



# Plymouth River School Fast Facts

<b>Address</b>	200 High Street Hingham, MA 02043
<b>Phone</b>	Main Office (781) 741-1530 FAX (781)741-1533
<b>Website</b>	<a href="http://www.hinghamschools.org/plymouth-river-elementary-school">www.hinghamschools.org/plymouth-river-elementary-school</a>
<b>Contact Info</b>	Below is a list of key contacts. Additional contact information can be found here: <a href="#">all staff contact info</a>

<b>Title</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Principal	Melissa Smith	(781) 741-1530	<a href="mailto:msmith@hinghamschools.org">msmith@hinghamschools.org</a>
Assistant Principal	Charleen Fabrizio	(781) 741-1530	<a href="mailto:cfabrizio@hinghamschools.org">cfabrizio@hinghamschools.org</a>
Administrative Assistant	Jeannine Banner	(781) 741-1530	<a href="mailto:jbanner@hinghamschools.org">jbanner@hinghamschools.org</a>
School Nurse	Deborah Whiting	(781) 741-1530	<a href="mailto:dwhiting@hinghamschools.org">dwhiting@hinghamschools.org</a>
School Psychologist	Collen McDonald	(781) 741-1530	<a href="mailto:cmcdonald@hinghamschools.org">cmcdonald@hinghamschools.org</a>
Adjustment Counselor	AC Decker	(781) 741-1530	<a href="mailto:adecker@hinghamschools.org">adecker@hinghamschools.org</a>
Reporting an Absence	Office	(781) 741-1530	<a href="mailto:rsmith@hinghamschools.org">rsmith@hinghamschools.org</a>
Cafeteria	Cati Salvaggi	(781)741-1530	<a href="mailto:clyons@hinghamschools.org">clyons@hinghamschools.org</a>
Kids in Action	Kathy Jordan	(781) 741-1590	<a href="mailto:kjordan@hinghamschools.org">kjordan@hinghamschools.org</a>
Transportation Department	Padraig Cunningham	(781) 741-1510	<a href="mailto:pcunningham@hinghamschools.org">pcunningham@hinghamschools.org</a>
All Staff			<a href="#">link to all staff contact info</a>



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<b>Communication from school</b>	<p><b>PRS email distribution:</b> You will automatically be on the distribution list when your child is registered in our X2 system. You would need to notify <a href="mailto:rsmith@hinghamschools.org">rsmith@hinghamschools.org</a> if your email changes and/or if you want to add a second email address.</p> <p><b>PTO Newsletter (Weekly Wizard):</b> 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 <a href="mailto:prsnewsletter@yahoo.com">prsnewsletter@yahoo.com</a> or simply click unsubscribe at the bottom of the newsletter.</p>
<b>School Hours</b>	<p><b>Regular school hours:</b> 8:20 a.m. - 2:30 p.m.</p> <p><b>Early release hours:</b> 8:20 a.m. - 11:30 a.m.</p> <p>Please do not drop off your child before 8:00 as we do not provide supervision.</p>
<b>School Calendar</b>	<p>The School calendar is located on the Hingham Public Schools website.</p> <p>Plymouth River School operates on a continuous 6 day cycle. On each day, students may have one of the following “Specials”: Art, Music, Spanish, Computer Science, Physical Education and Library.</p> <p><i>Note: Holidays, snow days, vacations, and weekends do not “count” on the cycle calendar.</i></p>
<b>Early Release</b>	<p>Each month (typically the first Wednesday of the month) PRS will have an early release. The purpose of early release is to provide time for faculty meetings, training, and parent-teacher conferences. You can schedule parent conferences on-line or email the classroom teacher.</p> <p>Lunch <u>is not served</u> on 11:30 dismissal days.</p>
<b>Transportation</b>	<p>Bus routes are published in the Hingham Journal in late August and are also listed on the HPS website. Students <b><i>must</i></b> ride the bus to which they are assigned. Due to space and safety considerations, students <b>may not</b> ride a different bus home with another student. <b><i>This is only possible in emergency situations</i></b> if prior permission is granted by the PRS Principal and Director of Transportation.</p>



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<b>Morning Drop Off</b>	In the morning, students should be dropped off at the designated spot in the 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.
<b>Afternoon Pick-up</b>	In the afternoon, all walkers walk to the tennis court area to be picked up.
<b>Dismissal Procedure</b>	<p>PRS students are dismissed in one of the following ways (all supervised by staff).</p> <p><b>Walkers/Car pick-up:</b> 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><b>Bus riders:</b> Students are dismissed to the hallway and lined up and proceed as a group when their bus is called.</p> <p><i>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.</i></p>
<b>Visiting Plymouth River School</b>	All doors to the school are locked at all times. There is a buzzer located at the main school entrance. All visitors <b><u>must</u></b> report to the school office to sign in/sign out and obtain a visitor pass.
<b>Absences</b>	<p>If your child is absent, please do the following:</p> <ul style="list-style-type: none"><li>• Please call in all absences to the school <b><i>no later than 8:00 a.m.</i></b> at (781) 741-1530. This extension is available 24 hours a day for your convenience.</li><li>• If your child arrives at school after 8:20 am, he/she should be accompanied by a parent or guardian and report to the office to sign in. 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.</li></ul>
<b>School Lunch</b>	<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 online payment system or by sending in \$3.00. Other items may be purchased separately: milk (\$0.50), fruit (\$0.35), water (\$0.75). Regardless of payment method, all children are assigned payment pin numbers. You can enable the POS system to alert you when lunch accounts are getting low.</p> <p><a href="http://hinghamschools.com/school-administration/food-services/">http://hinghamschools.com/school-administration/food-services/</a></p>



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<b>Parking</b>	<p>Parking is an issue due to our limited space. Please adhere to the following:</p> <ul style="list-style-type: none"><li>• Visitors should use the parking spaces alongside the tennis courts.</li><li>• Please do not park within 15 feet of the fire hydrant in the main driveway.</li><li>• Please do not park in the driveway where “<b>no parking</b>” signs are posted.</li></ul>
<b>Contacting a Teacher</b>	<p><i>Teachers may be contacted in one of the following ways:</i></p> <ol style="list-style-type: none"><li>1. By sending an email to a teacher. All staff have email accounts set up in the format of firstinitiallastname@hinghamschools.org. <b>Example:</b> Jane Smith: <a href="mailto:jsmith@hinghamschools.org">jsmith@hinghamschools.org</a></li><li>2. By sending a note in your child’s backpack</li><li>3. By calling the school office and leaving a message for a teacher</li></ol> <p>Link : <a href="#">staff contact list</a></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 please call the office. We kindly ask that calls to the office are limited to unplanned situations and not for the purposes of playdates with friends.</p>
<b>Teacher Conferences</b>	<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> <p><a href="https://ptcfast.com/schools/_71">https://ptcfast.com/schools/_71</a></p>
<b>School Events</b>	<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>
<b>PTO</b>	<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. For further information and to be included in the PTO distribution list email <a href="mailto:prsnewsletter@yahoo.com">prsnewsletter@yahoo.com</a> or visit <a href="http://prspto.weebly.com/">http://prspto.weebly.com/</a></p> <p><u>Co-Presidents:</u> Alison Daye at <a href="mailto:alidaye2@gmail.com">alidaye2@gmail.com</a> Becca Peirce at <a href="mailto:bmpeirce@comcast.net">bmpeirce@comcast.net</a></p>



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<b>Room Parents</b>	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.
<b>Snow Days</b>	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.
<b>Additional Sources of Information</b>	<p><i>Here are some additional sources of information:</i></p> <ul style="list-style-type: none"><li>• <b>Plymouth River School Handbook</b> - 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. (<a href="#">link to handbook</a> )</li><li>• <b>PRS Directory</b> –The school directory is printed and distributed during October by the PTO. It contains phone and email addresses of students. Parents must sign up and provide this information in order to be included the PTO produced directory.</li><li>• <b>Hingham Schools/PRS website:</b> <a href="http://www.hinghamschools.org">www.hinghamschools.org</a> Click on “Plymouth River School”.</li><li>• <b>PTO website:</b> Click on the PTO link on the PRS website. <a href="http://prspto.weebly.com/">http://prspto.weebly.com/</a></li><li>• <b>Facebook pages - by grade and a schoolwide page</b></li><li>• <b>Plymouth River Playbook</b> – This booklet is created and produced by the PTO and includes helpful information for families.</li></ul>