

LOUDONVILLE ELEMENTARY SCHOOL



STUDENT/PARENT HANDBOOK

2011-12

IMPORTANT NUMBERS

Loudonville School Main Office Ms. Kerry Flynn, Principal	434-1960
Loudonville School Fax	434-0739
Loudonville Health Office Fax	434-0656
Mr. John Myers, District Transportation Department	785-9486
District Central Office	785-8591

ADMINISTRATION

Mr. D. Joseph Corr, Superintendent	785-8591
Ms. Kathy Skeals, Assistant Superintendent	785-5511 x 3381
Mr. David Semo, Director of Pupil Services	785-5511 x 3333
Mr. Edward Dopp, Director of P.E. and Athletics	785-5511 x 3351
Mrs. Anne Manzella, District Art Supervisor	785-5511 x 3365
Mrs. Deb Keough, District Music Supervisor	785-5511 x 3365
Mrs. Harriet Greenberg, Interim Director, LEP and Alternate Math/Remedial Math.	785-5511 x 3320

SCHOOL WEB PAGE

The Loudonville School web page may be reached by way of
the district web page at: www.northcolonie.org
Health Office web page for information and forms:
loudonvillehealthofficenews.pbworks.com

Highlights from our web site include:

- ❖ Calendar of Events each month
- ❖ Faculty and Staff Directory
- ❖ PTA News
- ❖ Lunch Menu
- ❖ Health and Medication forms

LOUDONVILLE ELEMENTARY SCHOOL

STUDENT/PARENT HANDBOOK

TABLE OF CONTENTS

School Web Page	2
Principal’s Welcome	5
Building Council.....	5
Loudonville Staff	6-7
Board of Education	8
P.T.A.....	9
Daily Schedule	10
Mark Your Calendar	11
Report Cards and Conference Days.....	12
Testing Schedule.....	13
Parent Drop Off/Pick-Up	14
Student Rights and Responsibilities.....	14
School Rules.....	15
Responsible Riders.....	16
Cafeteria and Recess Expectations.....	17
Breakfast and Lunch Programs	17
Before and After School Program	18
Telephone.....	18

Lost and Found.....	18
Change of Address/Phone Number	18
Early Dismissal/Change in Dismissal.....	18
Emergency School Closings	19
Safety Drills	19
Visitors	19
Attendance	20
Illegal Absence Homework Requests	20
Home-School Communication	21
School News Notifier (SNN)	21
Parent Portal	21
Homework/Daily Planner.....	22
Birthday Celebrations	22
Health Services	23
Guidelines for managing students with food allergies/anaphylaxis.....	24
Class Placements	25
Glossary of School “To Knows”	26-28
School Floor Map	29
School Calendar 2011-12	30

Principal's Welcome

Dear Students and Parents,

This handbook has been created to support clear communication between home and school. Parents and students should review the information presented. For quick reference, the first part of the handbook includes lists of personnel, information about the school day and important dates throughout the school year. Beginning on page 15, please find guidance or expectations for student behavior and home-school communication.

The handbook concludes with a glossary of helpful “definitions”.

This Student/Parent handbook is a project of the Loudonville Building Council and each year the Building Council reviews the handbook and makes revisions. We welcome your feedback!

Sincerely,

Kerry L. Flynn

Loudonville Building Council Mission Statement

The mission of the Loudonville School Building Council is to provide for the best possible education and environment for all students to successfully grow and learn. It is our goal to create an atmosphere that encourages the participation and growth of all the members of the school community. Membership involves a two-year commitment. Please contact Ms. Flynn if you are interested in becoming involved.

LOUDONVILLE STAFF

Principal	Ms. Kerry Flynn
Building Assistant	Mrs. Jean Rinaldi
Secretary	Mrs. Maryann Pelletier
Keyboard Specialist	Ms. Christine Ortiz
Receptionist	Mrs. Deb Walsh

CLASSROOM TEACHERS

Kindergarten	Ms. Diana Mattingly
First Grade:	Mrs. Susan Bango
	Mrs. Rebecca Coffey
Second Grade:	Mrs. Nancy Buono
	Mrs. Jennifer Edmunds
Third Grade:	Mrs. Donna Chittenden
	Mrs. Erin Yerdon
Fourth Grade:	Mrs. Julie Marion
	Mrs. Laura Salinetti/Ms. Sarah Fetcho
Fifth Grade:	Mrs. Elizabeth Carter
	Mr. Jeffrey Feldman
Sixth Grade:	Ms. Kieran Ryan
	Mr. Michael Springstead

SPECIAL AREA TEACHERS

Art:	Mrs. Laura Duffy
	Mrs. Lynn Hodges
Band:	Mrs. Kirsten Mattison
Counselor:	Miss Sarah Wing
English as a Second Language:	Mrs. Tracy Sangare
Learning Enrichment/ Alternate Math Program:	Mrs. Alicia Powers
Learning Resource Area:	Mrs. Kathaleen Stewart
Library-Media Specialist:	Ms. Annesley Davis
Music/Chorus:	Mrs. Amy Kimbler

Nurse:	Mrs. Deb Dopp
Occupational Therapist:	Mrs. Barbara Phelps
Orchestra:	Ms. Laura Bresnahan
Physical Education:	Mrs. Rebecca Kohn
	Ms. Teresa Maguire
Psychologist:	Dr. Myra Nathan
Reading Specialist:	Mrs. Emilia Komaromi
	Ms. Jennifer Green
Speech:	Mrs. Stephanie Fitzgerald
Teacher Assistant:	Mrs. Carol Moore

SUPPORT STAFF

Cafeteria:	Mrs. Kathy Brizzell Mrs. Clara Aliberti
Classroom Aides:	Mrs. Cathy Crispo Mrs. Kim Kelly Mrs. Patricia Poole
Computer Room Aide:	Mrs. Allison King
Custodians:	Mr. Michael MacDuff Mr. Joseph Mitola
Library Aides:	Mrs. Donna Parker Mrs. Denise Rinella
Lunch Room Supervisors:	Mrs. Cindy Diamond Mrs. Maribeth Pelletier Mrs. Shelly St. Leger Mrs. Peg Westcott
Support Teachers:	Mrs. Leslie Foster Mrs. Susan Guba

*Information about Special Area programs and services can be found in the publication
"You and Your Elementary School Child"*

2011-12 Board Of Education

- Mary Nardolillo, *President*
- Linda Harrison, *Vice President*
- Siren Chudgar
- Paula D'Orazio
- Ann Foster
- Dave Gaynor
- Joan Hart
- Sandy Pangburn
- Mary-Ellen Raup

Meetings/Schedule

The Board of Education's 2011-12 monthly meeting schedule is posted below. All meetings are open to the public unless/until Board members vote to enter into an executive session.

All meetings begin at 7:30 p.m. unless indicated otherwise. However, prior to each monthly meeting, Board members will meet informally with the public at 7:15 p.m.

September 19 *	SHS Library
October 24	Loudonville Gymnasium
November 21	Forts Ferry Auditorium
December 19	SJHS Auditorium
January 23 **	Blue Creek Assembly Room
February 27	Southgate Assembly Room
March 26	Boght Hills Assembly Room
April 23 ***	Latham Ridge Auditorium
May 21	SHS Library
June 18	Transportation Department
July 9 - Annual Organizational Meeting (date subject to change)	SHS Library

Budget Meetings

March 5, 8, 12, 15, 19, 22 & 29 - 7:00 p.m.	Program Budget Review
April 23 - 7:30 p.m.	BOE Adopts Budget
May 2	Budget Forum / Meet Candidates Night
May 15	Budget Vote

* Reception for new staff members to be held at 7 p.m. in Shaker High School Library

** Reception for teachers receiving tenure to be held at 7 p.m.

*** Reception for teachers receiving tenure to be held at 7 p.m.

Minutes and agendas may be viewed at the district website www.northcolonie.org

P.T.A.

The Loudonville School P.T.A. meets monthly. Numerous special events, field trips and activities, as well as the school directory are provided by the P.T.A. We appreciate their past support and look forward to working with them again this year. Please attend the annual P.T.A. Open House for membership and details. Contact any of the P.T. A. officers for more information on how you can get involved.

K-3: September 15

Gr. 4-6: September 20

6:00 – Main Office – Parent Portal Sign-up

6:30 – Cafeteria – PTA sign-ups

7:00 – Auditorium – Welcome

7:15 – 7:45 Classroom meetings

P.T.A. MEETINGS

September 18	<i>Welcome Back Social</i>
October 26	<i>PTA General meeting</i>
November 16	<i>PTA General meeting</i>
January 18	<i>PTA General meeting</i>
February 15	<i>PTA General meeting</i>
March 21	<i>PTA General meeting</i>
April 17	<i>PTA Budget Presentation (Tuesday)</i>
May 16	<i>PTA General meeting</i>

All general meetings begin at 7:15 p.m. in the school library. For information on the P.T.A. activities and events see the monthly newsletter, district calendar and P.T.A. directory.

P.T.A. OFFICERS 2011-2012

Co-Presidents: Mary Fitzgibbon and Nichole Gialanella
Co-Vice-Presidents: Beth Beshaw and Cissy Schaffer
Recording Secretary: Caroline Ahl
Treasurer: Cathie Love

DAILY SCHEDULE

BREAKFAST 8:40 – 8:50 A.M.

- 8:40 A.M.** Student Arrival – students should not arrive at school before 8:40 a.m. No supervision is available and students will not be allowed into the building unless enrolled in the Colonie Youth Center Before School Program (see page 16).
- 8:50 A.M.** Start of the school day. Students must be in homeroom. Students arriving in school after 8:50 must be signed in at the office and are marked late.

KINDERGARTEN HALF DAY PROGRAM

A.M.	P.M.
8:40 – Arrival	12:30 – Arrival
11:30 – Dismissal	3:10 – Dismissal

Our lunch and recess schedule is as follows:

	Recess	Lunch
Grade 6	11:00-11:25	11:25-11:45
Grade 5	11:25-11:50	11:50-12:10
Grade 3	11:50-12:15	12:15-12:40
Grade 1	12:15-12:40	12:40-1:05
Grade 2	12:45-1:10	1:10-1:35
Grade 4	1:10-1:35	1:35-1:55

Recess periods are scheduled daily for all grade levels.

- 3:10** Announcements
Walker dismissal
Bus dismissal follows

Please note that the main office is open from 7:45 a.m. to 4:15 p.m. each day. Classrooms are locked for security. All uses of the school building “after hours” are limited to approved activities by sponsoring organizations. Building Use forms are available in the main office.

 **MARK YOUR CALENDAR . . .**

P.T.A. SEPTEMBER OPEN HOUSES

K-3 September 15 at 6:30 p.m.
Grades 4-6 September 20 at 6:30 p.m.

P.T.A. WELCOME BACK SOCIAL Hoffman's Playland, September 18 3-6 p.m.

ELEMENTARY VISITING DAY October 19 10:00 a.m. to 2:00 p.m.

SCHOOL PICTURES October 21 Retakes TBA

GRADE 6 MUSICAL November 17, 18 7:00 p.m.

WINTER CONCERT (Gr. 5 and 6) December 7 7:00 p.m.

KINDERGARTEN SCREENING March 1, 2, 5

Registration and screening for children entering Kindergarten in September 2012 by appointment. The child must be five years of age by December 1st of entering year.

SCHOOL BOARD ELECTION, BUDGET VOTE AND PROJECT NIGHT

May 15 – 9a.m.- 9 p.m.

SPRING CONCERT (Gr. 5 and 6) May 23 - 7:00 p.m.

SHAKER JUNIOR HIGH SCHOOL ORIENTATION FOR 6TH GRADERS

June 15

GRADE 6 GRADUATION June 21 - 9:30 a.m.

Please check the monthly newsletters for updated calendars.

REPORT CARDS

MARKING PERIODS CLOSE

1st – December 2

2nd - March 16

3rd – June 20

REPORT CARDS GO HOME

December 6

March 20

June 21

CONFERENCE DAYS

K-6 – December 7 – 12:00 p.m. dismissal, conferences in the p.m.
Kindergarten dismissed at 10:45 A.M. No P.M. kindergarten

K-6 – December 13 - 12:00 p.m. dismissal, conferences in the p.m.
Kindergarten dismissed at 10:45 A.M. No P.M. kindergarten

K-6 – December 15 - 12:00 p.m. dismissal, conferences in the p.m.
Kindergarten dismissed at 10:45 A.M. No P.M. kindergarten



ELEMENTARY TESTING PROGRAM - 2011-2012

Friday, Sept. 16, Monday Sept. 19, Tuesday, Sept. 20	Cognitive Abilities Test, Gr. 3 and 6
May 7-11	Gr. 1-6 Iowa Test of Basic Skills
Monday, October 3 –Friday, February 10	NYS Alternate Assessment (NYSAA)
Wednesday, April 18 – Friday, May 18	NYSESLAT: Speaking
Tuesday, April 17 – Wednesday, April 18	Grades 3–8 English Language Arts
Monday, April 23 – Tuesday, April 24	Grades 3–8 Mathematics
Monday, May 7– Friday, May 18	NYSESLAT: Listening, Reading, Writing
Wednesday, May 31	Grade 4 Science Performance Test
Monday, June 4	Grade 4 Science Written

Testing generally occurs in the morning on the dates noted. For NYS tests, we will schedule different grades throughout the assessment days. Please avoid scheduling doctor appointments on the testing dates.

Our district has an extensive student testing program that provides for a wide range of objectives. Nationally standardized tests, such as the Iowa Test of Basic Skills that we give in the spring, enable us to compare our students with others on a national scale. State mandated tests, such as the New York State assessments in reading and math in grades three through six and science at grade four, help us identify students in need of assistance. These assessments are also used to compare our students with those on a statewide and local basis. Our district tests help ensure that we have comparable programs among schools. These tests also provide us additional information on a local level. All of this information is also helpful to use as we prepare a comprehensive Annual Evaluation Report in which we analyze our strengths and weaknesses and seek ways in which we may improve our performance. Note that tests mandated by the state are given on dates set by the state each year and include very restrictive make-up dates.

PARENT DROP-OFF AND PICK-UP

You are encouraged to have your child ride the bus. If you choose to transport your child to school, use the back parking lot (Old Niskayuna Rd.) to assure the bus loop is clear for buses. Students (not enrolled in the before school program) will be permitted to enter at 8:40 a.m. If you are picking your child up at the regular dismissal time, please use the Old Niskayuna parking lot. Parents and those authorized for student pick-up are asked to sign the student out at the main office and then wait in the gymnasium. Students will be called from their classroom from the office. Children will meet parents in the gymnasium.

Please always observe all “rules of the road” and New York State traffic laws. Please remember:

- It is illegal to pass a stopped school bus when red lights are flashing
- It is illegal to leave a motor vehicle running and unattended



STUDENT RIGHTS AND RESPONSIBILITIES

Each of our children has certain rights while in school. The most important is the right to be presented with a good educational program and to receive that program in a pleasant environment. This means that no one has the right to disturb others and disrupt the classroom. This denies others their right to a good education.

With rights come responsibilities. If students are going to enjoy the right of a good education, they must assume some common sense responsibilities. Above all, we expect students to be polite and courteous to our staff and to their classmates. In short, we expect and hope that all students will follow a rule that is repeated around the world: **“Treat others as you would like to be treated.”** It is a sensible rule and will help all students and our school to be models of good citizenship.

A “Rights and Responsibilities” pamphlet is included in the summer mailing each year.

OUR SCHOOL RULES

Each member of the Loudonville School community is responsible for:

1. Showing respect for all people and their property.
2. Showing respect for school property.
3. Paying attention and following directions in a positive manner.
4. Working quietly without disturbing others.
5. Using appropriate language at all times.
6. Walking through the halls in a quiet and orderly manner.

BEHAVIOR: Each adult and student is expected to be responsible for his/her own behavior. The district's rules of conduct, focusing on personal safety and respect for the rights and property of others, apply both in the classrooms, throughout the school grounds and on the school bus.

SAFETY: Being conscious of good safety practices is especially important when entering or leaving school. Students are to walk slowly and watch where they are going. Running in the hallways is not permitted at any time.

SMOKING, DRUGS, AND WEAPONS: Smoking is prohibited in school and on school grounds at all times. Possession and/or use of alcohol and illegal drugs is strictly forbidden. Firearms, knives, and weapons of any kind (including toys or props) are **never** allowed on school property. Violation of these rules will be considered a serious offense and result in suspension from school.

PERSONAL POSSESSIONS: Personal items such as Ipods, Gameboys, Pokemon cards, Beanie Babies, Bakugan cards, baseball cards, special collections, skateboards, scooters etc. should not be brought to school as we cannot guarantee they will not be stolen or broken. Valuable sports equipment, jackets, and caps are allowed, but the school will not be responsible for their safety. Possessing or using cell phones or electronic communications devices in school or on the school buses is prohibited. (See Handbook of Students' Rights and Responsibilities, page 13.)

INSTRUMENTS AND INSURANCE

The North Colonie Central School District has taken reasonable steps to prevent the theft of student property. However, the district is not responsible for theft, loss or damage to students' personal property on the premises. Additionally, parents are encouraged to list valuable items like musical instruments on their homeowners' or renters' insurance policy.

Students may not wear articles of clothing that are obscene, dangerous, or in any way interfere with other students' learning. Gum chewing is not permitted in school.

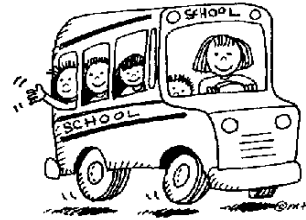
Students who violate school rules will be subject to disciplinary action and more regulated supervision. Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in changing behavior. Consequences will be appropriate to the seriousness of the offense.

RESPONSIBLE RIDERS

ON THE BUS: Students are also expected to follow bus safety rules to make sure that their trip is a safe and pleasant one. Bus transportation is provided by the district as a privilege – not a right – and those abusing this privilege may be asked to provide their own transportation. While on the bus remember the Loudonville School Rules also apply.

The following rules are posted on every bus:

- Observe same conduct as in classroom
- Be courteous; no profane language
- Do not eat or drink on the bus
- Keep the bus clean
- **Cooperate with driver**
- Do not smoke
- Do not be destructive
- Stay in your seat
- Keep head, hands, feet inside the bus
- Driver is authorized to assign seats



RIDING OTHER BUSES

Any student who is going home on a bus other than the bus he/she has been assigned to is required to bring a note from home on the morning of the change for the classroom teacher. A note is also required if a child is staying after school for any reason (Scouts, Brownies, etc.) The Loudonville Student Activity Club sells packets of Loudonville School dismissal forms for \$1.00. Contact the office if you wish to purchase a packet or two!

LATE BUS - The late bus leaves Loudonville School at 4:05 on Tuesdays and Thursdays. Students taking the late bus home from an activity supervised by school staff such as Homework Club or GIRAFFES (see glossary) must turn in a completed late bus pass provided by the supervising teacher. The bus pass is valid for the duration of the activity. The main office makes the bus arrangements for students taking the late bus with the Transportation Department by 10:00 a.m. The late bus leaves Loudonville School at 4:05 p.m. If a student's plans change, a note from the parent is needed to change dismissal plans.

CAFETERIA EXPECTATIONS

All school rules apply when in the cafeteria.

Additionally:

1. Food is to be consumed in the cafeteria (no food allowed on the playground).
2. Sharing of food is prohibited due to food allergies and various health concerns.
3. Partially consumed food must be contained in student lunchboxes or disposed of prior to leaving the cafeteria.



RECESS EXPECTATIONS

Expectations for the playground are all simple ones:

1. Be considerate of your classmates.
2. Always respectfully follow the directions given by the lunch supervisors.
3. Rough play leads to accidents. Games we cannot allow are those that have tackling or wrestling. Keep-away games or King of the Mountain games are also dangerous and cannot be played.
4. When we use playground equipment we are careful so that we do not hurt others or ourselves. Use equipment appropriately as intended.
5. When there is snow on the ground, special care must be taken. Throwing snow is, of course, very dangerous and is not allowed anywhere in the North Colonie Central School District.
6. No flip-flops at recess.

BREAKFAST AND LUNCH PROGRAMS

The cost of breakfast for students is \$1.25. Lunch is also available for \$1.80. Milk is \$.60. Students who qualify for reduced meals may have breakfast free of charge and lunch for \$.25. Prepaying for meals is an option that works well. You can either prepay \$36.00 (21 lunches) by check or cash or pay on line at paypams.com. Checks can be made out to NCCS Food Service. Students may also purchase a la carte (snack) items daily for an additional charge. The menu is available on the North Colonie website (northcolonie.org). Free and Reduced applications are mailed directly home in August. If there are questions contact the Food Service Office at 786-8856.

BEFORE AND AFTER SCHOOL PROGRAM

Colonie Youth Center provides a before and after school program each day in our building. Parents must make arrangements with the Colonie Youth Center, 438-9596. The Capital District YMCA provides half-day child care for kindergarten students at the former Goodrich Elementary School, 785-4871. The district will provide busing to or from the K-Care program.



TELEPHONE

Students are permitted to use the telephone in the main office for emergency purposes only. Students must have permission from their classroom teacher to make phone calls.

LOST AND FOUND LABEL - - - LABEL - - - LABEL

The main area for lost and found items such as coats, boots, and articles of clothing is in the health office. A box in the gym contains items that are left behind after P.E. classes. For smaller items such as jewelry, keys and eyeglasses, please check in the main office to claim these articles. All unclaimed items are donated to homeless shelters during winter break and at the end of the school year.



CHANGE OF ADDRESS AND/OR PHONE NUMBER

Please notify the main office and your child's teacher as soon as possible when a change of address or phone number occurs. In addition, the Central Registrar, Susan Ardit, needs to be notified in the event of an address change. She can be reached at 785-8591 ext. 3135. Please also notify the school if there is a change in custody arrangements.

EARLY DISMISSAL/CHANGE IN DISMISSAL PLANS

If there is an important reason for your child to be dismissed early from school, please send in a note on that morning or contact the main office directly. Please do not leave changes on the teacher's voice mail or send an email as there is no guarantee that your message will be retrieved before the end of the school day. If someone other than a parent is to call for a child, New York State Law requires that person's name to appear on a list provided by the child's parents. Otherwise the school will not release your child to anyone other than a parent or, under emergency conditions, to a law enforcement official or child protective worker. It is also very important that you provide a current and local emergency phone number where you or a relative or friend can be reached should the need arise.

Change in dismissal plans need to be in writing and signed by the parent/guardian. All notes are sent to the office in the morning with lunch orders and attendance. After being logged in a binder, bus notes are initialed, dated and returned to your child as their "bus pass" for the afternoon driver. When notes lack critical information, we run the risk of children ending up in the wrong place. As you write a bus note, please provide the following specific information:

Your child's first and last name, your first and last name, the bus number, the first and last name of the resident at the final destination, teacher's name. All bus notes must go through this process. Bus notes may not be given directly to the driver without being recorded in the office. The Loudonville Student Activity Club sells packets of dismissal forms for \$1.00. Contact the office if you wish to purchase a packet or two! Thank you for your assistance.

EMERGENCY SCHOOL CLOSINGS

There are days when school must be closed or delayed due to emergency situations or inclement weather. There is no morning kindergarten if there is a two hour delay. Local radio or television stations will broadcast the school closings. Announcements will be made on the following stations:

WTEN	WFLY	WROW	WPTR	WGNA
WRGB	WNYT	WTRY	WKLI	WGY
WPYX				

In the event of an early dismissal, announcements will be made over these stations. All school activities are cancelled and any special dismissal notes brought in that day are not in effect. The District homepage will update this information at www.northcolonie.org as well.

The **emergency phone notification system** notifies our families of emergencies, such as early closings, or to provide them with additional non-emergency information about the district. The district also uses e-mail as another way to communicate with parents. We encourage parents to share their e-mail addresses with the district through the district web page. Please log onto www.northcolonie.org. You will see a link that will bring you to a form to record your preferred e-mail address. This will be used as another means to communicate efficiently with our families.

FIRE AND SEVERE WEATHER DRILLS

We hold fire drills and drills that will teach us how to protect ourselves in case of very bad weather throughout the school year. The fire drills are signaled by a hall siren. The severe weather drills are announced by the blast of an air horn or over the school's public address system.

Students will have plenty of practice so they will be able to tell which drill is being conducted.

VISITORS

Anyone visiting our school for any reason must first go to the main office. Visitors are not permitted to go directly to classrooms or the playground because it is important to have a standard procedure and control over access to our grounds and classrooms. This procedure makes sense both in terms of safety for the children and disruption in the classroom routine. Visitors and volunteers should sign in and take a name tag to wear during their stay. No classroom visitors are permitted in the classroom without a classroom teacher present. This includes recess.

The exterior doors that are locked need to remain that way for the safety of our children. Use **only** the front door (near the flagpole) for drop off and pickup. Our office staff will be happy to see that forgotten items are given to your child. They will also gladly call your child to the office for an early dismissal.

ATTENDANCE

Regular and prompt attendance is an extremely important part of your child's education. You can help us to achieve the goal of providing your child with the best possible education by scheduling appointments with the doctor or dentist outside school hours and by planning trips and vacations only when school is not in session.

Parents are asked to notify the main office each day their child is absent. Voice mail is available 24 hours a day. We are happy to provide work for absent students who feel well enough to complete it. Please make your requests for work in the morning when you call your child in sick. **Requests received before 10 a.m. can be accommodated. It is difficult for classroom teachers to gather work for individual students when their parents have called in requests at different times throughout the day.** A written note signed by a parent, guardian, or doctor is required upon the student's return to school. The note should include the date of the absence and the reason. If a note is not sent in, the absence will be considered illegal. The Loudonville Student Activity Club sells packets of Loudonville School absence excuse forms for \$1.00. Contact the office if you wish to purchase a packet or two!

Parents are requested to notify the main office and classroom teacher when a pupil will be absent for an extended period.
--

ILLEGAL ABSENCE HOMEWORK REQUESTS

Often our classroom teachers are asked to put homework packages together for children who are home ill. We will gladly assist in this manner. However, we do not gather homework packages for students who are to be absent as a result of a family trip or any other illegal absence that takes place during school time. Upon their return, students will have an opportunity to make up work they have missed.

As a public school we are charged with enforcing the state's mandate that children attend school. Schoolwork encompasses classroom activities and teacher instruction. Homework is an extension of what occurs in the class with teacher directions.

When family trips are planned while school is in session, the educational process is interrupted. Therefore, please make every effort to plan family trips to coincide with school wide vacations. Thank you for your understanding.

HOME-SCHOOL COMMUNICATION

A central goal of the district Study Skills Curriculum is to foster learner independence and self-direction. To reach this goal, students are taught to utilize organizational strategies with increasing independence. We recognize that organization and planning are skills critical for academic success. We appreciate your help in encouraging and assisting students to plan ahead for each school day.

Parents may seek information about assignments or the scheduling of special classroom events. All teachers have voice mail and e-mail. These are good ways to communicate with teachers for general clarification. **Parents may request teacher conferences to address concerns as needed beyond the scheduled December parent-teacher conferences.** When using e-mail to communicate, please practice appropriate courteous “netiquette”.

SCHOOL NEWS NOTIFIER (SNN)

School News Notifier (SNN) is an opt-in e-mail news notification system that sends subscribers school and district news, announcements, and information such as closings and school newsletter links directly to their e-mail. Users who subscribe to the district news notification will also receive the North Colonie e-newsletter that will be sent out monthly, beginning in September. *Subscribers must sign up before they receive notifications. The step-by instructions at www.northcolonie.org make the sign-up process easy. To receive notices from Loudonville School, please be sure to check the box next to Loudonville School.*

FOR SCHOOL CLOSINGS ONLY – Users may wish to add text messages for school closings only to their accounts. Log in to access your profile and follow the directions!

PARENT PORTAL

The North Colonie Central School District provides parents with access to the Infinite Campus Portal. The Campus Portal is a web based program that will provide parents and guardians access to their child’s attendance, schedules, NYS assessments, grading information and immunizations. By providing parents and guardians access to this information, we are encouraging active participation by parents and guardians in their child’s education and progress.

You can register to use the Parent Portal for your children by calling the office and setting up an appointment. You will need to bring your driver’s license with you to the appointment.

If your children attend multiple schools in our District, you only need to register once. If you have previously attended a registration for one child, your access will be automatically extended to cover all of your children.

HOMEWORK

The concept of homework is introduced as early as kindergarten. When initiating homework at this level, teachers make every effort to ensure that parents are aware of the expectations being placed upon their children. Throughout the primary grades (K-3), assignments to be completed out of school are gradually increased in frequency and length of time required. When students enter the intermediate grades (4-6), it is expected they will be assigned approximately 30-60 minutes of homework daily.

DAILY PLANNER

We ask that students in grades 3, 4, 5 and 6 utilize a daily planner. One planner is provided to every student at no charge. If a planner is lost, a new one may be purchased. Parents are asked to check the planner for homework assignments, long-term projects, and other class assignments. The planner may also be used to communicate with the classroom teacher.

BIRTHDAY CELEBRATIONS



Birthday celebrations differ in each classroom. Please contact the classroom teacher for classroom routines.

HEALTH SERVICES

First aid is rendered according to procedures recommended for dealing with sudden illness or accident. The school may not diagnose or give treatment since this lies within the province of the family physician. If there is a need for the administration of medication in school, please contact the school nurse so that appropriate arrangements may be discussed with your family physician. **STUDENTS ARE NOT PERMITTED TO CARRY MEDICATION IN THEIR POSSESSION FOR SELF-ADMINISTRATION.**

If your child requires special attention or privileges in school due to some temporary or permanent physical disability or illness, please advise the classroom teacher and the school nurse.

The following is the Procedure of the North Colonie Central School District's Health Services Department in an effort to decrease or control illness/communicable illnesses.

1. **DO NOT** send your son/daughter to school with an oral temperature of 100 or higher, and if while at school he/she has a fever of 100 or higher, he/she will be sent home.
2. **DO NOT** send your son/daughter to school until he/she is fever free for 24 hours without Tylenol or Ibuprofen. This will ensure that they are free from infection.
3. **DO NOT** send your son/daughter to school if he/she has been vomiting or had diarrhea during the night and/or early that morning.
4. If your physician is considering a streptococcal infection, and a throat culture has been taken, **DO NOT** send your child to school until the results are known.
5. When your child does have a positive throat culture, he/she must complete at least 24 hours of antibiotic therapy before they may return to school.

Also, when nasal secretions are thick and copious, and/or the discharge is the yellowish/green color, please keep your child home until it clears, becomes less heavy and/or he/she is seen and cleared by their own pediatrician.

Please take universal precautions with your children. Remind them never to share combs, hats, hair ribbons etc. Caution should be taken with sleepovers, intramurals and PE classes. If you think you may have a head lice problem, please have your child seen by their physician or health care provider and inform the Health Office at once.

Hopefully, together, parents and the Health Office can make for a healthier school year for your child.

Please visit the following webpage for updates/information from the Health Office:
loudonvillehealthofficenews.pbworks.com/

GUIDELINES FOR MANAGING STUDENTS WITH FOOD ALLERGIES/ANAPHYLAXIS

Food allergies/anaphylaxis can be life threatening. The risk of accidental exposure to foods or other allergens (bee stings) can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for allergic students. It's important to understand the precautions to take to keep students as safe as possible. The biggest risk to these students is accidental exposure. It's important to work together as a team to minimize risks and provide a safe environment.

ALLERGIES

Exposure is anytime a student ingests (eats) or touches nuts, nut products or any allergen they are allergic to. This could cause a reaction and in some severe cases, the smell of the allergen can be enough to cause a reaction. **FOOD PREPARED IN CONTAINERS OR WITH UTENSILS THAT HAVE PREVIOUSLY BEEN USED WITH NUT PRODUCTS CAN CAUSE A REACTION!!** Peanut oil can remain on a surface cleaned with soap and water for **6 months!**

Therefore based on District Policy # 5422:

Any parent sending in food items for gatherings will avoid any overt nut products on/in the foods sent in (ex: no snickers, no nutty bars, and no nuts on top of foods).

Any student who has a known food allergy of any kind, will **NOT** be allowed to consume any food, drink, or candy items brought into the classroom for parties or birthday treats without the express written consent of his/her parent(s). Parents of food allergy students who do not permit consumption of items brought into the classroom are asked to send in non-perishable foods for their own child to have during these occasions.

Thank you all for your consideration in this matter. Together we can all work on keeping our children healthy and in the safest environment possible. As always, if you have any questions feel free to call the Health Office.

Sincerely,

Kerry Flynn
Principal

Deborah J. Dopp
Health Office

9/11DJD

CLASS PLACEMENT

The placement of children in classes is a process that takes into account many factors. It directly impacts the composition of all classes and the overall atmosphere of the school. As professionals, we take the placement of each child very seriously and consider the following:

- The academic needs of the child
- The emotional needs of the child
- The balancing of each class by gender, academic performance and special student needs
- The type of assistance that can be provided within the classroom
- The impact of students on each other in the same classroom

It is critical that these issues be addressed to assure optimal opportunities for success.

Placements are a result of a team effort. As the time for placement decision approaches, your child's present teacher will be meeting with the principal, support staff and other teachers to develop class lists for next year.

We cannot accommodate requests for a particular teacher. We would, therefore, ask that parents **not** make particular teacher requests to the classroom teacher or to the principal. However, because we feel that parents can offer a great deal of valuable insight concerning their children's educational needs, we invite those parents who would like to provide input to the placement process to do so in writing. We welcome information regarding your child's needs as a learner, your goals for your child, or other circumstances that may be of importance.

If you would like to provide input, please send letters to the principal by mid May.

Glossary of School “To Knows”

-Banana Splits: Elementary Counseling Program offered to children in grades 1-6 who have experienced a parental separation, divorce, or remarriage. The purpose of the group is to help children whose families have undergone major change to understand and express their feelings, to manage stress and to understand that they are not alone or “weird”.

-Book Fairs: A PTA sponsored fundraising event that provides students and members of the school community an opportunity to buy new books. Occasionally, one of the Book Fairs is typically thematically related to the PARP program and is included in an evening event for families to kick-off the program.

-Child Study Team (CST): Team made up of building professionals. The committee meets to identify specific needs of individual students as needed and put interventions in place that will allow students to be successful in school.

-Counseling Programs: Evening programs for parents sponsored by the North Colonie Pupil Services Department. Topics and speakers vary. Information is announced in the newsletter.

-Colonie Youth Center (CYC): Responsible for the before and after school child care in the building. Other camps are run throughout the school year. Phone: 438-9596

-Committee on Special Education (CSE): Oversees all special education students in the district.

-Field Day: This outdoor event to encourage camaraderie and teamwork happens in the fall during the school day. Students are placed on teams and encouraged to wear a specific color to match their school wide team.

-Fund-raising events: There are several PTA sponsored or school sponsored events that take place over the course of the school year such as fruit cup collection for Equinox, book drive for a local school, pajama drive and school supplies drive. Information is announced in newsletters and daily announcements over the P.A.

-GIRAFFES: This is a service-oriented school improvement group for students in grades 4-6 who are ready to “stick their neck out” for others. Miss Wing and Mrs. Duffy supervise this afterschool club.

-Homework Club: Homework Club allows students to get extra help after school to work on their homework until about 4:05 p.m .Written permission to participate is required.

-June Jubilee: An annual PTA sponsored end-of-the-year picnic event that gives families an opportunity to share some food and fun. This typically coincides with Friday evening Loudonville soccer finals. Food, music, and games are all part of the festivities.

-Kindergarten Intervention Program (KIP): For kindergartners who demonstrate a special need for additional support services. Pre-reading and readiness skills are emphasized.

-Learning Enrichment Program (LEP): Pull-out program for students "who show evidence of high performance capability and exceptional potential in areas such as general intellectual ability, special academic aptitude and performing arts."

-Learning Resource Area (LRA): Provides support for students who have an individualized education plan (I.E.P.)

-Open House: Parent(s) are invited to meet the teacher and visit the classroom one evening in the early fall. Curriculum and classroom specific information will be presented. Opportunities to sign up for parent-teacher conferences and/or classroom volunteer opportunities are often available at this time.

-Outdoor Environmental Learning Lab (OELL): Sites on school property used for learning activities. These sites include the Butterfly garden, rocks of NYS and the decomposition site.

-Parents As Reading Partners (PARP) & Kick-off night: A PTA sponsored, school-wide, themed reading incentive program. Students and parents sign contracts to commit to read each night throughout the program and track their progress. Students read at home with their parents and record it in a booklet. Upon successfully completing the program, students are rewarded with special gift(s). The program typically has a Monday Night Kick-off event with guest readers and the Scholastic Book Fair is available. Parent(s) should attend with children. Special weekly activities are planned throughout the program.

-P.E. Night: At the invitation of the PE teacher, parent(s) and students at each grade level have their own special evening of Physical Education games. Light refreshments are served by the parents. It is requested that siblings remain at home for this event.

*-**Project Night:** Families are invited into the classrooms one evening in the spring to view student work and classroom projects. Come out to school to vote and see a project of your student's! This happens on budget vote night in your child's classroom.*

*-**Pupil Services Team (P.S.T):** Oversees planning for students with individualized education plans (IEP).*

*-**School Publications:** Newsletters (PTA and school), Student Directory (PTA), Student/parent Handbook (Building Council), Kid's Stuff (district) and Yearbook (PTA)*

*-**School Spirit Days:** Periodically, special events will be marked with "School Spirit Day" (i.e. Crazy Hair Day, Loudonville Red Day.) Your child can show their school spirit by participating.*

*-**School Success Assemblies** - A monthly school-wide assembly planned by a team of staff members. A central theme is chosen for the year and highlighted each month.*

*-**Science Fair:** An annual exhibit of science projects demonstrating student work across the grade levels. This fun event is optional for students at all grade levels. A science project of your child's choice is completed at home and then presented at an evening Science Fair.*

*-**Spring Soccer:** A soccer program for Loudonville Students from kindergarten through grade 6 sponsored by the PTA. The program is held on school grounds and coached by parent volunteers on Saturdays during May culminating in championship games played during the June Jubilee.*

*-**Summer Reading:** Every summer students entering grades 1-6 are to read several books over the summer and complete a project. Details are available on the district website at the end of the school year.*

*-**Turkey Shoot:** Basketball shooting contest for all ages at all grade levels. This event is run by Coach as a fall, night time event. Students can win a turkey or pie. Parent(s) should attend with their child.*

*-**Visitation Day:** Parent(s) are invited to observe in their child's classroom during regularly scheduled instruction time if your schedule allows.*

NORTH COLONIE CENTRAL SCHOOL DISTRICT

Latham, New York 12110-5349

School Calendar for 2011-2012

JULY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9 (2)
12	13	14	15	16 (5)
19	20	21	22	23 (5)
26	27	28	29	30 (4)
(16)				

OCTOBER				
M	T	W	T	F
3	4	5	6	*7 (5)
10	11	12	13	14 (4)
17	18	19	20	21 (5)
24	25	26	27	28 (5)
31				(1)
(20)				

NOVEMBER				
M	T	W	T	F
	1	2	3	4 (4)
7	8	9	10	11 (3)
14	15	16	17	18 (5)
21	22	23	24	25 (3)
28	29	30		(3)
(18)				

DECEMBER				
M	T	W	T	F
			1	2 (2)
5	6	7	8	9 (5)
12	13	14	15	16 (5)
19	20	21	22	23 (5)
26	27	28	29	30 (-)
(17)				

JANUARY				
M	T	W	T	F
2	3	4	5	6 (4)
9	10	11	12	13 (5)
16	17	18	19	20 (4)
23	24	25	26	27 (5)
30	31			(2)
(20)				

FEBRUARY				
M	T	W	T	F
		1	2	3 (3)
6	7	8	9	10 (5)
13	14	15	16	17 (5)
20	21	22	23	24 (-)
27	28	29		(3)
(16)				

MARCH				
M	T	W	T	F
			1	2 (2)
5	6	7	8	9 (5)
12	13	14	15	16 (5)
19	20	21	22	23 (4)
26	27	28	29	30 (5)
(21)				

APRIL				
M	T	W	T	F
2	3	4	5	6 (4)
9	10	11	12	13 (-)
16	17	18	19	20 (5)
23	24	25	26	27 (5)
30				(1)
(15)				

MAY				
M	T	W	T	F
	1	2	3	4 (4)
7	8	9	10	11 (5)
14	15	16	17	18 (5)
21	22	23	24	25 (5)
28	29	30	31	(3)
(22)				

JUNE				
M	T	W	T	F
				1 (1)
4	5	6	7	8 (5)
11	12	13	14	15 (5)
18	19	20	21	22 (5)
25	26	27	28	29 (-)
(16)				

= School not in session

= Workshop dates

Total Gr. 1-12 181 Attn. Days
 ±4 Conf. Days
 185

- July 4 4th of July
- Sept. 5 Labor Day
- Sept. 6,7 Supt. Conf. Day
- Sept. 8 Classes Begin, Gr. 1-12
- Sept. 9 AM & PM K begin
- Sept. 29 Rosh Hashanah
- Oct. 7 *Early Release Day
- Oct. 10 Columbus Day
- Nov. 8 Election Day
- Supt. Conf. Day
- Nov. 11 Veteran's Day
- Nov. 24-25 Thanksgiving
- Dec. 26 Holiday Recess begins
- Jan. 2 Holiday Recess ends
- Jan. 3 Classes Resume

- January 16 Martin Luther King, Jr. Day
- January 24-27 Regents Exams
- Feb. 20-24 Mid-Winter Recess
- March 23 Supt. Conf Day
- April 6 Good Friday
- April 9-13 Spring Recess
- May 28 Memorial Day
- June 13-21 Regent Exams
- June 22 Last Day of School (Regents Rating Day)
- June 23 SHS Graduation

Adopted: 3/21/11

