

Harper Parent Handbook Addendum

BELL SCHEDULE

- 8:30 a.m. First bell (doors open)
- 8:35 a.m. Second bell/School Begins (tardy bell)
- 11:10 a.m. AM Kindergarten dismissal
- 12:40 p.m. PM Kindergarten begins
- 3:15 p.m. Dismissal (M - Th for Grades 1-4); Everyday for Kindergarten
- 2:15 p.m. *Friday dismissal (grades 1 - 4)*

Grades K-4 Student Arrival and Dismissal Information

When dropping or picking up, please follow the directions. We have important information posted on signs around school. Your cooperation is needed to keep our students safe!

Arrival:

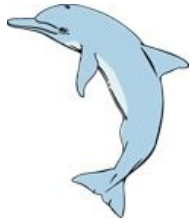
- Students enter the building through their grade level assigned doors
 - Kindergarten and Grade 1 = South doors
 - Grade 2 = North doors into 2nd grade hallway
 - Grades 3 and 4 = Front entrance doors

* Certified staff and paraprofessionals are assigned morning door supervision to ensure students enter the building in a safe and orderly fashion.

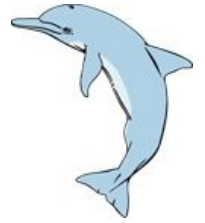
- Students who arrive after 8:35 AM (tardy bell) must enter the front doors and check in at the Health Office before proceeding to class.

Dismissal:

- Students exit the building through their grade level assigned doors
 - AM Kindergarten = Front entrance doors
 - PM Kindergarten = South doors
 - Grade 2 = North doors from 2nd grade hallway
 - Grades 1, 3 and 4 = Front entrance doors



** If you have a friend or relative picking up your child instead of you, you must send a note to the teacher. The teacher cannot release students to unauthorized parties.



Lunch/Recess Information

- Grades 1 & 2: Recess: 11:35 - 12:00; Lunch: 12:00 - 12:25
- Grades 3 & 4: Recess: 11:10 - 11:35; Lunch: 11:35 - 12:00

** Monthly menus are available online. The district will issue a lunch number for each child to make lunch purchases. Each purchase will be charged against the deposited amount in an individual account. One can also deposit funds online with a credit card or bring a check to the office. An email will be sent to parents when an account runs below \$10.00. Additional notification may occur for accounts in deficit. No cash is accepted in the cafeteria.

Snacks

Fruits and vegetables are the only items allowed as snacks in the classroom. Please see the D39 Parent Handbook for more information.

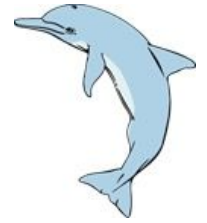
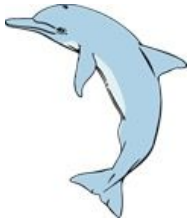
Birthdays

Please talk with your child's classroom teacher about birthday celebrations. Birthday treats are not allowed.

Severe Weather Procedures

If we should have severe weather at **dismissal** time, we will do the following:

- Hold ALL students (*walk/bike ride or get picked up by a parent*) in the classroom
- An emergency call/email/text will go out to parents indicating children are being held in their classrooms
- Announce to all students who take the bus to enter the hallways to be escorted by staff to ramp doors in back to wait for a good time to go on bus (all students are supervised by bus supervisor)
- Do not send crossing guard or parent volunteers outside - this will be the sign to waiting parents that students are being held in the classrooms

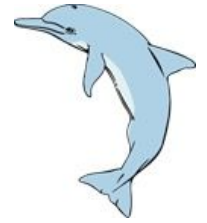
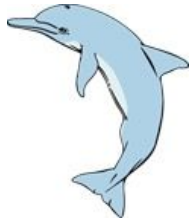


- When the weather lifts, dismissal will occur starting at 3:30 and then on ten-minute intervals: 3:40, 3:50, 4:00 (M-Th for grades 1-4 and M-F for Kindergarten). On early dismissal Fridays for grades 1-4, dismissal will occur starting at 2:30 and then on ten-minute intervals: 2:40, 2:50, 3:00
- When weather lifts students will exit via their typical doors
- Students will NOT go to a sibling's classroom (if needed, they should have a meeting place out front)
- Teachers will quietly walk their students outside and will stay with their class until all children are accounted for by a parent
- The car pool line should operate in the same manner as it would on a non-weather day (do not leave car, keep pulling forward until your child comes to your car)
- Teachers without classrooms will assist outside
- If severe weather warning/tornado warning (not watch) students and staff will take cover in their severe weather locations in the building - parents are welcomed to take cover in building
- If extreme cold, a call/email will go out prior to 3:00 indicating that walkers will be held and need to be picked up
- We do NOT want parents to exit cars to get their child(ren) from the building.

Cold Weather Evacuation Procedures

Our school building is warm, safe, and an ideal place for students to be during cold weather. However, in the event that we need to evacuate the building during extremely cold weather the following procedures will occur:

- Students will be led out of the building by their teacher using their evacuation route.
- IF POSSIBLE, students will bring warm clothing items
- Staff and students will relocate to the off-site emergency location.
- Parents will be contacted via phone or email or text.



Extreme Heat Procedures

During the early fall and late spring there are always days that are hot. In the event that there is extreme heat and/or humidity, the following procedures will occur:

- “Cooling centers” are located throughout the building and all classes have access.
- Frequent water intake will be highly encouraged.
- Lights will be turned off or lessened in large areas and classrooms.
- Students will be encouraged to run less during outside recess and PE.
- Students will be monitored for signs of heat-related illness.

Before & After School Child Care

District #39 provides early childcare located in our cafeteria. The program is run separately from Harper School. For more information, contact the Mikaelian Educational Center at 847-256-2450.

The Wilmette Park District provides after school child care activities. For information about after school programming, contact the park district at 847-256-6100.