



HIGHLANDS
ELEMENTARY SCHOOL



Dear Elementary Families,

Welcome to the Danvers Public Schools! We value the partnership between home and school and look forward to working together to support your child's academic, social, and emotional growth. This guide highlights important information to help your family have a successful school year.

In Danvers Public Schools, we are committed to providing every student with the academic, behavioral, and social-emotional support they need to thrive. To ensure we are meeting the needs of all learners, we regularly collect and review information from multiple sources throughout the school year. This information helps us understand each student's progress, identify areas where additional support or enrichment may be needed, and make informed decisions that strengthen teaching and learning across our schools.

As part of this process, schools document behavioral incidents in the School-Wide Information System (SWIS), which supports our Positive Behavioral Interventions and Supports (PBIS) framework. SWIS helps us identify schoolwide, grade-level, and classroom trends so that we can strengthen our learning environments and provide proactive support for students.

In addition, all elementary students participate in universal screening three times each year in both literacy and mathematics using Amplify mCLASS. These screening assessments provide teachers with valuable information about students' growth and learning over time. Families receive a report of their child's screening results after each of the three screening windows so they can monitor their child's progress and partner with the school in supporting their learning.

As always, if you have any questions, please let us know. We look forward to working collaboratively to ensure the success of all students in Danvers Public Schools.

Sincerely,

Julie Posternack, Elementary Curriculum Director

Mandy Murphy, Great Oak Principal

Anthony Colannino, Highlands Principal

Sarah Fitzgerald, Riverside Principal

Violetta Powers, Smith Principal

Brian Reilly, Thorpe Principal

**Danvers Public Schools
Elementary Family Guide
School Year 2026–2027**

School Hours

Arrival and Dismissal

- Student arrival is between 8:00 and 8:15 AM
- We understand that some families require an earlier drop-off. Therefore, limited supervision is available at 7:30 AM
- Morning breakfast program begins at **7:45**
- Students arriving at or after 8:20 AM are considered tardy
- Dismissal is at 2:30

Preschool

- Morning Session: 8:30 AM – 11:00 AM
- Afternoon Session: 11:45 AM – 2:15 PM
- EMBARK & STRIDE: 8:30 AM – 1:00 PM

Early Release Days

- First Wednesday of every month
- Dismissal: 1:15 PM
- Lunch is served on all Early Release Days
- There is no preschool on early release days

Early Dismissal Days

- The Wednesday before Thanksgiving is a 12:05 PM dismissal
- The last day of school is a 12:05 PM dismissal
- There is no preschool on early dismissal days

Attendance

If your child will be absent, please notify the school office before the start of the school day. If the school has not been notified of your child's absence, an automated attendance call will be made at approximately 9:30 AM.

Attendance Phone Numbers

- Great Oak: 978-774-2533
- Highlands: 978-774-5011
- Riverside: 978-774-5010
- Smith: 978-774-1350
- Thorpe: 978-774-6946

Students who are absent may not attend or participate in school events that day unless the principal or designee has granted permission.

Students who are suspended may not attend or participate in school events that day or evening.

Family Vacations

The Danvers Public Schools does not encourage vacations while school is in session as classroom instruction cannot be fully replicated through make-up work. If an extended absence is necessary, parents should notify the principal in writing at least three weeks in advance. A conference with the principal may be required.

Make-up work may be given **after** a student returns from an absence and **not** before.

Early Dismissals

Whenever possible, schedule medical and dental appointments outside of school hours.

If your child needs to be dismissed early:

- Send a note to the classroom teacher including the reason, dismissal time, and return time (if applicable).
- Parents or guardians must come into the school office and sign their child out.
- Please notify the school office prior to 1:15 PM.

Breakfast and Lunch

- Breakfast and lunch are available to all PreK–Grade 5 students.
- Danvers Public Schools participates in the Community Eligibility Provision (CEP), which provides one free breakfast and one free lunch each day to every student.
- Students use a unique six-digit Meal Magic PIN to purchase meals. Students may purchase additional à la carte items, second meals, and snacks with **available funds in their account before purchase**.
- You can access your student's account online through the [Meal Magic Family Portal](#), where you can deposit money, check balances, or access their account history. You will need your student's date of birth and ID number (LASID) to create an account.
- Each cafeteria has an allergy-aware table for students to access as needed.

Snacks

Students are encouraged to bring a healthy snack each day.

Please note:

- Snacks containing peanuts or tree nuts are not permitted in classrooms.
- Pack snacks separately from your child's lunch.

Birthday Celebrations

- Do not bring food items to school for birthdays or classroom celebrations.
- You may share non-food items such as pencils, erasers, or stickers.
- Schools will distribute birthday invitations at school **only** if every student in the class is invited.
- Teachers are not responsible for sending electronic party invites to students.
- The school cannot share students' email or mailing addresses.

Homework

Preschool–Grade 2:

No formal homework is assigned. Families are encouraged to:

- Read with or to their child every day.
- Practice math facts.

Grades 3–5:

Homework is assigned as needed and aligned with district curriculum recommendations.

- Homework may be assigned Monday through Thursday.
- Homework is not assigned over weekends, vacations, or religious holidays.
- Assignments may also be adjusted during state testing periods.

Technology Expectations

- Cell phones, smart watches, and other electronic devices are not permitted for use during the school day. If your child requires a medical device please contact the Principal and School Nurse.
- Students must keep devices in their backpacks or lockers throughout the school day.

- Devices used during school may be confiscated. Parents may be required to pick up devices for repeated violations.
- Misuse of electronic devices, including texting, cheating, or unauthorized photography, may result in disciplinary consequences.

School Communication

- Your child's teacher's primary responsibility is the classroom, and they have limited access to email during the day. Families can generally expect a response within 24 hours.
- All email correspondence with school staff becomes the property of the Danvers Public Schools.

Personal Items

Students should leave toys and personal recreational equipment at home unless a teacher requests them. At the teacher's and/or principal's discretion, any item (including fidgets) that becomes a distraction in the classroom will be placed in the student's locker and will not be accessible during the school day.

Bicycles

Students in Grades 3–5 may ride bicycles to school.

- Helmets are required.
- Lock bicycles while at school.
- Bike riding is not permitted between Thanksgiving and April 1.
- Students who do not follow safety expectations may lose bicycle privileges.
- Signed permission from a parent/guardian is required.

Scooters, Skateboards & Rollerblades

Scooters, skateboards, and rollerblades (motorized or non-motorized) are not permitted at school.

Positive Behavioral Interventions & Supports (PBIS)

All elementary schools implement Positive Behavioral Interventions and Supports (PBIS) to promote safe, respectful, and responsible behavior while supporting students' academic and social-emotional growth.

Family Involvement

- Parent Advisory Council (PAC) – Open to all families.
- School Advisory Council – Parents/guardians, teachers, community members, and the principal work together to set school goals.
- Special Education Parent Advisory Committee (SEPAC) – Provides information and support for families of students receiving special education services.
- English Language Parent Advisory Committee (ELPAC) -Provides information and support for families of students receiving multilingual services.
- Danvers Educational Enrichment Partnership (DEEP) – Supports educational enrichment through community partnerships, grants, and volunteer opportunities.

Grade 5 Celebration

- **PAC/5th Grade Committees must work in coordination with the principal on planning this event. The principal has final approval for all 5th grade activities.**
- Schools work together to establish a maximum cost, and fundraising is coordinated through each school's Parent Advisory Council in partnership with students.