



# Highland Park Middle School Handbook

## 2023-24

*Largely Adapted from the Beaverton School District [Student Family Handbook](#)*

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# Welcome Message from Mrs. Krumm

Dear Highland Park Students and Families,

I am so excited to welcome you to the 2023-2024 school year! We are proud of our Highland Park community and excited to support our scholars on their academic and personal journey to “Belong. Believe. Achieve.”

I am honored to start my second year as principal of Highland Park. We are a diverse community who cares about each other and our future successes. We are committed to ensuring students *Belong* within our community and our world, *Believe* in their ability to do great things, and helping them *Achieve* their short and long term goals.

We look forward to partnering with our Highland Park families. We understand that family members are children’s first teachers and that learning happens at school AND in the every day moments you share. Here are some ways we can partner with each other during these critical middle school years:

- Talk to your child about their experiences during the day:
  - What was the best (funniest, most surprising) thing that happened to you today?
  - What was the most interesting thing you learned today?
  - How does your homework schedule look this week?
  - What was the kindest thing you did this week?
- Read the *Highland Highlights Newsletter* every week (I try to keep it short and sweet!) to stay up-to-date. It will be delivered via Parent Square and also on the [home page of our website](#).
- Track assignments and teacher feedback in [Canvas](#), the platform where teachers post assignments, resources, and feedback.
- Encourage your child to join a club and/or after school activity (these typically start in October)
- Communicate with teachers if you have questions about your child’s progress. Typically, email or Parent Square is the most effective way to communicate.
- Volunteer at Highland Park! We appreciate your time and would love to have you share your talents with us. Click [here](#) to complete the background check in our Volunteer Management System. If you have signed up at a different school, you will need to add HP to your profile.
- Join our HPMS PTO! We have a very welcoming and supportive PTO and we would love to have your participation and input.

On behalf of the entire Highland Park staff, we are looking forward to year of Belonging, Believing, and Achieving. I look forward to partnering with you during this critical, curious, chaotic, and ever changing chapter of your child’s life!

Welcome to the pack, Huskies!

Lori Krumm  
Principal

# 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, largely adapted from the Beaverton School District [Student & Family Handbook](#). 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.

## General Information:

Address: Highland Park Middle School  
7000 SW Wilson Ave.  
Beaverton, OR 97008

Phone Number: 503-356-2620 (Main Office)  
Attendance Line: 503-356-2621  
Fax Number: 503-356-2625  
Email: [firstname\\_lastname@beaverton.k12.or.us](mailto:firstname_lastname@beaverton.k12.or.us)  
Example: [Lori\\_Krumm@beaverton.k12.or.us](mailto:Lori_Krumm@beaverton.k12.or.us)  
HPMS Website: <https://highlandpark.beaverton.k12.or.us/>

## Administration:

Principal: Mrs. Lori Krumm  
Assistant Principal: Ms. Sho Shigeoka  
Student Manager: Mrs. Mikaela Vanderperren

## HPMS Staff Directory:

<https://highlandpark.beaverton.k12.or.us/connect/staff-directory>

# Communication Between School and Home

## ParentVUE

[ParentVUE](#) is a web portal the Beaverton School District uses to give you an opportunity to access near real-time information about your student's attendance, class schedule, class websites, gradebook, report cards and more. ParentVUE is also used to update your student's enrollment information. We *highly* encourage you to sign up to access ParentVUE. If you need help, please reach out to our front office.

## Telephone, Messages, Deliveries, and Pick-Up of Students

Some important points to remember when calling the school (503-356-2620) during the day:

- 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.
  - If you need to get a hold of your child's teachers, the best way to reach them is via email: [firstname\\_lastname@beaverton.k12.or.us](mailto:firstname_lastname@beaverton.k12.or.us)
- Refrain from texting or calling your student on their cell phone during the school day as we have an "off and away" cell phone policy where students are not allowed to use their cell phone during the school day.
- The phones in the main office are for school business and can be used by students in an emergency.
- When delivering an item to your student:
  - Always deliver the item in the main office, with the child's name on the item.
  - Make sure your student is aware that you are delivering it and s/he can pick it up in the main office.
  - Deliveries for students from courier services, restaurants (including Door Dash and Uber Eats), florists will not be accepted.
- 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 and Schedule

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.

[Advisory Bell Schedule](#) (Monday & Tuesday)

[Regular Bell Schedule](#) (Wednesday, Thursday, Friday)

[2 Hour Delay Bell Schedule](#) (As needed and announced by the district office via Parent Square/Social Media)

Our school opens to students at 8:55 a.m. at which time students are permitted to enter the building. There is no supervision prior to this time. All supervision ends 10 minutes after classes dismiss 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. Parents/Guardians are not allowed past the main office without permission. This is for the safety of all of our students and staff.

Teacher contract hours are 8:10 a.m. to 4:10 p.m. Please email your teachers ([firstname\\_lastname@beaverton.k12.or.us](mailto:firstname_lastname@beaverton.k12.or.us)) if you need to get a hold of them. We ask that you not call the teachers during the school day.

## 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 Media Center has computers available for research or media projects. Students must have a pass from their teachers to access the Media Center during the school day, unless it is during lunch.

Students check out their textbooks and Chromebook from the Media Center in September. Loaner Chromebooks are not available. 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 families, 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 and autonomous learning of high school.

Highland is divided into three (3) halls. A Hall/Red Hall houses our 8<sup>th</sup> graders, B Hall/Green Hall our 7<sup>th</sup> graders, and C Hall/Blue Hall our 6<sup>th</sup> graders. This allows a large school to feel a little smaller to the middle school student.

During the school day, a student will have five (5) core periods in which instruction is given in Math, Science, Language Arts, Social Studies, and PE/Health. Each student also has three additional class periods each semester. An elective class is attended daily and consists of Band, Choir, Spanish, Drama, Technology, and/or Art, and other classes for those eligible.

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. If students need to be excused from P.E. for medical reasons, they must have a doctor's statement.

**Health:** Over the course of the school year, students will take six-weeks of health. The health curriculum can be found on the district [website](#). Parents and guardians are a child's first and most influential teachers. As such, can choose to opt their students out of portions of the Health

Curriculum. More information about opting out can be found [here](#) on our district website.

**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.

### 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](#) that is built on the following ideas:

- All classroom instruction and assessments aligned to [BSD learning targets](#)
- Multiple opportunities are provided for students to demonstrate growth and learning
- Formative assessment practices provide feedback focused on student growth and support improved instruction
- Consistent scoring guides/rubrics determine a student's level of learning and indicate what a student must do to improve
- Regular reporting of progress on each learning target occurs
- Academics and behaviors reported separately
- The highest value is placed on teacher judgment and expertise

Teachers will use a scoring guide/rubric 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 obtained through your student's teacher.

Example: A 7<sup>th</sup> 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 6<sup>th</sup> Week Progress Report may look something like this:

7 <sup>th</sup> 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. To understand how a teacher determines a student's proficiency level and a grade in different languages, please refer to this [BSD Grading Process](#).

**Summary Judgment to Letter Grade Conversion Criteria:**

Grade	Proficiency Scale	What This Means...
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. The 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 a course to be successful moving forward. While a student receiving a "D" may move to the next course, this student will lack prerequisite learning, and interventions may be necessary.
I/N	1.01 - 1.6 1.0	An "I/N" letter grade communicates that a student has not yet mastered enough academic learning or does not have sufficient evidence of learning in a course. The student would have earned most or all Developing Proficiency (1-2) on the



	Summary Judgments for this course.
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Note: When the average of the Summary Judgments fall on a cut-off scores (1.6, 2.0, 2.7, or 3.4), the higher letter grade will be recommended.

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:

### 7<sup>th</sup> 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	Communications
October 27, 2023	Centrally generated Progress Reports with Summary Judgments on each Learning Targets addressed and Special Education Progress Notes, indicating current progress, based on data recorded by October 26, 2023.
January 25, 2024	Centrally generated Progress Reports with Summary Judgments on each Learning Targets addressed, Letter Grades and Special Education Progress Notes, indicating current progress of Semester 1, based on data recorded by January 24, 2024.
April 8, 2024	Centrally generated Progress Reports with Summary Judgments on each Learning Targets addressed and Special Education Progress Notes, indicating current progress, based on data recorded by April 7, 2024.
June 13, 2024	Centrally generated Progress Reports with Summary Judgments on each Learning Targets addressed, Letter Grades and Special Education Progress Notes, indicating current progress of Semester 1, based on data recorded by

June 12, 2024.
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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.

## 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. The link to access the handbook is:

<https://www.beaverton.k12.or.us/about-us/bsd-student-family-handbook>

If you do not have access to a computer and would like a copy of the 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 Code

Beaverton School District Dress Code - From the Student Family Handbook:

Dress and grooming are primary responsibilities of students and parents/guardians. However, students may be directed to change dress or grooming if it interferes with the learning process or school climate, is unclean, or threatens the health or safety of the student or others. Clothing, jewelry, or wording/graphics on clothing or on the person (e.g., tattoos) that is sexually suggestive, drug or alcohol-related, vulgar, depicts violence, insulting, gang membership related, or ridicules a particular person or group may be prohibited.

Dress and grooming shall be in keeping with health, sanitary and safety practices.

1. When a student is participating in school activities, his/her dress and grooming shall not or constitute a health threat to the individual or other students.
2. Dress and grooming standards may be established by school authorities as a requirement for participation in the school activity program.
3. Students shall not wear clothing, jewelry, emblems, badges, signs, tattoos or other symbols that are evidence of membership or affiliation in any gang.

## 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-alikes, and **any** item used dangerously).
- Lighters, matches, firecrackers or fireworks, “Snap-Its/Poppers” or any type of 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, including electronic devices (such as vape pens).
- 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 type of fragrance (spray or aerosol)
- Any other item(s) deemed inappropriate for school.

These items may result in discipline consequences.

## Cell Phones and Other Electronic Devices

Cell phones and other electronic devices, such as tablets and gaming systems, need to be “off and away” and stored in the student’s locker, unless the device is needed for medical management. Cell phones are permitted during lunch. If a cell phone/electronic device is confiscated by a staff member, it will be turned into the office.

- On the first offense, the policy is reviewed with the student and the phone will be placed in the locker.
- On the second offense, the phone will be taken to the office where the student can pick it up at the end of the day.
- On the third/fourth, a parent/guardian is called to support us in the adherence of the policy, and the student can pick up the phone at the end of the day.

- After the fourth offense, the parent or guardian will be required to pick up the phone/device at their convenience, and a plan of action to support the student will be created.

**HPMS is not responsible for lost or stolen items.**

## Attendance Policies and Procedures

It is critical that your student is in his/her classes. Our school day is from 9:15 a.m. to 3:50 p.m., Monday through Friday.

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

- Send a note for your student to give to the Attendance Secretary to obtain a re-admit slip on his/her return to school. The note should include the student'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:

- Student's illness
- Illness or death of a family member
- Emergencies
- Appointments

UNEXCUSED ABSENCES are those for which:

- Students do not have permission from the parent/guardian, teacher or an administrator to miss school or class.
- Students will be assigned consequences for unexcused absences.

PREARRANGED ABSENCES are those due to:

Appointments during school day:

- Students should bring a note to show his/her teacher with the time of departure. Teacher will release the student to meet the parent in the 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.
- Students should sign in at the office when returning to school on the same day. Parents are not required to accompany their student to the 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.

## Inclement Weather Information

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.

Decisions about school closure or delayed start will typically be communicated to media outlets and posted on the district website, via ParentSquare and via social media by 5:30 a.m.

We encourage families to make transportation and attendance decisions for their children based on their own assessment of travel conditions at their locations.

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 Route:	2 hours later than usual

Sometimes changes in weather conditions cause schools to release students early. Parents are asked to check media outlets, the district website, social media, and ParentSquare 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, Parent Square, 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, s/he 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 between 8:30 - 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. To find out about the “walk zone,” please go to this [WEBSITE](#). If a student wishes to go to any other destination after school, 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 note from the parent/guardian 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 can be directed to [BSD Transportation FAQ](#) or 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. The skateboard or scooter will then be stored on the provided storage rack near the front office. Students must provide their own lock. 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.

### Arrival/Departure Map

Please select “Highland Park Middle School” on this [SITE](#) and view the safe procedures for all modes of travel during arrival/departure time.

## 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, school-sponsored events. 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, Chromebook, charger, locks, and materials in good condition, or a fine will be assessed. No student will be denied an education because of his/her inability to pay supplementary fees. No student, however, is exempt from charges for lost or damaged books, locks, materials, supplies and equipment. Refer to [BSD Board Policy JN](#) for further information about fines and fees.

## Counseling & Social Worker

Counselors are available to help parents with their student's academic concerns. A student may meet with his/her counselor during the school day by making an appointment, although it is highly encouraged that students meet with their counselors during lunch to minimize disruption to the learning process. Parents may also work with their student's counselor to arrange to meet with their teachers to address academic issues.

Merilee Carey	Last name beginning with A - K
Anna Phou	Last name beginning with L - Z

Student schedule has been built based on what students are required to take in terms of course completion, Special Education SDI (Specially Designed Instruction) minutes, and/or English Language Development (ELD) program delivery model. Elective courses have been placed based on student choice, provided at the time of course selection. The student course selection process, which took place in spring of 2023, has informed Highland's staffing decisions for the 2023-24 school year.

Schedule changes will only be made during the first 5 days of each semester for students who meet the following criteria:

- Being placed in the wrong level of class in math and/or Spanish.
- Changes made to one's IEP (Individualized Educational Plan) as per IDEA (Individuals with Disabilities Education Act).
- Changes made to one's English Language Learner (ELL) profile.
- Being placed into a math intervention class at the start of the second semester based on academic performance from the first semester.

Schedules will not be changed for teacher and/or friend preferences. If students meet the above criteria or have extenuating circumstances that significantly interfere with their learning, their

parents/guardians can speak to their students' counselor or administrator, who will provide more information on the process.

Social work is also available to help parents with their student's social/emotional and mental health concerns. Our social worker also supports families to be connected to outside community support resources, such as mental health, counseling, food/shelter, etc. Our social worker is Lilly Cano.

Additionally, HPMS has a part time Substance Use Specialist (SUS) to support you on substance use and abuse. Counselors, social workers, and SUS are part of the Behavioral Health & Wellness Team at HPMS and work together to support students and families to develop coping skills in the areas of academics, social/emotional issues, mental health issues, and substance use challenges.

## Health, Mental Health, and 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, or [Too Sick for School](#), the child should remain at home. Please refer to the Too Sick for School guidelines found on the following website:

<https://www.beaverton.k12.or.us/departments/teaching-learning/student-services/school-nursing/too-sick-for-school>

### 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.

### Outside Mental Health Service Providers

As per District policy, no outside mental health service providers may provide services to a student on a school site during the school day, including Zoom meetings. The same policy applies to academic services (i.e. tutoring).

## Student Guest

Non-HPMS students are not allowed to attend/visit Highland Park during the school day.

## Withdrawal of Students

If you are planning to transfer your student from Highland Park to another school, please inform the Registrar at least one day before your student's last day. This enables your student to check out with teachers, turn in books and Chromebook, 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.

## School Supply List

Here is a suggested [School supply list](#). We understand that school supplies can be expensive. If you need support acquiring supplies, please work with your child's counselor.

In addition to what is listed above, all students must have the following:

**PE Clothes** – Students need athletic shoes appropriate for PE (no black soles). They can store their shoes in their locker.

**Chromebook** – Highland Park provides a Chromebook and a charger to each student for educational purposes only. BSD provides Damage and Loss Protection Coverage for a fee of \$20, or maximum fee of \$60 per family, per school year. This program protects families in situations where the student's device is damaged, lost or stolen. The \$20 fee to participate in the program is waived for families who qualify for the free or reduced meal benefits program and have completed the [Permission to Share portion of the Meal Benefits Application](#).

Students using BSD district-owned devices may choose to decline the "Damage and Loss Protection Program". However, this is not recommended because the family is assuming full responsibility for any costs due to damage, loss or theft. These costs can be \$450 or more per incident, depending on the current prices from vendors. For more information about [Student Device Resources](#), please visit the following website:

<https://www.beaverton.k12.or.us/departments/teaching-learning/future-ready/chromebook-resources>

## Lockers

All students will be required and assigned a locker for storage of items needed at school. Students must store their cell phones in their lockers during the day, unless instructed by their teachers to use their phone for instructional purposes. Students are responsible for damages to their locker and lock. Each student will have their own locker. 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. **The school is not responsible for lost or stolen items.**
- Do not change lockers without 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 on lockers.

## 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 8:55 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/menus>

### Meal Prices

For 2023-2024 meal price information, please check the Beaverton School District website at: <https://www.beaverton.k12.or.us/departments/nutrition-services/meal-pricing> or call 503-356-3955.

### Free & Reduced Price Meal Benefits

If a family is experiencing financial need, parents may complete one application for free and reduced meal benefits for all students in their family. For more information, please visit:

<https://www.beaverton.k12.or.us/departments/nutrition-services/meal-benefits>

A paper copy is available in the main office. The application process and each student's meal benefit status are completely confidential. Families may apply for meal benefits any time throughout the school year, however a new application must be completed for each school year. Call 503-356-3957 or email [NS-MealBenefits@beaverton.k12.or.us](mailto:NS-MealBenefits@beaverton.k12.or.us) if you have questions or need additional assistance.

### Student Meal Accounts

Meal accounts can be accessed using the student's individual student number. The meal account is a debit account, so parents need to deposit money into their student's account by any of the following methods:

- Sending cash or a check made out to "BSD-Nutrition Services." When making a payment, please indicate your student's first and last name along with his/her student ID number, on the memo line of the check. 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 main office by the entrance of Red/A hall that you may also use for deposits, however, it's possible the payments may not be applied in time for use by the next meal service.

- Making payments online at the SchoolCafé website. **SchoolCafé** is an on-line payment system that is linked to your student's cafeteria. Parents can register for a free **SchoolCafe** account on the [SchoolCafe](#) website. You will need to have your student's 6-digit district ID to do so, which you can get by contacting the school. Payments made are usually credited to a student's account within 2 hours, but may take up to 24 hours, so it's best to make payments at least one day in advance.

### 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 be shared with others as they 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 generally held at the end of the school day.

### Fundraisers and Donations

Throughout the year, Highland Park PTO participates in a few fundraising opportunities. Funds may be used to supplement classroom supplies and student activities. Donations are always welcome 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 (THPRD). 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, volleyball, and cross country. Program and fee information are available in the school office, through your local Parks & Recreation site, and [THPRD website](#). For more information call:

Sports Leagues:	503-629-6330
After School Sports:	503-629-6340

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

Southridge High School:	503-356-2890
Mountainside High School:	503-356-3500

## Chromebooks

All Highland Park students have the opportunity to check out a district-owned Chromebook for use at school and at home.

BSD provides Damage and Loss Protection Coverage for a fee of \$20, or maximum fee of \$60 per family, per school year. This program protects families in situations where the student's device is damaged, lost or stolen. The \$20 fee to participate in the program is waived for those families who qualify for the free or reduced meal benefits program and have completed the [Permission to Share portion of the Meal Benefits Application](#).

Students using BSD district-owned devices may choose to decline the "Damage and Loss Protection Program". However, this is not recommended because the family is assuming full responsibility for any costs due to damage, loss or theft. These costs can be \$450 or more per incident, depending on the current prices from vendors.

The enrollment period for Damage Loss Protection Program coverage is no later than 60 days after the student begins school or has been issued a district-owned device. Fee payment is required prior to any damage or loss claims.

Families indicate whether the student will be using a district device as well as whether they're choosing to have coverage from the Damage and Loss Protection Program during the Online Verification process that they are required to complete in ParentVue each fall.

For more information about [student device resources](#) including, but not limited to: Chromebooks, responsible use of technology in school, internet safety, and damage and loss protection plan, please visit the following website:

<https://www.beaverton.k12.or.us/departments/teaching-learning/future-ready/chromebook-resources>

## Highland Park Parent Teacher Organization (PTO)

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 make 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. For more information, please visit the following website: <https://hpmspto.weebly.com/>

## HMPS Helping Hands: Clothes Closet

Helping Hands, our school's food pantry and clothes closet, is a resource available to all HP students and families. Started a couple years ago by Student Leadership, we have helped provide clothes, food, toiletries, etc. to over 70 HP students and families. To request items, please fill out the Google

Forms below. There is one link for food, toiletries, and other personal items. The other link is specifically for clothing (please fill out one per family member). After requesting items, you can either come to the school to pick up the items or request delivery from one of our amazing volunteers.

[Link for food & toiletries](#)

[Link for clothing](#)

For more information, please visit the following website:

<https://highlandpark.beaverton.k12.or.us/connect/highland-park-helping-hands>

## 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.

All [volunteers](#) need to first complete an application and background check to create a profile in the district-wide Volunteer Management System. Once a profile is created, volunteers will be able to update personal information, view and sign-up for open volunteer needs, and communicate directly with the school Volunteer Coordinator. For more information about volunteering for HPMS/BSD, please visit the following website:

<https://www.beaverton.k12.or.us/departments/communications-community-involvement/volunteer>

## Visitors

Highland Park encourages and welcomes parents and community members to visit the schools throughout the school year. Such visitations should be arranged and permitted within considerations for the requirements of the educational program and the orderly operation of the school and classrooms. Visitors are individuals whose participation is not ongoing or frequent. Examples include those who come to school for a special event or performance or a grandparent who is in town who wishes to have lunch with their grandchild in the cafeteria. In these instances, a volunteer application and background check is not required.

## My Commitment to Success

<p><b>A Husky demonstrates ACCOUNTABILITY:</b></p> <p>★ Follow all schoolwide expectations</p>	<p><b>A Husky BELONGS:</b></p> <p>★ Be kind and fair to every person in this school.</p>	<p><b>A Husky demonstrates GROWTH:</b></p> <p>★ Do my best!</p>
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## Standard Response Protocol

Creating a safer school climate for our students is our top priority. A critical factor in creating a safer environment is classroom response to an incident at school. In partnership with first responders, we plan and train for weather events, fire, accidents, intruders and other threats. BSD has implemented the Standard Response Protocol (SRP), and HPMS students and staff regularly participate in a drill to follow the protocol. For more information about BSD SRP and what you need to know and do in case of an emergency, please visit the following website:

<https://www.beaverton.k12.or.us/departments/public-safety/emergency-protocol>

The following is the visual/poster used at HPMS to train our students and staff on SRP:

# 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