



J. Turner Hood Elementary School
"Hand in Hand Together We Can"
Opening Packet For Families 2022-2023

TABLE OF CONTENTS

Item	Page
Welcome Back Letter	3
School Calendar/Back to School Night	4
Student Absences/ Blackboard Connect	4/5
Morning Arrival	5
Afternoon Dismissal	6
Dismissal Requests	7
Schoolwide Expectations	7 & 8
Acceptable Use Policy	8
Parent Association Information	8

**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 2022

I would like to take this opportunity to welcome you to the 2022-2023 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 one new document needs to be completed and one optional document has been added for our Parent Association notifications.

1. The previously sent dismissal procedures have been completed for 28% of our students.
2. The Acceptable Use Policy (AUP) on page 8.

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 2022-2023 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 15th from 5:00 to 7:45 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 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 students 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 announcement

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.

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.

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.

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. For safety reasons, it is important that you follow this procedure.

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

We should be in receipt of your completed responses by this time. As a reminder:

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 child care programs. Parents or child care 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 one form for each of your children attending our school.

PLACARD PICK UP PARTICIPANTS

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 single line down the driveway, through our parking lot and up to the Handicapped parking spot at the end of our "loop." All cars should wait in a single line up to the school and not pass the car in front of them, even if you are not participating in the placard pick-up system. At all times, there must be space for two-way traffic on Haverhill Street and in the school driveway to allow for vehicles leaving and to provide emergency vehicle access.

You (the parent/guardian) or someone you give permission to pick up your child, must have the 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 Cafeteria 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 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 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.

Schoolwide Expectations

We at the J. Turner Hood Elementary School are fortunate to have a community committed to supporting a safe school environment which is conducive to learning. With all the changes in society, it has become increasingly important for schools to be clear about behavioral expectations for young people. We have formalized these into a list of behavioral expectations that we refer to as our Hand in Hand Together We Can Program.

Increasingly, educators are not only responsible for providing quality instruction, but helping students learn acceptable social skills and character development. For many children, they enter school unaware as to what is expected of them both academically and behaviorally. All students, especially those who come to school from conditions that are not ideal, need to have clear and consistent behavioral and academic expectations established, maintained, and understood for them to be held accountable.

At the J. Turner Hood School, classroom rules are posted in highly visible locations for the children to see at all times. In order for the rules to be effective, they must be consistent. Children need to be guided through the rules and expectations in a developmentally appropriate progression, considering the student's individual, educational, and social needs. The J. Turner Hood School "Hand & Hand Together We Can" behavioral framework is being implemented to help build consistent and progressive disciplinary practice throughout our school.

General Behavior Guidelines

The goal of this framework is to help create a positive, caring atmosphere where all children and adults feel respected and a valued member of our school community. The desired result is to have a safe, nurturing, and creative environment where both the students and the staff feel enthusiastic about learning and sharing ideas. **We need to set and maintain high expectations for all students both academically and behaviorally. Children will do what they think we expect them to do.** We not only need to educate our children academically, but we need to prepare them with listening and positive communication skills. In addition, we need to educate students on how to be compassionate and caring individuals who we are proud to have in our school community.

The following behavior guidelines have been written with the above goal as the focus. AT the J. Turner Hood School we focus on our SRR Behaviors.

Our SRR Rules

Safe
Responsible
Respectful

The goal of our *Hand in Hand Together We Can Program*, is for students to understand that we need to be safe, responsible and respectful throughout the day, regardless of where we are in the building. Throughout the building, signs are posted to remind students of our program.

Network & Electronic Communications System- Acceptable Use Policy

Please Complete the following:

<https://forms.gle/FBuJo2Q8P9uh6dif7>

J. Turner Hood Parents Association

The J.T. Hood Parents Association is a diverse volunteer group of parents that works to connect, enrich, and empower the students, parents, and teachers of the Hood School by fostering community through educational programs, fundraising events, and parent-to-teacher networking. The Hood PA sponsors fun social events like Parents' Night Out, the Halloween Boo Bash, and the Welcome Back Ice Cream Social. The Hood Fun Run was a tremendous success last year, where the kids raised money for their school and had a great time doing it, and the PA helps sponsor ongoing educational enrichment programs like trips to the Museum of Science and The Butterfly Place. Learn more about the Hood PA here: [J.T. Hood PA Website](#)

The PA also produces a **Student and Parent Directory** each year, which helps facilitate communication for parents. If you would like to opt-in to Parent Association email communication and the directory, please click the link below and complete the form by **Friday, September 23, 2022**:

[Parent Opt-In - Email Communication and Directory](#)

