

**2024-2025
Family Handbook**



**Loudonville
School**



IMPORTANT NUMBERS

Loudonville School Main Office	(518) 434-1960
Loudonville School Fax	(518) 434-0739
Loudonville Health Office Fax	(518) 434-0656
District Transportation Department	(518) 785-9486
District Central Office	(518) 785-8591

ADMINISTRATION

Ms. Kathy Skeals, Superintendent	(518) 785-8591
Ms. Nate Turner-Hassel, Assistant Superintendent	(518) 785-8591
Mr. Casey Bardin, Director of Pupil Services	(518) 785-8591 x 3144
Mrs. Amber Manke, Assistant Director of Pupil Services	(518) 785-8591 x 3121

NCCS and Loudonville School

www.northcolonie.org

Loudonville School continues to use web-based communication tools to keep families up to date. Important information is presented on the district website and on our school webpage. We also utilize Parent Square for communication. We share important messages, information about schedules/changes, as well as photos of the fun we have at school!

The information you need is accessible and available to you when you need it at www.northcolonie.org

Principal's Welcome

Dear Loudonville Families,

As we stand on the threshold of the 2024-2025 school year, I am filled with excitement and anticipation for the new journey that awaits us all. It is with great enthusiasm that I welcome you and your children back to our school community.

Over the summer, we have been working diligently to prepare for a year that promises to be both enriching and inspiring. Our dedicated team of educators has been busy planning engaging curriculum, enhancing our facilities, and exploring innovative teaching strategies to ensure that each student's experience is both meaningful and rewarding.

This year, our focus will continue to be on fostering a nurturing and inclusive environment where every child can thrive. We are committed to supporting each student's academic growth, social-emotional development, and overall well-being. Our goal is to create a school culture where every student feels valued, challenged, and inspired to reach their full potential.

We also recognize that our success is built on the strong partnership between home and school. We encourage you to stay engaged, communicate with us, and participate in the many opportunities for involvement that we offer throughout the year. Your support and collaboration are integral to our shared mission of providing the best educational experience for your child.

We are excited about the opportunities that lie ahead and look forward to working together to make this school year a memorable and successful one. If you have any questions or need assistance, please do not hesitate to reach out.

As we approach the 2024-2025 school year, we want to ensure the safety and security of everyone in our school community. To this end, we are implementing a new protocol for visitors arriving at our building.

Effective from the start of the new school year, all parents and guardians will be asked to wait in the secure vestibule when coming to the school. This measure is designed to enhance our security procedures and maintain a safe environment for our students and staff.

Here's how the process will work:

1. **Arrival:** Upon arrival, use the intercom system or contact the main office to notify us of your arrival. A staff member will transition you to the secure vestibule area. This space is monitored and designed to keep our school secure while allowing us to assist you efficiently. A staff member will assist you from there.
2. **Access:** Depending on the purpose of your visit, staff will either direct you to the appropriate location within the school or handle your request from the vestibule.

We understand that this change may take a little getting used to, and we appreciate your cooperation and understanding as we implement these new safety measures. Our top priority is the well-being of our students, and we believe this step will contribute to a safer and more secure school environment.

If you have any questions or concerns about this new procedure, please do not hesitate to reach out to the school office. We are here to support you and ensure a smooth transition.

Thank you for your continued partnership in keeping our school community safe. Here's to a fantastic year ahead filled with growth, discovery, and achievement!

Warmest Regards,

Scott M. Thompson

Principal

Loudonville Elementary

LOUDONVILLE STAFF

Principal	Mr. Scott Thompson
Home/School Coordinator	Ms. Aliya Ramcharran
Secretary	Mrs. Maryann Pelletier
Nurse	Mrs. Amy Slavik
Receptionist	Mrs. Michelle Luciano

CLASSROOM TEACHERS

Kindergarten	Mrs. Megan McMahon Ms. Kirsten Reese
First Grade	Mrs. Sarah Boule Ms. Julia Newton
Second Grade	Mrs. Jennifer Edmunds Mrs. Madison Keegan
Third Grade	Ms. Brittany Garrison Mrs. Erin Yerdon
Fourth Grade	Mrs. Jennifer Dengler Mrs. Tina Forgea
Fifth Grade	Mrs. Jacqueline Trippedo Miss Bianca Stinney

SPECIAL AREA STAFF

Art	Ms. Nicole Gorman
Library and Innovation Lab	Ms. Hanna Krupanich
Music/Orchestra/Band	Ms. Maria Southworth, Mrs. Sara Tribou, Mr. Eric Ciarmello
Physical Education	Coach Ron Beaudoin

SUPPORT STAFF

Cafeteria:	Mr. Edward Reibelein
Educational Aides:	Ms. Leeza Bardakjian, Ms. Shirley Carter, Ms. Karen Elder, Ms. Tracy Jewett, Ms. Marie Scully
IT:	Mrs. Judith Venette
Custodians:	Mr. Daniel Wheland, Mr. Kurt Lewis, Mr. Rob Bowen
Instructional Coaches:	Mrs. Kieran Weir- E.L.A./Social Studies
	Mrs. Laura Salinetti - Math/Science
Literacy Coaches	Mrs. Meg Testa and Mrs. Kerriann Hamlin
Library Aide	TBD
Lunchroom Supervisors:	Mrs. Rhonda Doherty
	Mrs. Elizabeth Fowler, Mrs. Michelle Luciano, Mrs. Lisa Winglosky
Special Education Teachers:	Mrs. Season Browe
	Mr. Paul Widjeskog
	Mrs. Gillian Crescent
Teacher's Assistant	Ms. Jenny Grant
School Counselor	Mrs. Sarah Conway
School Psychologist	Mrs. Kara Becker
Social Worker	Ms. Stephanie Oakley
Occupational Therapy	Ms. Margaret D'Andrea
Physical Therapy	TBD
Speech Therapy	Mrs. Stephanie Fitzgerald
Math AIS	Mrs. Lakeisha Vincent
Reading AIS	Mrs. Shannon Ostwald
ENL	Mrs. Alyssa Estabrooks
Support Teacher	Mrs. Jaclyn Paquette

ALLERGY AWARENESS

All classrooms are nut-free. Students cannot eat food items in the classroom that contain nuts (this includes nutella). 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. Nut products are allowed in the cafeteria. A nut-free table is provided for families who wish for their child to sit at it. As always, if you have any questions feel free to call the Health Office. If food will be used for a special classroom celebration or project, parents will need to provide explicit written permission.

ATTENDANCE

Students are required to attend school daily between 9:10 a.m. & 3:30 p.m. 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. (Policy No. 5100). Parents must notify the main office each day their child is absent. Voicemail is available 24 hours a day. We are happy to provide missed assignments 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.** Assignments/materials can be picked up between 3:30-4:15 in the main office. **Requests received AFTER 10 a.m. cannot be accommodated.** We do not provide assignments for students who are 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.

It is very important that we are able to account for students. When a child does not come to school and a parent has not called to report the absence, we become concerned about the safety of the child. Therefore, please call the school at (518) 434-1960 or send an email to ALL office staff maryann.pelletier@nccsk12.org and michelle.luciano@nccsk12.org to report your child's absence or tardiness each day they are absent or tardy.

Parents are requested to notify the main office **and** classroom teacher when a student will be absent for an extended period. We may request a signed doctor's note if a child is frequently absent.

Board of Education

District Mission Statement

All students are provided the opportunity and necessary support to engage in relevant, challenging work which contributes to their academic and social growth and development. All staff, teachers and administrators are part of a larger learning community working together to build collective capacity in order to provide a high-quality, relevant, equitable education for all.

Members of the Board of Education

- Linda Harrison (President)
- Matthew Cannon (Vice President)
- Mary Alber
- Nicholas Comproski
- Michelle Dischiavo
- Ayesha Geter
- Samuel Johnson
- Mary Nardolillo
- Melissa Veino

Monthly formal voting meetings are held on the third or fourth Monday of each month at 6:30 p.m. The location alternates among each of our eight schools. Board members are available to informally speak to residents 15 minutes prior to the start of the meeting. There is also a "Visitors' Statement" period available at the beginning of each meeting. Comments should not

exceed three to four minutes and should directly relate to school matters. The Board recognizes its responsibility to hear public comments and therefore encourages the public to attend these board meetings.

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 office at 518-438-9596.

BIRTHDAY CELEBRATIONS

Birthdays are announced on the morning announcements each day and students are invited to the office to receive a birthday recognition gift. Students may not bring in birthday treats to share. If students would like to hand out birthday invitations in school, all students in the class must be invited.

BREAKFAST AND LUNCH PROGRAMS

Free breakfast and lunch are available to all students enrolled in North Colonie school every day. This is made possible through the National School Breakfast and Lunch Programs, which aim to ensure that all students have access to nutritious meals to support their learning and overall well-being.

Key Components of School Meals:

1. Free Meals: Both breakfast and lunch will be provided at no cost to all students.
2. Nutritional Standards: Our school meals meet strict federal guidelines to ensure they are balanced and nutritious.
3. Variety and Choice: We offer a variety of options each day, including fresh fruits, vegetables, whole grains, and lean proteins.
4. A La Carte Options: Please note that all a la carte items, as well as additional beverages including milk (milk is no charge when part of the complete meal), must be purchased separately. Payments can be made either with money at time of purchase or using their school lunch account. Funds can be added to their student's account by sending check or money to their school cafeteria manager or electronically by setting up an account at linqconnect.com

Monthly menus are available on the district website and will also be sent home with students. If you have any questions about the National School Breakfast and Lunch Programs, or about our school meal offerings in general, please do not hesitate to contact the North Colonie Food Services Team - lisa.ostrowski@nccsk12.org.

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 needs to be notified in the event of an address change. All changes to mailings are generated through the Central Registrar. That number is 518-785-8591 ext. 3135. The Campus Portal (see Infinite Campus section below) allows parents to update their phone numbers and email addresses. The "Household Information" area accepts updates to household phones while the Family Members area accepts email addresses and phone numbers such as cell and work numbers for parents and guardians. Please log in to the **Campus Portal** today and ensure your contact information is correct. Please also notify the school if there is a change in custody arrangements. We do request a copy of legally binding custody arrangements.

CHANGE IN DISMISSAL

If you need to change your child's dismissal plans, please send in a note or call the office by 1 p.m. Please call the school at (518) 434-1960 or send an email to **ALL** office staff michelle.luciano@nccsk12.org and maryann.pelletier@nccsk12.org before 1:00 pm if your child/children will have a change in dismissal plans.

If you send a note or email, please include the following information:

- The date which the change will take place
- Your child's first and last name
- Your first and last name and a phone number where you can be reached
- Teacher's name
- The dismissal change information

Do not leave dismissal changes on the teacher's voicemail 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 pick up 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. We will ask to see a photo ID if we do not know who you are when you are picking up a student.

COMMUNICATION

Use of a planner is a daily expectation for students beginning in fourth grade. All students have a red school/home communication folder. The folder/planner should be brought to and from school each day. All teachers have voicemail and email. These are good ways to communicate with teachers for general clarification. Each grade level will host a student/family "Directory." You will be asked to fill out a google form to have your information included in the directory each fall. A printed copy will be sent home to all families.

CONFERENCE DAYS

Half-days for elementary students for parent-teacher conferences will be on the afternoons of October 17, November 1, November 21, and December 6. See attached calendar. Lunches **will not** be served on conference days.



DAILY SCHEDULE

BREAKFAST is available upon your child's arrival until 9:15. Students eat breakfast in their classroom.

9 a.m. Student Arrival - students should not arrive at school before this time. No supervision is available and students will not be allowed into the building unless enrolled in the Colonie Youth Center Before School Program.

9:10 A.M. Start of the school day - students must be in their homerooms by 9:10 a.m. Students arriving at school after 9:10 must be signed in at the office and will be marked late.

All NCCS elementary schools operate on a 6-day rotation for the scheduling of special area classes. Each of the cycles also rotates A/B. For example, 1A, 2A, 3A, 4A, 5A, 6A, 1B, 2B, 3B...etc. The days in the rotation are fixed (they do not change in the case of a snow day). The days in the rotation can be found on the District website and they are also shared via Parent Square with the weekly calendar updates.

Classroom teachers will send home daily schedules specific to your child and his/her classroom.

3:40 - Announcements, CYC dismissal, parent pick-up

3:45 - Bus dismissal begins

ELEMENTARY TESTING PROGRAM

Dates	Test
April 22 and 23	Grades 3-5 NYS English Language Arts
May 5 and 6	Grades 3-5 NYS Mathematics
May 12	Grade 5 NYS Science Test
April 14 - May 23	NYSESLAT: Speaking
May 12-23	NYSESLAT: Listening, Reading, Writing

Tests mandated by the state are given on dates set by the state each year and include very restrictive make-up dates. Please avoid scheduling doctor appointments on the testing dates.

EMERGENCY SCHOOL CLOSINGS

School closings are announced via Parent Square, the district Facebook and Twitter pages, and local TV and radio stations.

Please note that the main office is open from 8:15 a.m. to 4:15 p.m. each day. Classrooms are locked for security.



FIRE AND SAFETY DRILLS

Throughout the year, we hold fire/emergency drills. The fire drills are signaled by a hall siren, while other drills are announced over the loudspeaker. We have 12 safety drills each year. We also will practice an evacuation drill.



HOMWORK

As outlined in the Board of Education policy #4730, "Homework is an important part of the educational program contributing to the educational development of each student in the classroom." It is the intention of Loudonville Elementary School staff to assign relevant, challenging and meaningful homework. Homework is assigned to provide students with the opportunity to apply information they have learned, provide feedback to teachers on student understanding, and allow parents to observe curricular content. At times, homework is modified based on students' individual needs (i.e. IEP, 504 Plans). If a student is consistently struggling to complete homework the parent should communicate this to the classroom teacher. We do not want families struggling to complete homework at home. We understand that family time is very important to everyone.



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.** (Unless under specific circumstances with physician orders and discussed with the nurse.)

Authorization of Medications in School

- [Administration of Medications \(Elementary\)](#)

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.

DISTRICT ILLNESS PROTOCOL

North Colonie Central School District has issued guidance for parents/guardians related to illness protocols.

If students feel ill, they should stay home until they feel better.

Students with Symptoms at School

Students will be sent home from school if they exhibit any of the following symptoms OR if determined necessary upon **assessment** from the school nurse:

- Fever (100 degrees or higher) and/or chills
- Vomiting/Diarrhea (If more than one episode, may return to school after 24 hours of no further episodes and tolerating a normal diet)
- Continuous Cough

Students will be able to return to school the following day, provided symptoms are resolving. Students with a fever must be fever-free for at least 24 hours, without the use of fever-reducing medication. Medication without a doctor order is not permitted on school grounds.

Notification of Communicable Illnesses:

In the Elementary Schools only, a note will be sent home with students in classrooms that have had a diagnosed communicable illness (ie. Strep Throat, Conjunctivitis, COVID-19).

For further assistance or guidance, please contact Loudonville Nurse Amy Slavik at amy.slavik@nccsk12.org.

Flu

Attached is a flyer from New York State Department of Health outlining flu symptoms, how to prevent the flu, what to do if your child gets the flu and how to avoid spreading the flu. Here is a [print friendly version of the flyer](#).

Immunization Requirements

All children attending schools in New York State must be properly immunized as follows:
(See specifics for unvaccinated children at the following website:
<http://www.health.ny.gov/publications/2370.pdf>)

Prior to beginning classes, an immunization record documented (or certification of having the disease) by a physician or other authorized person who administered the vaccine **must be presented**. Your child may be excluded from school if this documentation is not provided. The record must specify the immunizations and the exact dates of their administration. Students may be exempt from these requirements if their physician states such immunizations would be detrimental to their health.

Other Health Information

As required by NYS Education Law, when entering school for the first time and again in grades K, 1, 3, 5, 7, 9 and 11, all students will require a physical examination. **Although the form must be returned by the end of September, an examination administered not more than twelve months prior to commencement of the school year in which the examination is required, will be accepted.** All students requiring a physical will also be requested to present a dental health certificate within the first 30 days of school; such dental health certificate must be signed by a duly licensed dentist who is authorized by law to practice in this state. You are encouraged to see your family pediatrician. If this is not possible, an appraisal may be completed by our school physician. Please contact the school nurse if you have any questions.

Each year the school nurse conducts a school health appraisal consisting of the following: vision screening in K, 1, 3, 5, 7, 9, 11 and hearing screening in K, 1, 3, 5, 7, 11; scoliosis screening is done on all girls in 5th and 7th grades and boys in 9th grade. Parents will be notified when any condition meriting concern is found.





INFINITE CAMPUS

Infinite Campus is our student/data management system. You can view your child's progress reports and report cards as well as update family information (phone number, address, etc.)

To access your Infinite Campus account:

<https://northcolonieny.infinitecampus.org/campus/portal/parents/northcolonie.jsp>

LOST AND FOUND

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.

PARENT DROP-OFF AND PICK-UP

If you choose to transport your child to school, you may **ONLY** use the back parking lot (Old Niskayuna Rd.) to assure the bus loop is clear for buses. Students (except those enrolled in a before-school program) will be permitted to enter at 9 a.m. If you are picking your child up at the regular dismissal time, again, use **ONLY** the Old Niskayuna parking lot. Parents and those authorized for student pick-up are asked to remain in their cars and staff members will escort students in and out of vehicles while cars are parked in the circle. If your child is a permanent pick-up, you will receive a car tag.

PTA

The Loudonville School PTA meets monthly. Numerous special events and activities are provided by the PTA. We appreciate their past support and look forward to working together this year. Contact any of the PTA officers for more information on how you can get involved. All general meetings begin at 6:30 p.m. and will be held in person. The agendas are sent via Parent Square before each meeting.

PTA Meeting Dates: 1/28 and 3/25

Co-Presidents: Mrs. Melissa Morra and Mrs. Ashley Battipaglia

Treasurer: Mr. Dalton Boynton Secretary: Mrs. Molly Legault

loudonvillepta@gmail.com

REPORT CARDS - Gr. K-5

Report cards are NOT sent home with students or mailed. REPORT CARDS are posted to the parent portal on the following dates: 12/6, 3/21, 6/26. INTERIM PROGRESS REPORTS are posted to the parent portal on the following dates: 10/18, 1/31, 5/9. You will need an Infinite Campus (Parent Portal) account to access your child's academic records

LOUDONVILLE SCHOOL EXPECTATIONS

Each student in the Loudonville School community is responsible for:

1. Showing respect for all people and their property.
2. Showing respect for school property by maintaining classroom materials and learning spaces.
3. Paying attention and following directions in a positive manner.
4. Doing their best work without disturbing others.
5. Using appropriate and polite language at all times, especially when opinions differ.
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. These responsibilities focusing on personal safety and respect for the rights and property of others, apply in all areas of the school, the building, 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 will result in suspension from school.

PERSONAL POSSESSIONS: Personal items such as all toys, iPods, iPads, Kindles, hand-held electronic games, Pokemon cards, Bakugan cards, baseball cards, special collections, skateboards, scooters etc. should not be brought to school. These items present a significant distraction. The school is not responsible for lost, stolen, or damaged items. Using cell phones or electronic communication devices in school or on the school buses is prohibited. Cell phones should be in student backpacks during the school day. Cell phones are not allowed at lunch and recess. (See Handbook of Students' Rights and Responsibilities P. 16). Students who violate school expectations (rules) will be subject to disciplinary action. Consequences will be appropriate to the seriousness of the offense.

STUDENT ATTIRE

Students are required to attend school in appropriate dress that meets health and safety standards and does not negatively impact the educational environment. This policy is intended to balance a student's constitutional free speech with the District's obligation to provide for a safe and healthy learning environment free of substantial disruption. It is written as Loudonville School's application of Board of Education policy #5311.5.

Provided here is clarification on what is appropriate school attire:

- ★ No undergarments, such as boxer shorts, camisoles, or bra straps/spaghetti straps should be visible; clothes that reveal undergarments should not be worn.
- ★ Sneakers are the most appropriate footwear for school (with daily recess and P.E. class 4X per week); flip flops and sandals without heel straps should not be worn to school.
- ★ Certain categories of clothing have been held to be impermissible by the Commissioner of Education. Impermissible clothing includes attire that: presents a risk to the health and safety of the student and/or others, creates the possibility of damage to school property, is indecent or obscene, or creates distraction that interferes with the learning and teaching process.
- ★ Wearing clothes that include an expression (phrase, word or words) or insignia (picture, symbol, patch or pin) that is in any of the following categories is forbidden: obscene or libelous, contains an objectionable message, offensive or harassing language, advocates prejudice towards any race, religion, culture, national origin, disability or any protected group under the Dignity for All Students Act, displays or advocates the use of alcohol, tobacco, or controlled substances, advocates violence or threatening behavior.

Classroom teachers have an educational obligation to encourage appropriate dress. If necessary, the school principal/nurse may direct students to change their attire to meet these building-wide expectations. We ask for your help in promoting and communicating what constitutes appropriate clothing for a school environment.

Please Note: A complete version of the [North Colonie Central School District's "Rights and Responsibilities"](#) pamphlet is available on our district website. Please refer to the district website for additional and current information regarding the *Dignity for All Students Act*. Our district is committed to providing a safe and respectful learning environment for all students in every school, every year!

TECHNOLOGY

Each family signed the District's Chromebook 1:1 Parent/Student Agreement upon receiving your child's chromebook. Students will receive instruction about acceptable technology use and digital citizenship. K-2 students will keep their chromebooks in school while students in grades 3-5 will bring their chromebooks to and from school each day. Please remember to charge your chromebooks each night. ***Please remember that the chromebook is District property and should only be used for school assignments and projects. At any point, administration can view a student's search history and/or the websites they have visited.***



VOLUNTEERS & 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. Visitors and volunteers will be required to show ID. We utilize the Raptor system to create a badge for each visitor. Each teacher provides the main office with a list of anticipated visitors for regular school days, special classroom events and parties. Individuals who are not on the visitor list may be asked to reschedule their visit. All exterior doors are locked for the safety of our students & staff. Use the front door (by the white pillars) for late drop off and early pickup.

We welcome parent and family volunteers and there will be many opportunities for parents to volunteer to help! Stay tuned with details from your child's teacher & from the Loudonville PTA.

BE Safe
Respectful
Responsible



Building-Wide Expectations

	Be Respectful	Be Safe	Be Responsible
Hallway	<p>Keep hands and feet to self</p> <p>Stay quiet - classes are in progress</p> <p>Hold doors for others</p>	<p>Walk face forward</p> <p>Keep to the right</p> <p>Keep hallways clear and clean</p>	<p>Go directly to your destination</p> <p>Set a good example</p> <p>Follow directions</p>
Restroom	<p>Respect privacy</p> <p>Use kind words and actions</p> <p>Use equipment and supplies properly</p> <p>Wait your turn</p>	<p>Wash hands</p> <p>Report problems to an adult</p> <p>Walk at all times</p> <p>Keep water in sink</p>	<p>Throw trash in receptacle</p> <p>Use time wisely</p> <p>Go, flush, wash</p>
Assembly	<p>Eyes and ears on speaker</p> <p>Participate</p> <p>Use appropriate applause</p> <p>Enter and exit quietly</p>	<p>Enter and exit quietly</p> <p>Walk at all times</p> <p>Stay in designated seat</p>	<p>Keep hands and feet to yourself</p> <p>Sit appropriately</p> <p>Follow directions from adults</p>
Playground	<p>Take turns</p> <p>Use kind words and actions</p> <p>Invite others to play</p>	<p>Stay in designated area</p> <p>Report problems to an adult</p> <p>Walk to and from building</p>	<p>Line up when you are called</p> <p>Set a good example</p> <p>Use equipment appropriately</p> <p>Play by the rules</p>

	Be Respectful	Be Safe	Be Responsible
Cafeteria	<p>Respect others space</p> <p>Use kind words and actions</p> <p>Use an indoor voice</p>	<p>Follow directions from adults</p> <p>Walk at all times</p> <p>Eat only your food</p> <p>Raise your hand for help</p>	<p>Leave a clean table, chair, and floor</p> <p>Sit with feet under the table</p>
Classroom	<p>Pay attention to your teacher</p> <p>Follow instructions</p> <p>Use kind words and actions</p> <p>Raise your hand to speak</p> <p>Participate</p>	<p>Use classroom materials appropriately</p> <p>Walk at all times</p> <p>Keep hands, feet and objects to yourself</p>	<p>Complete your work</p> <p>Organize</p> <p>Be ready to learn and try your best</p> <p>Stay on task</p>
Bus	<p>Keep noise down</p> <p>Use kind words and actions</p> <p>Listen for your stop</p> <p>Remember your bus number</p>	<p>Stay seated and face forward</p> <p>Watch for traffic when entering/exiting</p> <p>Keep your hands and feet to yourself</p> <p>Report problems to an adult</p>	<p>Listen to your bus driver</p> <p>No eating or drinking</p> <p>Keep track of your belongings</p> <p>Keep your backpack closed</p>

Loudonville Family Handbook 2024-25

Signature of Understanding

Please RETURN to your child's teacher by September 19, 2024

I have located the Loudonville Family Handbook on the Loudonville webpage: <https://www.northcolonie.org/loudonville-elementary/> (Please click on "About Loudonville" under "School Links". Find the Handbook at the bottom of the page.) My child and I understand and have read the rules and guidelines in the Loudonville Elementary School Handbook. Adhering to the rules and guidelines will help ensure that our school is a safe place to learn and play.

Please sign and return this page to your child's teacher

I, _____ have read the handbook with my child.

I, _____ have read the handbook with my parent.

We understand the rules and guidelines listed in the handbook and will follow the rules and guidelines in order to make Loudonville School a safe place to learn and play.

Child's Name: _____ / Teacher: _____

Date: _____ Parent Signature: _____