

Highcrest Middle School
Parent Handbook Addendum

SCHOOL HOURS

Highcrest Schedule	
8:35	Doors Open
8:49-9:09	Homeroom
9:12-9:52	First Period
9:55-10:35	Second Period
10:38-11:18	Third Period
11:21-12:01	Fourth Period
12:06-12:46	Fifth Period
12:51-1:31	Sixth Period
1:34-2:14	Seventh Period
2:17-2:57	Eighth Period
3:00-3:40	Ninth Period

School is in session from 8:49-3:40 daily. Unless participating in a before school activity (band, chorus orchestra, etc), students are not expected to arrive at school before 8:15 AM when supervision begins. Students may travel to their homeroom classes beginning at 8:35 AM. Students who arrive walking or by car will wait in Gym A. Students who arrive by bus will wait in the long blue hallway. Once students have arrived at school, they may not leave school grounds unless accompanied by a parent/legal guardian.

Early Morning Music Program:

Instrumental Music and Chorus 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, 5th, and 6th periods, for all grade levels. 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 credit card 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.

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 District 39 website under the "About D39" tab at http://www.wilmette39.org/about_d39/calendar. 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.