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 enter the building beginning at 8:35 AM. Students are expected to wait outside until the bell rings, weather permitting. Sixth grade students will wait by the front doors and fifth grade students will wait near the west end of the front of the building. 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

All fifth grade students have lunch during 4th period while sixth grade students have lunch 5th period (half of each grade has lunch first and recess second while the other half has recess first and lunch second).

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 is Thursday, September 15, 2011. Picture re-take day is on Tuesday, October 25, 2011.

SCHOOL/DISTRICT CALENDAR

The District 39 calendar is available on the home page of the District 39 website at www.wilmette39.org . 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.