



2017-2018 Plymouth River School Fast Facts

School Address	200 High Street Hingham, MA 02043
School phone	Main Office (781) 741-1530 FAX (781)741-1533
School Website	www.hinghamschools.org Click on “Plymouth River School” or select “PRS” from the drop-down menu.
Key contacts	Below is a list of key contacts. Additional contact information can be found on the Hingham Schools website.

Title	Name	Phone	Email
Principal	Melissa Smith	(781) 741-1530	msmith@hinghamschools.org
Assistant Principal	Charleen Fabrizio	(781) 741-1530	cfabrizio@hinghamschools.org
Administrative Assistant	Robin Smith	(781) 741-1530	rsmith@hinghamschools.org
School Nurse	Deborah Whiting	(781) 741-1530	dwhiting@hinghamschools.org
School Psychologist	MaryAnn Cushing	(781) 741-1530	mcushing@hinghamschools.org
Adjustment Counselor	Alfred Decker	(781) 741-1530	adecker@hinghamschools.org
Reporting an Absence		(781) 741-1530	rsmith@hinghamschools.org pcolby@hinghamschools.org
Cafeteria	Cheryl Lyons	(781)741-1530	clyons@hinghamschools.org
Kids in Action	Kathy Jordan	(781) 741-1590	kjordan@hinghamschools.org
Transportation Department	Padraig Cunningham	(781) 741-1510	pcunningham@hinghamschools.org
All Staff			link to all staff contact info



2017-2018 Plymouth River School Fast Facts

Communication from school	<p>PRS email distribution: You will automatically be on the distribution list when your child is registered in our X2 system. You would need to notify rsmith@hinghamschools.org if your email changes and/or if you want to add a second email address.</p> <p>PTO Newsletter (Weekly Wizard): The PTO will be sending newsletters and event specific invitations. You will automatically be on the distribution list when your child is registered in our X2 system. If you wish to unsubscribe, you may email prsnewsletter@yahoo.com or simply click unsubscribe at the bottom of the newsletter.</p>
School Hours	<p>Regular school hours: 8:20 a.m. - 2:30 p.m.</p> <p>Please do not drop off your child before 8:00 as we cannot provide supervision.</p> <p>Early release hours: 8:20 a.m. - 11:30 a.m. or 8:20 a.m. - 12:30 p.m.</p> <p>Lunch is not served on 11:30 dismissal days: 11/1/17, 11/22/17, 1/10/18, 3/7/18, 5/2/18, 6/6/18. This may also be the case on the last day of school.</p> <p>Lunch is served on 12:30 dismissal days: 10/4/17, 12/6/17, 2/7/18, 4/4/18</p>
School Calendar	<p>The School calendar is located on the Hingham Public Schools website.</p> <p>Plymouth River School operates on a continuous 6 day cycle, beginning with Day 1 and continuing to Day 6 (Week A and B). On each day, students may have one of the following “Specials”: Art, Music, Spanish, Computer Science, Gym (students must have appropriate footwear), and Library.</p> <p><i>Note: Holidays, snow days, recesses, and weekends do not “count” on the cycle calendar.</i></p>
Early Release	<p>Each month (except September), typically the first Wednesday of the month (January is the second Wednesday), PRS will have an “early release.” The purpose of early release is to provide time for faculty meetings, training, and parent-teacher conferences (see <u>underlined dates</u>). You can schedule parent conferences on-line. Any questions, email teacher. The following are scheduled early release days: On Parent Conference Days (<u>10/4/17</u>, <u>12/6/17</u>, <u>2/7/18</u>, <u>4/4/18</u>) dismissal is at 12:30, and students have lunch at school. On Professional Development Days (11/1/17, 1/10/18, 3/7/18, 5/2/18, 6/6/18), dismissal is at 11:30 and no lunch is served.</p>



2017-2018 Plymouth River School Fast Facts

	<p><i>*Dismissal is also at 11:30 on 11/22/17 to begin the Thanksgiving Holiday. No lunch is served.</i></p>
Transportation	<p>Bus routes are published in the Hingham Journal in late August and are also listed on the HPS website. Students <i>must</i> ride <i>only</i> the bus to which they are assigned. Due to space and safety considerations, students may not ride a different bus home with another student. <i>This is only possible in emergency situations if prior</i> permission is granted by the PRS Principal and Director of Transportation. In this unusual situation, parents should please write notes to the Principal, the teacher and the bus driver informing them of this transportation change.</p>
Morning Drop Off	<p>In the morning, students should be dropped off at the designated spot in lower staff parking lot. For safety and traffic flow reasons, students should unload on the passenger side and adults should not get out of the car.</p>
Afternoon Pick-up	<p>In the afternoon, all walkers walk to the tennis court area to be picked up.</p>
Dismissal Procedure	<p>PRS students are dismissed in one of the following ways (all supervised by staff).</p> <p><u>Special Note: Any change from your child's normal dismissal routine requires a written note to the teacher in the child's backpack or email the teacher prior to 12:00 noon. If an unplanned dismissal change is absolutely required, you may place a phone call to the office prior to 1:30 p.m.</u></p> <p>Walkers: Dismissed out the front doors. Pick up near tennis courts. Kindergarteners are dismissed from the cafeteria and must be picked up by a parent or guardian.</p> <p>Bus riders: Students are dismissed to the hallway and lined up and proceed as a group when their bus is called.</p>
Visiting Plymouth River School	<p>All doors to the school are locked at all times. There is a buzzer located at the main school entrance. All visitors <i>must</i> report to the school office to sign in/sign out and obtain a visitor sticker.</p>
Absences	<p>If your child is absent, please do the following:</p> <ul style="list-style-type: none"> • Please call in all absences to the school <i>no later than 8:00 a.m.</i> at (781) 741-1530 (follow prompt and Press #1 for reporting an absence). This extension is available 24 hours a day for your convenience. • If your child arrives at school after 8:20 am, he/she should be accompanied by a parent or guardian and together report to the office. The parent/guardian is



2017-2018 Plymouth River School Fast Facts

	<p>required to sign in the tardy student so that the absentee list can be revised. Students will then receive a tardy pass so that teachers will know they checked in with the office staff and all children area accounted for.</p>
School Lunch	<p>School lunch is available to all students, <i>with the exception of half-day kindergarten students</i>. Monthly lunch menus are located on the HPS website. Lunch may be purchased by using the POS internet payment system, (you will find directions on the HPS website) or by sending in \$3.00. Costs for items that may be purchased separately are as follows: milk (\$0.50), fruit (\$0.35), water (\$0.75). Regardless of payment method, all children are assigned permanent payment pin numbers. Please be aware that <i>you can enable the POS system to alert you when lunch accounts are getting low</i>. Thank you for keeping an eye on this!</p>
Parking	<p>Parking is an issue due to our limited space. Please adhere to the following:</p> <ul style="list-style-type: none">• Visitors should use the parking spaces alongside the tennis courts.• Please do not park within 15 feet of the fire hydrant in the main driveway.• Please do not park in the driveway where “<i>no parking</i>” signs are posted.
Contacting a Teacher	<p><i>Teachers may be contacted in one of the following ways:</i></p> <ol style="list-style-type: none">1. By sending an email to a teacher via the Hingham Schools email list. All teachers have email accounts set up using the first initial of their first name, followed by their last name @hinghamschools.org. Example: Jane Smith: jsmith@hinghamschools.org Please check the school’s list on our website for spelling accuracy.2. By sending a note in your child’s backpack3. By calling the school office and leaving a message for a teacher <p>Link : staff contact list</p> <p>While teachers will make every effort to respond to communications from parents as soon as possible, please recognize it may be difficult to return a call and/or an email during school hours. In the event of an emergency or last-minute dismissal change and you need your child to get a message, please call the office. These last minutes changes require that a written note is hand-delivered to the classroom teacher. We kindly ask that calls to the office are limited to unplanned situations and not for the purposes of playdates with friends.</p>
Teacher Conferences	<p>Teachers in grades K-5 are available for parent conferences during some scheduled early release days. Parents are also welcome to arrange other conference times during the year by contacting the teacher directly to find a mutually convenient time to meet.</p>



2017-2018 Plymouth River School Fast Facts

	<p>Official Conference Days for are: 10/4/17, 12/6/17, 2/7/18, 4/4/18. Conferences begin at 1:00 p.m. and usually end at 3:00 p.m.</p> <p><i>If you would like to schedule a conference with your child's teacher, please use on-line calendar. If the schedule is full, or you would like to arrange one at a different time, contact your child's teacher directly via email to request a mutually convenient time to meet.</i></p>
School Events	<p>Many school events take place throughout the year. Parents are informed of these events via the online Weekly Wizard, emails from the Principal and/or via teacher correspondence.</p>
PTO	<p>We are so grateful for ALL that our PTO does for the PRS community. Please consider volunteering to help. The PRS Parent Teacher Organization (PTO) meets monthly on Wednesday mornings. Dates are posted on the PTO website, which can be accessed by clicking on a link from the PRS website. For further information and to be included in the PTO distribution list email prsnewsletter@yahoo.com</p> <p><u>Co-Presidents:</u> Maura Silverio at mksilverio@hotmail.com , Alison Daye at alidaye2@gmail.com</p>
Room Parents	<p>To facilitate communication and organize volunteers for classroom and school events, each class has two volunteer room parents. Room parent volunteer forms are distributed the first week of school by the PTO, and these two parents are chosen in a random lottery. There is an informational meeting shortly after the random selection. Throughout the year, you may be contacted by them for certain events.</p>
Snow Days	<p>Snow days, delayed school openings, or weather-related early release will be posted on the HPS website, the PRS website and provided to the media. In addition, some Boston radio and TV websites have a school closing email/texting notification process beginning late fall. Select a school district and provide an email address to be notified by text/email of a school closure, delay, or early dismissal due to weather.</p>
Additional Sources of Information	<p><i>Here are some additional sources of information:</i></p> <ul style="list-style-type: none">• Plymouth River School Handbook - The handbook is located on the school's website. During the first weeks of school, parents will receive a form indicating they have read the handbook. This form needs to be signed and returned to the PRS office. (link to handbook)• PRS Directory – This booklet is created and produced by the PTO. The school directory is printed and distributed during October. It contains phone and email addresses of students and is organized by grade and class. Parents must sign up and provide this information in order to have included and printed in the PTO produced directory.



2017-2018 Plymouth River School Fast Facts

- **Hingham Schools/PRS website:** www.hinghamschools.org Click on “Plymouth River School”.
- **PTO website:** Click on the PTO link on the PRS website.
<http://prspto.weebly.com/>
- **Facebook pages**
- **Plymouth River Playbook** – This booklet is created and produced by the PTO and includes helpful information for families.