

J. Turner Hood Elementary School

Opening Packet For Families 2023-2024

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**J. Turner Hood Elementary School  
298 Haverhill Street  
North Reading, MA. 01864**

Mr. Glen S. McKay, Principal  
Telephone (978) 664-7817  
Fax (978) 664-7805

Dear Parents and Guardians: September 2023,

I would like to take this opportunity to welcome you to the 2023-2024 school year! It is my sincere hope that your summer was a safe and enjoyable one. Opening day is a special day for the children, parents, and staff of the J. Turner Hood Elementary School. Our teachers have been very busy preparing their classrooms for the upcoming year. We, as a staff, are committed to providing your children with a safe and nurturing environment.

To the parents new to our school, welcome to the Hood family. We hope that this year will be a successful and satisfying one for you and your children. Our experienced and supportive staff are committed to providing each child with a quality education and a smooth transition to your child's new school.

The content of this document is very important. At this time only two items need to be completed.

1. The dismissal procedures form (link) on page 6.
2. The Acceptable Use Policy (AUP) on page 11.

**The Emergency Information solicitation will be sent out separately, please be on the lookout.**

We are looking forward to a very exciting year at the J. Turner Hood School. We have many new families. I hope you join me in welcoming them to the neighborhood!

We look forward to meeting new students and their parents and to renewing friendships. If you have any questions or concerns, please call my office at 978-664-7817.

### **School Calendar**

The 2023-2024 North Reading Public Schools Official Calendar can be located by visiting the school department's homepage

[Click Here](#)

This year, our school hours at the J. Turner Hood School are from 8:00 – 2:15. It is very important to note that students may not be dropped off before 7:50 AM, as there is no morning supervision.

### **Back to School Night**

It will soon be the staff's pleasure to welcome you back to the J. Turner Hood School for the 2022-2023 school year at our Open House on Thursday, September 14th from 5:00 to 7:15 PM.

5:00 to 5:45 PM PreK, Kindergarten & Grade 1  
5:45 to 6:30 PM Grade 2 & Grade 3  
6:30 to 7:15 PM Grade 4 & Grade 5

This Open House will serve as "Back to School Night" and will provide an opportunity for the staff to introduce themselves, familiarize you with the goals and procedures of our school, and outline the grade

level curriculum, materials, and expectations. **This is an adult only event.** This is not intended for conferencing with teachers. Formal conferences will take place at the end of the trimester in early December.

### **Student Absences**

Beginning on the first day of school, the call-in program to verify student absence or tardiness will commence at the Hood School. The following procedure will be used by those who choose to participate:

1. If your child is going to be absent or tardy, please call the school at (978) 664-7817 & (Press 2) any time between 3:00 p.m. the night before until 8:00 a.m. the next morning.
2. Give the following information:
  - Full name and address of the person making the call
  - Child's full name
  - Grade and teacher's name
  - Reason for absence

If a call is not received and a child is absent, a school staff member will call the student's contact number.

### **Blackboard Connect Notification Service**

Parent communication is a top priority in the North Reading Public Schools. That is why we have adopted the **Blackboard Connect Notification Service** which allows us to send telephone and/or e-mail messages to you, providing important information about school news, cancellations, emergencies and special events. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

Blackboard Connect is typically utilized for:

- School News Updates
- Emergency Notification – Lockdown, relocation, evacuation
- School cancellations or delays due to inclement weather
- Early dismissals due to inclement weather
- Notification of special events or announcements

The necessary information for contacting parents will be obtained through the aforementioned emergency information solicitation.

### **Morning Arrival**

This year, our school hours at the J. Turner Hood School are from 8:00 – 2:15. It is very important to note that students may not be dropped off before 7:50 AM, as there is no morning supervision.

We do have a Before-School Program that begins at 7:00 a.m. Students in this program will enter through the cafeteria door (door #26). This is for registrants only.

All students with the exception of our Pre-School will enter the building through the front door. All bus students will be received in the loop at the school entrance.

All car drop-off students will be received at the large loop at the gym entrance. These students are typically referred to as live morning car drop-off students.

The morning drop off will remain the same as it the conclusion of the previous school year. As you enter the school please bear right and follow the traffic signage. Vehicles navigating the Hood School morning drop-off will be filtered through the parking lot. **Note: Drivers can use both lanes for morning drop off.**

Vehicle Morning Drop Off Procedures:

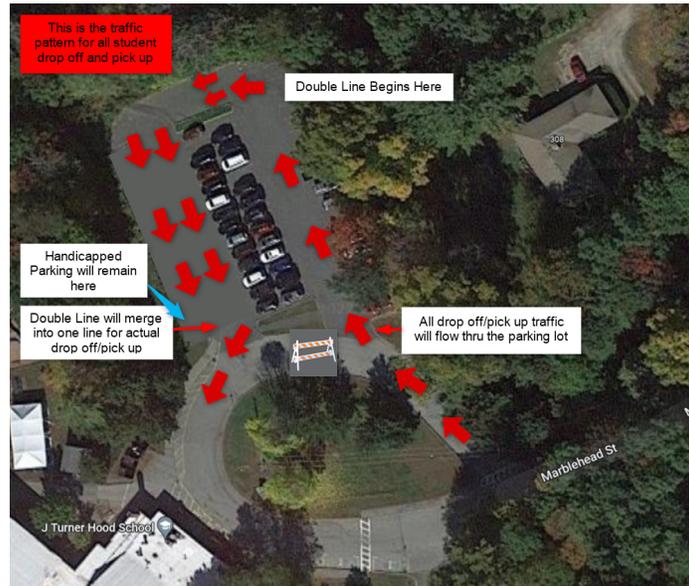
1. Drop off children at the side rotary.
2. **Pull all the way up to the end of the sidewalk before letting your child out. Please be courteous and safe by paying particular attention to this.**
3. Let your child out opposite the driver's side, only.
4. Do not get out of the car yourself.
5. There is **NO PARKING** within the rotary.
6. Please remain in your car and move forward once your child exits the car, in order to keep the line moving.

### **Dismissal**

If you intend to participate in the Placard Pick-up System to pick up your children in front of J. Turner Hood by car you will be required to "queue up" in a double line down the driveway, through our parking lot and up to the Handicapped parking spot at the end of our "loop."

We utilize a double line system that filters into a single line at the right-hand turn onto the dismissal circle. We will continue to utilize traffic cones to define the lanes. Cars will merge in an alternating pattern as they enter the drop-off circle. Please exercise courteousness and simply alternate entrance into the single line.

Here is a graphic below



You (the parent/guardian) or someone you give permission to pick up your child, must have a placard in view on the right-hand side of the windshield as you pull up. A suggested practice is to have the placard affixed to your passenger side visor and flip it down while you are “que up.” Children who are being picked up via the placard pick-up system will remain in the gymnasium while family names are called. As you pull up with the placard in view, your child(ren) will be called out using a walkie-talkie system from staff out on the sidewalk to staff in the cafeteria, and placed in your vehicle.

**Parking:**

If you have to park to support your child, please park within the side parking lot in a designated parking space. Non-staff vehicles are not permitted in the front rotary during morning drop off or dismissal. This is for buses as well as specialized transportation vehicles only.

**Afternoon Dismissal**

The dismissal time from J. Turner Hood Elementary School is a very busy time of day. Buses are arriving to bring children home or bring them to after-school childcare programs. Parents or childcare providers are driving up to the neighborhoods near the school or walking up to pick up their children and older children are walking home alone. **It is mandatory for all families to complete a dismissal plan for each child** so the school can be aware of the dismissal plan for every J. Turner Hood student. The dismissal plan should indicate how your child will be dismissed the majority of the time so that we know which children will be met by parents, which ones will be taking a bus, who will be walking alone, and how many children will be “placard pick-up students.” We realize that routines change and we will adjust for that when you send in a note to the classroom teacher indicating changes in your dismissal plan as they arise. You should fill out one form for each of your children attending our school. Here is a link to the aforementioned form:

<https://forms.gle/gLdHvfPntVve7ohY9>

**PLACARD PICK UP PARTICIPANTS**

See Above for the procedure.

**PARKING LOT INFORMATION**

You should be aware that the North Reading police can and will ticket your car if you park in posted NO PARKING areas at the J. Turner Hood School. Parking in the fire lane in front of the school or the rotary circle is not allowed.

**FAMILIES NOT PARTICIPATING IN THE PLACARD SYSTEM**

Parents who plan to park on the neighborhood streets are encouraged to continue to do so. Please follow all parking signs and traffic signs on the surrounding streets.

All true walkers will be dismissed via our library and will not be dismissed until a designated pick-up person is visible unless a special request (Aspen Road, true walkers who do not wait for parent pick-ups, etc.) has been submitted to the principal in writing.

#### Dismissal Requests

Dismissal of children prior to the end of the school day should be preceded by a note to the classroom teacher. Please be sure we have your most updated contact information and a list of adults who you give permission to take your children home should we not be able to reach you. Also, as per the usual dismissal procedure (such as when a child misses a bus), please note that we will not dismiss children with other parents, neighborhood families, etc. unless you have noted that this is permissible on your emergency forms. These students will remain with school personnel. Please complete any dismissal changes as soon as possible.

## **Student Supports**

Dear Parent and/or Guardian,

The purpose of this letter is to provide you with an understanding of how we support individual students through structured intervention, how you can engage in that process, and how you can remain informed about your child's progress. Many children successfully learn at school with universal instructional practices. However, some children need extra or intensive support in order to succeed. The Multi-Tiered System of Supports (MTSS) is a framework that helps schools and teachers give all students the support they need to learn, grow, and succeed academically, socially and behaviorally.

### **The MTSS framework helps schools create ways to:**

- Identify each child's needs and provide support as early as possible.
- Use research-based strategies and provide evidence-based interventions.
- Align supports to meet each child's needs.
- Regularly check each child's progress to know if instruction, strategies, and interventions are effectively meeting their needs.
- Adjust instruction, strategies, and interventions as needed.

MTSS has been identified as best practice in the field of education and fulfills federal and state legal requirements to meet the needs of all students. What happens at each tier within the MTSS framework?

- **Tier I** includes the instruction and support provided to all children.
- **Tier II** (Supplemental) serves children needing more help. Additional instruction or intervention and support are provided to these children in small groups.
- **Tier III** (Intensive) is for children who need intensive support in order to succeed. Additional instruction, intervention, and support are provided to these children in even smaller groups or in one-on-one settings. Every child's progress is assessed multiple times per year to check whether their needs are being met, what additional resources may help them succeed, and then to adjust their supports as needed.

### **We use data from various assessments including:**

- I-Ready Diagnostics for Reading and Math
- I-Ready Personalized Learning Path for Reading and Math
- Foundations unit assessments and DIBELS 8th Edition fluency measures
- Eureka Math Topic Quizzes and Module Assessments

### **Classroom practices include:**

- Meta Moment Room
- **Math WIN time and Literacy WIN time:** "What I Need": The students receive core instruction each day from their classroom teacher in math and literacy. Math and Literacy WIN time is an additional time where students move to a specific grade-level teacher to allow for targeted instruction at the children's learning style and level of proficiency.
- **DCAP:** District Curriculum Accommodation Plan: a district resource to assist general education teachers in accommodating diverse learning styles. In addition, the DCAP assists general educators in providing appropriate services and supports within the general education environment including, but not limited to, direct and systematic instruction in reading and the provision of services to address the needs of children whose behavior may interfere with learning.
- **Universal Design for Learning (UDL):** Engagement, Representation, Action, and Expression

**General education service providers include:**

- General Education Reading Specialists
- Academic Interventionist
- Title I Math Tutor
- School Adjustment Counselor/School Psychologist

We take very seriously our responsibility to ensure the success of all students. The Multi-Tiered System of Support allows us to support each student efficiently and effectively. The goal of MTSS is to close achievement gaps and ensure all students are successful academically, socially and behaviorally.

Sincerely,

Dr. Glen S. McKay

## **J. Turner Hood School-Wide Positive Behavioral Interventions and Supports:**

After experiencing the recent pandemic, it has become even more apparent that the success of the future generation depends on families and schools working together to ensure not only each student's academic success but also their social and emotional well-being. Since 2010, the J. Turner Hood School has embraced the "Hand in Hand Together We Can" framework to ensure consistent and progressive responses to challenges in our school.

As a result, we have maintained a focus on teaching our students to be Safe, Responsible, and Respectful (SRR) with an increased focus on the incorporation of **Kindness** into this framework. As such we will use the SRRK as our focus for the 2023-2024 school year.

General Guidelines:

The words Safe, Responsible, Respectful, and Kind were carefully selected as the pillars of our behavior program.

- First and foremost students must feel physically and emotionally **SAFE** in order to focus on learning.
- Learning to be **RESPONSIBLE** for actions ensures accountability and fosters responsible decision-making.
- Students show **RESPECT** by being considerate and honoring the feelings, opinions, and property of others.
- **KINDNESS** is defined as the quality of being friendly, generous, and considerate. It can be shown through empathy, acceptance, kind gestures, and thoughtfulness.

When these characteristics are taught and expected school-wide, all students will benefit from a nurturing environment where they are able to learn to their full potential.

At the start of the 2022-2023 school year, we rolled out the **PAWSitive Paws Program and this practice will continue into the upcoming school year.** Members of the school community are encouraged to complete an SRRK PAWSitive Paws sheet when they notice a student is doing something that is:

- SAFE
- RESPONSIBLE
- RESPECTFUL
- KIND
  - Weekly, PAWS are selected to "Shout Out" on the loudspeaker after the morning pledge.
  - All "SRRK PAWSitive Paws" are prominently posted for all students to see.

To further support our student's social and emotional well-being, we have also added:

- A Meta-moment room where students can go when they need a moment to regulate their emotions. The room is divided into two sections - an area for calming and an area for releasing emotion through creativity and movement.
- An emotional support dog who visits the J. Turner Hood School regularly.

## **Network & Electronic Communications System- Acceptable Use Policy**

Please Complete the following:

[Click Here](#)