

A HRMS PARENT'S "HOW TO" GUIDE

A brief overview of the most frequently asked questions and directions for daily situations.

If You Need To...	You Should...
Report your student absent or tardy	Call our main number (978-774-8590) and press 3 for the Absent Line. Please call by 7:45 a.m., leaving your student's first and last name, their grade, the date(s) they are absent, and the reason for their absence. Daily Attendance is taken at 7:35 a.m. If a student is not in their homeroom at 7:35 a.m., the homeroom teacher marks them absent. If your student comes in after that time, they should bring a note to the office for a pass to class and the office staff will adjust their attendance. All notes to the office should include the student's name and homeroom.
Come into the school	After 7:45 a.m., all doors to this complex are locked with a buzzer entry system at the main door. All visitors must come to the office and sign in, as well as present a driver's license to be scanned for a visitor's badge.
Dismiss your student	Send them in with a dismissal note to the Main Office before homeroom. Parents are required to come into the school and sign their student out if a student is being dismissed early. Students will not be released unless an authorized adult signs them out. Please try to call ahead if you are planning to dismiss your student without a note unless it is in the case of an emergency.
Bring your student back after an appointment	If your student is returning to school on the same day, you are not required to come into the school again, but the student must report to the office for a pass to be admitted back to class.
Drop off your student's forgotten items	Label anything you're dropping off with your student's name, grade & team. We will do our best to get the item(s) to the student in a timely manner, but the student should check back as well.
Drop off/pick up your student or are unsure about where to park	The school office is open Monday – Friday 7:00 a.m. – 3:00 p.m. Students should not arrive before 7:00 a.m. After 3:00 p.m. the office will most likely be closed. Unless a student is in a supervised setting with a teacher or coach, they should not be in the building after hours. Please park on the street, in the parking lot by the skateboard park, or in a designated parking place leading to the school. Please do not park directly in front of the school - this is a fire lane. Please do not park on the west side of the building (along Park Lane) as this is reserved for student van transportation. Please abide by the street signs and do not block the handicap parking places. Please do not block or use the second loop during arrivals and dismissals, as it is designated for student buses. The buses begin arriving at the school starting at 7:00 a.m. and arrive starting at 1:20 p.m. for afternoon dismissal. You may use the first (smaller) loop of the figure-8 for dropping off and picking up students during these times.
Reach your student/ leave a message	It is the school's policy to not interrupt classrooms in order to maximize learning time. If your student needs to call you at home during school hours, they may use classroom phones (with teacher's permission) or the office phone. Your student may bring a cell phone to school, but the phone must remain turned off during school hours. We ask you understanding and cooperation to not text with your child during the school day to support our school wide expectations
Ask for homework for your student who is absent	A student out of school for ONE (1) DAY is to call a "homework buddy" for missed assignments or check their Google Classrooms for assignments. Parents may contact the student's team leader and/or guidance counselor to arrange for missed assignments to be compiled and, if necessary, left for the parent to pick up when a student is out of school for TWO (2) OR MORE DAYS . Parents should contact their student's team leader and/or guidance counselor before 8:00 a.m. to arrange for the request. Requested homework may be picked up between 2:00 p.m. and 3:00 p.m. in the office on the day of the request.
Need to report issues between your student and peers/classmates, or bullying	Please contact your student's Assistant Principal – either Ms. LaRocque (Grade 6 & 7) or Mr. McGraw (Grade 8) – to discuss the situation and your concerns with them. You are also welcome to contact your student's Guidance Counselor. There will also be an online bullying report form available for families.
Take your student out of school for an extended period (vacation, etc.)	The Danvers Public Schools does not encourage family vacations during school time. If unusual circumstances warrant it, a note to Mr. Colantuoni and the team is required three (3) weeks prior to the potential absence, or as soon as it is known . Make-up work will be given after the student returns from the absence.
Find out if your student's practice/game is taking place	Please call the district's Athletic Office at (978) 777-8925 after 1:00 p.m. to verify if a game or a practice will be taking place due to inclement weather.
Have a question regarding Transportation	Please contact the Transportation Office at 978-774-4800 x2219, or visit the district's Transportation webpage at https://danverspublicschools.org/transportation-information/
Have a question regarding your student's Chromebook	Please contact our Technology Department at 978-774-8590 x3333, or visit the district's Technology webpage at https://danverspublicschools.org/technology-department/
Have a question regarding the School Lunch Program	Please visit the district's Food Services webpage at https://www.schoolnutritionandfitness.com/index.php?sid=1210112058116103