

# NEWS & EVENTS

ALBANY INTERNATIONAL CENTER & DUAL LANGUAGE PROGRAM

SEPT. 2023

## A message from Principal Stead

Welcome to the 2023-24 school year! Assistant Principal Anderson and I are so excited to welcome all of our new and returning students to our school community in September. It has been a great summer, and we have some exciting plans for the year ahead!

The first full day of school for students in grades 1-5 is Thursday, Sept. 7. A communication with the name of your child's teacher was sent to the email we have on file for you as well as sent in a letter by postal mail. If you did not receive this information or have any questions, please contact us in the main office at (518) 475-6600.

**Kindergarten students** and their families will have an orientation session on Thursday, Sept. 7 at 9:30 a.m. Orientation will begin in the cafeteria with a presentation from school administration, followed by a visit to the Kindergarten classrooms. Families will leave by 10:30 a.m. and students will remain in school for the rest of the day.

**Prekindergarten students** will have an orientation session on Friday, Sept. 8. Pre-K families have been contacted with more specific information about the time for their orientation session. Pre-K students will begin school with a full day on Monday, Sept. 11.

**Middle school students** will have a full day of school on Thursday, Sept. 7, and will not attend on Friday, Sept. 8.

**High school students** will start school with a full day on Friday, Sept. 8.

We have so many exciting things planned for the school year ahead. Last year, our school community voted on a proposed name for our school, and we will be presenting that name to the Board of Education this fall. We also will be engaging our school community in choosing a mascot for our school!

On a related note, congratulations to Dual Language second-grader Eleanor Younis and AIC tenth-grader Ronald Ramirez Batista, who are representing us in the 2023-24 district wall calendar! Calendars were mailed home to families in late August, but additional copies are also available in the main office.

Also, just a reminder that school supply lists can be found at [albanyschools.org/supplies](http://albanyschools.org/supplies), as well as on our school pages.

As always, please do not hesitate to reach out to us with any questions or concerns throughout the school year. We are so excited for the school year ahead!

Sincerely,



**Rachel Stead**

Principal  
[rstead@albany.k12.ny.us](mailto:rstead@albany.k12.ny.us)  
(518) 475-6600

## PTA updates

Joining the PTA is a great way to become involved in our school community!

The PTA sponsors events and activities that help to bridge our diverse communities and enhance the school experience for our students. Any parent, family member or community member can join the PTA. You can learn more by contacting the PTA at [aicdlp.pta@gmail.com](mailto:aicdlp.pta@gmail.com).

The PTA meets monthly, and this year, the goal is to hold the meetings in person at the school. Each meeting begins at 6 p.m.

Our first meeting will be Sept. 20, and we hope to see you there!

## Need assistance?

You can call (518) 475-6600 to reach any of the staff members below, and we will be happy to help you!

**Mrs. Stead** | Principal

**Ms. Anderson** | Assistant Principal

**Mr. Khoshbin** | Home School Coordinator

**Ms. Burciaga** | Family Engagement Coordinator

**Mrs. Montalvan** | Social Worker

**Dr. Gialanella** | School Psychologist

**Ms. Lewis** | Secondary School Counselor

**Mrs. Littleton** | School Nurse

**Ms. Lawson** | Office Manager

**Ms. Dalzell** | Office and Attendance Clerk

# Arrival and dismissal procedures

**Prekindergarten:** Pre-K drop off is 9-9:15 a.m. through the pre-K doors on the Second Street side of the building. Pickup is at 3:15 p.m. through the courtyard playground gate (or the pre-K doors in bad weather). Families may drop off pre-K students eating breakfast through the front doors beginning at 8:35 a.m., and they will be escorted to their classroom.

**Grades K-5:** Enter the school through the front doors on Lark Street beginning at 8:35 a.m. Students may eat breakfast in the cafeteria until 8:55 a.m., when they will be escorted to their class. Families pick up students beginning at 3:30 p.m. directly behind school. Teachers will escort students out the back exit. Students will remain with their teacher while the teacher verifies the

pickup person. Families should indicate which adults are permitted to pick up children from school. In order to ensure the safety of everyone, teachers are asked to verify the pickup person for each of their students during the first few days of school. This process may slow down pickup a bit in the first week of school, so we appreciate your patience as we ensure the safety of our students at pickup time.

**Grades 6-12:** Doors will open at 8:10 a.m. Students may eat breakfast in the cafeteria until 8:30 a.m. All middle- and high-school students enter and exit the school through the doors on the Third Street side of school. Students dismiss at 3:25 p.m.

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## Attendance matters!

Students benefit in many ways from being in school: in their academic and social-emotional growth, and in the supportive relationships they build with peers, teachers and staff members.

Attendance matters in a student's success starting as early as kindergarten. Missing even two days every month causes students to fall behind. By sixth grade, chronic absence is a leading predictor that a student will drop out of high school. By ninth grade, regular attendance is a better predictor of graduation than eighth-grade test scores.

Students are expected to be in school every day unless

they are sick, have a medical appointment or have a religious reason. If your student is absent, you must provide a written excuse for every absence or late arrival. The excuse must be signed and dated and include reasons for the absence or lateness.

Being on time for school is part of having good attendance! Missing 5-10 minutes of class might not seem like much, but it adds up. Every time your child comes in late, they start the day playing catch-up. Help your child be successful and get them to school on time. We are committed to working with you to help your child have great attendance!

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## Visiting our school

All visitors to our school building will need to present an ID in order to be logged into our digital security system. Visitors should have a pre-scheduled appointment or event in order to enter the building.

Parking around our school building may be limited, and parking in front of the school during school hours is prohibited. Visitors should utilize the parking lot across from our school on Second Street (next to the small white church).

There are usually plenty of spaces available in this lot during the school day. It is also a convenient place to park if you are picking up your child at the end of the school day, as it is located across the street from the area behind the school where students are dismissed.

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## Upcoming events

- 9/15** Back-to-School Celebration, 5:30 p.m.
- 9/20** PTA meeting, 6 p.m.
- 9/21** Dads Take Your Child to School Day, 9 a.m.
- 9/25** No school, Yom Kippur
- 9/26** Open House (Pre-K-5), 6 p.m.
- 10/3** Open House (Grades 6-11), 6 p.m.
- 10/4** PTA Hispanic Heritage Concert at Hackett Middle School, 6 p.m.
- 10/9** No school, Columbus/Indigenous People Day
- 10/13** Hispanic Heritage Parade, 9:30 a.m.
- 10/18** PTA meeting, 6 p.m.
- 10/23** School Picture Day