

Dear Todd Hall Families:

On behalf of Todd Hall school, I would like to welcome you to the 2024-2025 school year!

A new school year brings many questions and opportunities to review procedures to ensure a smooth start to the year and transition back into common routines. As always, the safety and well being of our students is a central focus when developing logistical plans that impact the daily operations at school. Please take a moment to review the outlined procedures and expectations and discuss with your child(ren) in preparation for our much anticipated return to school! Reassure your child(ren) that the staff at our school will be supporting the reinforcement of these policies through their presence and assistance as these routines become second nature.

ARRIVAL PROCEDURES | 8:10 a.m. - 8:25 a.m. (School Start Time)

- Students riding the bus will be escorted into the building by a Todd Hall staff member.
- If you are walking your child to school, please proceed to door 27. This is the Todd Hall multi-purpose room door, located on the east side of the building.
- If you are dropping your child off by car, please pull into our drop-off lane at the front of the building. A staff member will assist your child out of the car and into the building. Please stay in your car at all times.
- The entire arrival process will be supervised by our Todd Hall staff as well as our crossing guards beginning at 8:10. After 8:25, you will need to walk your child to the office to sign them into the building.

DISMISSAL PROCEDURES | 2:55p.m. (School Dismissal Time)

- Students riding the bus will be escorted to the bus by a Todd Hall Staff member.
- If you would like to greet your child by the door, please park in an appropriate parking spot on the street and proceed to door 27. This is the Todd Hall multi-purpose room door, located on the east side of the building.
- If you are picking your child up by car, please pull into our pick-up lane at the front of the building. A staff member will assist your child into the car. In order to ensure a safe and smooth dismissal, we ask that all parents stay inside their cars during dismissal.
- Similar to arrival, the entire dismissal process will be supported by the supervision of Todd Hall staff as well as our crossing guards.
- If your child's dismissal plans should change, please notify the office before noon to ensure this information can be communicated to your child's teacher.

TRAFFIC PLAN

- Please build in enough time to travel safely around campus for drop-off and pick-up of students, especially during inclement weather. As always, our top priority is to ensure that all students arrive and dismiss school safely.
- Please visit our district website at: <https://www.sd74.org/domain/429> to see a visual representation of our traffic plan.

MEDICAL INFORMATION

- There are a number of medical forms required by the State of Illinois in order for your child to attend school. Please see the [district website for required medical forms at](#) each grade level. If you have any questions, please email the school nurse, Maham Ahmed at mahmed@sd74.org.

SCHOOL WIDE BEHAVIOR EXPECTATIONS

As outlined on the curriculum page of our district's website, our school wide behavior expectations follow the Positive Behavior Intervention Strategies (PBIS) framework. Please visit <https://www.sd74.org/Page/565> to learn more about the district's program. At Todd Hall, our students are expected to behave in a way that promotes a respectful, responsible, and safe environment. This expectation will be maintained across all areas of the school in alignment to our [PBIS Behavior Matrix](#) Our students take a S.T.E.P. in the right direction each and every day with **S**tudents **T**ogether **E**ncouraging **P**ositivity. To support our students' behavioral success our staff will:

- reinforce the schoolwide expectations through their own classroom expectations.
- engage in whole school learning opportunities during critical periods of the school year such as the first week of school.
- engage in celebrations throughout the school year to recognize student success as we take a STEP in the right direction

Please take a moment to review our school wide expectations and feel free to share and discuss them with your child(ren)!

SAVE THE DATE | TODD HALL CURRICULUM NIGHT 2024

Please mark your calendars for the evening of Thursday, September 5 at 5:30pm when we will host an in person curriculum night event for all Todd Hall families. More information is forthcoming in advance of this event.

We are eagerly awaiting the return of our students this week and look forward to a great school year with our entire learning community! If you received this email and have not received your child's homeroom assignment, please make sure you complete the registration process prior to the start of the school year.

If you have any questions regarding any of our procedures, please do not hesitate to reach out.

In Partnership,



Chris Harmon
Principal
Todd Hall School