your request.

E-NEWS

Regular communication is sent home to parents electronically via e-News. The delivery method is dependent on families providing current email, text, and cell phone information.

E-MAIL

To reach any staff member in the Grand Island Central School District via email, type the first and last name followed by @gicsd.org.

SPECIAL AREAS

ART, MUSIC & PHYS. ED.

Music and art classes are provided weekly to all students. Students should bring a smock with them to art class. Physical Education is provided twice weekly. Students may not wear jewelry of any kind to phys. ed. Sneakers must be worn. All students must be prepared for phys. ed. class outside during the fall and spring. A jacket and sweatpants may be needed according to the weather. Deodorant should be used as necessary.

INSTRUMENTAL MUSIC

Opportunities for instrumental music lessons are provided to students beginning in Grade 4. Strings, woodwinds, brass, and percussion instruments are available. Student preferences are accommodated when possible, however, aptitude and the formation of a balanced performance group, such as band and string ensemble, are considered as well.

Instrumental lessons are held weekly on a rotational basis so that students do not miss the same subject continually. Students are responsible for weekly preparations as well as performance preparations. Most instruments must be rented by the parents. Please check with your child's music teacher to determine whether the instrument is available through the school.

Response to Intervention (Rtl)

Response to Intervention or Rtl is a federally mandated small group instructional program designed for students who demonstrate a need for extra instructional support based on multiple assessment measures. If your child is recommended for Rtl services, you will be notified. Your child will receive “pull-out” instruction by our reading and math teachers in addition to the instruction taught in the classroom for a period of time until the reading and math teachers dismiss the child from the program, at which time you will be notified again.

Committee on Special Education

The Committee on Special Education works with families of students with special education needs. Oftentimes, students with special education needs have an Individualized Education Plan that outlines the accommodations and/or modifications needed to help the child succeed in school.

Speech/Language/OT/PT/ELL

Kaegebein Elementary offers services in speech/language, OT or Occupational Therapy, PT or Physical Therapy and ELL or English Language Learning for those students who qualify.

CO-CURRICULAR ACTIVITIES

Co-curricular activities will be communicated to students from the respective teachers. Parent permission slips are required for all activities before or afterschool. Late buses, which leave at 4:00 pm, are provided for the transportation of students who stay for after-school activities in grades 3-5. The following activities are offered:

BAND (Grade Levels: 4-5)

Performance in the large instrumental ensemble is begun after 4-8 months of school lesson instruction on wind, brass and percussion instruments. Band rehearsals are held after school twice a week September through May and focus on performances three times during the year.

ORCHESTRA (Grade Levels: 4-5)

Orchestra is offered to students studying a string instrument. The orchestra is a combined group of students from Huth Road and Kaegebein. Rehearsals may be scheduled at either building October through May. A special bus transports students to rehearsals.

CHOIR AND CHORUS (Grades 3-4-5)

All students interested in music and singing are encouraged to join the choir and/or chorus. Concerts are scheduled in the evenings two or three times per year and various concerts are held during the school day. Most rehearsals for choir and chorus take place before or after school September through May.

INTRAMURALS (Grade Levels: 4-5)

A program of organized sports is offered in sections during the year from October to May. Schedules vary according to the activity. Details will be sent home at the appropriate time. Students must wear sneakers.

ART CLUB (Grade Level: 4 and 5)

Art Club is offered October through May for students interested in the visual arts. Individual works of art as well as group projects are created. Students may be presented with media or techniques that they have not had an opportunity to explore previously. Most work will be displayed in school and throughout the community.

SAFETY PATROL (Grade Level: 5)

Near the end of their 4th grade year, students apply for the position of safety patrol officers and are assigned a duty station in or outside of the school at arrival and dismissal during their 5th grade year. Safety Patrol officers help provide a safe entry and departure of all students by maintaining order and reinforcing the rules of safety in our school.

HOMEWORK CLUB (Grade Level 4 & 5)

Students participate voluntarily or by teacher recommendation. Participants receive organizational and tutorial help once a week after school. Students are responsible for having their materials ready for each session.

EARLY ACT (Grade Level: 4 & 5)

Students volunteer to participate. The club meets approximately once a week from October through June depending on the level of participation required by each project. Projects are chosen for their benefit to our school, the Grand Island community and the WNY area. Students should be prepared to develop and/or create ideas and projects that will benefit the school and our community.

GARDEN CLUB (Grade Level 3 -4 -5)

Do you have a green thumb? Are you interested in plants and how they grow? If so, Kaegebein has its own garden club for students in grades 3-5. Students learn about plant parts and how to care for them in our courtyard garden. They are involved in all parts of the growing process from deciding what to plant to harvesting the vegetables. Come grow with us!

LITERACY CLUB (Grade Level 2-3-4-5)

The Digital Literacy Club focuses on developing a students' reading, writing, and language skills through the use of digital resources. We introduce the students to and explore literacy related interactive websites. Students are engaged in creating digital stories, comic strips, poetry, and silly wacky web tales. They have the opportunity to listen to famous people read popular stories as well as design visual poetry and word collages.