

July 29, 2026

Dear Highland West Students and Parents,

I hope you and your family have had a great summer, and you are excited about the upcoming school year. Below is important information to prepare for the start of school.

7th grade Orientation for all incoming 7th grade students and parents will be held Tuesday, August 11th at 6:00 p.m. The evening will begin promptly at 6:00 with a brief presentation in the new gym. Once students and parents are released, you will turn in your proof of residence (gas, water, electric, or mortgage/lease agreement from June 2026 or later) and updated shot record if it did not reflect the Tdap when you uploaded it for enrollment. Classen Family Medicine will be here that evening to administer immunizations if needed. **Remember, your child will not be allowed to attend class without proof of the TDAP immunization, as required by Oklahoma State Law.** Once these two requirements are completed, students will receive their class schedule and student ID. After receiving your schedule and ID, you will have the opportunity to locate your classes and purchase your student agenda for \$10 (required).

For our 8th grade students, you may access your schedule on Parent/Student Portal prior to the first day of school. In addition, your first hour classes will be posted on the west windows of the main building (by Door 8), and you will receive a hard copy of your full schedule along with your ID in your first hour on the first day of school. You will turn in your proof of residence (gas, water, electric, or mortgage/lease agreement from June 2026 or later) to your first hour teacher on the first day of school.

Every Highland West student is required to wear a student ID at all times while on campus. There is no charge for the first student ID and lanyard. There is a \$10.00 fee for any replacement ID's. This ID will be scanned to gain entrance to the building and check out library books.

Every Highland West student is required to purchase and use a student agenda (\$10.00) for the purpose of organization and planning to maximize success. These will be available to purchase during 7th grade orientation for 7th graders and the first day of school for 8th graders.

Please see the attached diagram for the drop-off and pick-up instructions. If you are a bus rider, you can find out your bus information by going to the MPS home page or the

Highland West home page, and clicking on "Transportation". Students are not allowed on campus until 6:55 a.m. due to lack of supervision.

As a reminder, in accordance with state law and board policy, student use of cell phones and other personal electronic devices is prohibited during the school day including passing periods and lunch.

Finally, please mark your calendar and plan to attend **Open House on Thursday, August 27th, 6:00-7:30 p.m.** This will be a great opportunity to meet your child's teachers and find out information about the classes as you rotate through his/her class schedule in ten minute "class sessions".

This letter contains a great deal of information, so please don't hesitate to contact me by phone at 735-4600 or by email at melaniesmith@mooreschools.com if you have any questions. I look forward to a great year, and I hope you are as well.

Proud to be Your Principal,

Melanie Smith

Principal
Highland West Junior High

(See School Drop-off and Pick-up diagram below)

