

HARRISON PARK SCHOOL Parent/Student HANDBOOK

2025-2026



Harrison Park Middle School

Principal: Leah Dickey - ldickey@pps.net

Assistant Principal: Regina Sun rsun@pps.net

SCHOOL HOURS

Office Hours: 8:45 am - 4:30 pm

- 9:08 am first bell 9:15am last bell
- [☰ 2025-26 Daily Bell Schedule](#)
- 4 pm Dismissal Bell, Dismissed to the bus, parent pick up, or supervised after school location.
- 4:10 pm - Students remaining in the building should be with a supervising adult and engaged in an after-school activity.
- Office Closes at 4:30 pm

MORNING ARRIVAL

There is no supervision for students before or after school hours, unless they are enrolled in the after school SUN classes or are working with Community Partners. Please do not send students to school earlier than the opening time of 9:08am. Students are not allowed to be in classrooms before the first bell at 9:08 am as there is no supervision prior to this time in the hallways or classrooms.

AFTERNOON DISMISSAL

The bell rings at 4 pm and students are dismissed at this time. At dismissal, students are expected to go directly home via the bus, walking or by parent pick up, unless enrolled and attending SUN classes or working with a Community Partner. If students are not enrolled in SUN or other after school programming they need to be off campus by 4:10 pm.

SCHOOL MEALS

All students at Harrison Park qualify for free breakfast and lunch. Any question regarding meals, please contact Nutrition Services at 503-916-3399 or email nutritionservices@pps.net

LUNCH AND RECESS

Harrison Park is a closed campus and children are not to leave the school grounds during the school day. Most of the time students will be outside at lunch recess and should be dressed adequately for the weather. Students have the option to go outside at two different points during the lunch period, or may opt to remain in the cafeteria the entire time.

BUSES

All buses unload and pick up in the front of the cafeteria doors on SE 87th Ave. Please be aware there is limited parking in front of the school. Students who ride the bus are expected to obey the safety rules found in the Student Rights and Responsibilities Handbook. A student who chooses to misbehave on the bus or at the bus stop may receive a bus referral and can be suspended from riding the bus. When a child needs to ride the bus, and is not a regular rider, the child must have written permission from a parent. Bus schedules are available online at www.pps.net/Page/179. Students must be at the stop at least 5 minutes before the scheduled stop.

You may reach PPS transportation at 503-916-6901.

REGISTRATION

A registration form **MUST** be on file for each student. A preprinted form is sent home the first week of school. Please verify that all information is correct, make any necessary changes and return to your child's teacher. It's important that we keep emergency contact information up to date for each student in case of an emergency.

GRADING

THERE WILL BE A REPORT CARD AT THE END OF EACH GRADING PERIOD. THE LAST DAY OF THE GRADING PERIODS ARE:

- October 30, 2025
- January 26, 2026
- April 3, 2026
- June 10, 2026

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences will be held for 2 days in November. These will be held all day and through the evening on **Monday, November 24th and Tuesday, November 25th**. Please plan to attend your child's conference so that the home-school partnership is strengthened. This is an extremely helpful interaction that assists teachers in getting to know their students.

CONCERNS/PROBLEM SOLVING

If there are concerns with your child's academic performance or issues within the classroom, please do the following:

1. Arrange a meeting with your child's teacher to address the issue and/or devise a plan.
2. If the problem is not resolved at that level, seek the assistance of the Counselor or Assistant Principal Regina Sun, @ rsun@pps.net.
3. If the issue is still not resolved, please bring the issue to the attention of the school Principal Leah Dickey, @ ldickey@pps.net.

With concerns outside of the classroom or issues regarding safety of students, please bring it to the attention of the Climate Specialist, Min Lee @ mlee@pps.net, Assistant Principal Regina Sun, rsun@pps.net, or Principal Dickey @ ldickey@pps.net.

ATTENDANCE: ABSENCES, TARDIES AND ILLNESS

Regular attendance contributes to success in school. There is a direct correlation between attendance and student achievement: Students are able to achieve more when they are present. Students should be sent to school *"on time, all the time"* and ready to learn. Good attendance improves graduation rates because students feel connected and engaged in school. It is also a valuable workforce skill.

If your child is sick, please keep him/her at home. **Please call the office attendance line anytime 24hrs a day at 503-916-6824 to report student absences.** Contact your child's teacher regarding making up assignments. Harrison Park's attendance monitor, school secretary, counselor or social worker may reach out to parents of students that need support. If you need to have your child excused during the school day, please call the secretary to make arrangements. Tardy students report to the office before going to class with a written note. An absence may be excused if the student is absent because of illness, a family member's illness or an emergency.

The District's Auto-Dialer will call with all unexcused absences after 12:30 pm for students who are not present. Multiple unexcused absences may result in a parent conference. If you wish your child to be excused for a doctor or dental appointment, or any other cause during the school day, a written excuse from a parent, dated, signed and stating the cause should be brought to the office before leaving. *Students and families sign in and out in the office when arriving late or leaving early.*

If a student becomes ill during school hours, legal guardians' must come to the school to pick up their child. A child excused due to illness during the morning should not return to school in the afternoon. A child who is ill during the night should not attend school the next day. Finally, a child running a fever of 100.0 or higher needs to stay home and be fever free for 24 hours without the aid of medication to reduce fever. We appreciate your help in preventing the spread of illness. Our office will contact the parent or others delegated on your child's registration form before sending sick students home. It is critical that we have alternate contacts in case of emergency.

STUDENT SAFETY

Children will not be released during the school day to anyone whose name does not appear on the registration form without written authorization from the parents. Scholars riding bicycles, scooters, or skateboards to school must wear a helmet and have a lock and key to store their transportation at the bicycle rack.

TO PARENTS OF CHILDREN WHO RIDE THE BUS

The district will assign students who meet the transportation requirements in mid August. Please check the district website for up to date transportation information.

NON-REGISTERED STUDENTS

Unfortunately, due to liability, only students registered at Harrison Park may attend school. We cannot accommodate other students. Please call the office if you have any questions.

ACCIDENT INSURANCE

Information for this plan is enclosed in the opening day packet. The money is not to be brought to school, but mailed directly to the company. Children are not covered unless families purchase this insurance.

FIELD TRIP ACCIDENT INSURANCE COVERAGE

Portland Public Schools has automatic accident insurance coverage for students on field trips. The maximum coverage is \$25,000 for any student injured while on an authorized field trip. This coverage is in excess to any other insurance families may have. The insurance coverage is through ExcelServ.

TEXTBOOKS AND SUPPLIES

We ask that students take good care of all textbooks assigned to them and any other books/magazines they may borrow from the library during the year. It is the families' responsibility to cover the cost of lost or damaged textbooks and library books/magazines. During the school year, teachers may request additional supplies for special projects and also when a student's supplies run low and need to be replenished. (See Supply List in this handbook)

APPROPRIATE SCHOOL MATERIALS POLICY

We ask that students only bring materials to school that are related to their class-work. Stuffed animals, headphones/earbuds, personal electronics (ipads, cell phones), trading cards, toys, permanent markers, etc. can be disruptive to the learning process and are not allowed. Staff members may ask students to turn

items over or keep them in their backpacks (out of sight) and not bring items to school if it becomes a distraction. Repeated violations will result in a parent pick up and possibly a meeting with administration. Please be sure these and similar items are left at home. Harrison Park school is not responsible for lost, stolen or damaged personal property.

Behavior & School Wide Expectations

CELL PHONE/ELECTRONICS POLICY

When students enter the school building, the focus is on learning. We understand that families need to be able to communicate with their kids and electronics have their benefits. However, they are a distraction so we expect students to have their cell phone/electronic devices off and stowed in lockers once they enter the building.

● HP 25-26 Cell Phone Policy

USE OF THE SCHOOL PHONE

The school phone is a business phone for the school. Students must obtain permission from their teacher or staff member to use the main office phone and will be limited to emergency calls only. Please make after-school arrangements before school, so we can reduce classroom disruptions.

Locker & Backpack Policies

Locker Protocols

Backpacks and bags should be put in lockers upon arrival and remain there until the end of the day. Students are not allowed to bring bags and backpacks into classrooms or other spaces.

CLASSROOM CONFERENCES AND VISITS

The staff believes in partnering with you to plan jointly for your child's success and well being. Please keep in mind that a note, e-mail or a call requesting a conference will assure you that the teacher can plan a significant period of time to talk to you. We ask that you make these requests to teachers at least 24 hours in advance. Thank you for your understanding.

INCLEMENT WEATHER

During the winter, schools can be closed due to inclement weather or can be put on a two-hour late opening, meaning school would begin at **11:15 am**. Please do not send your child to school before this time, when a two-hour late opening is announced. Early dismissal may also be called. It is imperative that your child knows what to do in case of an early dismissal. Please complete the **Family Emergency Form** in the opening day packet. Local TV and radio stations carry PPS schedule change information and it is also available at <http://www.pps.k12.or.us>

SCHOOL Health Assistant

Our school health assistant is a key person for keeping students safe and well. No appointments or special permission are needed for students to see the health assistant. Students must follow the school's rules about having passes to go to the SHA. A school nurse is assigned to Harrison Park. They are typically in the building once a week, but hours may vary. The hours of the school nurse may vary.

The nurse will get necessary information (such as, a health history, medical diagnosis and treatment) to assist students with special medical and mental health needs at school. The nurse may use this information to train school staff on how to help your child at school. In order to obtain this information, the nurse may:

- Talk with parents, students
- Request that you sign a release of information form to discuss your child's health needs with the school staff and health care professionals
- Use questionnaires
- Look at health records
- Check out a body area (examples: listen to heart, feel the skin, look in ears)

The nurse may help teach about good health practices (examples: healthy eating, good hand washing, and social skills). You may call the school if you would like to meet the nurse.

HEALTH SCREENINGS

Oregon law says that vision and hearing screenings shall be done to help find children's health problems. The nurse oversees these screenings. If you do not want your child included in these screenings you must submit a written request to the school each school year. Screening results for dental, hearing and vision are all sent home to parents.

IMMUNIZATIONS AND OREGON LAW:

- To protect all children, every student must have a current school immunization record, medical or religious exemption at school. Students not in compliance with immunization requirements may not attend school and will be excluded on state mandated exclusion days (3rd Wednesday in February).
- It is important to keep your child's school immunization record up-to-date. Check with your school's office if you need forms.

Upon written request from parents/guardians for release of information (form available at <http://www.mesd.k12.or.us/shs/hss/immunizations/immu1/pdf>), the MESD Immunization Program will provide vaccination dates to clinics as needed to assess immunization histories of their clients. These efforts increase protection of children against vaccine-preventable diseases and promote efforts by parents and schools to comply with school mandated immunization requirements.

MEDICATIONS AT SCHOOL

The school's nurse or health assistant provides consultation about medication administration that must occur at school. Only medication that is necessary to be given during the school day will be kept at school. Remember to ask your medical provider if your child's medication can be given outside of school hours. This is safe for your child and easier for you. By Oregon law, if medication must be given at school, you must:

- Provide written permission (forms available at school). Any change to the medication will require the parent to update the medication form at the time of the change.
- Make sure all medication (prescription and over the counter) is in its original container and marked with the student's name. (Ask the pharmacist for an extra bottle for school when getting prescriptions).
- All medication must be delivered to school by the parent or responsible adult designated by the

parent. Students may not keep medications with them unless they are age-appropriate responsible, have been identified as a self-manager, have written parent permission, and are cleared by the principal to do so. Students may carry only a single day's supply of medication.

- Make sure the school has an adequate supply of all medications required by your child.
- Pick up the medication when it is no longer needed at school.
- All medication not picked up by the end of the year will be destroyed.

STUDENT HEALTH SERVICES

To support students' health, safety and academic success our district provides school health services in partnership with the Multnomah Education Service District (MESD). To provide for your child's special medical or mental health needs (for example, diabetes, seizures or school anxiety) it is important to promptly tell the school and school nurse:

- About new and changing health problems that can cause learning or safety problems at school.
- If your child is undergoing treatment that affects their immune system.
- When your child has a health condition that requires specialized care at school.

AFTER SCHOOL PROGRAMS

If your child is enrolled in an "after school program" and needs medication/health assistance during these times, a separate supply of medication and a separate permission form from parent and/or doctor is needed. Consult with the program director regarding specific health and safety needs for your child in these programs.

CONTAGIOUS CONDITIONS:

To decrease the spread of contagious conditions in schools:

- Tell the school if your child has a contagious disease such as chicken pox or pertussis (whooping cough)
- Do not send your child to school with a rash, fever, diarrhea or vomiting, and keep home 24 hours after fever subsides without fever reducing medications. 48 hours after diarrhea and vomiting subsides.
- To protect the health of students or other persons, certain diseases are reportable to the health department per law (OAR 333-18-000) At such times, records and information may be disclosed to public health officials.

EMERGENCY INFORMATION

The school must have a way to reach you in an emergency. Tell the school immediately about changes in work and home addresses and phone numbers for both you and the emergency contact person.

HEAD LICE

Parents are encouraged to check their children regularly for head lice. Students with live lice will be excluded from school and sent home. The student will be readmitted to school after treatment and re-examination for live lice. Any students with nits only will be allowed in school and monitored for re-infestation of lice. Current evidence does not support classroom or school-wide screening as a measure for decreasing the incidence of head lice among school age children.

HEALTH INFORMATION

- Health information may be shared with school personnel on a “need to know” basis when information about your child’s health is necessary for school personnel to care for and respond to your child’s needs and if this information is needed by the school team to develop an individualized education plan that appropriately considers the health needs of your child.
- When you do not authorize release of health information, it may limit the type of care your child is able to receive.
- By allowing release of your child’s health information, you will ensure that your child will receive needed emergency health care, should the need arise.
- Parents (and their eligible students) may generally access their own child’s record and can request an amendment if they believe the record is inaccurate, misleading, or in violation of the student’s rights of privacy.

PPS DISTRICT DRESS CODE POLICY

Harrison Park follows the Portland Public Schools District Dress Code Policy.

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabric covering all private parts must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the students face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, woodshop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech, targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected group.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student’s attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

STUDENT SUPPORT & SERVICES

School-wide Behavior Management

Harrison Park is committed to a positive behavior support program. We strive to model and acknowledge the positive behaviors students demonstrate. In addition, modeling and teaching students to take responsibility for their actions and repair the harm they may have done to a relationship or community. This plan assists students in learning to make positive decisions regarding their own behavior. Positive behaviors are emphasized and when difficulties arise a series of interventions are implemented to help children

improve their behavior.

STUDENTS' RIGHTS, RESPONSIBILITIES AND DISCIPLINE

The Student Rights, Responsibilities and Discipline Handbook is distributed each Fall. The purpose of the handbook is to set fair and responsible standards of behavior. Harrison Park develops our School Management Plan based on the guidelines stated in the handbook. Teachers also develop and post behavior expectations in their classrooms. You are encouraged to become familiar with these provisions. Your support of these standards will ensure maximized learning for all students.

BEHAVIORAL EXPECTATIONS FOR STUDENTS

PROHIBITED ITEMS

- Weapons and dangerous or deadly weapons (or any sharp item)
- Explosives, including bullets and firecrackers
- Poisons and gasses
- Tobacco, alcohol and drugs
- Shoes with wheels (Heelys)
- Ipod's or any form of musical device
- Hand held video games
- Matches, lighters and other drug paraphernalia
- All cell phones are to be turned off and placed out of sight during school hours
- Any form of toys
- Stolen property
- Any items that are a distraction to the learning environment

SCHOOL AND HOME COMMUNICATIONS

Bi-Monthly Newsletter - This will include school-wide information, a calendar of events and is published weekly. The weekly newsletter is an important communication tool. We encourage students and parents to read the newsletter. A digital copy is sent out via email to those on the email list.

Email - Email is a quick and easy way to keep in touch. The weekly newsletter and other emails are sent to communicate events and general school information. If you would like to stay in touch via email, please update your email with our school secretary.

Parent Square - Harrison Park will use parent square to connect to parents via text messaging, email and voice messages. Information is transmitted safely, securely, and automatically to the email and phone number you provide in your registration form. The system will allow our staff to instantly and efficiently connect you to school happenings or events. Please review and update your contact information in your "welcome back" packet to be sure we are able to connect with you.

ParentVue/StudentVue - Parentvue allows you to be able to view your student's attendance, grades, schedule and more through their website and mobile app. PPS students can use the StudentVue website and mobile app to stay up-to-date with their progress. If you would like to add this feature to your mobile device, please see Naima in the front office.

Information/PTA Board - Please be sure to visit our Facebook page (Harrison Park School PTA) for updated information about community activities, parent nights and other information.

Staff-Family - The staff at Harrison Park strives for excellent relationships with our parents and community. In addition to class bulletins, notes, phone calls and conferences, we encourage you to contact us whenever there are concerns or questions. It is difficult for teachers to return calls or meet with you during instructional hours (9:15am-4:00pm) but we will make every effort to address you and your child's needs at the earliest possible opportunity.

SUN COMMUNITY SCHOOL

Harrison Park Community School is a SUN school. Our SUN school offers a variety of after school enrichment programs for students. Diana Velador is our SUN Site Manager and can be reached at 503-916-5700. SUN runs three sessions throughout the school year (Fall, Winter, Spring). Students need to register for each session separately, more information can be found on the SUN bulletin board in the front lobby.

SPECIAL CLASSES AND RESOURCES

Learning Center - Students who qualify for special education assistance in reading, writing, math and social skills are eligible to receive services from Learning Center staff. Supplemental instruction is provided to students, and is coordinated with homeroom teachers and with other support programs.

Multilingual Learner (ML) - The ML program serves students whose native language is not English. The ML teacher works with students in small groups, helping with English language development. The ML teacher is responsible for English language acquisition, instruction and reporting for these students.

Counselor - Our counselors promote a successful school experience for all children through group guidance. The counselor provides individual counseling and classroom activities and helps students build positive attitudes toward themselves and others. Michelle McMillan is currently our only counselor and we are in the process of hiring another counselor.

Social Worker - Our social workers work with students and families and partnering with outside agencies to build positive relationships. The social worker also helps families contact appropriate community resources and consult with parents about concerns.

School Psychologist - Our school psychologist helps determine plans of action for students with educational and academic needs. They are responsible for obtaining written consent from the parent for the child to be assessed. They are involved in the placement process and provide support for teachers regarding individual student's academic or behavioral issues.

Talented and Gifted (TAG) - Students are observed for traits, attributes and behaviors that display exceptional talents and skills. By using the results of these observations, teachers and parents may nominate students for testing. Our goal is to ensure we are meeting the level and rate of learning of our students. A TAG coordinator is assigned each year to coordinate the program. The TAG coordinator, Mr. Cardwell will recommend students who have been assessed and meet TAG qualification criteria. He can also be reached for questions or other TAG information at ccardwell@pps.net.

Speech and Language - Speech and language services are provided to students with communication disorders such as articulation, fluency, voice and language difficulties. The speech/language pathologist diagnoses and provides intervention for those students who are eligible for service, based on Oregon State eligibility criteria.


Physical Education (PE) - The PE program emphasizes physical fitness, skill development and cooperation,

in addition to various sport activities. Our program is designed to support every child's success and increase self-confidence.

Library - The Harrison Park library serves as a resource center for students, parents and teachers. Students are encouraged to become involved in daily reading, learn valuable library skills and gain access to research utilizing technology.

SCHOOL SUPPLIES

School supplies will be available for families who need them. All students are provided with a binder and items needed to be successful in class. If a new binder is needed we ask families to supply one.

 [2025-26 HP School Supply Checklist](#)

Please be aware that teachers have identified much needed additional supplies for their classrooms.

SCHOOL VISITORS

Visitation is by appointment only. You must sign in at the office upon your arrival and sign out before leaving. Please make arrangements with your child's teacher to observe or volunteer (a background check is required to volunteer) in the classroom. Children from other schools are not allowed to visit classrooms with students enrolled at Harrison Park.

VOLUNTEERS

Volunteers assist the school's staff and classrooms by relieving them of many non-teaching tasks, such as making copies, laminating and library/office assistance. Instructional support is also enhanced by volunteers providing additional assistance in the classroom. Volunteers play a vital role in the education of our students. We thank them for the many hours donated to our school. Background checks, accessible on <https://www.pps.net/volunteer> are required.

PORTLAND SCHOOL BOARD

The School Board includes seven elected officials who are responsible for the operation of Portland Public Schools. Their meetings are generally held in the evening at the Prophet Educational Service Center located at 501 N. Dixon. Please call 503-916-2000 for further information.

PARENT TEACHER ASSOCIATION (PTA)

The PTA is a national non-profit organization that has dedicated itself to advancing the well-being of children and families. Our PTA holds several fundraisers throughout the year that help assist in funding various school wide and class projects. The Harrison Park PTA is looking forward to another successful school year. For questions, comments or volunteer opportunities please contact the board at: harrisonparkschoolpta@gmail.com

AVID

Harrison Park is a certified AVID school. We are continuing to grow our AVID school-wide program. AVID is a program that focuses on closing the achievement gap by preparing students for College and Career readiness. AVID takes a systematic approach through the use of teaching explicit high expectations, rigor

and skills to prepare for a college/career culture.

Harrison Park School Staff 23-24

Administrative and Student Support Staff Leah Dickey, Principal Regina Sun, Assistant Principal Michelle McMillan, Counselor Halla Williams, Social Worker Clement Wilson , Social Worker Shannon Buffington, Principal Secretary Naima Issak, School Secretary Herk Ward, Campus Safety Agent	Teacher Support Theresa Turner, Instructional Specialist School & Building Resources Tino Mendez, Head Custodian Nga Nguyen, Kitchen Cafeteria Olga Bobrovnik, School Nurse Kelly, School Health Assistant Diana Velador, SUN Coordinator Susan Yoon, Mult. Co. Mental Health Consultant
Teaching Staff To be updated	