



School Handbook

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Welcome to Highland Park Middle School

Highland Park believes that all students can reach their full potential, and welcome you to our learning community. We value what each individual brings to our learning environment, and recognize that when we work and learn together, everyone benefits. At Highland Park, we value a STEAM (Science, Technology, Engineering, Art, and Math) focused education using AVID (Advancement Via Individual Determination) teaching practices.

Vision Statement:

At Highland Park, we Engage, Empower, and Inspire all students to create a better world.

Our mission is to provide a well-rounded education for all students.

- *Learning through a unique, experimental and collaborative process*
- *Inspiring creative, critical and analytical thinking*
- *Providing a rigorous and technologically enhanced curriculum*
- *Creating educational opportunities for students that will broaden their experience and meet future school and workforce needs*
- *Assisting our children in becoming globally competitive in the world economy*
- *Incorporating researched-based information with our community-based partners*

Within all of our courses are clearly identified learning targets. Teachers will be assessing based on these targets. At the end of each semester, the summary judgments on these targets will be converted into a single mark (A-F). Highland Park teachers will report student academic and behavioral achievement for each class separately. In a standards based reporting system, students will receive feedback in a variety of target areas describing their strengths, weaknesses, and what must be done next to continue their growth.

Use this handbook as a reference guide for procedures and activities at Highland. For more information, visit our web page at www.beaverton.k12.or.us/highland_park/, or call the school at 503-356-2620. Thank you for the opportunity to serve you!

Sincerely,

Curtis Semana

Curtis Semana

Principal

District Goal:

All students will show continuous progress toward their personal learning goals, developed in collaboration with teachers and parents, and will be prepared for post-secondary education and career success.

INTRODUCTION

The information contained in this handbook is intended to inform parents and students as to some of the most common policies, procedures, regulations, rules, and schedules at Highland Park Middle School. The staff at Highland Park Middle School believe it is essential for the school and home to work together to promote learning and social growth. It is our hope that this handbook will provide you with helpful information to enhance your child's education.

LOCATION:	Highland Park Middle School 7000 SW Wilson Avenue Beaverton, Oregon 97008
PHONE NUMBER:	503-356-2620 (Main office)
FAX NUMBER:	503-356-2625
ATTENDANCE	503-356-2621
E-MAIL:	staff_name@beaverton.k12.or.us
Example:	curtis_semana@beaverton.k12.or.us
Highland Park website:	https://highlandpark.beaverton.k12.or.us/

ADMINISTRATION

Principal:	Mr. Curtis Semana
Assistant Principal:	Ms. Mariah McCarty
Student Manager:	Mr. Joshua Porter

COMMUNICATION BETWEEN SCHOOL AND HOME

Enrollment Verification Forms

Parents, please inform the school of any changes in your address, email, work or home phone numbers as they occur, so that we can contact you. These may also be updated through ParentVue.

TELEPHONE, MESSAGES, DELIVERIES, AND PICK-UP OF STUDENT

Some important points to remember when phoning:

- A student will not be excused from class to accept phone calls, but messages concerning family emergencies will be given to the child promptly.
- Parents (and others) are discouraged from telephoning the school with routine messages for their student as this is a disruption to the educational process.
- We also ask parents/guardians to not text or phone students on their cell phones during the school day, as students are not allowed to use their phone for personal purposes.
- The phones in the office are for school business and can only be used by students in an emergency.
- When delivering an item to your student:
 - Always deliver the item to the main office, with the child's name on the item.
 - Make sure your student is aware that you are delivering it and they can pick it up in the main office.
- Missing class takes away from the learning process. It is critical your student is in class from 9:15 a.m. to 3:50 p.m.

SCHOOL DAY

Halls Open:	8:55 a.m.
Classes Begin:	9:15 a.m.
Classes End:	3:50 p.m.
Buses Depart:	4:00 p.m.
Halls Close:	3:50 p.m.

Our school opens to students at 8:55 a.m. at which time students are permitted to arrive. There is no supervision prior to this time. All supervision ends 10 minutes after classes end at 4:00 p.m. Our staff is assigned to supervise parent pickup and bus departure until 4:00 p.m. Students are expected to be picked up or gone from campus by this time, unless they are participating in a school-sponsored after- school activity.

All parents and visitors must check into the office. Parent/Guardians are not allowed past the main office without permission. This is for the safety of all of our students and staff.

MEDIA CENTER (LIBRARY)

The library is open for students from 8:55 a.m. to 4:00 p.m., Monday through Friday. In addition to our print collection, the library has computers available for research or media projects.

Students check out their textbooks from the Highland Park Library in September. Students will be given a notice when they check out textbooks about their responsibility to take care of and return books in good condition. Please discuss this with them and help them understand the importance of good stewardship. It is the financial responsibility of students, and their parents, for any lost or damaged books.

ACADEMIC EXPECTATIONS

Highland Park Middle School provides a program that is designed to serve the needs of the middle school student. Our primary goal is to meet the educational needs of our students while recognizing the unique social and emotional development at this stage of early adolescence. Highland Park provides a gradual transition from the more sheltered world of elementary school to the broad choices of high school.

Highland is divided into three halls. Red hall houses all of our 8th graders, green hall our 7th graders, and blue hall our 6th graders. This allows a large school to feel a little smaller to the middle school student.

During the school day, a student will have three core periods in which instruction is given in Math, Science and Humanities. Each student also has three additional class periods each semester. An elective class is attended daily and consists of Band, Spanish, Drama, Technology, or Art. PE is offered daily for the year, except for a 6 week window when students will be in health. In addition, students have a daily explicit writing class or support class where they participate in a variety of language supports, academic enhancements, academic help, or organization supports.

At Highland Park, teachers assess their students prior to, during, and after instruction since individual children and groups of children can vary widely in their needs from class to class and year to year. Teachers also make decisions within their classroom and their team that will better allow them to provide the strongest delivery of lessons and programs to children. Parents will find a certain amount of variation in how teachers organize time, use materials, assignments, projects, and deliver instruction to students and communicate to parents.

Physical Education: Students are required to participate in Physical Education classes. P.E. classes require students to dress down. Students will purchase a PE t-shirt at the beginning of the year. If students need to be excused from P.E. for medical reasons, they must have a doctor's statement.

Health: Students will take a six-week health course. The health curriculum can be found on the district website within the teaching and learning department. Parents may choose to opt their child out of the sexual health curriculum through completing an opt out letter available in the main office.

Assignments and Homework: Each team/teacher has established a homework policy. Teachers will share this information with students in their classes and with parents at Back-to-School Night, and on their syllabus. Parents are encouraged to help their students complete assignments by providing regular study periods at home and asking to see the assignment, the student binder, or the daily planner.

Student Planners: Students will be given a daily planner. They are expected to list their assignments and homework in this planner. Parents should ask to see the planner frequently. If a student is failing to complete his or her homework, parents are encouraged to speak with the teachers or counselor.

Teaching, Learning and Reporting Student Achievement

The Beaverton School District and teachers at Highland Park are committed to the core ideas of a standards-based learning system through:

- clear learning targets in all content areas and all grade levels
- all classroom instruction and assessments aligned to learning targets
- providing multiple opportunities for students to demonstrate growth and learning
- increased use of formative assessment practices; providing feedback focused on student growth and supporting improved instruction
- consistent scoring guides and rubrics to determine a student's level of learning and indicate what a student must do to improve
- regular reporting of progress on each learning target
- reporting academics and behaviors separately
- placing the highest value on teacher judgment and expertise

The Academic Learning Targets for each course taught here at Highland Park can be found on the Teaching & Learning Department page on the Beaverton School District (BSD) website or through your student's teacher.

Teachers will use a rubric or scoring guide to identify student strengths, areas needing improvement and determine your student's current level of proficiency for each learning target. The rubric will also be used to identify what your student must do to improve their understanding and mastery of the target. Rubrics are built using the following scale:

- 4 – Highly Proficient
- 3 – Proficient
- 2 – Nearly Proficient
- 1 – Developing

Rubrics can be viewed through the BSD website or obtained through your student's teacher.

Example: A 7th Grade Mathematics Teacher may cover the following three learning targets in the first six weeks:

1. Solve Problems with Four Operations
2. Create and Manipulate Algebraic Expressions
3. Write and Solve Inequalities

The teacher will teach these targets and assess student learning through multiple assignments, using the 1- 4 rubrics. The 6th Week Progress Report may look something like this:

7 th Grade Mathematics	
Teacher: Ms. Brown	
Academic Learning Targets	
1. Solve Problems with Four Operation	
- Quiz #1	3
- Test #1	4
2. Create and Manipulate Algebraic Expressions	
- Quiz #1	1
- Project #1	2
- Test #1	3
3. Write and Solve Inequalities	
- Project #2	2

At the end of the first quarter, with additional instruction and assignments, the teacher will make an overall assessment (a Summary Judgment) of your student’s level of proficiency for each of the three learning targets. These three overall assessments will then be converted into a letter grade, using the following scale:

A	3.4 - 4.0	An “A” letter grade communicates that a student has mastered, at a very high level, the academic learning of the course. A student would need to be Proficient (3) or Highly Proficient (4) in the majority of the learning targets to earn this letter grade.
B	2.7 - 3.4	A “B” letter grade communicates that a student has the academic learning of a course strongly in place and is well equipped to move forward. A student would need to earn mostly summary judgments of Proficient (3) on the course learning targets to earn this letter grade.
C	2.0 - 2.7	A “C” letter grade communicates that a student has a basic understanding of the academic learning of a course. This student has attained the minimum required knowledge and skills to move on to the next course by earning summary judgments of Nearly Proficient (2) or better on most learning targets.
D	1.6 - 2.0	A “D” letter grade communicates that a student has not mastered enough of the required learning for the course to be successful moving forward. While a student receiving a “D” may move forward to the next course, this student will lack prerequisite learning and interventions may be necessary.
F	Less than 1.6	An “F” letter grade communicates that a student has not mastered enough academic learning in a course to appropriately move on to the next course. This student would have earned mostly Developing (1) on the summary judgments for this course.

Your student's First Quarter Report Card will only indicate the teacher's Summary Judgments for each learning target and may look something like this:

7th Grade Mathematics

Teacher: Ms. Brown

Academic Learning Targets	
1. Solve Problems with Four Operation	4
2. Create and Manipulate Algebraic Expressions	3
3. Write and Solve Inequalities	2
Academic Mark	B

In addition, all BSD teachers teach to common Behavior Learning Targets. These targets can be accessed through the website or directly from our teaching staff. Behaviors are those study skills and self-monitoring behaviors students must possess and demonstrate in an academic environment necessary for success. Teachers will observe your student’s skills in these areas over time and report their proficiency level using a scale with three levels:

- C / I – Consistently and Independently
- G – Generally
- R – Rarely / Sometimes

Student progress during the school year will be reported on the following schedule:

Date	Communication
9 th Week	Centrally generated Progress Reports with Summary Judgments on each Learning Target addressed and Special Education Progress Notes, indicating current progress..
18 th Week	Centrally generated Report Cards with Summary Judgments on each Learning Target addressed, Letter Grades and Special Education Progress Notes, indicating progress after Semester 1.
27 th Week	Centrally-generated Progress Reports with Summary Judgments on each Learning Target addressed.
36 th Week	Centrally generated Report Cards with Summary Judgments on each Learning Target addressed, Letter Grades and Special Education Progress Notes, indicating progress after Semester 2.

Highland Park, along with all Beaverton School District middle schools, is focusing instruction and assessment around:

- Learning targets
- Formative assessment
- Summative judgments
- Collaboration

In order to allow for all students to demonstrate growth and understanding, grades will be based on student knowledge and performance in class and may include: daily work, presentations, projects and tests. Teachers will discuss specific requirements during Back-to-School Night and have course syllabus posted on our Highland Park website.

Participation in some after school activities and extended learning opportunities will be contingent on a student being in good academic standings. If a student is not meeting standards, or not completing assignments, they may forfeit the privilege of attending field trips.

OREGON CONTENT STANDARDS

The Oregon Educational Act for the 21st Century calls on students, parents, educators and the business community to promote higher academic standards in schools and set specific standards for students in order to prepare them for the challenges they will face after high school. **Common Core Standards** describe what teachers will teach. **Content Standards** identify what students should know and be able to do in the content areas of: English (reading, literature, writing, speaking), Mathematics, Health, Physical Education, Science, Social Sciences, the arts and second languages. For information about the Oregon Content Standards please visit their website at www.ode.state.or.us All lessons at Highland Park are linked to **Common Core Standards** through learning targets.

STUDENT CONDUCT, DISCIPLINE, and DRESS

In addition to the policies and practices that are specific to Highland Park School and stated in this handbook, Highland Park also carefully observes the policies of the Beaverton School District as set forth in the Beaverton School District Student Parent Resource Handbook. Please read both of these handbooks carefully. A complete copy of the Student Parent Resource Handbook for Beaverton School District can be found online at: www.beaverton.k12.or.us/ select handbook and forms, or on our Highland Park website at: www.beaverton.k12.or.us/highland_park/ If you do not have access to a computer and would like a copy of the Beaverton School District Student Parent Resource Handbook, you may request a copy from the main office.

General Expectations: Every student is expected to be a responsible, self-disciplined individual. At Highland Park students are expected to:

- Dress for success
- Bring their binder and all needed materials to class each day
- Be in the classroom on time and ready to learn
- Use class time wisely, be on task, listen attentively
- Show respect and courtesy to others
- Use appropriate language
- Respect other people's property
- Meet teacher expectations and follow individual classroom rules
- Know and obey all school rules

When these expectations are met, the result is a productive learning environment wherein every student's right to learn is fostered and protected.

Dress for Success:

BSD Middle School Dress Code

(1) Minimum Safe Attire.

Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.

- (a) Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- (b) Shirts and dresses must have fabric in the front and on the sides (under the arms).
- (c) Clothing must cover undergarments (waistbands and straps excluded).
- (d) Fabric covering breasts, genitals and buttocks must be opaque.
- (e) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- (f) Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Continued on next page

(2) District Dress Code.

Policy provides: “Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, or hate speech are prohibited.” All BSD students are expected to comply with the requirements of this policy.

Specifically:

- (a) Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- (b) Clothing may not depict pornography, nudity or sexual acts.
- (c) Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected classification.
- (d) Clothing must not pose a threat to the health or safety of any other student or staff.
- (e) Enforcement must accommodate clothing worn by students as an expression of sincerely held religious beliefs (head scarves, for example) and worn by students with disabilities (protective helmets, for example).

Items to be avoided: In an effort to maximize the safety and security of individuals and their possessions, the following items are not to be brought to school:

- Laser light pens, water guns, balloons or water devices
- Weapons of any kind (knives including pocket knives, guns, weapon look a likes, and **any** item used dangerously)
- Lighters, matches, firecrackers or fireworks, any explosives
- Any other dangerous items or items that appear to be dangerous (toy guns, knives, etc. Will be treated as real weapons)
- Cigarettes or other tobacco products
- Drugs, or alcohol
- Pornographic/suggestive materials
- Medication of any kind that is not checked into the office and accompanies a signed medication authorization form.
- Any other item(s) deemed inappropriate for school.
- Earbuds or headphones of any kind.

These items may result in discipline consequences.

Cell Phones

Cell phones and other electronic devices need to be “off and away” from the time you enter the building until the bell rings at 3:50, unless the teacher requests the student bring the device to class for academic purposes. Cell phones ARE NOT PERMITTED during lunch. Students are encouraged to leave these items in their backpacks, in their lockers, unless a teacher invites students to use their device in class. If an electronic device is confiscated by a staff member, it will be turned into the office. On the **first offense**, the student may pick up his/her phone after school, and the student is reminded of the policy. On the **second offense**, a parent/guardian is required to pick up the phone. On the **third offense**, a parent/guardian is required to pick up the phone, and the student is written a referral for misuse of technology, due to continued misuse of technology, and a plan of action to change behavior will be instituted. For **PE classes**, if a phone is confiscated in the locker room then parents **MUST** pick up the phone in the office.

Electronic Devices

We strongly discourage students from bringing electronic devices such as iPods, tablets, gaming systems, digital/video cameras, etc. If a student chooses to bring such items they need to remain in student’s backpack in his/her lockers, unless a teacher instructs students to use their device. Any electronic devices brought to school should be “off and away” during the school day including lunch. The parent/guardian assumes all risk for lost, stolen, or damaged electronic devices. Any devices confiscated by a staff member will be turned in to the office and follow the same procedures consequences as cell phones.

Student to student buying and/or selling of electronic devices is prohibited at school.

Highland Park is not responsible for lost or stolen items.

ATTENDANCE POLICIES AND PROCEDURES

It is critical that your child is in his/her classes. Our school day is from 9:15 a.m. to 3:50 p.m. Monday through Friday. Disruptions to class take away from the learning process.

If your child is ill or if there is an emergency:

- The parent should call the attendance line **(503-356-2621)** by 9:00 a.m. on the day of the absence.
- If you call to report your child's absence, a note is not needed and your child may report directly to the first period class upon returning to school.

If you do not call the school to report your child's absence, you need to:

- Send a note for your child to give to the Attendance Secretary to obtain a re-admit slip on his/her return to school. The note should include the child's full name, dates of absence and reason, your full name and a phone number where you can be reached during the day. The Attendance Secretary is located in the main office.

EXCUSED ABSENCES are those caused by:

- Students illness
- Illness or death of a family member
- Emergencies
- Appointments

UN-EXCUSED ABSENCES are those for which:

- Student does not have permission from the parent/guardian, teacher or an administrator to miss school.
- Student will be assigned a consequence for unexcused absences.

PREARRANGED ABSENCES are those due to:

Appointments during school day:

- Student should bring a note to show his/her teacher with the time of departure. Teacher will release the student to meet parent in office. Parents are required to come to the office to sign his/her student out of school. This is the least disruptive to classroom learning.
- Student should sign in at the office when returning to school on the same day. Parents are not required to accompany their student to office upon return to school.

Family trips/prolonged absences:

- Send an email or note to your student's teacher and to the Attendance Secretary.
- The student is responsible for collecting homework from teachers.
- Family vacations considered unexcused.

HOMEWORK REQUESTS will be accepted after two or more consecutive days of absence. Please call the Attendance Secretary at (503-356-2621) to request homework. **Please allow 24 hours for collection of the assignments.** Students who are absent are expected to complete all assignments missed. In most cases the time given for make-up work is equal to the number of days absent. Failure to make up assigned work does not allow the teacher to access knowledge or assess students.

SCHOOL CLOSURE, DELAY, EARLY RELEASE

Any time during the school year that unusual weather creates hazardous road conditions, the Superintendent may declare either a "delayed opening" or close the school for the day. Delayed opening usually means schools will open two hours later than usual.

Local radio, TV stations, and the Beaverton School District website will be informed of closures between 6:00 a.m. and 7:30 a.m.

If school is delayed due to inclement weather, observe the following schedule:

First Class:	begins 2 hours later than usual (11:15 a.m.)
A.M. Bus Runs:	2 hours later than usual

Sometimes changes in weather conditions cause schools to release students early. Parents are asked to listen to the radio/TV, or go to the district website to note the following:

- In inclement weather or an emergency, Highland Park does not set the early dismissal time. This decision is made by the Superintendent. In these situations, the dismissal time is incumbent not just on the weather conditions, but also the availability of the buses. Beaverton School District only has enough buses to transport about one quarter of its student body at a time.
- Once you hear a dismissal time, **always assume that the time can change based upon changing weather conditions and how quickly the buses can arrive at school. Stay tuned to radio/TV, or the district website for continuous updates on closure time.**
- When we have weather related problems, parents may have difficulty contacting us on our phone lines. Parents who decide to pick up their child early will most likely find a line of other parents waiting as the school personnel get children out of classes. Please be patient.
- **PLAN AHEAD:** Parents, please **talk with your child** about your expectations regarding early dismissal. For example, if you normally pick up your child, will you also be there for an early dismissal? If not, what should they do? What happens if road conditions prohibit you from getting there at all? What do you expect your child to do if they walk or ride a bicycle to school?
- Each parent is required to complete an Emergency Information form which will inform the office what you would like your child to do in the event of an early dismissal from school.

TRANSPORTATION

Bicycles

When a student arrives at school on bicycles, he/she must immediately park them in the slotted bike rack in the front of the school. Students are not allowed to ride their bikes on campus prior to 8:45 a.m., as this impedes traffic and students trying to get to school safely. The bike rack is off-limits during the school day. Bikes should be locked at all times. **The school is not responsible for stolen or damaged bikes.**

Students riding bikes must wear bike helmets as mandated by Oregon State Statutes.

Buses

Transportation is provided between school and home using established bus routes. Generally, all students who live on the east side of Murray and south of Allen Blvd. are within the walking area to Highland Park. Those students who live on the west side of Murray or north of Allen Blvd. are bused to school. If a student wishes to go to any other destination, they will need to provide their own transportation. Any exceptions to this policy will require advance written parental request and school approval **prior** to the afternoon dismissal. If a student is riding another bus, they must bring a parental note to the office in the morning, or at lunchtime for approval. Notes will not be approved after school at the bus locations.

Even if a note has been approved by the office, the bus driver can deny transportation on a different bus if there is not room for the guest rider. The State has established regulations for riding the buses; violation of these regulations may result in the loss of bus riding privileges. Refer to the regulations listed in the Parent/Student Handbook. All questions regarding bus transportation may be directed to the Assistant Principal at 503-356-2621.

Skateboards and Scooters

Due to safety considerations, students are not allowed to ride skateboards or scooters on campus. In order to store a skateboard or scooter at school, students must have prior approval from both a parent and a teacher host. The skateboard or scooter will then be stored in the teacher's classroom during the school day. Students riding skateboards or scooters to and from campus must wear helmets as mandated by Oregon State Statutes.

Walkers

A large number of students walk to and from school. Parents should review with students safety precautions, especially in dealing with strangers who might stop them, and in walking home during emergency conditions including bad weather. Students should always walk on the sidewalks and cross the street in marked crosswalks.

Field Trips

The District Parent Permission Form, with accompanying medical waiver, must be completed and signed by the parent/guardian prior to participation in any off campus event. While on the field trip, students are expected to exhibit a high standard of cooperation and behavior. School rules apply to any activity that is sponsored by the school or district. Volunteer coordinators will work with teachers to get parent volunteers for field trips. We generally require one adult for every eight students to ensure safety. All volunteers must complete a background check and be approved before chaperoning students. If a student is not meeting standards, or not completing assignments, they may forfeit the privilege of attending field trips.

FINES/FEES

At the end of each year, or when students leave Highland Park, they must return books, locks, and materials in good condition, or a fine will be assessed. Until all fines/fees are paid or cleared:

- Student records can be withheld from the student's next school if all fines/fees are not paid prior to the last day of school in accordance with Board Policy UN and Administrative Regulation, JN-AR.
- All middle school records transition with the student to high school.
- Students will not be allowed to participate in graduation.

COUNSELING

Counselors are available to help parents with their student's academic and personal concerns. A student may meet with his/her counselor any time during the school day by making an appointment. Parents may also work with their student's counselor to arrange to meet with their teachers. Highland Park counselors are also trained to help you with questions about drugs and alcohol use and abuse.

Counselors may also be reached at 503-356-2621

- Marilee Carey-Gladney last name beginning with A-K
- Thomas Polzin last name beginning with L-Z

HEALTH & MEDICAL INFORMATION

Health Room

If a student becomes ill, they are to ask the teacher to report to the Health Room. Parents will be contacted if a student is unable to return to class. Students may not leave campus unless someone listed in their emergency contacts is able to come for them.

Illness

If a child has a fever, the child should remain at home for at least twenty-four hours after the fever breaks.

Medication

If your child needs to take medication during the school day, please bring the medicine to the school office in the original container and sign the Medication Authorization Form. Both over-the-counter and prescription medications are treated in the same manner. Pharmacists will provide two labeled containers, one for home and one for school. Emergency medication, such as a bee sting kit, must be accompanied by written directions from the student's doctor

STUDENT GUESTS

Other students or visitors are not allowed to attend Highland Park during the school day.

WITHDRAWAL OF STUDENTS

If you are planning to transfer your son or daughter from Highland Park to another school, please inform the Registrar at least one day before your child's last day. This enables your child to check out with teachers, turn in books, receive grades, and clean their lockers.

CLOSED CAMPUS

Students may not leave the school grounds during the school day without permission of parents and the school administration. If students leave the campus for any reason, a parent or guardian must sign out the student in the front office. If they return to school (the same day), the student must sign in at the front office.

SUPPLY LIST

School supply lists are available at the school office, or on the school website.

PE Clothes - A t-shirt will be available for purchase for \$5.00 the first week of school. Athletic style shorts or pants (no zipper, buttons or snaps), socks, and athletic shoes appropriate for PE (no black soles).

AVID Binder - Highland Park is an AVID school. To effectively help the students maintain organization, keep track of their work, and meet the AVID standards, it is necessary for each student to have one three inch binder, 4 dividers and 4 spiral notebooks. Some Grades may elect to use an e-binder as we are a one to one Chromebook School.

Chromebook - Highland Park provides a Chromebook to each student for educational purposes only. A required \$20.00 insurance policy will be sold through the front office.

LOCKERS

Students will be assigned a locker for storage of items needed at school. Students are responsible for damages to their locker and lock. Each student will share a locker with another student (same grade level). For safe and secure lockers remind your child to take the following steps:

- Keep the locker shut and locked: do not share the locker combination with other students.
- Do not keep money and other valuables in the locker. (If it is necessary to bring valuables to school, take them to the office for safe keeping.) The school is not responsible for lost or stolen items.
- Do not change lockers or locker partners without first getting permission from the counselor.
- Keep lockers neat and clean. Do not place stickers on lockers.
- Do not display any inappropriate materials in the locker.
- Do not tamper with any one else's locker.
- Report to the counselor or teacher immediately if you have any difficulty with the locker or if you see anyone tampering with it.
- Personal locks may not be used since lockers may be periodically checked by the Administration.

NUTRITION SERVICES

Meals & Nutrition

Nutritious Breakfasts and Lunches are available for all students to purchase each day. Per federal guidelines, all meals must include fruit and vegetables. In addition, "A la Carte Menu", offers individual components of the meal sold separately, as well as snacks.

Meals Times

Breakfast is served daily at 8:45 a.m. Lunch is served by grade level between 11:15 a.m. and 1:45 p.m.

Menu

Breakfast, Lunch and A la Carte menus for the current month are posted on the Nutrition Services Website at: <https://www.beaverton.k12.or.us/departments/nutrition-services/meals>

Meal Prices

For 2020-2021 meal price information, please check the Beaverton School District website at: <https://www.beaverton.k12.or.us/departments/nutrition-services/meal-benefits> or call 503-356-3955.

A la Carte Prices

Prices for foods sold separately from the complete meal are available on the Nutrition Services Website listed above. Students may purchase these items only if money has been deposited into their meal account, (see information on the next page on how to make deposits).

Free & Reduced Price Meal Benefits

If a family is experiencing financial need, parents may complete one application for free or reduced price meals for all students in their family. **Meal benefits applications and instructions are available on line at:** <https://www.beaverton.k12.or.us/departments/nutrition-services/meal-benefits>, and a paper copy will be available in each student's "back to school" packet, school office, cafeteria, or from the Nutrition Services Meal Benefits office. The application process and each student's meal benefit status are **completely confidential.** Families may apply for meal benefits at any time throughout the school year, even up to the last day of school. However, **a new application is required for each school year.** For more information please call: Nutrition Services Meal Benefits Office, 503-356-3957 or ELL Welcome Center, 503-356-4449.

Student Meal Accounts

Meal accounts can be accessed using the student's individual student number. The meal account is a debit account, so students eligible for full and reduced price meals must deposit money into their account before they can purchase meals. Parents may deposit money into their student's account by any of the following methods:

- Sending cash, or a check made out to Nutrition Services. When making a payment, please indicate your student's first and last name along with their student number on the memo line of the check. Or insert cash in an envelope with your student's first and last name along with their student number on the outside of the envelope. It's best to deliver the payments directly to Nutrition Services staff in the cafeteria so that the payments can be applied before the next meal. A payment drop box is also located near the front office by the entrance of Red Hall.
- Please review with your student to not share their student number as it is linked to their lunch account.
- Payment Options are available through "School Café". Go to www.schoolcafe.com Please

ensure that student meal account balance is tracked.

When your student is promoted to high school or transfers to another school within BSD, the student's account balance will transfer with them. Students will only be able to receive a free meal when a meal account is negative.

Meal Etiquette

Health Department regulations stipulate that students should wash their hands before eating and are not allowed to share any portion of their meals.

- Students are expected to clean up after themselves, return trays to the proper location, recycle appropriate items, and dispose of garbage in the waste can. If a student demonstrates inappropriate meal etiquette, they will be asked to assist the custodian in cleaning tables or floors as a community service consequence.
- Students or parents/guardians should not bring cupcakes, candy, cookies, or other items to school; other students do not have permission to accept these treats.

STUDENT ACTIVITIES

There are many ways students at Highland Park can become involved beyond the classroom. Some activities include: service activities, grade level events, student celebrations, assemblies, fundraisers and a variety of after school clubs.

Socials

Highland Park holds socials each year that include games, music, and refreshments. Highland Park socials are open only to Highland Park students. Socials are held at the end of the school day.

Fundraisers and Donations

Throughout the year, Highland Park participates in a few fundraising opportunities. Donations are always welcomed and will be used in a manner that you and the principal agree upon.

Tualatin Hills Park and Recreation District

Middle School sports are organized through Tualatin Hills Park and Recreation District. A variety of year- round organized sports and activities for middle school students are offered. In the past, offerings have included competitive football, basketball, soccer, baseball, track & field and cross country. Program and fee information are available in the school office and through your local Parks & Recreation site. For more information call:

Sports Leagues - Tualatin Hills Athletic Center:	503-629-6330
After School Sports :	503-629-6340

Competitive teams are also formed through the high school your child will attend. For more information call:

Aloha High School	503-356-2760
Beaverton High School	503-356-2830
Southridge High School	503-356-2890
Mountainside High School	503-356-3500

Student Advisory Council: Three students are chosen by staff and peers to represent their grade. There are also three, eighth grade officers to help facilitate the advisory council with the administration. The student advisory council will meet monthly.

Raider Crew: 8th grade students can apply, and are chosen by staff, to facilitate community building opportunities for sixth graders, provide leadership opportunities for peers, assist at school-wide functions, and be role models.



Curtis Semana

Principal

Highland Park Middle School

curtis_semana@beaverton.k12.or.us

Phone: 503.356.2621

WE EXPECT EXCELLENCE



WE INNOVATE



WE EMBRACE



WE COLLABORATE



Dear parents and guardians,

We are excited to extend the opportunity for Highland Park students with Google Chromebooks for their use at school and at home during the 2020-2021 school year. The Chromebooks and the access they will provide to each student will open up a world of resources and allow us to integrate more technology into your student's learning experiences. In addition, the Chromebooks will provide more opportunities for students to collaborate, communicate, create, and apply critical thinking skills.

We are fortunate to be in the position to offer these 21st century learning experiences for our students. We could not have made the investment in technology infrastructure and tools needed for this experience if our community had not approved a \$680 million bond measure for capital improvements in the Beaverton School District in 2014. The Beaverton community clearly supports our students as they become Future Ready.

In preparation for this year's Chromebook distribution we have made several informational documents available for you. Some of these documents will be provided to your student in hardcopy form the day of the distribution. The following are some of the documents that are shared on our district's webpage:

- [Chromebook Damage/Loss Protection Plan](#)
- [BSD Responsible Use of Technology and Chromebook Handbook](#)
- [Parental Privacy – Annual Notification of FERPA Rights Form](#)
- [Digital Resources Permission Form \(includes Google Permission Form\)](#)
- [Student & Family Handbook](#)

Chromebooks will be distributed to students during the month of September. Throughout the year in homeroom classes, students will be taught a series of Digital Citizenship lessons.

The Beaverton community has invested a significant amount of resources to provide this technology access to our students. We need to be good stewards of this investment by having our students be accountable for caring for the equipment they have been loaned. Therefore, we are asking that all students who choose to receive a Chromebook enroll in a Chromebook Damage/Loss Protection Plan. We are providing this program to families to help reduce the financial risk if a Chromebook is accidentally damaged, stolen, vandalized, or lost. Students are responsible for the device that is checked out to them and it is expected to be returned in good working order at the end of the school year.

We are moving in a direction to have technology be an integral part of your student's education and will ask that your student have the appropriate technology at school to support his/her learning. This is why we are strongly encouraging you to allow your student to receive a Chromebook by completing all the necessary paperwork as soon as you can. We want every student to have the tools necessary to support the integration of technology into the learning process at Highland Park!

District Goal: WE empower all students to achieve post-high school success.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

As part of the Oregon State House Bill 3565 mandates, Site Councils were established for every public school in the state. The Highland Park Site Council is a governance group to assist the principal in setting direction for the school. By state mandates, the charge of the council is to:

- improve the instructional program at Highland Park,
- plan the Staff Development of the school,
- implement the Oregon Education Act for the 21st Century (HB 3565), and
- address other school specifics as needed.

All members of the Highland community are encouraged to address issues of concern to the Site Council. This may be done in writing to the council, addressing the Site Council in person at one of our quarterly meetings, or by calling a Site Council member. Elections will be held in the fall of each year for staff and parent positions. Membership will be posted on the Highland Park website.

HIGHLAND PARK PARENT TEACHER ORGANIZATION

The mission of the Highland Park Middle School Parent Teacher Organization is to support the school in meeting the educational needs of every child attending Highland Park. The PTO's purpose is to promote communication and understanding among students, parents, the school and the broader community. Our activities include school volunteering, fundraising for projects and teacher/staff grants that are not currently provided by the school district. PTO helps community building among Highland Park families, students, and staff. Parents are encouraged to get involved! The PTO helps makes Highland Park a better place for kids! Whether in the library, in the lunchroom, helping with the fundraisers, contributing to staff appreciation or chaperoning for a field trip, social or dance, everyone is welcomed and encouraged to be involved!

VOLUNTEERS

Volunteers are role models for students and help maintain a safe learning environment. At Highland Park volunteers are needed, welcomed, and valued by teachers, staff and students. Volunteering is a great way to become better acquainted with the school and understand the entire middle school experience.

To protect the safety and welfare of our children, the Beaverton School District conducts background checks on all volunteers. Volunteers will need to complete a one page form available online at <https://www.beaverton.k12.or.us/departments/communications-community-involvement/volunteer>.

In addition, there are Frequently Asked Questions (FAQs) on this webpage that may answer some of your questions about the process. You may also come into the school office and use one of the computers to complete this very brief online application. The confidential background checks will be conducted by the District's Public Safety Office at no charge to the volunteer. Once completed, your name and phone number will appear on an approved volunteer list available to appropriate staff and volunteer coordinators. No other information will be included on the list. If you have any questions, please contact the school office, or the District's Public Safety Office, 503-591-1911.

VISITORS

Parents are always encouraged to visit Highland Park to volunteer. Volunteer opportunities that are in the classroom need to be pre-arranged with a specific teacher. We have many volunteer opportunities available. All visitors must check in the main office first to receive permission and a nametag. **If a staff member asks for certain identification from a visitor, remember they are trying to ensure safety for students at Highland Park.**

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

**BEAVERTON SCHOOL DISTRICT
CONSISTENT DISCIPLINE AGREEMENT**

Highland Park Middle School

I We have read, discussed and understand the following:

- Students must attend school regularly.
- Students will follow the District, school and classroom expectations. I understand I am responsible for following expectations in the District Consistent Discipline Handbook.
- Students will act in a safe and healthy manner in school environments.
- Students will respect the rights and needs of others.
- Students will treat all property with respect.
- Students will come to school ready to learn and take responsibility for learning.
- Students will resolve conflict in a positive way.

My signature below signifies that I have read and discussed the Beaverton School District Consistent Discipline Handbook.

Student Signature: _____

Parent/Guardian Signature: _____ Date: _____

Please have your student return this form to their Homeroom teacher.

- * **Please take special note of the dress code and cell phone/electronics sections of this handbook**

MY Commitment to Success

Highland Park Middle School



As a Highland Park student, it is my responsibility to:

- Be kind and fair to every person in this school
- Be ethical, honest, and maintain personal integrity
- Respect others and their belongings
- Be willing to do my personal best in all academic areas
- Know and model school and classroom expectations
- Follow school rules around dress code and electronics
- Be on time to class with appropriate materials
- Follow all safety procedures
- Allow all students their right to learn
- Allow the teacher the right to teach
- Treat school property with respect

I am making a commitment to being an active participant in my success as well as a contributing member of the Highland Park community.

Student signature

Date