

2016- 2017 South School Fast Facts

School Address and Phone	831 Main Street Hingham, MA 02043 (781) 741-1540
School Website	www.hinghamschools.org . Click on "South" or select "South" 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	Mary Eastwood	(781) 741-1540,ext 6	meastwood@hinghamschools.org
Assistant Principal	Lori Jacobs	(781) 741-1540,ext 5	ljacobs@hinghamschools.org
School Secretaries	Ann Thompson/Kerin Joy	(781) 741-1540,ext 1	athompson@hinghamschools.org
School Nurse	Carol Lincoln	(781) 741-1540,ext 2	clincoln@hinghamschools.org
School Psychologist	Kim Kerr	(781) 741-1540 ext106	kkerr@hinghamschools.org
Adjustment Counselor	Kristyn Burm	(781) 741-1540ext129	kburm@hinghamschools.org
Reporting an Absence		(781) 741-1540,ext 4	
Kids in Action	Kathy Jordan	(781) 741-1540ext 3	kjordan@hinghamschools.org
Transportation Department	Padraig Cunningham	(781) 741-1510	pcunningham@hinghamschools.org

Email Distribution Lists	<p>Principal's email distribution: You will automatically be on the distribution list when your child is registered in our X2 system. You would need to notify athompson@hinghamschools.org if your email changes. PTO Newsletter and Evite distributions: The PTO will be sending newsletters and event specific invitations. If you have not yet received either of these, please contact PTO President Kerry Ni at kfloyd12@gmail.com to be put on the PTO listserv.</p>
School Hours	<p>Regular school hours: 8:50 a.m. - 3:00 p.m. (Please do not drop off before 8:35 as we cannot provide supervision) Early release hours: 8:50 a.m. - 1:00 p.m. <i>Lunch is served</i></p> <p><u>Exceptions: Wednesday 11/2/16, Thanksgiving Wednesday 11/23/15, and Wednesday, December 7 hours will be: 8:50-12:00 no lunch will be served</u></p>
School Calendar	<p>The School calendar is located on the Hingham Public Schools website.</p> <p>South School operates on a continuous 6 day cycle, beginning with Day 1 and continuing to Day 6. On each day, students may have one of the following "Specials": Art, Music, Spanish, Computer, Gym (students must have appropriate footwear), and Library. (Students may check out books so long as they do not have any books already checked out.)Note: Holidays, snow days, recesses, and weekends do not "count" on the cycle calendar:</p>

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	<ul style="list-style-type: none"> • Example: Day 5 on Friday, holiday on Monday, Tuesday is Day 6
<p>Early Release</p>	<p>Each month (except September), typically the first Wednesday of the month, South School will have an “early release.” The day is actually 4 hours long which constitutes 2/3 of a day. The purpose of early release is to provide time for faculty meetings, training, and parent-teacher conferences which you can schedule with the school secretary. The following are scheduled early release days. Early release is usually at 1:00, and students have lunch at school: 10/5/16, 11/2/16,* 11/23/16* 12/7/16,* 1/11/17, 2/1/17, 3/1/17, 4/5/17, 5/3/17, 6/7/17.</p> <p>*On three Wednesdays: November 2, November 25, and December 7 release is at noon (true ½ days), and <u>lunch is not served</u>. This is due to a special professional development project and the beginning of the Thanksgiving Break.</p>
<p>Transportation</p>	<p>Bus routes are published in the Hingham Journal in late August and are also listed on the HPS website. Students must ride the bus to which they are assigned. Students may not ride a different bus home with another student without permission of transportation (781-741-1510) due to space and safety considerations. This is only possible in emergency situations. After permission is granted, parents should please write notes to the teacher and the bus driver informing them of this dismissal change.</p>
<p>Drop Off</p>	<p>For safety and traffic flow reasons, all students should be dropped off by the red sign on the sidewalk by the fire station. Please do not drop students off at the main school door unless they are tardy or coming in for early programs. Children are able to go to their classrooms at 8:40; please do not drop them off any earlier than 8:35 when teachers begin official duties.</p>
<p>Dismissal</p>	<p>South School students are dismissed in one of the following ways (all supervised by staff) <u>Special Note: Any change from your child’s normal dismissal routine requires a note to the teacher and/or a phone call to the office. Please call before 2:30.</u></p> <ul style="list-style-type: none"> • Upper Main Street Walkers: dismissed through playground and walk down the sidewalk towards Liberty Pole. Kindergarten students should be met by a parent/guardian. • Lower Main Street Walkers: dismissed to the lower level parking lot along with Special Dismissal Students... All Kindergarten students should be met by a parent/guardian. • Bus riders: dismissed to the gym hallway as their bus is called • Special dismissal refers to times when parents/caregivers pick students up by car <i>in the lower Main Street parking lot</i>. You need to send a note to school informing your child’s teacher that he/she will need special dismissal that day. Cars typically line up shortly before dismissal. Please put a sign identifying the child’s last name in the car window. Please refrain from cell phone use in this line. Extension of the line is allowed on Loring Hill Rd. Please do not block driveways or park on grass. • Liberty Pole Car Loop: for Liberty Pole children only (in the afternoon) due to traffic flow reasons. Parents may pick up Liberty Pole children in the upper parking lot. Cars queue up to the red sign across from the Fire Station and take a right into Liberty Pole. Parents also

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	<p><i>need to send a note informing the teacher that the child will use this dismissal and put a sign identifying the child's last name in the car window. Please refrain from cell phone use in this line.</i></p>
Visiting South School	<p>All doors to the school are locked at all times. There is a buzzer located to the left of the main school entrance. There is a second buzzer to the left of the vestibule door. All visitors <i>must</i> report to the school office (located inside the main entrance) 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 at (781) 741-1540 (follow prompt for reporting an absence). This extension is available 24 hours a day for your convenience. • If your child arrives at school after 8:50 am, he/she should report to the office so that the absentee list can be revised. They will also receive a tardy pass so that teachers will know they are accounted for...
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. The lunch menu also identifies the day of the 6 day cycle. <i>Be aware that a snow day would reconfigure that.</i> 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. milk , and fruit may be purchased separately for \$.50 each, and water may be purchased for \$.75. Regardless of payment method, all children are assigned permanent payment pin numbers.</p>
Parking	<p>Parking is an issue due to our limited space. Please adhere to the following:</p> <ul style="list-style-type: none"> • Six short term (30 minutes or less) reserved parking spaces can be used in the main parking lot (four on the right and two on the left). Please do not use these parking spaces if you plan on being in the building for more than 30 minutes. These spots are monitored by office staff. • If parking on Loring Hill Road, take great care not to park on anyone's lawn or block driveways. • Please follow the no parking signs posted on Independence Lane. • 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. • Parking is available at the Lutheran Church parking lot if needed. • During grade level events, staff members are asked to park on the playground to free up more parking spaces. If close neighbors walked to all school events, that would be very helpful.
Contacting a Teacher	<p>Teachers may be contacted in one of the following ways:</p> <ul style="list-style-type: none"> • By calling the school office and leaving a message for a teacher • By sending a note via the US Postal Service or in your child's backpack • By sending an email to a teacher via the Hingham Schools email list. All

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	<p>emails sent to teachers must be sent to their school email address.</p> <ul style="list-style-type: none"> – All teachers have email accounts set up using the first initial of their first name, followed by their last name @hinghamschools.org. <p style="text-align: center;">Example: Jane Smith: jsmith@hinghamschools.org</p> <p style="text-align: center;">Please check the school’s list on our website for spelling accuracy.</p> <p>While teachers will make every effort to respond to communications from parents, please recognize it may be difficult to return a call/email during school hours. If you need your child to get a timely message, please call the office and the teacher will receive a direct phone call in the classroom from the office staff.</p>
<p>Teacher Conferences</p>	<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. Official Conference Days for 16-17: 11/2/16, 2/1/17, 4/5/17. On 11/2, the times begin at 12:20, all other days conferences begin at 1:20, and are scheduled every 20 minutes until 3:00 P.M.</p> <p><i>If you would like to schedule a conference with your child’s teacher, please call the school office. If the schedule is full, or you would like to arrange one at a different time, contact your child’s teacher directly to schedule a mutually convenient time.</i></p>
<p>School Events</p>	<p>Many school events take place throughout the year. Parents are informed of these events via School Newsletters, Principal’s Email and teacher correspondence. Here are a <i>few examples</i> of events by grade where parent attendance is welcome and where parent volunteers are needed:</p> <ul style="list-style-type: none"> • Kindergarten: Alpha Fest (April) • Grade 1: School Play (June) • Grade 2: Poetry Day (May) Book Brunch (June) • Grade 3: Native American Pow Wow (November) • Grade 4: China Trade (May) • Grade 5: Booth Day (May) Farewell Ceremony (June) • School-wide: Field Day (June) <p><i>We also ask that siblings are not dismissed from class for events at other grade levels with the exception of the “Fifth Grade Farewell Ceremony” as it is quite disruptive to the learning process.</i></p>
<p>PTO</p>	<p>The South School Parent Teacher Organization (PTO) meets monthly. Dates are posted on the PTO website, which can be accessed by clicking on a link from the South School website. For further information and to be included in the PTO listserv, contact Kerry Ni, PTO President, at kfloyd12@gmail.com</p>
<p>Room Parents</p>	<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.</p>

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Snow Days	Snow days, delayed school openings, or weather-related early release will be posted on the HPS 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.
Additional Sources of Information	Here are some additional sources of information: <ul style="list-style-type: none">• South School Handbook; the handbook is located on the school's website. During the first week of school, parents will receive a form indicating they have read the handbook. This form needs to be signed and returned to school.• South School Directory; the school directory is printed and distributed during September/October. It contains phone and email addresses of students and is organized by grade and class. Parents may elect <i>not</i> to have information printed in the directory. <i>We thank the PTO for producing this directory!</i>• Hingham Schools/South School website: www.hinghamschools.org. Click on "South".• PTO website: Click on the PTO link on the South School website.