

**HIGHCREST MIDDLE SCHOOL
PARENT HANDBOOK ADDENDUM**

SCHOOL HOURS:

HOMEROOM	8:50 – 9:05
PERIOD 1	9:08 – 9:48
PERIOD 2	9:51 – 10:31
PERIOD 3	10:34 – 11:14
PERIOD 4 (LUNCH)	11:18 – 11:58
PERIOD 5 (LUNCH)	12:02 – 12:42
PERIOD 6 (LUNCH)	12:46 – 1:26
PERIOD 7	1:29 – 2:09
PERIOD 8	2:12 – 2:52
PERIOD 9	2:55 – 3:35

School is in session from 8:50-3:35 daily. Unless participating in a before school activity (band, chorus orchestra), students are expected to arrive at school no earlier than 8:25 AM when supervision begins. Students may travel to their homeroom classes beginning at 8:40 AM.

When students arrive to Highcrest in the morning, they will report to the playground in the back of the building. There they will be supervised until the first bell at 8:40 AM. In the case of inclement weather, walkers and car line students will report to the blue hallway to wait, and bus riders will be allowed in the building at 8:40 AM when they are dropped off.

Once students have arrived at school, they may not leave school grounds unless signed out by a parent/legal guardian.

EARLY MORNING MUSIC PROGRAM:

Instrumental Music and Choir begin at 8:00 AM. Students are not expected to arrive before 7:45 AM. The front doors will be unlocked from 7:45 to 8:05 AM for early morning entry.

LUNCH/RECESS SCHEDULE:

Lunch takes place during 4th, and 5th periods. 5th graders eat during 5th period, and 6th graders eat during 4th period. Students may eat first and then go outside for recess, or vice versa. Monthly menus are available online. Each student is issued a lunch account that parents may choose to fund through online payments or by a check sent to the school office. An automated email reminder is sent to the parent when the account falls below \$10.00. No cash is accepted in the cafeteria.

As has been the case in years past, all students begin the year sitting by homeroom in the cafeteria. This is to help build homeroom connections, and to learn or re-learn the procedures in the lunch room. After a few weeks, students may have their choice of seating at lunch.

PICTURE DAY:

Picture day occurs generally in September with a make-up day following in October. Parents will be notified of the exact dates and ordering procedures at the start of each school year.

SCHOOL/DISTRICT CALENDAR:

The District 39 calendar is available on the www.wilmette39.org under the "About Us" tab. A calendar of events specific to Highcrest is available on the Highcrest website. If you have a question about a specific item that you are not able to find, please contact the school office.

SEVERE WEATHER PROCEDURES

In the event of severe weather at dismissal:

- An automated call/email will be sent to parents prior to 3:00 p.m., indicating that students will not be dismissed at their regular time.
- Large signs will be posted on the front doors of the school indicating a delayed dismissal. Should parents choose to leave their vehicles, they will be directed to wait in the school lobby until dismissal occurs.
- Students will remain in their classrooms, supervised by their teachers, until the weather lifts.
- At that time, students will be dismissed by grade level, exiting via their typical route—walkers and parent pick-up through the front doors and bus riders to the Gym A and Gym B.

- Students will not be allowed to go to a sibling's classroom nor will they be released to an unauthorized adult without parental consent.
- In the event of a severe weather warning (not watch), students and staff will take cover in designated areas within the building; parents are welcomed to take cover in the building, should they desire.