



J. Turner Hood Elementary School
"Hand in Hand Together We Can"
Opening Packet For Families 2016-2017

This packet belongs to:

Name: _____

Room: _____ Phone _____

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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 2016

I would like to take this opportunity to welcome you to the 2016-2017 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 enclosed package of materials that your child has brought home is most important. Each form has been placed in this packet for your close attention. All materials should be read, signed (if indicated) and the appropriate forms placed back in the package for return to school. With the exception of the Emergency Information Form, all signed materials should be returned to the school with your child as soon as possible but no later than Friday, September 16, 2016.

The Emergency Information Form should be returned immediately!

The 2016-2017 North Reading Public Schools Official Calendar can be located by clicking the following link or by visiting the school department's homepage;

[School Calendar](#)

This year, our school hours at the J. Turner Hood School are from 8:55 – 3:10. **It is very important to note that students may not be dropped off before 8:45 AM, as there is no morning supervision.**

The J. Turner Hood Elementary School has always been and continues to be a positive, proactive, and friendly place of learning for our neighborhood students and families. A large component of this special setting is the safety and security that we maintain for our students during school hours. In keeping with this focus on a safe and orderly environment, we will be continuing our previous security protocols and they will be operative at the beginning of this school year.

Back to School Night

It will soon be the staff's pleasure to welcome you back to the J. Turner Hood School for the 2014-2015 school year at our Open House on **Thursday, September 22nd from 6:00 to 7:30 PM.**

This initial Open House will serve as a "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 not intended for conferencing with teachers. Formal conferences will take place at the end of the trimester in early December.

Parents are asked to make arrangements for childcare, as this will be an evening for parents and staff. The program for the evening will be as follows;

6:00 to 6:45 PM Kindergarten, Grade 1 & Grade 2

6:45 to 7:30 PM Grade 3, Grade 4 & Grade 5

School Security & Blackboard Connect

The following procedures will remain in effect at the J. Turner Hood Elementary School for the 2016- 2017 School Year;

At 9:00 a.m. the front door will be locked and access to the building will only be obtained by pressing the front door buzzer and then waiting for the office staffs' identification of the visitor/student via camera.

- Sign in Log- We appreciate you signing in at the office when you visit. If you have an appointment with the teacher or classroom, please let the office staff know and we will be glad to notify them of your arrival. Please always wear a visitors badge/ sticker in the building. These are available in the main office.
- Please do not visit your child's classroom unless you have a scheduled appointment with the classroom teacher. Unscheduled visits are very disruptive to the classroom teacher and to student learning.
- If you are dropping off a lunch, a forgotten item or materials/supplies for the class/teacher, please leave it with the office secretary. We will make sure it gets to the right place.
- If you are bringing in a late student, please say your goodbyes in the lobby. We will alert the teacher that your child is heading down.
- If you are dismissing a student from class or from the nurse, please let the office secretary know. Then please sign our Student Dismissal Log. Your child will be called to the office or you may pick up your child at the nurse's office.

I ask that you work with us and your children as we implement these procedures. Our success in working together will guarantee the safety and security of students, staff, and parents and will maintain our strong tradition of a positive and productive learning environment at the J. Turner Hood Elementary School.

Beginning on Monday, September 12, 2016, the voluntary 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 6:00 p.m. the night before until 9:00 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

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

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

Please be advised that you will receive an important notice from our Superintendent in the following weeks in regards to this service as well as an opportunity to update your contact information.

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.

AFTERNOON DISMISSAL AND PLACARD PICK-UP SYSTEM

The dismissal time from J. Turner Hood Elementary school is a very busy time of day. Busses are arriving to bring children home or bringing 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 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.

J. TURNER HOOD SCHOOL STUDENT DISMISSAL PLAN

Please note: This dismissal plan should be what you plan to do the majority of the time. When varying from this plan, please send a note in to the classroom teacher. We need one form for each of your children attending the J. Turner Hood Elementary School.

Student's Name: _____

Address: _____

Grade and Classroom Teacher: _____

J. Turner Hood Siblings' Name and Grade: (for cross reference in our database): _____

Please pick one of the following four options:

The plan for my child is:

- 1.) _____ To participate in the Placard Pick-Up System for afternoon pick-up.
- 2.) _____ To be met at the Library dismissal door (Aspen Road Walkers)
- 3.) _____ To leave the school building on their own
- 4.) _____ To leave on the parent sponsored bus, or an "after school care" bus or van
- 5.) _____ To leave the school via the school bus

Also, please check here if this plan is unchanged from the prior plan on file

Carpools Only: If you participate in a firmly established carpool, please include all carpool children's names and who drives which days and we will have a placard reflect this for your convenience. Do not fill out this information if you only occasionally or spontaneously carpool. Please confirm other drivers of this carpool are filling out the information in the same manner to avoid confusion.

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Additional comments or instructions: _____

Parent/Guardian

Signature: _____ Date _____

Dear Members of the J. Turner Hood School Community,

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 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 of this 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. If you visit the Hood School, be on the lookout for our color-coded SRR posters.

Celebrations in School

The Members of the J. Turner Hood School Professional Community have engaged in numerous dialogues over the past several years on the topics of Food at School and Life Threatening Allergies. In order both to keep our students safe and to model healthy eating habits, we ask that all members of the J. Turner Hood School Community observe the following food guidelines for all classroom and school celebrations:

Except as provided below, all student parties and celebrations during the regular school day shall be food-free. These guidelines specifically prohibit homemade or store bought foods for birthday, holiday or other celebrations.

- Food may be an appropriate part of a cultural heritage program if organized through the school principal. Non-food programs should be considered before a food program is chosen.
- Food may be part of events such as a field day or evening activities if parents are invited or sufficient numbers of staff are present to supervise students.
- Food shall not be used as a reward for academic performance or behavior unless outlined in a specific behavioral plan.

These food guidelines do not apply to daily snacks and lunches sent to school by parents. As part of our school procedures, students are not allowed to share food.

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.

Homework

The School Committee strongly endorses the use of homework as a means of reinforcing knowledge and skills acquired in the classroom and as a means of promoting the acquisition of new knowledge and skills. It also endorses homework as a means of promoting self-discipline, order and efficiency.

Photograph & Video Release Form

If students are to be productive members of the 21st Century workplace, they must move beyond the skills of the 20th Century and master those of the 21st Century. The characteristics of the 21st Century classroom are very different from those of the classrooms in the past because the focus is on producing students who are highly productive, effective communicators, inventive thinkers, and masters of technology.

It is our goal to educate our learners to be successful in this environment while utilizing all resources available to us in order to engage all of the stakeholders in our school community.

Technology and the media are excellent resources to engage all of the members of our school community. We have always welcomed the local media into our school to help us keep our community involved in the events at our school. Furthermore we have moved into the digital community through the use of classroom websites, digital video, blogs, wiki's and Twitter.

Please note that the purpose of this document is to receive parental consent that will enable the school to utilize your child's photo/image in local media and to be published on the district and/or school's web site.

Check one of the following choices:

I/We **GRANT** permission for a photo/image that includes this student to be published in local media and on the school and/or districts public internet site.

I/We **DO NOT GRANT** permission for photo/image that includes this student to be published in local media on the school and or districts public internet site.

It is important to note that in order to achieve our goal of being connected to our community, **students that do not have permission** to be photographed or videoed may be **excluded** from events that we intend on publishing.

Child's Name: _____

Grade: _____ Teacher: _____

Parent/Guardian Name (Printed) : _____

Parent/Guardian Signature: _____

Please note:

- 1) The Hood School generates this form for our school-based initiatives. A separate form, the Student User Agreement, is a district-generated form for Internet and electronic publication.
- 2) Pictures taken by other students' families are out of the control of the school.

Going Green

We have an obligation to conserve our natural resources. Schools should set a good example by demonstrating to others the methods and benefits of energy conservation. Going Green is the smart choice for our environment, but it also may prove to be a savings for our school's budget during these times. It is our goal to utilize e-mail as the primary source of communication for school notices and newsletters. That being noted, we want to be sure that all parents and families receive information to remain involved and informed. Please complete, detach and return the form on the bottom of this document if e-mail communication isn't available for your household hard copy notices will continue to be provided.

What are we doing to "Go Green?"

The Hood School Student Council has established a "Green Team." This tradition will carry forward this year. This group of students will walk through the building periodically and monitor our use of energy. The defined goal for this group is to "reduce the average number of kilowatts that the Hood School uses when compared to the same data from the previous year." It is our sincere hope that we can maximize the efficient use of energy, while at the same time, maintain an environment that is conducive to effective teaching and learning.

Students' Name(s)

_____ Green Light! I understand school notices and newsletters will be sent directly to my primary e-mail address. In addition, most notices and newsletters will also be posted at our school website.

_____ Email/Electronic notices and newsletters are not our preferred method of communication. Please continue to send a hard copy of all notices home with my child.

My Primary E-Mail is; _____

September 1, 2016

Dear Members of the J. Turner Hood School Community,

Our wonderful school community offers students many activities, projects, and programs that add to their learning experience. We count on our many volunteers to contribute their efforts! If you want to volunteer in the school, the Federal No Child Left Behind Act requires you to have a CORI check.

What is CORI? **Criminal Offense Record Investigation**- It is a record of an individual's criminal history

Criminal Offense Record Investigation reports are mandatory for all parents and others who would like to volunteer. To apply for CORI approval, you must come in person to the Hood School main office and bring your license. It only takes 3 minutes to apply. The processing of your approval can take up to three weeks. You will only be informed if there is a problem.

This year we are changing our practice on the completion of CORI checks. It is our desire to have anyone interested in volunteering at our school at any time during the 2016-2017 school year CORI checked prior to October 14, 2016.

I have attached the CORI form to this notice.

CORI checks a good for a period of two years. If you have previously completed a CORI during this school year or last you can call the Hood School main office to check your status.



North Reading Public Schools

Sherman Road, North Reading, Massachusetts 01864

North Reading Public Schools has been certified by the Criminal History Systems Board for access to all criminal case data including conviction, non-conviction and pending.

As an applicant for the position of _____ I understand that a criminal record check will be conducted for convicting, non-convicting and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

Please note that state regulations require that we verify your identity with a government issued photographic form of identification. Forms of identity that are acceptable include a driver's license or passport. If an applicant does not have this identification then other non-photographic government identification, such as a birth certificate or social security card may be used.

Applicant Signature Date School

Applicant Employee Volunteer Contract Service Other _____

Last Name First Name Middle Initial

Street Address City, State, Zip

Date of Birth Maiden Name

Gender Soc. Sec. # (last 6 digits only)

*Attach a copy of Driver's License or Passport

**North Reading Public Schools
2016-2017**

Acceptable Use Policy Regulations for Network and Electronic Communications

Philosophy

Access to Network resources through the North Reading Public Schools is a tremendous educational asset to the public school community. The network provides a wide array of resources and opportunities to enhance the educational program of our schools. Users are expected to use the network for educational purposes to support and extend the district mission.

Internet Safety

It is the policy of North Reading Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practical, technology protection measures (or Internet filters) shall be used to block or filter Internet, or other forms of electronic communications, and access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Acceptable Use Guidelines

1. Access to the network is contingent upon the return of an Acceptable Use Policy Regulations form signed by both the student and a parent or guardian. Students not fulfilling this requirement will not receive active accounts.
2. Network users consent to adhere to the North Reading Public Schools Acceptable Use Policy Regulations which includes the Internet Safety Policy.
3. Network access is a privilege, not a right. Use of the network is contingent upon responsible use.
4. Communications on the network, including email, have no guarantee of privacy. General school rules for behavior and communications apply.
5. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.
6. Users should not expect that files stored on district servers remain private.

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7. North Reading Public Schools does not guarantee the effectiveness of network services, including network filtering.
8. North Reading Public Schools disclaims responsibility for users' actions, including any financial obligations they incur while using network resources.
9. North Reading Public Schools disclaims all liability to users arising from their on-line activities or use of district network.
10. North Reading Public Schools disclaims all liability to third parties arising from users' online activities.

Unacceptable Use

The following are examples of inappropriate uses of North Reading Network and Electronic Communications. These examples are intended to clarify unacceptable use of the network and electronic communications. This is an illustrative list and does not include all possible misuses or violations of the policy.

Network Users agree to NOT

- Engage in any illegal activities.
- Interfere with another user's access, privacy or privileges.
- Violate copyright laws, including software piracy or unauthorized copying of content.
- Use another person's password.
- Log on another user under one's personal account.
- Alter another user's account without permission.
- Interfere with or disrupt network users, services, or equipment.
- Transmit threatening or harassing material.
- Send or display offensive messages.
- Intentionally waste limited resources.
- Download/install software without the approval of the system administrator.

Violation of Guidelines

Violations of the Acceptable Use Guidelines will be reported and reviewed.

Violations of guidelines will result in appropriate action, which may include but is not limited to **(1) loss of computer privileges, (2) loss of network privileges and/or (3) referral to appropriate local, state or federal authorities.**

**North Reading Public Schools
2016-2017
Network & Electronic Communications System
STUDENT USER AGREEMENT**

Student's Full Name: _____ **Grade Level:** _____

(Please Print Your Full Name – No Nicknames)

School: _____

I have read the district's Acceptable Use Policy Regulations and Administrative Regulations and Procedures and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action including but not limited to suspension or revocation of privileges, suspension or expulsion from school, and prosecution.

Student Signature: _____ **Date:** _____

Parent/Guardian Sponsor

I have read the attached district's Acceptable Use Policy Regulations. In consideration for the privilege of using the district's system/network, and in consideration for having access to the public networks, I hereby release the district, its operators, and institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system/network, including, without limitation, the type of damage identified in the district's policy and administrative regulations and procedures.

Please place your INITIALS in the space provided to the left of the statement of your choice:

(Initial above) I GIVE MY PERMISSION for my student to participate in the district's network and electronic communications system.

(Initial above) I DO NOT GIVE MY PERMISSION for my student to participate in the district's network and electronic communications system.

Parent Permission Form for Internet Publishing of Student Work, Photographs, and Videos

We understand that our daughter or son's work is under consideration for publication on the World Wide Web.

We understand that our daughter or son's image may be included in videos or photographs posted on the school website or shared with the local cable access channel NORCAM for local broadcasts of school events. No home address, telephone number, or student last name will appear with these published or broadcast materials.

- We grant permission for the publishing of student work, photos, and videos as described above through September of 2017.
 We do not grant permission for the publishing of student work, photos, and videos as described above through September of 2017.

Print parent/guardian name _____

Signature of parent/guardian: _____ **Date:** _____
(MM/DD/Y)

I, the student, also give my permission for such publishing.

Name _____ Date _____

Please return only this page to your classroom/homeroom teacher or to the school office no later than September 13, 2013. Keep all other pages for your future reference.

North Reading Public Schools iPad Initiative

iPad Procedures and Information Guide



The North Reading Public Schools is excited to begin our iPad initiative which is designed to integrate 1:1 mobile technology into classrooms in each of our five schools. At each building there will be one iPad cart with a classroom set of iPads awarded to a teacher who has applied for the cart and participated in professional development, training, and who has proposed how he or she will be using the iPads to enhance instruction. Additionally, our district-wide Technology Integration Specialist will be working with the classroom teachers in providing instruction to our students.

Several classroom teachers and specialists have also received individual iPads for use with students and will have access to the carts in coordination with that teacher. As a result many students in the North Reading Public Schools will have access to 1:1 lessons this year using state-of-the-art technology.

There is a great amount of evidence that the iPad experience is engaging and inspiring for students. Technology, in the hands of a creative and dedicated educator, can be a tremendous asset to enhance learning for all students.

1. USE OF THE iPADS

The procedures and information within this document apply to all iPads used in the North Reading Public Schools, including any other device considered by the Administration to come under this document. Teachers may set additional requirements for use in their classroom.

iPads will be distributed during “iPad Orientation.” Parents & students must sign and return the iPad Acceptable Use and Student Pledge document before the iPad can be used by their child.

At this time iPads will not be taken home by students and will only be used in the classroom.

2. CARE OF THE IPAD

The iPad is school property and all users will follow the North Reading Public Schools Acceptable Use Policy (AUP) for this technology. Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be given to the teacher and taken by the teacher as soon as possible to the North Reading Technology Department for an evaluation of the equipment.

2.1 General Precautions

- Only use a clean, soft cloth to clean the screen, no cleansers of any type (only when teacher directed)
- Cords and cables must be inserted carefully into the iPad to prevent damage (only when teacher directed)
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the North Reading School District.

2.2 Carrying iPads

The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for using the device in class. Extreme care should be taken to handle the iPads safely.

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth only when directed by the teacher
- Do not “bump” the iPad against lockers, walls, floors, etc as it will eventually break the screen.

3. USING THE IPAD AT SCHOOL

3.1 Screen Savers/Background photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions. Passwords are not to be used.

3.2 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music on the iPad can be used at the discretion of the teacher. Internet Games are not allowed on the iPads. If educational game Apps are installed, it will be with approval from the North Reading Public Schools staff. All software/Apps must be district provided.

3.3 Recording and Video

Permission must be received from the classroom teacher for any use of recording of audio or video within the classroom. At no time should the students record on any device without permission.

3.4 Network Connectivity

The North Reading School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

4. SOFTWARE ON iPADS

4.1 Additional Software

Students are not allowed to load extra software Apps on their iPads unless otherwise directed to do so by their teachers or school staff. The North Reading Public Schools will synchronize the iPads so that they contain the necessary Apps. Students will not synchronize iPads or add Apps to their assigned iPad, to include home syncing accounts.

4.2 Inspection

Students may be selected at random to provide their iPad for inspection.

4.3 Procedure for re-loading software

If technical difficulties occur or illegal software (non-North Reading Public Schools installed Apps) are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

4.4 Software upgrades

Upgrade versions of licensed software/Apps are available from time to time. Students should never select software updates. This will be done by the teacher in cooperation with the technology team.

5. ACCEPTABLE USE OF iPADS

5.1 Statement of Responsibility

The use of the network is a privilege. The user is responsible for what he/she says and does on the network. Communication with thousands of others is quick and easy. Therefore it is important for the user to stop and think before communicating and to show respect for other people and for their ideas. It is beneficial for all users to keep the network running efficiently. Each user must take responsibility for keeping down costs and avoiding system disruption.

Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

Internet access is available on every computer with network access in the North Reading Public Schools. In general, the Internet is itself a complex network of regional, state, national, and international networks. This requires users to adhere to the same rules and guidelines outlined here for our network, as well as to any additional network policy procedures required, when the Internet connects them to other networks.

5.2 Parent/ Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you would on the use of all media information sources such as television, movies, and radio

5.3 Student Responsibilities

Use computers/devices in a responsible and ethical manner.

Obey general school rules concerning behavior and communication that apply to network use and according to the North Reading Public Schools Acceptable Use Policy for Students. This policy is available online and in the student handbooks and must be signed by students and their parents each year as part of the student handbook.

Help the North Reading School District protect our computer system/device by contacting an administrator about any security problems they may encounter.

Monitor all activity on their account(s).

Always turn off and secure their assigned iPad after they are done working to protect their work and information.

5.4 Student Discipline

The discipline procedure in the school handbooks addresses serious and major offenses such as stealing and destruction of school or personal property, which apply to the iPad device. Depending on the seriousness of the offense students may lose iPad and/or network privileges as well as being held for detention, suspension or other sanctions as described in the handbooks.

6. LOSS OR DAMAGE OF iPADS

The iPads for this pilot have been purchased by the district and carry three year AppleCare protection on them. AppleCare does not cover the iPad if it is lost, stolen or damaged due to neglect. A cracked case or screen will not be covered under Applecare and is considered neglect. **Parents and students are not accountable for accidental damage to the iPads.**

If it has been determined by the school that there was intentional damage to an iPad (vandalism), then the students/parents are responsible for full payment of the intentional damage.

North Reading Public Schools Student Pledge For iPad Use

By signing below I agree that I will follow all teacher directions and use the iPad assigned to me in accordance with the policies outlined in the NRPS iPad Initiative Procedures and Information Guide.

This includes but is not limited to an agreement that I will:

- Never leave my assigned iPad unattended.
- Never loan out my assigned iPad to other individuals.
- Never attempt to record audio or video on the iPad without permission from the teacher.
- Know where my assigned iPad is at all times while it is in my care.
- Keep food and beverages away from my assigned iPad.
- Never disassemble any part of my assigned iPad nor attempt any repairs.
- Protect my assigned iPad by only carrying it in the case provided.
- Use my iPad in ways that are appropriate, meet North Reading Public School expectations, and are educational.
- Not place decorations (such as stickers, markers, etc.) on the iPad.
- Understand that my iPad is subject to inspection at any time without notice and remains the property of the North Reading Public School District.

I understand and agree to the stipulations set forth in the above document including the NRPS iPad Initiative –Procedures and Information Guide; the Acceptable Use Policy (AUP) for Students and the Student Pledge for iPad Use. I understand that if I do not comply with these procedures I may lose iPad privileges.

Student Name: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

North Reading Public Schools Emergency Information 2016 – 2017

Student Information:

First Name:	Last Name:	Date of Birth:	Sex M <input type="checkbox"/> F <input type="checkbox"/> N <input type="checkbox"/>	Grade:	
Student Address:		Student Home Phone:	Primary Language:		

Parent/Guardian 1 Information:

First Name:	Last Name:	Home Phone:
Home Street:	City/Town:	Cell Phone:
Work Street:	Work City/Town:	Work Phone:
Email Address:		

Primary Phone Preference (please check one) Home Cell Work

Parent/Guardian 2 Information:

First Name:	Last Name:	Home Phone:
Home Street:	City/Town:	Cell Phone:
Work Street:	Work City/Town:	Work Phone:
Email Address:		

Primary Phone Preference (please check one) Home Cell Work

I agree that email is a preferred method of communicating school information Yes No

Name/Grade of siblings in school building:

Name:	Grade:

The above named student is a part of a military family as described below: Yes No

(Active duty members of the uniformed services, National Guard and Reserve on active duty orders; members or veterans who are medically discharged or retired within one year; or members who die on active duty)

Name of others who will assume responsibility/transportation:

Name	Relationship	Phone

Does your child have health insurance Yes No

Health Insurance Co:	Policy No.:
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If you have no health insurance, Massachusetts has health insurance plans that will provide uninsured children with affordable health care (restrictions may apply).

Please contact the school nurse for more information about these programs. All communications will be confidential.

IN CASE OF AN EMERGENCY, YOUR CHILD WILL BE TAKEN TO A HOSPITAL OR EMERGENCY TREATMENT FACILITY BY AMBULANCE.

Physician:	Physician Phone:
Dentist:	Dentist Phone:

Please list all medical conditions that your child has (if not in violation of confidentiality):

Please list all medications that your child takes and the reasons for the medications (if not in violation of confidentiality):

I give permission for school nurse to leave detailed messages on my cell phone Yes No

Please check all that apply to your child

- Life Threatening Allergies (food, insects, or medication), please specify:
- Asthma Diabetes Heart Condition Migraines Seizures Physical Limitations
- Hearing problems (please specify: _____) Wears Hearing Aids
- Vision problems (please specify: _____) Wears Eyeglasses Wears Contact Lenses

In case of minor problems such as allergy symptoms or pain without fever, I give permission for the school nurse to give my child the following medications, according to protocols approved by the school physician:

- Calamine Lotion Caladryl Clear Orajel Tylenol (acetaminophen) Tums (antacid) Benadryl (diphenhydramine)

I give permission to the school nurse to share information relevant to my child's health, including possible medication side effects, with appropriate school personnel and emergency care providers when necessary for my child's health and safety. Yes No

Signature of Parent/Guardian:	Date:
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North Reading Public Schools
North Reading, Massachusetts

Revised 6/6/16

SUPERINTENDENT
Jon C. Bernard
North Reading Public Schools
189 Park Street
North Reading, MA 01864
(978) 664-7810

SCHOOL CALENDAR

2016-2017

SCHOOL COMMITTEE
Clifford Bowers, Chair
Gerald Venezia, Vice Chair
Janene Imbriano
Mel Webster
Julie Koepke

- 9/1 District Professional Development Day
- 9/5 No School, Labor Day
- 9/6 No School, Staff Orientation Day
- 9/7 First Day of School, Grades 1-12
- 9/7 & 9/8 PreK & Kindergarten Orientation
- 9/9 First Day for Pre-K & Kindergarten
- 9/19 High School - Back to School Night
- 9/22 Parents' Night (Elementary Schools)
- 9/29 Middle School-Back to School Night (Gr. 6-8)

- 10/7 Early Release, Professional Development
- 10/10 No School, Columbus Day

- 11/8 No School, Professional Development Day
- 11/11 No School, Veteran's Day
- 11/17 MS Early Release, Eve. Academic Open House
- 11/21 High School Evening Conferences
- 11/23 Early Release, PreK-12 (Thanksgiving)
- 11/24 & 11/25 Thanksgiving Recess
- 11/30 Elementary Early Release - Evening Conf.

- 12/1 & 12/2 Elementary Early Release, Afternoon Conf.
- 12/16 Early Release, Professional Development
- 12/23 to 1/2 December/New Year's Recess

- 1/3 Schools Reopen
- 1/12 Kindergarten Parent Orientation
- 1/16 No School, Martin Luther King, Jr. Day
- 1/18 to 1/20 High School Early Release - Exams
- 1/25 MS Early Release - Evening Conferences
- 1/26 MS Early Release - Evening Conferences
- 1/27 MS Early Release - Afternoon Conferences
- 1/30 Kindergarten AM/PM Switch
- 1/31 Kindergarten Registration (All Schools)

- 2/2 Snow Date - K. Registration
- 2/3 Early Release, Professional Development
- 2/20 to 2/24 February Recess

- 3/8 Elementary Early Release-Evening Conf.
- 3/9 & 3/10 Elem. Early Release-Afternoon Conf.
- 3/15 High School Evening Conferences

- 4/14 Early Release, (Good Friday)
- 4/17 to 4/21 April Recess

- 5/26 Early Release, Professional Development
- 5/29 No School, Memorial Day

- 6/9 High School Graduation
- 6/16 Early Release, Professional Development
- 6/26 Last Day of School (includes 5 snow days)

September 2016

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6		8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SCHOOL HOURS:	Regular	Early Release
High School	7:30 - 2:00	11:00
Middle School	7:55 - 2:21	11:21
Batchelder School	8:30 - 2:45	11:45
Hood School	8:55 - 3:10	12:10
Little School	8:55 - 3:10	12:10
Pre-K	AM: 8:15-11:15 PM: 12:00-3:00	No Classes
Full Day Pre-K	8:15 - 3:00	No Classes
Kindergarten (Batch)	AM: 8:30-11:10	11:45 - No PM Class
Kindergarten (Hood)	AM: 8:55-11:35	12:10 - No PM Class
Kindergarten (Little)	AM: 8:55-11:35	12:10 - No PM Class

- No School
- District Early Release

Elementary End of Trimester: 11/23, 3/3, 6/26
Secondary End of Quarter: 11/4, 1/20, 3/31, 6/26