

# Hingham High School PTO Parent Playbook

**Who we are and what we do.** The Hingham High School PTO is a non-profit organization of volunteer parents and school staff dedicated to strengthening the HHS community. We fund, plan and coordinate activities and initiatives that enrich our students' educational experience. All HHS parents and caregivers are part of the PTO; we hope you get involved!

**Donate.** With your support, the HHS PTO provides financial and/or organizational support for programs outside of the school's annual budget. Your donation has a real impact on student life at HHS, ensuring that *every student* enjoys the “extras” that help to define their high school experience, some of which are described below.

***Suggested donations are \$50 for your first HHS student and \$25 for additional students.*** You can send a check to HHS PTO via the Main Office, donate [online here](#) or, coming soon, send a Venmo. **Please write the name(s) and graduation year(s) on your checks or Venmo note.**

## Your Donation Supports Activities Like These!

- **Mini-grants.** The PTO provides up to \$10,000 in funding that supports innovative classroom programs and equipment needs.
- **Peer Tutoring.** Weekly meetings open to all HHS students to study and get tutoring from fellow students. The PTO funds the stipend for this program's faculty advisor.
- **Staff Appreciation.** Monthly events are planned by the PTO's Hospitality Committee and funded by the PTO.
- **Senior Night.** An all-night party for seniors the evening of graduation filled with entertainment, food, and fun as the seniors celebrate together before leaving Hingham schools for their next adventure.
- **Freshman Orientation Lunch.** One of the highlights of Orientation Day, a pizza lunch is funded by the PTO and organized by Freshman Class Parents.
- **Beautification.** This committee brightens the school with seasonal arrangements at the school entrance and light gardening touches on the campus.
- **Red Carpet.** A pre-Prom tradition organized and funded by the PTO when the HHS community gathers at the Hingham Bathing Beach to see and photograph HHS seniors in their prom attire. A highlight of senior year!
- **Extreme Couponing.** Freshmen Algebra volunteers turn a \$500 donation from the PTO plus coupon savings into over \$1,000 of purchases of non-perishable food staples that are donated to the Hingham Food Pantry.
- **And much more!**

# Getting Involved

**Attend Monthly PTO Meetings.** Meetings are generally held the first Thursday of the month at 7:00 PM. Changes will be posted on our website and on our Instagram page. All parents and caregivers are welcome to attend meetings, and to volunteer.

**Volunteer.** Class Parents send volunteer sign ups regularly. If there's a committee you'd like to help with, please send us an email at [HinghamHighPTO@gmail.com](mailto:HinghamHighPTO@gmail.com).

## Connect.

Webpage: <https://hhspto.myhalix.io>

Insta: @hinghamhighpto

Email: [HinghamHighPTO@gmail.com](mailto:HinghamHighPTO@gmail.com)

## PTO Executive Board and Committee Chairs 2024-2025

President: Leslie Wittmann	Vice President: Elizabeth Moulds
Co-Treasurer: Jane McGrath	Co-Treasurer: Caitlin Shea
Co-Secretary: Jennifer Murphy	Co-Secretary: Elena Olin
Hospitality: Robin Briggs	Hospitality: Melanie Nimboorkar
Newsletter: Daniel Davis	Beautification: Heather Henderson
Mini-Grants: Laura Concannon	Senior Night: Robin Briggs

**Class Parents.** These volunteers work closely with class officers and faculty advisors throughout their student's four years at HHS to help with fundraising events (Homecoming, football game concessions, etc.) and planning (Junior Prom, Senior Prom, and other senior year events). Class parents get an insider's view to key HHS activities that shape their students' HHS experience.

**2025/Seniors:** Allison Hall, Lou Lou Tran Healey, Liz Klein, Danielle Palmer

**2026/Juniors:** Wallis Bowyer, Kristin Corey, Jane McGrath, Ellie Pariseault, Julie Polmonari, Molly Sellers

**2027/Sophomores:** Cristin Jones, Amanda Joseph, Janelle Stockbridge, Amy Sweeney, Brian Sweeney

**2028/Freshmen:** Kristen Corey, Kyra Frank, Tatiana Kiernan, Joanna Varholak

# Navigating HHS as a Parent

**Student Handbook & Code of Discipline.** This information is subject to change—HHS' policies and procedures are set forth in the [Student Handbook & Code of Discipline](#) (the “Handbook”). Required reading for all students prior to the academic year, the PTO highly recommends that caregivers read it as well. If you have any questions, please consult the Handbook or call the school.

**Drop Off/Pick Up.** Both drop off and pick up are highly congested, with peak traffic 5-10 minutes before the start of school and school dismissal. The best way to avoid traffic is to have your student take their assigned bus, if they are on a HHS bus route. If there is no assigned bus, and you must drive, you should arrive at least 15 minutes prior to the start of school and 30 minutes after dismissal (you could otherwise sit in the parking lot for 30 minutes waiting to leave). Please be mindful of inexperienced student drivers entering and exiting the far parking lot (across from the soccer fields).

**Dropping Off Items During the School Day.** All items should be left at the cart at the entrance to the school. Your student can pick up the item in between classes. Sports items can be left outside the gym door, door #8.

**Dismissing for an Appointment During School.** Send in a signed dismissal note with your student that says why they are being dismissed and at what time they are being picked up. Your student should bring the note to the main office to get a dismissal pass and then meet you at the front school entrance at the appropriate time.

**Attendance/ Absences.** Review the [Student Handbook & Code of Discipline](#) for the attendance policy.

**How to report an absence.** Parents/guardians do not need to call the school to report an absence. Instead, on the day(s) a student is absent, the parent or guardian will receive an email which will notify you of the absence from [Ms. Griffin](#), the administrative assistant to the assistant principals. Parents do not have to respond to the email unless there is information we need to be aware of. Students absent from school may not be on school property nor attend or participate in school events on the same day unless permission is granted by the principal or their designee.

If the absence is exempt (excused), a signed note from the qualified professional must be submitted within one week to [Ms. Griffin, the assistant principals' administrative assistant](#). Each student is allowed up to 5 unexcused absences per term (20 per year). Six or more unexcused absences can result in a loss of term credit for the applicable

classes. Consult the [Student Handbook & Code of Discipline](#) for a list of absences that are exempt.

Whether or not absences are exempt, students are expected to contact their teachers to obtain information on missing assignments. Students should clarify with their teachers when the missing assignments are due. If a student is absent from school for a prolonged period of time for any reason, the school counselor should be contacted for home assignments.

**Sports.** In 2023, approximately 80% of all HHS students participated in at least one sport. Several HHS teams are open to all participants (“no cut” teams): cross country, crew, track and field. Some other teams have Freshman and Junior Varsity teams in addition to Varsity. Student athletes are expected to attend all team practices and events and maintain minimum academic standards (see [the HHS website](#) for more information). Sports practices are typically in the afternoon, after school. There may also be practices scheduled by the team captains.

- **Impact Testing.** Every 2 years, usually in 9th and 11th grades, all HHS student athletes are required to complete impact testing at HHS. Impact testing provides a baseline of your student athlete’s brain function, and is used to diagnose and treat a concussion.

**Clubs.** There are a wide variety of clubs offered at HHS to appeal to diverse interests. Club meetings are typically held before school. Please see [the HHS website](#) for a current list. Your student should reach out to the club advisor if they are interested.

**New starting this year:** Student activities are open to all students of Hingham High School, but participation requires payment of a High School Activity Fee of \$100.00 per student, which can be paid online via [this link](#).

**Lockers.** Lockers are available but most HHS students do not use them. If a student wishes to have one, they need to reach out to their assistant principal. [Ms. Nosek](#) for students names A - K, [Ms. Piantes](#) for students names L - Z.

**Schedule.** HHS has a 7-day schedule with class blocks from A - G; one block is dropped daily. To find out what block is dropped on a particular day, go to the [Daily Notices link on the HHS website](#).

- **Pro Tip:** *Students can take a screenshot of their class schedule on Aspen and make it their phone background photo for the first week or two of school until they memorize their schedule.*

- See below for class block times and an explanation of the 7 day schedule:

# SCHEDULE

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- Block 1 8:00 -8:57
- HR 8:57 – 9:00
- Block 2 9:04 – 10:01
- Block 3 10:05 – 11:02
- Block 4 11:06 - 12:30 (includes lunch)
- Lunch 11:06 - 11:30 Class 11:33 - 12:30
- Class 11:06- 11:33 Lunch 11:36 - 12:00 Class 12:03 - 12:30
- Class 11:06 - 12:03 Lunch 12:06 -12:30
- Block 5 12:34 - 1:31
- Block 6 1:35 - 2:32

**Schedule of meetings**

■ Day 1	A	B	C	D	E	F	(no G)
■ Day 2	A	B	C	D	E	G	(no F)
■ Day 3	A	B	C	D	F	G	(no E)
■ Day 4	A	B	C	E	F	G	(no D)
■ Day 5	A	B	D	E	F	G	(no C)
■ Day 6	A	C	D	E	F	G	(no B)
■ Day 7	B	C	D	E	F	G	(no A)

**HHS Calendar & Events.** Upcoming HHS events are found on the [HHS website, under "Events."](#) Keep an eye out for these popular events:

**Freshman Orientation.** This is held for Freshman and students who are new to Hingham High School the Thursday before school starts. This half day program should not be missed! Bus transportation is provided for students on an HHS bus route.

**Friday Night Lights.** The varsity football team and some other sports have home games on Friday evenings. This is a great opportunity to see your friends and neighbors for a fun evening. The concession stand raises funds for

the group operating it that evening (usually one of the four HHS classes).

**Homecoming.** Held on a weekend in the fall, the sports teams have home games and meets, culminating in a varsity football game. Throughout the day, all school sports teams/boosters, clubs, and classes sell merchandise to fundraise for their activities adjacent to the football field. The evening of Homecoming, there is a dance at HHS for students. The Homecoming concession stand and dance are

organized by the Senior Class. Spirit Week (often with themed outfits) and a pep rally precede Homecoming.

**Holiday Fair.** Typically held on the third Saturday of November, the HHS Holiday Fair showcases local vendors and HHS merch sold by classes, clubs, teams, and boosters. It's a great way for students and families to do their holiday shopping. The fair is an important fundraiser for the senior class. It is organized by the seniors and Hingham parent Lisa Larivieri.

**Arts.** There is a vibrant arts community at HHS. Typically, there is a fall musical and a spring play, and auditions are open to all students. There are also concerts performed by the HHS Band,

Orchestra, and Choruses, in addition to a Jazz Night, an Open Mic Night, and a fine arts exhibition.

**Sports.** HHS students and families are encouraged to support their favorite teams throughout the year. HHS varsity teams often advance to regional and divisional finals and have achieved several championship titles over the years in Girls' Soccer, Boys' Hockey and more.

**Information Nights.** HHS typically has information nights for relevant topics throughout the year. Previous subjects have included a panel to discuss the college admissions process, an introduction to the Guidance Department, and information on HHS sports registration.

If you have any questions please [send us an email](#). Hope to see you at our next PTO meeting!