



Highland Park Middle School Handbook

2025-26

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

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Welcome Message from Mrs. Guidoux

Dear Highland Park Students and Families,

I am so excited to welcome you to the 2025-2026 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 everyday 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 *Husky Family Newsletter* every other week (I try to keep it short and sweet!) to stay up-to-date. It will be delivered via Parent Square.
- 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 a 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!

Kirati Guidoux

Principal

Introduction

The information contained in this handbook is intended to inform parents and students about 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 believe it is essential for the school and home to work together to promote learning and social growth. It is our hope this handbook provides 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

Example: Kirsti_Guidoux@beaverton.k12.or.us

HPMS Website: <https://highlandpark.beaverton.k12.or.us/>

Administration

Principal: Mrs. Kirsti Guidoux

Assistant Principal: Mrs. Mikaela Vanderperren

Student Manager: Mr. Jeff Corso

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

Communication Between School and Home

ParentVUE

ParentVUE is a web portal used by the Beaverton School District that gives you access to near real-time information about your student's attendance, class schedule, teacher websites, gradebook, report cards, and more. It's also used to update enrollment information. We highly encourage families to sign up. If you need assistance, please contact our front office.

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

Please keep the following in mind when calling the school at **503-356-2620**:

- Students will **not be excused from class to take phone calls**, but **urgent messages (e.g., family emergencies)** will be delivered promptly.
- **Routine messages** are discouraged during the school day, as they disrupt the learning environment.
- The **best way to contact a teacher** is via email:
`firstname_lastname@beaverton.k12.or.us`.
- **Do not call or text your student** during the school day due to our “**Off and Away**” cell phone policy.
- Students may use the **main office phone** for emergencies.


Deliveries for Students


If delivering an item to your student:


- Bring it to the main office, clearly labeled with the student’s name.
 - Let your student know to pick it up from the office.
 - Courier services, restaurant deliveries (DoorDash, Uber Eats), and florists will not be accepted.
-

School Day and Schedule

Halls Open:	9:25 a.m.
Classes Begin:	9:40 a.m.
Classes End:	4:15 p.m.
Buses Depart:	4:25 p.m.
Halls Close:	4:20 p.m.

 **Regular Bell and 2-Hour Delay Bell Schedules** will be shared as needed via **ParentSquare** and district social media:

<div>  Highland Park Middle School Regular Bell Schedule 2025 - 2026 </div>		
6th Grade	7th Grade	8th Grade
Period 1A/1B 9:40 - 11:08	Period 1A/1B 9:40 - 11:08	Elective 1AB 9:40 - 10:22
Lunch 11:08 - 11:38	Elective 3AB 11:12 - 11:54	Elective 2AB 10:26 - 11:08
Period 3A/3B 11:43 - 1:11	Lunch 11:54 - 12:24	Period 3A/3B 11:12 - 12:40
Elective 5AB 1:15 - 1:57	Elective 4AB 12:29 - 1:11	Lunch 12:40 - 1:10
Elective 6AB 2:01 - 2:43	Period 5A/5B 1:15 - 2:43	Period 5A/5B 1:15 - 2:43
Period 7A/7B 2:47 - 4:15	Period 7A/7B 2:47 - 4:15	Period 7A/7B 2:47 - 4:15

<div>  Highland Park Middle School 2-Hour Delay Bell Schedule 2025 - 2026 </div>		
6th Grade	7th Grade	8th Grade
Period 1A/1B 11:40 - 12:38	Period 1A/1B 11:40 - 12:38	Elective 1AB 11:40 - 12:09
Lunch 12:38 - 1:08	Elective 3AB 12:42 - 1:09	Elective 2AB 12:13 - 12:38
Period 3A/3B 1:12 - 2:10	Lunch 1:09 - 1:39	Period 3A/3B 12:42 - 1:40
Elective 5AB 2:14 - 2:41	Elective 4AB 12:43 - 2:10	Lunch 1:40 - 2:10
Elective 6AB 2:45 - 3:12	Period 5A/5B 2:14 - 3:12	Period 5A/5B 2:14 - 3:12
Period 7A/7B 3:16 - 4:15	Period 7A/7B 3:16 - 4:15	Period 7A/7B 3:16 - 4:15

Student Supervision & Building Access

Our school opens to students at **9:25 a.m.** There is **no supervision before this time.**

Supervision ends **10 minutes after school dismissal (4:25 p.m.)**. Staff supervise parent pick-up and bus departure until this time. Students are expected to **leave campus by 4:25 p.m.**, unless they are participating in a school-sponsored after-school activity.

Parent & Visitor Access

All parents and visitors **must check in at the front office.**

Parents/guardians are **not permitted past the main office without permission** — this is to ensure the safety of all students and staff.



Teacher Contact

Teacher contract hours are **8:25 a.m. – 4:25 p.m.**

If you need to contact a teacher, please email them at:

 firstname_lastname@beaverton.k12.or.us

We ask that you **do not call teachers during the school day**, as this disrupts instruction.



Media Center (Library)

The library is open from **9:25 a.m. to 4:20 p.m., Monday through Friday**. It offers a wide print collection for student use. Students must have a **pass from a teacher** to visit the library during class time (no pass is needed during lunch).

Students check out textbooks and Chromebooks from the library in **late August or early September**. Loaner Chromebooks are **not available**. Students and families are financially responsible for **any lost or damaged books**. Please discuss the importance of caring for school materials with your child.



Academic Expectations

Highland Park provides a program tailored to meet the **academic and developmental needs** of middle school students. The school structure supports a transition from elementary to high school by offering both **core and elective courses**.

Hall Assignments by Grade:

- **A Hall / Red Hall** – 8th Grade
- **B Hall / Green Hall** – 7th Grade
- **C Hall / Blue Hall** – 6th Grade

Each student takes **five core classes**:

- Math
- Science
- Language Arts
- Social Studies
- PE/Health

Students also take **two elective classes** per semester, which may include:
Band, Choir, Spanish, Drama, Technology, Art, and more (based on availability and eligibility).

Instruction & Assessment

Teachers assess learning **before, during, and after instruction**. Instructional decisions are made both individually and collaboratively as teaching teams. Parents may notice **differences in teaching styles, communication methods, and grading practices** from one class to another. These variations reflect our commitment to meeting the unique needs of students while maintaining consistent academic standards.

Highland Park, along with all Beaverton School District middle schools, focuses instruction and assessment around the following core practices:

- **Learning Targets**
- **Formative Assessment**
- **Summative Judgments**
- **Collaboration**

To support all students in demonstrating growth and understanding, **grades are based on student knowledge and in-class performance**. This may include:

- Daily work
- Presentations
- Projects
- Tests

Academic Standing & Participation

Participation in after-school activities and extended learning opportunities depends on students being in good academic standing.

Students who are not meeting standards or are not completing assignments may **forfeit the privilege of attending field trips or other enrichment opportunities**.

Physical Education & Health

Physical Education: Participation is required. Students who need to be excused for medical reasons must provide a **doctor's note**.

Health: Students receive **six weeks of health instruction** during the year. The curriculum is available on the BSD website.

Parents may **opt their child out** of portions of the curriculum by submitting the appropriate forms.

Assignments, Homework & Planners

Each teacher or team sets their own **homework policy**, which will be shared in class and posted on Canvas. Parents are encouraged to:

- Check the student's planner regularly
- Provide a quiet time and space for studying
- Ask to see assignments and materials

Student Planners: All students receive a daily planner and are expected to write down their assignments each day.

Teaching, Learning & Reporting Student Achievement

Highland Park and the Beaverton School District follow a **standards-based grading system**, which is designed to:

- Align instruction and assessments to BSD learning targets
- Provide multiple opportunities for students to demonstrate learning
- Use **formative assessments** for growth and feedback
- Separate academic achievement from behavior reporting
- Use rubrics/scoring guides to clearly define levels of understanding

Students are evaluated using rubrics aligned to the 1–4 scale based on these learning goals. Rubrics are available from your student's teacher.

Proficiency Scale:

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

Example: A 7th Grade Math teacher may cover these targets:

- Solve problems with four operations
- Create and manipulate algebraic expressions

- Write and solve inequalities

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 overall assessments will then be **converted into a letter grade** using the following scale:



To better understand how a teacher determines a student's proficiency level and letter grade—in **English or other languages**—please refer to the [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.

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:

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	Communications
October 30, 2025	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 29, 2025.
January 27, 2026	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 23, 2026.
April 6, 2026	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 3, 2026.
June 12, 2026	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 11, 2026.

Student Conduct, Discipline, and Dress

In addition to the policies and practices specific to Highland Park Middle School outlined in this handbook, our school also follows the **Beaverton School District (BSD)** policies as described in the *BSD Student & Family Handbook*. Please read both handbooks carefully to understand expectations and responsibilities.

 **To access the BSD Handbook online:**
<https://www.beaverton.k12.or.us/about-us/bds-student-family-handbook>

 If you do not have access to a computer, you may request a **printed copy** from the school's main office.

General Student Expectations

All students are expected to be responsible, respectful, and ready to learn. At Highland Park, students should:

- Dress appropriately for school.
- Bring their binder and all needed materials to class.
- Arrive on time and be ready to participate.
- Use class time wisely and stay focused on learning.
- Show respect and courtesy to others at all times.
- Use appropriate language.
- Respect personal and school property.
- Follow teacher instructions and classroom expectations.
- Know and follow all school and district rules.

When these expectations are followed, students help create a school environment where everyone feels safe, included, and ready to learn.

Dress Code

Highland Park follows the Beaverton School District Dress Code as outlined in the district's handbook. Below are the key guidelines:

- **Students and families are primarily responsible for dress and grooming decisions.**
- **Students may be asked to change if their clothing or appearance:**
 - Disrupts learning or the school environment
 - Is unclean or presents a health or safety concern
 - Displays inappropriate or unsafe content
- **Clothing, accessories, or tattoos may not include:**
 - Sexual content or innuendo
 - References to drugs, alcohol, or tobacco
 - Vulgar, violent, or threatening images or language
 - Hate speech or discriminatory messages
 - Gang-related symbols or identifiers

Additional dress guidelines may apply to certain school events or activities.

Prohibited Items at School

To keep our school safe, the following items are **not allowed** on campus:

- 🚫 Laser pointers, water guns, balloons, or similar water-related items
- 🚫 Weapons of any kind (including pocket knives, look-alike weapons, or dangerous items)
- 🚫 Lighters, matches, fireworks, "Snap-Its/Poppers," or other explosives
- 🚫 Tobacco products, vape pens, or e-cigarettes
- 🚫 Pornographic or explicit materials
- 🚫 Fragrance sprays or aerosols (due to allergy or other medical concerns)
- 🚫 Medication that is not checked in with the school office and accompanied by a signed medication authorization form
- 🚫 Any item deemed unsafe or disruptive by school staff

⚠️ **Possession of prohibited items may result in disciplinary consequences.**

Cell Phones and Other Electronic Devices

At Highland Park Middle School, we strive to maintain a focused, respectful learning environment. To reduce distractions and protect student privacy and safety, we follow the "Off and Away" policy for personal devices.

Devices Covered: Cell phones, smartwatches, earbuds, tablets, gaming systems, and other personal electronics.

Policy: "Off and Away"

Devices must be turned off and stored in the student's locker from arrival until the end of the school day. Cell phones may not be used during lunch. Exceptions are made only for medically required devices approved by the school.

If a Device Is Confiscated:

- **First Offense:** Device is taken to the front office. The student may pick it up after school.
- **Second Offense:** A parent/guardian is contacted for support, and the parent/guardian will need to retrieve the device from the front office.
- **Third Offense and Beyond:** The student and parent/guardian will meet with administrators to develop a plan of action to support the student (or the electronic device will not be allowed at school and further consequences may be imposed.)

 **Highland Park Middle School is not responsible for lost, stolen, or damaged electronic devices.**

Attendance Policies and Procedures

Regular attendance is essential for student learning. Our school day runs from **9:40 a.m. to 4:15 p.m., Monday through Friday.**

Reporting an Absence: If your child is ill or there is an emergency, call the **Attendance Line at 503-356-2621 by 9:15 a.m.** on the day of the absence. If a call is not made, send a written note when your student returns. The note should include the student's full name, dates and reason for absence, your full name, and a daytime contact number. Students must give the note to the **Attendance Secretary** to receive a re-admit slip.

Excused Absences: Illness, illness or death of a family member, emergencies, and medical appointments.

Unexcused Absences: Absences not authorized by a parent/guardian or the school. Consequences may be assigned.

Prearranged Absences:

- **Appointments:** Send a note with the departure time to show the teacher. Students must be signed out in the front office. Upon returning the same day, students must sign back in at the office.
- **Family Trips or Extended Absences:** Notify teachers and the Attendance Secretary in advance. Students are responsible for gathering and completing missed work. **Note: Family vacations are considered unexcused.**

Make-Up Work: Students can find missing assignments on teachers' **Canvas pages**. Homework requests are accepted after **two or more consecutive days** of absence. Please call the Attendance Secretary to request homework and allow **24 hours** for collection. Students are expected to complete all missed work; the time allowed to complete it is equal to the number of days absent. Missing work may impact a teacher's ability to assess student learning.

Inclement Weather Information

In the event of hazardous weather, the Superintendent may declare a **delayed opening** or **school closure**. A delayed opening typically means school will begin **two hours later** than usual.

Communication: Closure or delay decisions are announced by **5:30 a.m.** via local media, the **Beaverton School District website**, **ParentSquare**, and social media.

Delayed Start Schedule:

- **First Class:** Begins at **11:40 a.m.**
- **Morning Bus Routes:** Pick-up is **2 hours later** than normal.

Early Dismissal:

In rare cases, worsening weather may require early dismissal. The Superintendent sets the release time, based on both weather and **bus availability**. The district only has enough buses to transport a quarter of its students at a time. Dismissal times may shift based on road conditions and transportation delays.

Important Notes for Families:

- Stay tuned to **media**, **ParentSquare**, and the **district website** for real-time updates.

- Phone lines may be busy during early dismissals; please be patient.
- Bring **photo ID** when picking up your child early.
- **Plan ahead:** Talk to your student about what to do if you're delayed or unable to pick them up due to road conditions.

Emergency Information Forms:

All families must complete an emergency information form to inform the school of your preferences during unexpected early dismissals.

Transportation

Bicycles:

Students riding bikes must park them immediately in the front bike rack upon arrival. Bikes are **off-limits during the school day**. Riding bikes on campus between **8:45–9:15 a.m.** is not allowed for safety reasons. Bikes should be **locked at all times**, and students **must wear helmets** (per Oregon law). The school is **not responsible** for lost or damaged bikes.

Skateboards & Scooters:

Riding skateboards or scooters on campus is **not permitted** due to safety concerns. These items must be stored in the **designated storage rack near the front office**. Students must bring their own lock and **wear helmets** as required by Oregon law.

Walkers:

Students walking to and from school should follow all safety guidelines:

- Use sidewalks and marked crosswalks
- Avoid distractions
- Be aware of surroundings, especially in inclement weather
Parents are encouraged to discuss safety plans with their students, especially regarding how to respond to strangers or emergency situations.

Buses:

Transportation is provided via established district bus routes. To determine if your student is in the “**walk zone**,” visit the district [Transportation Website](#).

If a student wants to go to a location other than home after school:

- A **written note from a parent/guardian** must be submitted to the office **in the morning or at lunch**
- **Notes will not be accepted after school** at the buses
- Even with approval, **bus drivers may deny guest riders** if space is unavailable

Violation of bus safety rules may result in loss of riding privileges. Refer to the [Beaverton School District transportation guidelines](#) for details. Questions can be directed to BSD Transportation or the **Assistant Principal at 503-356-2620**.

Arrival/Departure Map:

Visit the [arrival/departure map](#) for Highland Park Middle School on the district website to view **safe procedures** for all travel modes during drop-off and pick-up.

Field Trips

Field trips are an extension of classroom learning and a privilege for students who meet academic and behavior expectations.

Permission:

A **District Parent Permission Form** and accompanying **medical waiver** must be completed and signed by a parent/guardian **before** participation in any school-sponsored, off-campus event.

Expectations:

While on a field trip, students are expected to follow all **school rules** and demonstrate respectful, cooperative behavior.

Chaperones:

- Volunteer coordinators work with teachers to arrange chaperones.
- We generally require **one adult for every eight students**.
- All volunteers must complete a **background check** and receive **approval** before chaperoning.

Eligibility:

Students not meeting academic or behavioral standards may **forfeit the opportunity** to attend a field trip. Incomplete assignments or disruptive conduct may result in removal from trip participation.

Fines & Fees

At the end of each school year—or when a student withdraws from Highland Park—students must return all school property in **good condition**, including:

- Textbooks
- Chromebook and charger
- Locks
- Any other borrowed materials or equipment

Fines:

Charges will be assessed for any **lost or damaged** items. Students are responsible for the condition of all school-issued property.

Ability to Pay:

No student will be denied an education due to inability to pay supplementary fees. However, students are **not exempt** from charges related to lost or damaged items.

For more information, refer to [BSD Board Policy JN](#).

 **Counseling & Social Worker**

Highland Park Middle School offers counseling and social work services to support students' academic, social/emotional, and mental health needs.

Counselors:

Students may meet with their counselor by appointment. To minimize class disruption, lunch visits are encouraged. Parents may contact counselors to discuss concerns or schedule teacher meetings.

- Marilee Carey – Students with last names **A–K**
- Anna Phou Williams – Students with last names **L–Z**

Schedule Changes:

Student schedules are developed based on:

- Required coursework
- Special Education (SDI) minutes
- English Language Development (ELD) needs
- Elective preferences submitted during course forecasting

Changes will only be made during the first 5 days of each semester for:

- Incorrect class level placement (e.g., math or Spanish)
- Changes to an IEP (Individualized Educational Plan)
- Changes to an ELL (English Language Learner) plan
- Significant extenuating circumstances impacting learning

Requests for teacher or peer preference **will not** be honored.

Social Worker Support:

Our social workers assist families with:

- Mental health and emotional well-being
- Community resource connections (e.g., food, shelter, counseling)

Highland Park's **Social Workers**: Lilly Cano & Susan Montiel-Hernandez

Substance Use Support:

Our part-time Substance Use Specialist (SUS) supports students with substance use and abuse issues. The SUS, counselors, and social workers form the **Behavioral Health & Wellness Team**, working collaboratively to support students and families.

Health, Mental Health, and Medical Information

Health Room:

If a student becomes ill, they should ask their teacher to report to the Health Room. Parents will be contacted if the student cannot return to class. Students **may not leave campus** unless picked up by someone listed on their emergency contact list.

Illness:

If a child has a fever or is “Too Sick for School,” they should remain home. Please refer to the guidelines here:

[Too Sick for School](#)

Medication:

All medications, both prescription and over-the-counter, must be brought to the school office in the **original container** with a signed Medication Authorization Form. Pharmacists can provide two labeled containers—one for home and one for school. Emergency medication (e.g., bee sting kit) must include written instructions from the doctor.

Outside Mental Health Service Providers:

Per district policy, no outside mental health or academic service providers (including Zoom sessions) may provide services on school grounds during the school day.

Student Guest

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

Withdrawal of Students

If you plan to transfer your student from Highland Park to another school, please notify the Registrar **at least one day before** your student’s last day. This allows your student to check out with teachers, return books and Chromebook, receive grades, and clean out their locker.

Closed Campus

Students may **not leave campus** during the school day without permission from parents and school administration. If a student leaves for any reason, a parent or guardian must sign them out in the front office. If the student returns the same day, they must sign back in at the front office.

School Supply List

Here is a suggested school supply list. We understand school supplies can be expensive. If you need support acquiring supplies, please contact your child's counselor.

All students must have the following in addition to the suggested supplies:

- **PE Clothes:** Athletic shoes appropriate for PE (no black soles). Shoes can be stored in lockers.
- **Chromebook:** Highland Park provides each student with a Chromebook and charger for educational use only.

BSD offers a Damage and Loss Protection Coverage for a fee of \$20 per student, with a maximum of \$60 per family, per school year. This program helps protect families if the device is lost, stolen, or damaged. The \$20 fee is waived for families who qualify for free or reduced meal benefits and have completed the [Permission to Share portion of the Meal Benefits Application](#).

Students may decline the Damage and Loss Protection Program but doing so means the family assumes full financial responsibility for any damage, loss, or theft. Costs for replacement or repair can be \$450 or more per incident, depending on vendor pricing.

For more information, please visit:
[Student Device Resources](#)

Lockers

All students will be assigned a locker for storing items needed at school. Students must store their cell phones in their lockers during the day. Each student is responsible for any damage to their locker or lock.

To keep lockers safe and secure, please remind your child to:

- Keep the locker shut and locked at all times; do not share the combination with other students.
- Avoid keeping money or valuables in the locker; the school is not responsible for lost or stolen items.
- Not change lockers without permission from the registrar.
- Keep lockers neat and clean; do not place stickers or have open food inside.
- Avoid displaying inappropriate materials in the locker.
- Never tamper with another student's locker.
- Report any locker issues or tampering to a counselor or teacher immediately.
- Personal locks are not allowed on school lockers.

Nutrition Services

Meals & Nutrition

Nutritious breakfasts and lunches are available daily for all students. Per federal guidelines, all meals include fruit and vegetables. The “A la Carte Menu” offers individual meal components and snacks sold separately.

Meal Times

Breakfast is served daily at 9:25 a.m. Lunch is served by grade level between 11:08 a.m. and 1:10 p.m.

Menu

Monthly Breakfast, Lunch, and A la Carte menus are posted on the Nutrition Services website:

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

Meal Prices

For 2023–2024 meal prices, visit:

<https://www.beaverton.k12.or.us/departments/nutrition-services/meal-pricing> or call 503-356-3955.

Free & Reduced Price Meal Benefits

Families experiencing financial need may complete one application for all students in the household. For details and to apply, visit:

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

Paper applications are available in the main office. Applications and meal benefit statuses are confidential. A new application is required each school year. For help, call 503-356-3957 or email NS-MealBenefits@beaverton.k12.or.us.

Student Meal Accounts

Accounts use the student’s individual ID number and operate as debit accounts. Parents can deposit funds by:

- Sending cash or a check payable to “BSD-Nutrition Services” with the student’s name and ID on the memo line. Payments are best delivered directly to Nutrition Services staff in the cafeteria or dropped in the payment box near the main office by Red/A hall entrance.
- Making online payments via SchoolCafé (<https://www.schoolcafe.com>). Payments usually post within 2 hours but can take up to 24 hours; plan ahead accordingly.

Meal Etiquette

Students must wash hands before eating and may not share food. They should clean up, return trays properly, recycle, and dispose of garbage. Students demonstrating poor etiquette may be asked to assist custodians as a consequence.

Parents and students should not bring cupcakes, candy, cookies, or other treats to share, as these are not allowed.

Student Activities

Highland Park offers many ways for students to get involved beyond the classroom, including community service activities, grade-level events, student celebrations, assemblies, fundraisers, and a variety of after-school clubs.

Fundraisers and Donations

Highland Park PTO participates in several fundraisers throughout the year. Funds help supplement classroom supplies and student activities. Donations are always welcome and will be used as agreed upon with you and the principal.

Tualatin Hills Park and Recreation District (THPRD)

Middle school sports are organized through THPRD, which offers a variety of year-round sports and activities. Past offerings include competitive football, basketball, soccer, baseball, track & field, volleyball, and cross country. Program and fee information is available at the school office, local Parks & Recreation sites, and the THPRD website. For more information, call:

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

Competitive teams are also formed through the student's high school:

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

Chromebooks

All Highland Park students can check out a district-owned Chromebook for use at school and at home.

BSD offers Damage and Loss Protection Coverage for a fee of \$20, or a maximum of \$60 per family, per school year. This program helps protect families if a student's device is damaged, lost, or stolen. The \$20 fee is waived for families who qualify for free or reduced meal benefits and complete the [Permission to Share portion of the Meal Benefits Application](#).

Students may choose to decline the Damage and Loss Protection Program, but this is not recommended because the family assumes full financial responsibility for any damage, loss, or theft. Costs can reach \$450 or more per incident, depending on vendor prices.

The enrollment period for the Damage and Loss Protection Program ends 60 days after the student begins school or receives a district device. Payment is required before any damage or loss claims.

Families indicate whether the student will use a district device and if they want coverage during the Online Verification process in ParentVue each fall.

For more information about [student device resources](#), including Chromebooks, responsible technology use, internet safety, and the Damage and Loss Protection Program, please visit the following website:

Highland Park Parent Teacher Organization (PTO)

The mission of the Highland Park Middle School PTO is to support the school in meeting the educational needs of every child attending Highland Park. The PTO promotes communication and understanding among students, parents, the school, and the broader community.

Activities include volunteering, fundraising for projects, and providing teacher/staff grants not covered by the school district. The PTO helps build community among Highland Park families, students, and staff.

Parents are encouraged to get involved! Whether it's volunteering in the library or lunchroom, helping with fundraisers, contributing to staff appreciation, or chaperoning field trips, socials, or dances—everyone is welcome and encouraged to participate.

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 middle school experience.

All volunteers must complete an application and background check to create a profile in the district-wide Volunteer Management System. Once a profile is created, volunteers can update personal information, view and sign up for volunteer opportunities, and communicate directly with the school Volunteer Coordinator.

For more information about volunteering at HPMS/BSD, please visit:

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

Visitors

Highland Park encourages and welcomes parents and community members to visit the school throughout the year. Visits should be arranged and permitted considering the needs of the educational program and the orderly operation of the school.

Visitors are individuals whose participation is not ongoing or frequent, such as guests attending a special event or grandparents visiting for lunch. In these cases, a volunteer application and background check are not required.



Standard Response Protocol


Creating a safer school climate for our students is our top priority. A critical factor in this is classroom response to incidents at school. In partnership with first responders, we plan and train for weather events, fires, accidents, intruders, and other threats.

BSD has implemented the Standard Response Protocol (SRP), and HPMS students and staff regularly participate in drills to follow it. 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.

<p>STUDENTS Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual</p>	<p>ADULTS Close and lock the door Account for students and adults Do business as usual</p>
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SECURE! Get inside. Lock outside doors.

<p>STUDENTS Return to inside of building Do business as usual</p>	<p>ADULTS Bring everyone indoors Lock outside doors Increase situational awareness Account for students and adults Do business as usual</p>
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LOCKDOWN! Locks, lights, out of sight.

<p>STUDENTS Move away from sight Maintain silence Do not open the door</p>	<p>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</p>
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EVACUATE! (A location may be specified)

<p>STUDENTS Leave stuff behind if required to If possible, bring your phone Follow instructions</p>	<p>ADULTS Lead students to Evacuation location Account for students and adults Notify if missing, extra or injured students or adults</p>
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SHELTER! Hazard and safety strategy.

<p>STUDENTS Use appropriate safety strategy for the hazard</p>	
<p>Hazard Tornado Hazmat Earthquake Tsunami</p>	<p>Safety Strategy Evacuate to shelter area Seal the room Drop, cover and hold Get to high ground</p>



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Our Commitment to Success

A Husky demonstrates ACCOUNTABILITY: ★ Follow all schoolwide expectations	A Husky demonstrates BELONGING: ★ Be kind and fair to every person in this school.	A Husky demonstrates GROWTH: ★ Do my best!
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