

**HIGHCREST MIDDLE SCHOOL
PARENT HANDBOOK ADDENDUM**

2020 FALL REOPENING RESOURCES:
[2020-2021 Fall Reopening Plan Guide Fall](#)
[Reopening FAQs](#)
[Wilmette Welcome Weeks Schedule for 5-8](#)

SCHOOL HOURS:

HOMEROOM	8:50 - 9:15
PERIOD 1	9:17 - 9:55
PERIOD 2	9:57 - 10:37
PERIOD 3	10:39 - 11:19
PERIOD 4 (LUNCH)	11:21 - 12:01
PERIOD 5 (LUNCH)	12:03 - 12:43
PERIOD 6	12:45 - 1:25
PERIOD 7	1:27 - 2:07
PERIOD 8	2:09 - 2:49
PERIOD 9	2:53 - 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 8:20 AM when supervision begins. Upon arrival, students will demonstrate self-certification of symptoms, and will have their temperature checked by an adult. When they enter the buildings, students will find a hawk spot and stand there outside of their classroom. Students will enter their homerooms at 8:50 AM.

When students arrive to Highcrest in the morning, they will report to their assigned doorway. Doors are assigned based on their House. At the door, students will be asked to demonstrate self-certification and have their temperature checked. Once checked, they will be allowed in the building. In the case of inclement weather, walkers and car line students should dress accordingly and will be let in the building as soon as possible.

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 will start the year virtually. Students should plan on participating in these classes prior to school.

LUNCH/RECESS SCHEDULE:

Lunch will be eaten in the classroom this year, and cold lunch may be purchased for students. Cold lunches will be delivered to classrooms during the lunch period. Students will have a sneeze guard assigned, as well as a tray on which to eat their lunch. They may only remove their masks while eating. After lunch, the supervisor will dismiss students to dispose of their trash and trays, and the supervisor will clean their desk area. Students will be required to put their masks on after eating.

After lunch, students may take a break from learning, and access items that they have brought from home. Some suggestions include a deck of cards for solitaire, a quiet book to read, or colored pencils and a coloring book. Students may not share items during this time, but may be offered opportunities to move in their desk areas and enjoy a yoga or movement break.

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 through their assigned doors.

- 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.

FACE COVERINGS

Consistent with guidance from the Illinois State Board of Education and the Illinois Department of Public Health, students must wear face masks at all times while in school buildings (except when eating or if necessary to play an instrument), on school buses, and outside when social distancing of six feet or more cannot be maintained. Students are expected to wear a face mask to school each day. Students who arrive at school without a face mask will be provided a disposable face mask at no cost.

The only exemptions to the face covering requirement are for students who are younger than two years of age, who have trouble breathing, who have medical conditions that make it difficult for them to wear a face mask, or who are otherwise unable to remove the face mask without assistance. Students who are exempt from wearing a face mask may also be provided with appropriate accommodations to ensure the safety of that student and the rest of the school community (e.g. wearing a face shield or remote learning).

To request an exemption to the face mask requirement and an appropriate accommodation in lieu of a face mask for your student, please contact [Kristin Swanson, Administrator for Student Services, swansonk@wilmette39.org]. Documentation from the student's physician explaining the need for the exemption will be required for a student requesting an exemption from the face mask requirement. District personnel will contact the parent(s)/guardian(s) of all students requesting exemptions to discuss whether appropriate accommodations can be provided. Students who refuse to wear face coverings may be subject to disciplinary consequences consistent with the Student Code of Conduct and Board Policy 7:190, Student Behavior.