

School Address and Phone	2 Collins Street Phone (781) 741-1570 - FAX (781) 740-1063
2018 School Website	www.hinghamschools.org . Click on "East" or select "East" 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	Anthony Keady	(781) 741-1570,ext 7	akeady@hinghamschools.org
Assistant Principal	Becky Case	(781) 741-1570,ext 6	bcase@hinghamschools.org
School Secretaries	Sharon Hall Elisa Nelson	(781) 741-1570,ext 2 (781) 741-1570	shall@hinghamschools.org enelson@hinghamschools.org
School Nurse	Callie Shanahan	(781) 741-1570,ext 3	cshanahan@hinghamschools.org
School Psychologist	Katie Florek	(781) 741-1570	kflorek@hinghamschools.org
Adjustment Counselor	Cathy Rein	(781) 741-1570	crein@hinghamschools.org
Reporting an Absence		(781) 741-1570,ext 1	enelson@hinghamschools.org
Kids in Action	Kathy Jordan	(781) 741-1540 ext 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 shall@hinghamschools.org if your email changes and/or if you want to add a second email address.</p> <p>PTO Newsletter and Evite distributions The East School Newsletter is issued once a week. Every Thursday, the newsletter delivers announcements from the PTO, the office, and teachers, letting you know what special events are coming to East School and the Hingham community.</p> <p>E-mail any submissions you have to hingham.eastschool@gmail.com. The weekly deadline is Thursday (by 5:00 PM).</p> <p>Entries should be brief and include: event/announcement, date, time, location, and <i>one</i> contact person's phone and e-mail.</p>
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School Hours	<p>Regular school hours: 8:50 a.m. - 3:00 p.m. (Please do not drop off before 8:30 as we cannot provide supervision)</p> <p><u>Parent conference early release</u> hours: 8:50 a.m. - 1:00 p.m. <i>Lunch is served</i></p> <p>Professional Development <u>early release</u> hours: 8:50 a.m. - 12:00 p.m. Lunch is not served.</p>
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School Calendar

The School calendar is located on the Hingham Public Schools website. East 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 Science, 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:

Early Release

Each month (except September), typically the first Wednesday of the month (January is the second Wednesday), East School will have an "early release." The purpose of early release is to provide time for faculty meetings, training, and parent-teacher conferences (see underlined dates). You can schedule parent conferences with the school secretary (shall@hinghamschools.org or enelson@hinghamschools.org). The following are scheduled early release days: On Parent Conference Days (10/4/17, 12/6/17, 2/7/18, 4/4/18) dismissal is at 1:00, 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 noon and no lunch is served.
*Dismissal is also at noon on 11/22/17 to begin the Thanksgiving Holiday.

Transportation

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. DO NOT use email.

Drop Off

All students will enter through the main door starting at 8:30 AM; students will not be allowed to enter the building earlier. Bus students will be dropped off in the bus loop. Parents/guardians should use the parent loop for drop off and remain in a single line at all times because students often exit from both sides of a vehicle. Walkers and bike riders will come up the sidewalk on the right side of Collins Street and cross behind the parent loop at the far right corner of the building. School personnel are assigned to facilitate a safe arrival for all students.

Dismissal

East School students are dismissed in one of the following ways (all supervised by staff)
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 2:00.
Walkers/Bike Riders - Dismissed through doors at the end of the kindergarten Hallway. Students receiving a ride home from parent/guardian are dismissed through cafeteria doors.
Students riding the bus home are dismissed through front door when their bus is at East School.
Students attending the Kids in Action Program are dismissed to the KIA classroom.

Visiting East School

All doors to the school are locked at all times. There is a buzzer located to the right of the main school entrance. All visitors must report to the school office to sign in/sign out and obtain a visitor sticker.

Absences

If your child is absent, please do the following:
Please call in all absences to the school at (781) 741-1570 (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 by office staff.

School Lunch

School lunch is available to all students, with the exception of half-day kindergarten students. Monthly lunch menus are located on the HPS website. The lunch menu also identifies the day of the 6 day cycle. Be aware that a snow day would reconfigure that. 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. Please be aware that you can enable the POS system to alert you when lunch accounts are getting low, and thank you for keeping an eye on this!

Parking

Parking is an issue due to our limited space. Please adhere to the following: Carpool with other East School families whenever possible. If East School parking lot is full, please park on one side of Eastgate Lane.

Contacting a Teacher

Teachers may be contacted in one of the following ways:
By calling the school office and leaving a message for a teacher
By sending a note in your child's backpack
By sending an email to a teacher via the Hingham Schools email list. All emails sent to teachers must be sent to their school email address.
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. 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.

Teacher Conferences

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 17-18: 10/4/17, 12/6/17, 2/7/18, 4/4/18. Conferences begin at 1:30, and are scheduled every 20 minutes until 3:00 P.M. If you would like to schedule a conference with your child's teacher, please call the school office 781-741-1570. 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.

Curriculum Nights and other School Events

Curriculum Nights are scheduled for September 27 (3-5) and October 2 (K-2). Specific times will be announced on East School Website.

Please watch backpacks and website for specific information about programs

Many school events take place throughout the year. Parents/Guardians are informed of these events via School Newsletters, principal's email and teacher correspondence.

We also ask that siblings are not dismissed from class for events at other grade levels as it is quite disruptive to the learning process.

PTO

We are so grateful for ALL that our PTO does for the staff and students of East School. Please consider volunteering to help. Meeting dates are posted on the PTO website, which can be accessed by clicking on a link from the East School website. For further information and to be included in the PTO listserv, contact Suzanne Kracunas, PTO President, at skracunas@gmail.com

Room Parents

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 to assist with classroom events. All school volunteers are expected to respect the confidentiality of our students and staff. Please do not share information about students with anyone except pertinent school personnel.

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.

Additional

Here are some additional sources of information:

East 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.

East School Directory; 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 may elect not to have information printed in the directory. We thank the PTO for producing this directory!

Hingham Schools/East School website: www.hinghamschools.org. Click on "East". PTO website: Click on the PTO link on the East School website.