Fast Facts: East Elementary

Address	2 Collins Rd Hingham, MA 02043
Phone	Main Office (781) 741-1570 Fax (781) 741-1533
Website	https://hinghamschools.org/east-elementary-school/

Title/Dept	Name	Contact Info
Principal	Jonathan Hawes	jhawes@hinghamschools.org
Assistant Principal	Amanda Donovan	adonovan@hinghamschools.org
Administrative Assistant	Karen Mariani Elisa Nelson	kmariani@hinghamschools.org enelson@hinghamschools.org
School Nurse	Callie Shanahan	cshanahan@hinghamschools.org
School Psychologist	Dr. Katie Florek	kflorek@hinghamschools.org
Adjustment Counselor	Lauren McClain	lmcclain@hinghamschools.org
Cafeteria	Megan Armstrong	marmstrong@hinghamschools.org
Kids in Action	Jackie Sansone	jsansone@hinghamschools.org (781) 741-1590
Transportation Department	Padraig Cunningham	pcunningham@hinghamschools.org (781) 741-1510

School Communications	**EES email distribution**: You will automatically be on the distribution list when your child is registered in our X2 system. Notify the office if any contact information has changed. **Newsletters:** School newsletters sent weekly (Fridays), posted to X2 addresses as well as East Elementary Facebook page.
School Hours	**Regular school hours:** 8:50 AM- 3:00 PM **Early release hours:** 8:50 AM - 12:00 PM Please Note: AM dropoff for students does not begin until 8:40 AM. Students are not supervised prior.
School Calendar	2022-23 School Calendar: 2022-2023-HPS-School-Calendar.pdf District Calendar: https://hinghamschools.org/calendar/

Early Release	Each month (see School Calendar above) EES will have an early release at 12:00. The purpose of early release is to provide time for faculty meetings, professional development, and parent-teacher conferences. Please note: Lunch is not served on early release days.
Transportation	Bus routes are published on the HPS Transportation website. Students ***must*** ride the bus to which they are assigned. Due to space and safety considerations, students **may not** ride a different bus home with another student.
Drop Off **Pick-Up**	East Map Dropoff & Pickup.pdf In the morning, students should be dropped off at the designated drop-off loop in front of East (entering the loop on the right). In the afternoon, all walkers & car pickup students will be dismissed
Dismissal Procedure	EES students are dismissed in one of the following ways (all supervised by staff): **Walkers/Car pick-up**: Dismissed out the front doors or classroom doors. Pick up near tennis courts. Kindergarteners are dismissed from the classroom exterior doors and must be picked up by a parent or guardian. **Bus riders**: Students are dismissed to the front lobby, line up, and proceed with their bus line when their bus is called. **Dismissal Change:** Please try to keep dismissal routine as consistent as possible. If any changes are required, please either submit a written note to the teacher, email the teacher prior to 8:00 a.m., or place a phone call to the main office.
Visitors	All doors to the school are locked at all times. There is a buzzer located at the main school entrance. All visitors ***must*** press the buzzer and identify themselves so that the office staff may assist you.
Absences	If your child is going to be absent, please do the following: ● Please call in all absences to the school ***no later than 8:30AM*** at (781) 741-1570. This extension is available 24 hours a day for your convenience. ● Families can also email eastattendance@hinghamschools.org to notify
Food Services	The State of MA has guaranteed access to free school meals for all students. However, families will still need to establish lunch accounts for the upcoming year if they wish to add funds (using http://schoolcafe.com/) to cover lunch purchases beyond what is allotted (1 breakfast & 1 lunch, not including extra beverages or a la carte options). Payment by check is also available (made out to HPS Food Services, student name in the memo line).

	School lunch resources, including updated menus and information can be found here: https://hinghamschools.org/about/food-services/
Arrival & Dismissal	Arrival procedures begin each day at 8:40 AM. Please note, all students will be entering through the main entrance of the school regardless of how they arrived. ● Dismissal begins at 3:00 PM each day. ● Whether arriving or dismissing via car, bus, or walking/biking, please adhere to the following traffic pattern: East Map Dropoff & Pickup.pdf
Contacting a Teacher	*Teachers may be contacted in one of the following ways:* 1. By sending an email directly to the teacher. All staff have email accounts set up in the format of firstinitiallastname@hinghamschools.org. **Example:** Jane Smith: jsmith@hinghamschools.org 2. By sending a note in your child's backpack 3. By calling the school office and leaving a message for a teacher While teachers will make every effort to respond to communications from parents as soon as possible, please recognize it may be difficult for them 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.
Teacher Conferences	Teachers in grades K-5 are available for parent conferences three times throughout the year: 11/16/22, 2/1/23, 4/5/23
PTO	Parents/caregivers, please be sure you're staying up to date with PTO events, meetings, and communications! The East Elementary PTO website contains lots of helpful information and families can reach out to the PTO via email at: hingham.eastschool@gmail.com. You can also follow them on Facebook or Instagram!
Snow Days	Snow days, delayed school openings, or weather-related early release will be posted on the HPS website and announced on tv/radio stations. In addition, media websites have a school closing email/texting notification system. 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:* ● **East Elementary 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 office. ● **East Elementary- Parent Information:** ● **East Staff Directory:**

	• **East Elementary website**: https://hinghamschools.org/east-elementary-school/ • **East Facebook:** • **PTO website**: https://www.east-pto.com/ • **PTO Facebook:** https://www.facebook.com/EastSchoolHinghamPto