

**WELCOME  
TO  
LACREOLE MIDDLE SCHOOL**



**District Mission Statement**

**“CENTERED ON STUDENTS, POWERED BY COLLABORATION, BUILT ON EQUITY, AND DRIVEN BY EXCELLENCE”**

Principal.....	Kasshawna Knoll
Assistant Principal.....	Mary Barfknecht
Office Manager .....	Nancy Johnston
Counselor.....	Hillary Combs
Counselor.....	Tom Fox
Polk County Mental Health.....	Chloe Tompkins
Registrar.....	Christiana Howey
Receptionist/Admin Assistant.....	Janice Crowe
Attendance Secretary.....	TBD

**LaCreole Middle School**  
701 SE LaCreole Drive, Dallas, OR 97338

**Main Office Hours**  
**8 a.m. – 4:00 p.m. Monday - Friday**

**Phone Numbers**

Main Office.....	503-623-6662
Attendance Office.....	503-623-3100
Counseling Center.....	503-623-6663
Special Education.....	503-623-6654
FAX.....	503-623-8477

The material covered within this Student Handbook is intended as a method of communicating to parents and students general District information, rules, and procedures and is not intended to either change or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, or negotiated agreement. Any information contained in this Student Handbook is subject to unilateral revision or elimination from time to time without written notice.

School Board policies are located at: <http://policy.osba.org/dallas/>

# TABLE OF CONTENTS

**BELL SCHEDULE.....3**

**ACADEMIC INFO AND COURSE OFFERINGS....4**

- Course Offerings
- Grades
- Fees
- Homework & Make-up Work
- Educational Records
- 1 to 1 Technology

**ATTENDANCE.....6**

- Attendance Procedures
- Daily Attendance
- Tardy/Unprepared
- Automated Attendance Calling
- Arrival
- Departure
- Closed Campus
- Activities & Activity Night Attendance

**CAFETERIA.....9**

- Lunch
- Behavior

**FREE AND REDUCED MEALS.....9**

**LIBRARY.....9**

- Hours
- Rules
- Procedures

**SCHOOL POLICIES.....11**

- Counseling Services
- Deliveries to Students
- Detentions
- Emergency School Closures
- Emergency Drills
- Fragrances
- Parent Canvas - Online Grade Access
- Students Navigating Homelessness
- Homework Club
- Injuries
- Insurance
- Lockers
- Lost & Found
- Medications
- Messages to Students
- Public Display of Affection (PDA)
- Phone Use
- Recognition Eligibility (8th Grade)
- Registration
- Special Education
- Student Body Cards
- Student Council

- Student Safety
- Visitors
- Volunteers

**TRANSPORTATION.....15**

**CODE OF CONDUCT.....16**

- Expectations for Student Behavior
- Classroom Rules
- When/Where Rules Apply
- Law Enforcement
- Definitions
- Discipline Levels
- Suspension Appeal Procedures
- Dress Code
- Gangs and Gang Related Activity
- Harassment and Bullying
- Mobile Devices
- Weapons on School Property

**INFORMATION RELEASE NOTICE.....23**

- FERPA Notice

**INTERNET, EMAIL, GOOGLE APPS USE.....24**

**SPECIAL EDUCATION/TAG.....25**

**PARENT/GUARDIAN, STUDENT SIGNATURE.....26**

# BELL SCHEDULES



Building opens at 8 a.m. Students will need to enter the north end of the building due to construction this year.  
 Students may wait in the library or cafeteria until the bell rings to enter hallways.  
 Hallways open at 8:20 a.m.  
 School begins at 8:30 a.m.

Regular Schedule	Tuesday Dragon Days
<p>Warning Bell: 8:25                      Advisory: 8:30                      Period 1: 8:49                      Period 2: 9:41                      Period 3: 10:33                      Period 4: 11:20  <u>Lunch A: 11:20-12:00</u> <u>Period 4: 12:04-12:51</u>  <u>Period 4: 11:24-12:11</u> <u>Lunch B: 12:11-12:51</u>                      Period 5: 12:55                      Period 6: 1:46                      Period 7: 2:37</p> <p>Dismiss: 3:25</p>	<p style="font-size: small;">(Sept 12,19,26 - Oct 3,17,24 - Nov 14,28 - Dec 5,12 - Jan 9 - Feb 6,27 - Mar 5,12                      April 2,23, 30 - May 7,14 - June 4)</p> <p>Warning Bell: 8:25                      Advisory: 8:30                      Class 1: 9:05                      Class 2: 9:40                      Class 3: 10:15                      Class 4 or Lunch A: 10:50                      Class 5 or Lunch B: 11:25                      Clubs: 12:00</p> <p>Dismiss: 12:30</p>

AM Assembly Schedule	PM Assembly Schedule
<p>Advisory: 8:30                      Assembly: 8:35                      Period 1: 9:40                      Period 2: 10:25                      Period 3: 11:09                      A Lunch: 11:49    Period 4: 11:53                      Period 4: 12:33    B Lunch: 12:33                      Period 5: 1:17                      Period 6: 2:01                      Period 7: 2:45</p> <p>Dismiss: 3:25</p>	<p>Period 1: 8:30                      Period 2: 9:15                      Period 3: 9:59                      A Lunch: 10:39    Period 4: 10:43                      Period 4: 11:23    B Lunch: 11:23                      Period 5: 12:07                      Period 6: 12:51                      Period 7: 1:35                      Advisory: 2:20                      Assembly: 2:25</p> <p>Dismiss: 3:25</p>

2 Hour Delay Regular Schedule	
<p>Period 1: 10:30                      Period 2: 11:07                      Period 3: 11:44                      A Lunch: 12:17    Period 4: 1:01                      Period 4: 12:21    B Lunch: 12:54                      Period 5: 1:34                      Period 6: 2:15                      Period 7: 2:52                      Dismiss: 3:25</p>	

## ACADEMIC INFORMATION & COURSE OFFERINGS

### COURSE OFFERINGS

The 6th grade curriculum is composed of the following courses: Social Studies, Science, English/Language Arts, Math, Physical Education/Health, and Elective. The attempt will be made to keep 6th grade students separate from 7th and 8th grade students. However, there are some classes that are proficiency based E.g. Band, Math, and a few electives that may have mixed grades. The 7<sup>th</sup>/8<sup>th</sup> grade curriculum is composed of the following courses: Social Studies, Science, English/Language Arts, Math, Physical Education, and Electives.

### GRADES

LMS uses a standard grading system that aligns with the high school. (Note: There are no + or - marks given.)

A= 90-100%

B=80-89%

C=70-79%

D=60-69%

F= under 59%

**Incomplete:** An Incomplete "I" grade is given in those cases where illness, emergency, or by pre-arrangement, the student has not been able to complete the assignments. An incomplete on a report card becomes an "F" two (2) weeks from the date it is issued. It is the student's responsibility to make up work and turn it in to the teacher within the two-week period.

**No Grade:** A mark of "NG" for No Grade may be used for students who enroll late in a grading period.

**Pass/No Pass:** Some electives are taken as a Pass/No Pass. The criteria for passing is determined by the teacher of record.

**Canvas Parent:** Parents are encouraged to monitor their students' academic progress using [Canvas Parent](#). Grades are updated weekly.

**Progress Report/ Report Cards:** Progress reports will be issued at the end of quarters 1 and 3. Report cards are issued at the end of each semester. Both will be mailed home.

### FEES/FINES

Students who have unpaid fees or fines may have their grade reports withheld. Students who have not paid their fees or fines by eighth grade may not be allowed to participate in 8th Grade Recognition. This will serve as prior notice of intent to withhold student records pursuant to ORS 339.260(1) and Board Policy JOE.

### HOMEWORK

Homework may be assigned for one or more of the following:

- To provide additional drill and practice, not to introduce new material
- To allow for completion of tasks begun in class
- To expand and enrich regular class work by utilizing various resources available at home and in the community

Homework assignments may be expected in many classes.

The amount of homework varies according to individual classes, and the amount of time spent is determined by individual student ability. Many classes will have time provided to begin an assignment which must be completed outside of class time. Several classes, such as Social Studies and Language Arts, may have long-range assignments which will necessitate planned time management in order to avoid excessive amounts of time spent immediately prior to deadlines. The student and teacher will arrange a reasonable length of time to complete assignments missing due to illness/absence. It is the responsibility of the student to obtain all make-up work from his/her teachers upon returning to school from an absence. Generally, a student will get one day for each day absent to turn in missed work.

**Access to Make-up Work**

Students who are absent for only one day are encouraged to call a reliable classmate for assignments. If students are absent for several days, they may call the Attendance Office to request homework and supplies. Homework requests will be available for pick-up by 3:15 p.m. the following school day.

Pre-arranged absences need to have a pre-arranged homework form filled out and signed by both staff and an administrator. The form is available in the main office.

**Education Records**

Education records are those records related to students that are maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without guardian and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without authorization from parents and eligible students or as otherwise provided by board policy and law.

**1 to 1 Technology Student Responsibilities**

Mobile devices are a powerful tool to engage students and promote authentic learning experiences. With this technology in hand, the students will be better prepared to participate and compete in the world of the 21st century. We are excited to be able to make these powerful tools available to our students. We also provide rules and guidance for students to keep these tools secure and in good working order. Like textbooks and other school property, students are responsible to take appropriate care of these valuable resources. If a student intentionally damages a device, he/she will be charged a fine of \$150 to help cover the cost of an iPad and \$25 for a lost iPen.

- **Safety and Security**

While the Dallas School District filters Internet content and actively manages district-issued devices no filtering solution can prevent students from exposure to all inappropriate content, especially if they are trying intentionally to access it. Therefore, it is important for parents to monitor their child's use of technology and reinforce digital citizenship practices. Our district's policy adheres to the FCC's Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), and Family Educational Rights and Privacy Act (FERPA). All applications and websites used on student devices must meet specific criteria. We filter internet content and actively manage district-owned devices to protect students.

## ATTENDANCE

The Dallas School District places great importance on student attendance. Students need to be in every class every day in order to make the middle school years the best they can be. Students are expected to attend school regularly and be on time to classes. If a student is unable to attend school on a particular day their parent/guardian is expected to notify the school by calling the attendance office at (503)623-3100. Student absences must be excused within three school days.

Examples of Excused Absences:

- Illness of the student
- Illness of an immediate family member
- Emergency situations that require the student's absence
- School field trips and school-approved activities
- Medical/Dental appointments
- Pre Arranged absence
- Religious observance
- Mental and/or behavioral health
- Armed Services Dependent (students who are dependents of members of the Armed Forces may receive 7 days of excused absences if the member is on active duty or is called into active duty)
- Other absences as approved by school administration

Examples of Unexcused Absences:

- Any absence not falling into the Excused categories
- Skipping school/class
- Babysitting siblings
- Failure to notify the school as outlined above

Unexcused absences may result in:

- Parent contact
- School discipline
- Referral to law enforcement for truancy violations
- Court ordered fines

For more information on student attendance please see [Dallas School Board Policy JEA Compulsory School Attendance](#)

### DAILY ATTENDANCE

**Approved Excuses:** School will determine what absence/tardy is excusable. Reasons such as an alarm clock did not go off, student overslept, student missed the bus, student had to walk, babysitting siblings, etc. are not valid excuses and will not excuse the absence or tardy.

**Prearranged Absences:** If a parent/guardian/student knows in advance of a necessary absence, a pre-arranged excuse should be brought to the Attendance Office stating the reason, length of absence, and approximate return. The student is responsible for picking up from the main office a prearranged absence form and taking it to each of his/her teachers and arranging for work. The teacher will provide necessary instructions and homework. Prearranged absences must be coordinated through the Attendance Office. Students and guardians must fill out and turn the [Pre-Arranged Absence Form](#) to the Attendance Office. According to ORS 339.063 student excused absences are not to exceed 5 days in a term of three months or not to exceed 10 days in any term of at least six months.

An authorized adult listed in the district student information system must be present to sign out a student.

**Late Arrival and Sign-in/Sign-Out (Appointments):** If for any reason a student must leave school during the school day, the parent/guardian must contact the Attendance Office where the student will be signed out by an authorized adult. If the student returns during the school day, the student must sign in at the Attendance Office. The student will be given a readmit slip to give to the teacher as they enter class. If a student arrives late to school, they must check in at the Attendance Office

with a parent/guardian, or with a note signed by parent/guardian. An authorized adult listed in the district student information system must be present to sign out a student.

**Illness While at School:** When it appears a student is too ill to attend further classes that day, it will be recommended the student contact a parent/guardian so arrangements may be made to go home. The student may not leave school without parent/guardian permission. In some instances of illness it is required by District Policy and/or State Law that students go home. Guidance will be provided by the office or District nursing team in these circumstances.

### **TARDY/UNPREPARED POLICY**

It is the student's responsibility to be on time and prepared to work in all classes during the day. Excessive tardiness or being unprepared with appropriate materials will result in disciplinary action. The tardy/unprepared policy starts over at the beginning of each new quarter (nine weeks), documented by the classroom teacher and tracked in the office. Appropriate actions will be assigned and communicated to the student and parent/guardian.

Tardies and unpreparedness are tracked, and are cumulative for each 9-week term.

The following consequences will be issued to students with excessive tardies or unprepared tardies. Tardies and unprepared tardies are **cumulative** from all classes.

<b>1-5th</b> Tardy/Unprepared:	Teacher documentation and warning by teacher; teacher/classroom related consequence
<b>6-9th</b> Tardy/Unprepared:	Teacher written referral
<b>10th</b> Tardy/Unprepared:	Lunch detention
<b>15th</b> Tardy/Unprepared:	Working Lunch Detention AND conference with Counselor or Behavior Staff
<b>20th</b> Tardy/Unprepared:	Check-in phones for 1 week AND Parent Contact
<b>Above 20</b> Tardy/Unprepared:	May result in the following:
Half Day In School Detention, In-School from Activity Night or Dances	Suspension, Parent Conference with Administration or Behavior Specialist, Exclusion

Administration may assign additional/alternate consequences as appropriate on an individual basis.

### **AUTOMATED ATTENDANCE CALLING**

The Dallas School District uses an automated attendance calling system to contact parents. If unexcused absences occur, parents will receive an automated telephone message with details regarding their student's absence. Parents may also call the Attendance Office phone line at 503-623-3100 and leave a message explaining a student's absence.

### **ARRIVAL**

All students arriving before 8:00 a.m. are permitted to wait outside the front of the building prior to the opening of school. Students should arrive no sooner than 7:45 a.m. due to the lack of adult supervision at that time. The restrooms are off limits until 8 a.m. At 8:00 those students who are having breakfast may enter the cafeteria. The library and Main Office will also be open at this time. Students are not permitted to enter hallways, commons, or classrooms until 8:20 a.m. Upon arrival, stay on the school side of the white bus line, and do not leave school grounds.

### **DEPARTURE**

- **Bus Riders:** All bus riders will board at the north end of the school by the gravel parking lot this year due to construction. The halls need to be cleared of all students by 3:30 p.m. unless prior arrangements have been made with a teacher or administrator.
- **Non-Bus Rider Students:** All non-bus rider students must head directly home and will not be permitted to loiter or hang out with friends. Only students who ride a bus should be in the bus loading zone after school. All non-bus rider students must be off school grounds by 3:30 p.m. Students should use the sidewalks and crosswalks when leaving school grounds.

## **CLOSED CAMPUS**

Students will be expected to remain on school grounds from the time they arrive in the morning until school is dismissed. All students who leave school grounds during the day for any reason must sign in and/or out at the Attendance Office. Any student leaving without clearance from the office will be classified as truant. Exceptions will be made only for those students whose parent/guardian has made special arrangements through the office. An authorized adult listed in the district student information system must be present to check out a student. In addition, students will not be allowed to leave the school to pick up lunches/drinks delivered to them by parents/DoorDash. Any deliveries need to be brought to the receptionist office (north side of the building) and the student will be called to pick it up there.

## **ACTIVITIES & ACTIVITY NIGHT ATTENDANCE**

Students must be in attendance at least half the school day to participate in any activity. Many Activity Nights are scheduled, so students should be on their best "Wildcat" behavior. Students may be excluded from Activity Nights based upon violations of the Code of Conduct. A list will be kept of students not allowed to attend, and they will be contacted if their name is added to or removed from that list. \*Note: This does not apply to students receiving special education services.

Expectations to attend after-school Wildcat Pride Days are as follows: Must be passing all classes with a C or better.

Expectations to attend dances and activity nights are as follows: No out-of-school suspensions, No more than 1 in-school suspension, less than 15 tardies per quarter.



## CAFETERIA

### LUNCH

Lunch is served daily in the cafeteria. We use a computerized system where students pay for their lunches ahead of time in the cafeteria area. Students will use their six digit student ID number. Students may pay for lunches at the terminals in the cafeteria from 8:15 and 8:30 a.m. Students arriving late to school may pay for lunches in the cafeteria during breaks. Students who wait to pay for lunch at lunch time may have to wait at the end of the line. IOU's will not be available. Safeguards will be in place to deal with any abuse of pin numbers. Infractions of the lunch program will be dealt with according to the discipline plan. Silverware, napkins, other service ware, ketchup, and dressings will not be furnished to students who bring their lunch from home.

### BEHAVIOR

Good manners and appropriate behavior are expected at all times. Poor cafeteria behavior may result in that student being assigned to help clean the cafeteria and miss recess.

Guidelines include:

- No cutting, shoving, or crowding in line.
- No throwing food.
- Do not handle, share, or take other students' food. This will help keep down the spread of communicable diseases.
- If a student makes a mess or spills something, that student should clean it up. Other students may be asked to help pick up debris when appropriate.
- Students will remain seated while eating and finish eating in the cafeteria. Food and drinks are not allowed in the halls. Students may have water in clear plastic containers.
- Students will not ask, beg, or borrow money or food from other students.
- When finished eating, students clean their table and recycle in the appropriate containers and remain seated until recess dismissal.
- Students may not leave the building to retrieve a food delivery.

## FREE AND REDUCED MEALS

Students may not give/sell their PIN number to anyone. It is a violation of the Federal School Lunch Program, which may result in removal from the program. Breakfast is available for students who qualify under the Federal School Lunch Program. Free and Reduced Lunch applications may be requested from the school office or the District office located at 111 SW Ash Street, or visit the district website at [www.dallas.k12.or.us](http://www.dallas.k12.or.us) for an online application. For more information regarding the Free and Reduced Lunch Program, contact the Dallas School District office at 503-623-5594.

## LIBRARY

The library is a resource to students in providing material for study and enjoyment. Students have access to books, audio books, Makerspace supplies, Internet, and databases. The library website may be accessed at any time:

[www.dallas.k12.or.us/lacreole\\_library/index.htm](http://www.dallas.k12.or.us/lacreole_library/index.htm)

### HOURS

Monday: 8:00 a.m. – 4:00 p.m.

Tuesday – Friday: 8:00 – 12:30 p.m.

### RULES

- Students are allowed no more than five items checked out.
- Students who continually have overdue items may be restricted to the number of items checked out.
- Student body card with a barcode will be required for check out.
- No food or drinks in the library.
- No loud noises
- No rearranging furniture.
- Students need a note to be in the library during class.

**Consequences for Violation of Library Rules:**

- Student(s) sent back to class
- Loss of library privileges

## **PROCEDURES**

**Check-out Procedure:** Students' school I.D. number will also be their library number, which will appear on the student body card in barcode form. It will be necessary that students keep their student body card in a safe place so they can use it to check out items from the library.

# SCHOOL POLICIES

## COUNSELING

The school counselor serves as a resource person for students, parents, teachers, and administrators. Their primary goal is to provide students with the assistance they need to maximize their education.

- Academic counseling is available for all. The counselor will work with students in an attempt to motivate them to achieve. Students will be counseled regarding unsatisfactory or failing work.
- Students experiencing any kind of problem that is interfering with educational progress should make an appointment to see the counselor. Students should check in with their teacher prior to seeking a counselor.
- Dallas School District is partnered with Polk County Mental Health Services, which provides onsite mental health counseling, resources and additional available services.

## DELIVERIES TO STUDENTS

School policy is to limit disruption to the classroom, so deliveries to students are discouraged. Deliveries will only be accepted from a *parent/guardian*. Parents/guardians are required to bring any delivery items to the front office. Students will not be allowed to exit the building in order to obtain items from a vehicle. As a reminder, certain items such as glass and balloons are prohibited on buses.

## EMERGENCY SCHOOL CLOSURES

Icy, snow-packed, and/or flooded roads or other unsafe conditions may make it necessary to close schools, delay the beginning of a school day, or alter bus routes. School District and transportation officials will check roads early each morning when conditions warrant. School makes every effort to have decisions made by 5:30 a.m. to enable stations to make the necessary announcements. Most local radio and television stations will carry emergency information. The quickest way to find out current emergency information and to monitor any changes to the information is to go to: [www.Dallas.k12.or.us](http://www.Dallas.k12.or.us). Click on the Emergency Information link at the bottom of the left hand column. If the District web site does not work, also check: <http://www.flashalert.net/news.html?id=171> .ParentSquare will be another main source of communication the district will use to disseminate important information.

One of the following decisions will be announced:

1. School Closure: Classes will not be held and buses will not run. All extra-curricular activities and practices are canceled.
2. One-Hour Delay: Morning bus runs will be delayed one hour, as will the start of school. Morning kindergarten classes will be held.
3. Two-Hour Delay: Morning bus runs will be delayed two hours, as will the start of school. Morning kindergarten classes will be canceled.
4. Snow Routes: Some roads will not be traveled. If snow routes are used in the morning, those same routes will be used in the afternoon.
5. One-Hour Delay/Snow Routes: Morning bus runs will be delayed one hour, as will the start of school, and some routes will be altered. Morning kindergarten classes will be held.
6. Two-Hour Delay/Snow Routes: Morning bus runs will be delayed two hours, as will the start of school, and some routes will be altered. Morning kindergarten classes will be canceled.

Additionally, it may be necessary to send students home from school early due to the threat of severe weather or other emergencies. Parents should select a “second home” (preferably a neighbor) where their student may stay in the event they are away from home. In any emergency, the Superintendent, or designee, will decide whether or not students should be sent home. The decision may be to send students home immediately, or to keep them in the schools indefinitely under continuous supervision, until the emergency has passed. Should the students be held in their respective buildings, parents may pick up their children at school. ParentSquare email, phone calls, or text messages may be utilized to contact families.

## EMERGENCY DRILLS

Fire safety drills will be conducted each month per Oregon State Law. In addition, Earthquake, Lockdown, and Lockout drills will be held twice a year to practice appropriate response to such emergencies. Periodically these drills will be conducted in cooperation with emergency services and law enforcement. *All drills are very serious and inappropriate behavior will not be tolerated.*

## FRAGRANCES

Many students and adults have severe allergies or asthma. These medical conditions are worsened by the presence of perfume, cologne, hairspray, aerosol sprays, and deodorant with excessive fragrance. Therefore, these items will not be permitted at school. If found, these items will be confiscated. Students may retrieve them at the end of the school day in the front office.

## CANVAS PARENT - ONLINE GRADES

[Canvas Parent](#) is a valuable tool which helps parents monitor students' academic progress. To set up your account, download the "Canvas Parent" app and create an account. To connect to student grades, have your student generate a "Pairing Code". The school office will also be happy to assist in establishing access.

## STUDENTS NAVIGATING HOMELESSNESS

Students and families navigating homelessness and needing services please contact the school counselor or our Polk County Mental Health support person.

Students experiencing homelessness in the District will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held. A liaison for students in homeless situations will be designated by the District to carry out duties as required by law. The District will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. Students experiencing homelessness will be admitted to the District school in the attendance area in which the student is actually living or to the student's school of origin as requested by the parent and in accordance with the student's best interest. Transportation will be provided to and from the student's school of origin at the request of the parent, or in the case of an unaccompanied student, the District's liaison for students navigating homelessness. The superintendent will develop administrative regulations to implement this policy.

## HOMEWORK CLUB

Students who may benefit from additional time can sign up for an after school homework club. Homework club is staffed by a licensed teacher or a paraprofessional who will help students complete daily assignments and may provide additional assistance as needed. Please contact a student's teacher and/or counselor for additional information.

## INJURIES

All injuries must be reported immediately to the supervising teacher or the office. Students who need medical care must obtain permission from the school before reporting to the doctor for treatment, except in case of emergency. Accident report forms and claim forms will be provided in the main office. *There is not a designated school nurse at LaCreole. The District employs a nursing team who travel from school to school. Questions or concerns may be directed to the **District Nursing Team** at (503)623-3361.*

## INSURANCE

Independent student accident insurance is available. Insurance must also be purchased by student athletes who have no family insurance (required by state law). Contact the school office for more information.

## LOCKERS

Lockers are for student convenience, but are school property, and the administration reserves the right to inspect the contents of a locker as deemed necessary. Students do not need to be present for a locker inspection to occur. Locker checks may be made during the school year to ensure cleanliness. Although the school will investigate any reports of stolen property, it cannot be held responsible for items lost or taken from lockers. Students should be sure to lock their lockers and turn the dial after closing.

- Students are assigned lockers before the start of the school year.
- Each locker has a different combination and only the assigned student(s) should know it.
- Phones are to remain turned off and in their locker during class time.
- Students should ensure that their locker is locked each time they leave.
- Students may not change lockers. Problems with lockers should be reported to the office.
- Backpacks are to be left in lockers throughout the school day.

Items remaining in lockers at the end of the year will be donated. Students may be assigned disciplinary consequences for locker violations.

## **LOST & FOUND**

Report all lost items immediately to a teacher; this will greatly improve chances for recovery. Lost and found items should be turned in to the office immediately. Unclaimed items are periodically displayed in the main hallway or cafeteria. Unclaimed items will be donated to charity at the end of each semester.

## **MEDICATIONS**

The office staff in the Attendance Office will administer prescribed medication and non-prescription medications only when a consent form (available in the office) is completed by parent/guardian and when the *medication is required during school hours to maintain the student in school*. Students may not have prescription or non-prescription medications stored in their lockers unless a self-medication agreement has been signed by parent/guardian.

- Before any medication may be administered, the parent/guardian must complete the consent form.
  - Prescription: The parent/guardian must deliver medication in person, in the prescription bottle, with proper instructions clearly stated on the bottle. This includes: dosage amount, time of administration, and mode of administration (e.g. by mouth). If these instructions are not met, state law prohibits the school from administering the medication.
  - Non-prescription: Medication needs to be in the original, purchased container.
- Emergency medications such as asthma inhalers are exempt from these guidelines only when a parent/ guardian completes a self-medication agreement form (available in office).

## **MESSAGES TO STUDENTS – Emergency and Urgent Messages Only**

Staff will not deliver personal messages to students during the school day, except for emergency messages from parents/guardians. Arrangements for after-school activities need to be made with parents ahead of time. Remember, wanting to change plans and go to a friend's house is not an emergency. Please make all afternoon arrangements prior to the school day. Please make every attempt to limit non-essential/non-emergency calls to our school office. If an emergency or unforeseeable change of transportation plan takes place, we will promptly send a message to the student.

## **PUBLIC DISPLAYS of AFFECTION**

Inappropriate displays of affection such as kissing and groping are not acceptable on campus or at school-related activities. Students engaged in inappropriate displays of affection will be referred to the behavior team or administration for appropriate disciplinary action.

## **PHONES**

**School Phones:** Phones located in the office are for school business, emergency calls and necessary parent/guardian contact.

**Cell Phones:** Cell phones should not be used during instructional time but may be accessed before school, during lunch/recess or after school. Cell phones are to remain in student lockers during class time. They will NOT be permitted in classrooms at any time. Failure to comply with the cell phone expectations will result in the following consequences:

1st Warning/1st week of School only/Student will be asked to put phone away.

2nd warning/Phone will be securely stored in the front office for the remainder of the day. Student may pick it up at the end of the day.

3rd warning/Phone will be securely stored in the front office and a parent phone call will be made.

4th warning/Phone will be securely stored in front office. Parent pickup will be required.

Student will be placed on a phone contract. Student must leave phone at home or store it in the front office at the beginning of the day.

**This policy is in compliance with ORS.336.840 Section 7**

## **RECOGNITION ELIGIBILITY, 8TH GRADE**

8th Grade Recognition is established to recognize individuals who have met the following criteria:

- Behavioral Responsibility: Students who have been suspended or expelled during the current school year may be held out of 8th Grade Recognition. This decision will be made on a case-by-case basis as deemed appropriate by building administration. Note: \* This does not apply to students receiving special education services.

## REGISTRATION

**New Students:** Registration for new students is through our Counseling Center. A parent/guardian will need to sign registration forms and pay student fees. It is helpful if the parent/guardian can supply a copy of the student's immunization record, and current IEP or 504 if applicable. The registration process may take 24 hours.

**Withdrawal:** If a student withdraws from school, the parent/guardian should contact the Counseling Center in advance either by phone or in person. The student will be asked to turn in books, clean out the locker, and pay any remaining fees. Records will be transferred upon receipt of a transfer request from the new school.

## STUDENT BODY CARDS

Each student is issued a student body card the first few weeks of school. If a student loses the card, please see the main office. Students will be required to have their student body card for entrance to special activities, such as dances and activity nights. If a student would like to purchase an ASB sticker the cost will be \$10.(Associated Student Body) This will allow students discounts at activity nights, dances and sporting events.

## STUDENT COUNCIL

The Student Council consists of six Elected officers (President, Vice President, Secretary, Treasurer, 7th grade Spirit Coordinator, and 8th grade Spirit Coordinator) and one student from each Advisory class. Students are selected from their Advisory class to represent their class during the Student Council meetings. These meetings are designed to provide opportunities for students to participate in the democratic process, develop leadership skills and provide a "student voice" in matters such as expenditure of student body funds, planning activities, student surveys and coordinating projects. Advisory representative's main role is to gather and report information to and from the student body and the Council.

## VISITORS

Parents and volunteers are always welcome, however, we ask that you follow a few procedural rules. *All visitors must have office approval* before being allowed out of the main office and attendance areas.

- Student visitors are not allowed unless they have been invited by a staff member or an approved organization.
- Prospective new students may arrange a tour with our Counseling Center by calling 503-623-6663. For security reasons, visitors need to check in at the main office to pick up a visitor pass. The Principal will approve requests to visit as appropriate.

## Volunteers

- We welcome and encourage volunteers at LaCreole and there are several ways to volunteer.
  - Join the PTC or contact the LaCreole PTC at [lacreoleptc@gmail.com](mailto:lacreoleptc@gmail.com) for volunteer needs.
  - Mom & Dad Squad provides role models and an extra set of eyes at different events. If interested please contact the principal, Kas Knoll.
  - Classroom teachers will reach out periodically for volunteers. Please contact a specific teacher if you would like to see if there is a need.
- All volunteers working in schools must go through a background check.
- Upon arrival volunteers will need to check into the office and pick up their assigned identification badge.

## TRANSPORTATION

Students are expected to observe Dallas School District rules and procedures while being transported for school or school-related activities. Students are to comply with the rules listed below. Failure to follow rules may result in removal of transportation privileges and other consequences as stated in the District discipline plan. The District subcontracts with Mid-Columbia Bus Company for bus service. Rules and regulations governing students riding buses are posted on each bus. Concerns about transportation should be directed to Mid-Columbia Bus Company, 503-623-7245.

**Requirements by ODE for Assessing Compliance for Pupil Transportation Services:** ODE: OAR 581-053-0556 SPAB (School Pupil Activity Bus).

**Notification to Parent/Guardian:** Your student(s) may at times be transported on a Motor Coach contracted by the District which has met all certifications under the SPAB agreement by ODE standards. All SPAB drivers will provide safety instruction prior to departure and will instruct passengers on the operation and location of all emergency exits: Each activity trip will be documented and is kept on record for two years with the District. All MIDCO SPAB drivers are required to hold School Bus Certificates.

### **Loading and Unloading at School:**

- Loading areas are signed and marked to exclude other vehicles during time of use. Students will be loading and unloading at the north end of the school (by the gravel parking lot) this year due to construction.
- During the period before school and the period after dismissal, or until all school buses are unloaded or loaded, supervision of students shall be provided.
- Students must stay behind the white line and observe the Code of Conduct when waiting for their buses. Absolutely no horseplay near the loading zones.
- Students who wish to get off buses at a place other than their regular bus stop or ride a bus other than their assigned bus, must have a written request from their parent/guardian prior to dismissal. This request must be submitted to the office by lunch time the day of transportation for verification.

**Students Riding School Buses:** Dallas School District pupils riding school buses shall behave in accordance with the “Oregon Rules Governing Pupils Riding School Busses” as defined by OAR 581-53-010. Students will:

1. Obey the driver at all times
2. Refrain from throwing objects
3. Possession of any weapon is prohibited
4. Fighting and wrestling is prohibited
5. While the bus is in motion, students must stay seated and refrain from moving seats
6. All body parts are to be kept inside of the bus
7. Matches or other incendiaries are prohibited
8. Use emergency exits only as directed by the driver
9. Respect school property and personal property of others
10. Threatening or causing physical harm to the driver or other riders is prohibited
11. Refrain from disruptive activity which might cause the driver to stop
12. Remain respectful in language use and actions
13. Possession and/or use of tobacco, nicotine products, alcohol, or illegal drugs is prohibited
14. No eating or chewing gum
15. No glass containers or other glass objects allowed
16. Accept assigned seats
17. Be at the bus stop five minutes before the scheduled pick up time
18. Comply with coaches, teachers, and/or chaperones who are responsible for maintaining order on the bus

**Consequences for Bus Misconduct:** Students are subject to the District’s and bus company’s behavior expectations and discipline procedures.

### **BIKES • SKATEBOARDS • SCOOTERS • ROLLER BLADES • HELMETS**

All students riding bicycles to school are to park them in the designated area and to lock them. Students are to store their skateboards, scooters, rollerblades, etc. in their lockers. Helmets may be stored in lockers. Bikes, skateboards, scooters, rollerblades, etc., may not be ridden on school grounds. Students are required to follow all rules that apply to using bikes,

skateboards, scooters, rollerblades, etc., including wearing and fastening a helmet. Although the school will make every effort to safeguard student property, LaCreole will not assume financial responsibility for lost, stolen, or damaged bikes, skateboards, scooters, rollerblades, helmets, etc.

## LaCreole Middle School Code of Conduct

### I. EXPECTATIONS FOR STUDENT BEHAVIOR

Students are expected to demonstrate appropriate behavior in the classroom, on school property, and off campus during District sponsored events. Students are expected to contribute to a safe, caring, learning environment by cooperating in work and play; doing their best to achieve academic excellence; respecting themselves, others and the environment; and, conducting themselves in a safe manner at all times.

We take student safety seriously and ask that students help prevent acts of violence by doing the following.

- Report threatening speech or behavior to a staff member. Do not try to determine if the threat is real or not; that is the adult's responsibility. (A Threat Assessment may be conducted before a student is readmitted back to school.)
- Establish a mutually respectful relationship with a caring adult on campus. This is essential to an ongoing feeling of safety at school.
- Maintain mutually respectful relationships with peers. Respect their emotions and protect their right to be safe at school.
- Know the resources that are available in the building, including adult counselors and peer groups. Ask for help when it is needed. Talk with someone when you are feeling angry or sad.
- Remember there are multiple solutions to virtually every problem and that problems can be solved in a positive manner.
- To report concerns [Contact SafeOregon](#) or reach out to a building administrator.
- Follow all of the classroom rules in each classroom.
- Store phones in **lockers** during class time.
- Accept responsibility for your own behavior and learning.
- Act in a manner permitting teachers to teach and students to learn.
- Come to class on time and be prepared with all materials required by the teacher.
- Fulfill all assignments given by the teachers and ask clarifying questions if assignments are not understood.
- Use technology in a responsible and appropriate manner.
- Swearing and/or vulgar language or using slurs and hate speech or symbols will not be tolerated. Such examples are using the N-word, "gay", "retarded", or referring to an individual's identity in a negative way.

### II. CLASSROOM RULES

Because the main activities of school occur in the classroom, each teacher will determine what behavior is appropriate for their room. Teachers are responsible for communicating expectations and classroom rules. Teachers will enforce all school rules within their classroom. Consequences for non compliant students may include: parent/guardian contact and/or referral for appropriate discipline.

### III. WHEN AND WHERE RULES APPLY

- On school District property at all times
- At school District sponsored events regardless of location
- [Traveling to and from school](#) or school District sponsored events
- Off campus if the behavior impedes or impacts the learning environment.

### IV. LAW ENFORCEMENT

Any student who engages in potentially criminal behaviors may be subject to law enforcement referral. Examples include, but are not limited to:

- Fighting
- Assault
- Property offenses including theft and vandalism
- Disorderly conduct
- False accusations made against staff



- Harassment
- Gang affiliated behavior
- Tobacco, inhalant delivery systems, alcohol, or drug possession
- Trespassing
- Weapon possession
- Inappropriate sexual images on personal or district devices
- Other potentially illegal activities

Law enforcement will conduct its own investigation and make its own determination concerning legal action.

**V. DEFINITIONS - In addition to offense definitions listed below:**

**Academic Integrity:** We expect students to express academic integrity by doing their own work and properly documenting information gathered from other sources. Students who violate the principles of academic integrity may be subject to disciplinary consequences (see Insubordination).

**Accomplice:** Any student who promotes or facilitates the commission of an offense prohibited by District policy and/or school rules, who: solicits or commands another to commit the offense; or, aids, abets, or attempts to assist another in planning or committing an offense.

**Detention:** Assignment to a designated area before, during, or after school as a disciplinary consequence.

**Distribute:** To give out or dispense to another.

**Due Process:** Procedural right ensured to students as part of a suspension, disciplinary hearing, or expulsion process.

**Exclusion from Non-curricular Activities:** Prohibited from participating in or observing non-curricular activities. Activity examples include, but are not limited to; recess, assembly, athletic practices or events, clubs, performances, dances, Senior class activities, etc.

**Expulsion:** Removal by School Board or designee of a student from school property, school transportation, and from participation in school activities. Expulsion of a student shall not extend beyond one calendar year. ORS 339.250(5).

**Gang:** A gang is defined as a group of three or more people whose members have a common name, symbol, or color(s); and who engage in criminal behavior as one of their activities. Such organizations and/or activities will not be tolerated in the schools of the Dallas School District.

**In-School Suspension:** Temporary removal of a student from normal school activities and assigned to a designated room or area within the school.

**Law Enforcement Referral:** Law enforcement authority contact by school administrator or designee.

**Persistent Failure to Comply:** A pattern of student misbehavior that displays a repeated disregard for school rules and/or policy.

**Restitution:** Reimbursement to the owner for actual loss or damage.

**Suspension:** Temporary removal of a student from school property and from participation in all school activities, including athletics, and access to school transportation. Suspension shall not extend beyond ten school days, ORS 339.250(5).

**Tardiness:** Failure to be at school, classroom, or designated area prior to scheduled start time, with all necessary materials at hand.

**Transmit:** To cause to go from one person or place to another; to pass along.

**Trespassing:** Entering any District property or facility without proper authority; including during suspension or expulsion period.

**VI. DISCIPLINE LEVELS:**

Consequences for a single disciplinary violation may increase based on the number of previous offenses and/or severity of the offense. Assigned discipline may also include consequences from any lower level. In addition, violations of Dallas School District Discipline Plan may also result in athletic participation penalties as outlined in the Athletic Code of Conduct. There are six disciplinary levels of consequence as outlined below.

<b>Level 1</b>	Warning, Parent Contact, Confiscation of Item	<b>Level 4</b>	Out of school Suspension for 1-4 School Days
<b>Level 2</b>	Detention, Non-curricular Exclusion, Loss of Privilege, Restitution	<b>Level 5</b>	Out of school Suspension for 5-10 School Days
<b>Level 3</b>	In school suspension, Parent Conference	<b>Level 6</b>	Continuing Suspension and Expulsion Hearing

**I. OFFENSES DISRUPTING THE LEARNING ENVIRONMENT**

<b>Violation</b>	<b>Definition</b>	<b>Severity</b>	<b>Discipline Level</b>
<b>ATTENDANCE</b>	Unauthorized absence from class. May include, but is not limited to, unauthorized: <ul style="list-style-type: none"> <li>▪ Absence</li> <li>▪ Tardy</li> <li>▪ Departure</li> </ul>	Minor/First Serious/Repeat	Level 1 - 2 Level 3 - 4
<b>INSUBORDINATION</b>	Behaviors that disobey, undermine, or defy the lawful authority of a District employee or agent. Any behaviors that disrespect, demean, degrade, or malign District employee or agent. May include, but is not limited to: <ul style="list-style-type: none"> <li>▪ Cell phone or electronic device misuse</li> <li>▪ Safety violation</li> <li>▪ District transportation violation</li> <li>▪ False accusations</li> <li>▪ Malicious statement, image, or website about staff</li> <li>▪ Trespassing</li> <li>▪ Persistent failure to comply</li> </ul>	Minor/First Serious/Repeat	Level 1 - 3 Level 4 - 6
<b>DISRUPTIVE CONDUCT</b>	Any disruption of classroom, school, or District-sponsored activity. May include, but is not limited to any disruption from the following conduct: <ul style="list-style-type: none"> <li>▪ Violation of classroom rules</li> <li>▪ Profane/vulgar words or actions</li> <li>▪ Dress code violation</li> <li>▪ Blatantly loud, disruptive, or offensive behavior</li> <li>▪ Inappropriate displays of affection towards another student</li> <li>▪ Any behavior that disrupts the routine of school activities or work of District employee or agent</li> </ul>	Minor/First Serious/Repeat	Level 1 - 3 Level 4 - 6
<b>OFFENSIVE MATERIAL</b>	To possess, view, display, or attempt to access any material that is blatantly offensive, discriminatory, and/or inappropriate. May include, but is not limited to material that are: <ul style="list-style-type: none"> <li>▪ Pornographic</li> <li>▪ Racist</li> <li>▪ Violent and/or threatening images</li> <li>▪ Sexually explicit</li> <li>▪ Drug, alcohol or tobacco related</li> </ul>	Minor/First Serious/Repeat	Level 1 - 4 Level 4 - 6
<b>TOBACCO AND NICOTINE</b>	Possessing, distributing, or otherwise using tobacco/nicotine products or look-alike products.	Minor/First Serious/Repeat	Level 3 - 4 Level 4 - 6
<b>ALCOHOL AND DRUGS</b>	Possessing, selling, buying, distributing, being under the influence of, or otherwise using alcohol; illegal or any unauthorized drugs as defined by but not necessarily limited to the Uniform Controlled Substance Act, ORS 475.005; including look-alikes being represented as a controlled substance, and/or misuse of prescription or non-prescription drugs. Possessing any drug paraphernalia. May include, but is not limited to: <ul style="list-style-type: none"> <li>▪ Alcohol</li> <li>▪ Illegal drugs (including marijuana)</li> <li>▪ Prescription or over-the-counter drug</li> <li>▪ Pipes/smoking devices/inhalant devices</li> </ul>	Minor/First Serious/Repeat	Level 3 - 4 Level 4 - 6

<b>WEAPONS</b>	<p>Possessing, transmitting, selling, or in any way displaying any weapon, device, instrument, material or substance, firearm, illegal explosive, or other implement which could reasonably be considered or used as a weapon, or attempted to be used as a weapon, or threatened to be used as a weapon, or is readily capable of causing death or serious physical injury, and/or which is of no reasonable or legitimate educational use to the student. May include, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ Knife, sharp or pointed object</li> <li>▪ Firearm, gun, or explosive</li> <li>▪ Bat, club, or stick</li> <li>▪ Look-alike objects</li> </ul>	Minor/First Serious/Repeat	Level 2-4 Level 5-6
<b>THREATS</b>	<p>Behavior, whether written (including text message, email, or Internet posting), verbal or physical that is threatening against persons, groups, events, or property related to school or school activities. May include, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ Bomb threat</li> <li>▪ Threat of violence</li> <li>▪ Threatening prank</li> </ul>	Minor/First Serious/Repeat	Level 3 - 4 Level 5 - 6
<b>FALSE REPORTING OR ALARM</b>	<p>Any false reporting of District employee or agent. Setting off fire alarm intentionally or reporting a fire to officials without a reasonable belief that a fire exists. Calling 911 without reasonable belief of an emergency.</p>	Minor/First Serious/Repeat	Level 3 - 4 Level 5 - 6
<b>GANG RELATED</b>	<p>Any student found using any manner or means in representing a gang, recruiting potential gang members, promoting gang membership or activities, or engaging in any criminal gang activity. May include, but is not limited to gang attire, tagging, markings, symbols, as well as whistles and sounds.</p>	Minor/First Serious/Repeat	Level 1 - 4 Level 5 - 6

<b>II. OFFENSES AGAINST PERSONS</b>			
<b>Violation</b>	<b>Definition</b>	<b>Severity</b>	<b>Discipline Level</b>
<b>AGGRESSIVE BEHAVIOR/FIGHTING</b>	<p>Aggressive physical behavior directed toward another person. May include, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ Hitting, punching, or slapping</li> <li>▪ Kicking, tripping</li> <li>▪ Shoving</li> <li>▪ Grabbing or hair pulling</li> <li>▪ Wrestling</li> <li>▪ Attempting to injure</li> <li>▪ Mutual fighting</li> </ul>	Minor/First Serious/Repeat	Level 2 - 5 Level 5 - 6
<b>ASSAULT</b>	<p>Aggressive behavior that results in physical injury to another.</p>	All	Level 5 - 6
<b>HARASSMENT &amp; BULLYING</b>	<p>Behavior, whether written (including text message, email, or social media posting), verbal or physical, which serves to distress, threaten, demean, annoy, bully, cyberbully, intimidate, or torment another person.</p>	Minor/First Serious/Repeat	Level 1 - 4 Level 5 - 6
<b>SEXUAL HARASSMENT AND SEX BASED DISCRIMINATION</b>	<p>Behavior, whether written (including text message, email, or social media posting), verbal or physical against another person that creates an intimidating, hostile or offensive school-related environment, where the conduct is sexual in nature or discriminating because of gender identity.</p>	Minor/First Serious/Repeat	Level 1 - 4 Level 5 - 6

<b>RACIAL HARASSMENT</b>	Behavior, whether written (including text message, email, or social media posting), verbal, or physical that creates an intimidating, hostile or offensive school-related environment, where the conduct is based upon the race of another. This may also include the use of racial slurs.	Minor/First Serious/Repeat	Level 1 - 4 Level 5 - 6
--------------------------	--	-------------------------------	----------------------------

<b>III. PROPERTY OFFENSES</b>		<b>All Property Offenses Are Subject To Mandatory Restitution</b>	
<b>Violation</b>	<b>Definition</b>	<b>Severity</b>	<b>Discipline Level</b>
<b>COMPUTER MISUSE</b>	To intentionally, knowingly, or recklessly use District computer networks, Internet, or technology, without proper permission. To cause disruption to individual school computers, networks, or the educational environment.	Minor/First Serious/Repeat	Level 2 - 4 Level 5 - 6
<b>FIRE/CHEMICALS</b>	Any act, or attempted act, of fire setting. To intentionally, knowingly, or recklessly mishandle, or inappropriately use, dangerous chemicals.	Minor/First Serious/Repeat	Level 3 - 4 Level 5 - 6
<b>NON-PAYMENT OF FEES &amp; FINES</b>	Failure to pay fees and/or fines. May include, but is not limited to: <ul style="list-style-type: none"> <li>▪ Course fees</li> <li>▪ Lost book fees</li> <li>▪ Device replacement</li> </ul>	Any	Hold records, and account submitted for collection
<b>PROPERTY DAMAGE</b>	To damage property belonging to a student, staff, agent, or Dallas School District.	Minor/First Serious/Repeat	Level 2 - 4 Level 5 - 6
<b>THEFT</b>	Theft of property belonging to a student, staff, agent, or Dallas School District, or to be knowingly in possession or control of stolen property.	Minor/First Serious/Repeat	Level 3 - 4 Level 5 - 6
<b>VANDALISM</b>	To cause damage or deface property belonging to a student, staff, agent, or Dallas School District.	Minor/First Serious/Repeat	Level 2 - 4 Level 5 - 6
<b>VEHICLE MISUSE</b>	Using any vehicle on school grounds or at a District sponsored activity in a reckless or unsafe manner; to cause a disruption with any vehicle. Parking in an unauthorized location.	Minor/First Serious/Repeat	Level 2 - 4 Level 5 - 6 Fine

### **SUSPENSION APPEAL PROCEDURE**

A parent or guardian may appeal the suspension to the Principal or Superintendent. The appeal must be made in writing, state the reasons for the appeal and be received by the Superintendent's Office within two days of the administration's decision to suspend the student. The appeal must state the specific reason(s) for the appeal. The Superintendent or designee will review the record and render a written decision within three days of receipt of the written appeal. The Superintendent's decision is final.

### **DRESS CODE**

To support the equitable administration of this student dress code, certain body parts must be covered for all students at all times. Clothes must be worn in a way such that buttocks, genitals, breasts and nipples are fully covered with non-see-through clothing fabric. All items listed in the "must wear" and "may wear" categories below must meet this main principle. Adjustments to the dress code may be made on a case by case basis for a student's IEP plan or 504 plan. All concerns regarding student dress issues need to refer concerns to a building administrator. Administrators take all referrals into reasonable, equitable consideration and reserve administrative discretion. Administrator discretion may occur based upon the equitable needs of the student and the context of those needs. Anything that disrupts the learning environment is taken into account. These dress code guidelines shall apply to regular school days and summer school days, as well as any school related events and activities, such as graduation ceremonies, dances and prom.

**Students Must Wear (while following the main principle, stated above)**

- A Shirt/covering (with fabric in the front, back, and on the side under the arms),
- AND
- Pants/jeans or the equivalent (example: shorts, a dress, leggings, a skirt, sweatpants),
- AND
- Footwear. (example: shoes, boots, sandals, footwear that generally protects feet)

*Note: Courses that include attire as part of the curriculum (example: professionalism, public speaking, job readiness) may include assignment specific dress, but should not focus on covering bodies in a particular way or promoting culturally specific attire. Activity-specific shoe requirements are permitted (example: athletic footwear for PE).*

**Students May Wear (as long as they don't violate the main principle, stated above)**

- Religious headwear.
- Religious head coverings.
- Hats. (Hats must allow staff to see the face of the student and not interfere with the line of sight or any student or staff)
- Fitted pants, including non-see through leggings, yoga pants, and "skinny jeans."
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops.
- Hoodie sweatshirts are allowed; however, hoods may not cover the head indoors.

**Students May Not Wear**

- Gang-affiliated clothing.
- Any clothing that reveals visible undergarments. (visible waistbands and visible straps are allowed).
- Swimsuits. (except those required in class or athletic practice).
- Clothing and accessories that could be considered dangerous or could be used as a weapon.
- Clothing and accessories that display hate speech, profanity, pornography.
- Clothing and accessories that display violent language or images.
- Clothing and accessories that display images or language depicting drugs or alcohol (or any illegal activity).
- Clothing and accessories that display images, language or clothing that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- No sunglasses indoors.

**GANGS AND GANG-RELATED ACTIVITY**

The School Board has determined and hereby finds that the presence and activities of gangs in schools within the State of Oregon and elsewhere threatens and has caused substantial disruption or material interference with school activities and a threat to the safety and well-being of students and school personnel. Therefore, it is the policy of the School District that gangs and gang related activities, as defined herein, shall not be permitted on or upon school property or at or in conjunction with any school activity. Failure to abide by this policy may result in disciplinary action up to and including expulsion. As used in this policy, "gang" means any group or association of two (2) or more persons whose purposes or activities include the commission of crimes or offenses, except as otherwise provided. "Gang" shall not include a group or association which may recognize the legitimacy of and whose members may commit acts of civil disobedience incidental to and in furtherance of the lawful objectives and policies of such group or association. As used in this policy, "gang related activity" shall include, but is not limited to, the following:

- The wearing, possession, use, distribution, display, or sale of any clothing, jewelry, emblem, badge, symbol, insignia, or other object which constitutes or evidences membership in or affiliation with any gangs;
- Any conduct intended to show or display membership in or affiliation with a gang;
- Any speech or conduct committed in the furtherance of the interest or activities of any gang intended or likely to incite a violent or otherwise disrupted response;
- The solicitation of others for membership in a gang or participation in gang activities;
- Requesting or requiring any person to pay or give anything of value for protection or otherwise intimidating or threatening any person;
- Inciting others to act with physical violence against or upon any persons; and
- The commission of any other criminal act or offense or violation of any school

## HARASSMENT AND BULLYING

Harassment is defined by the victim, not by the harasser. Oregon Law (ORS 339.351) and School District Policy (GBN/JFCF) define harassment, intimidation or bullying as “any act that substantially interferes with a student’s educational benefits, opportunities or performances, that takes place on or immediately adjacent to school grounds, at any school sponsored activity, on school provided transportation or at any official school bus stop.” It may be necessary for the parties to have no further contact with each other, to the extent that they may even have to look away from each other. Responding to harassment with harassment is not acceptable. Asking a friend to say or do something for you is also not acceptable. Do not turn into a bully because you are being bullied.

Three steps to stopping harassment:

1. Tell the person to stop, and then walk away from them (do not say or do anything back).
2. Ignore them if it happens again and walk away (do not say or do anything back).
3. If it happens a third time, ask an adult for help.

## REPORTING

Students are encouraged to report harassment and/or other behavior incidents to either an administrator, counselor or behavior specialist. Cases will be investigated and victims will be protected and supported. Offenders will receive consequences as well as restorative educational measures in regard to their inappropriate behavior. If harassment persists, offenders may be subject to school suspension, expulsion and law enforcement referral.

Harassment behaviors include:

<p><b>Verbal Aggression</b></p> <ul style="list-style-type: none"> <li>• Name calling</li> <li>• Making fun of others</li> <li>• Spreading rumors</li> <li>• Mocking</li> <li>• Teasing</li> <li>• Sarcasm</li> <li>• Intimidating phone calls or texts</li> <li>• Making noises at someone</li> <li>• Obscene language or gestures</li> <li>• Talking about someone’s mother, girlfriend, brother, sister, or family member, etc.</li> </ul>	<p><b>Physical Aggression</b></p> <ul style="list-style-type: none"> <li>• Slapping</li> <li>• Biting</li> <li>• Spitting</li> <li>• Bumping into or pushing</li> <li>• Hitting</li> <li>• Tripping</li> <li>• Kicking</li> <li>• Pinching</li> <li>• Punching</li> <li>• Pulling hair</li> </ul>	<p><b>Sexual</b></p> <ul style="list-style-type: none"> <li>• Touching</li> <li>• Dirty Jokes</li> <li>• Sexual language</li> <li>• Inviting out on dates</li> <li>• Asking someone out when it is clear they are not interested</li> <li>• Nicknames</li> <li>• Unwanted flirting</li> </ul>
<p><b>Racial and Sex Discrimination</b></p> <ul style="list-style-type: none"> <li>• Negative acts toward cultural or sexual differences</li> <li>• Nicknames</li> <li>• Slurs</li> <li>• Perpetuating negative stereotypes</li> <li>• Negative acts in regard to sexual orientation</li> </ul>	<p><b>Intimidation</b></p> <ul style="list-style-type: none"> <li>• Publicly challenging others to do things they don’t want to do</li> <li>• Threatening social media posts</li> <li>• Threats or implied threats of harm</li> <li>• Extortion: demanding money or other things</li> </ul>	<p><b>Emotional</b></p> <ul style="list-style-type: none"> <li>• Excluding</li> <li>• Tormenting</li> <li>• Hiding or taking things</li> <li>• Threatening gestures</li> <li>• Ridicule</li> <li>• Gossiping and spreading rumors</li> </ul>

## HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/TEEN DATING VIOLENCE

Dallas School District in its commitment to providing a positive and productive learning has developed policy regarding harassment, intimidation or bullying and acts of cyberbullying by students, staff and third parties toward students. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The District may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another

student or employee, willful damage or injury to District property or for the use of threats, intimidation, harassment or coercion. Students may also be referred to law enforcement officials.

The superintendent, assistant superintendent, principal, and assistant principal are responsible for ensuring that this policy is implemented. The entire policy can be found at: <http://policy.osba.org/dallas/J/JFCF%20D1.PDF>

### **CELL PHONES AND ELECTRONIC DEVICES**

Cell phones and personal electronic devices may NOT be used in classrooms. Misuse of cell phone or electronic devices will lead to consequences determined appropriate by administration, up to and including parent contact, confiscation of device for parent pick-up, and discipline referral for insubordination.

### **WEAPONS ON SCHOOL PROPERTY**

No student shall bring, possess, conceal or use a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization approved by the State Board of Education. For purposes of this policy, and as defined by state and federal law, weapon includes: “dangerous weapon,” “deadly weapon,” “firearm,” or “destructive device.” Weapons may also include, but not be limited to, knives, metal knuckles, straight razors, fireworks or pyrotechnics, noxious or irritating gasses, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parent/legal guardians and patrons. Prohibited weapons, replicas of weapons, or fireworks are subject to seizure or forfeiture. Students found to have brought, possessed, concealed or used a firearm in violation of this policy shall be expelled for a period of not less than one year. All other violations of the policy or state law will result in discipline up to and including expulsion and/or referral to law enforcement as appropriate. In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone,” as defined by federal law means in or on school grounds or within 1,000 feet of school grounds. For full policy, refer to Dallas School District Policy Code: JFCJ, adopted 8/26/02, readopted 6/23/14.

## **INFORMATION RELEASE NOTICE**

The *Family Educational Rights and Privacy Act* (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- The right to inspect and review the student’s education records within 45 days after the day the school receives a request for access.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

FERPA, a federal law, requires that Dallas School District (DSD), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, DSD may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the DSD to include this type of information from your child’s education records in certain school publications. Examples include: a playbill, showing your student’s role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the *Elementary and Secondary Education Act of 1965* to provide military recruiters, upon request, with the following information – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want DSD to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by the 1<sup>st</sup> of October each school year. A form to provide the required notification can be found at <http://www.dallas.k12.or.us/FERPA.htm>. DSD has designated the following information as directory information: student’s name, student’s address, student’s telephone listing, student’s electronic address, student’s

photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees or awards received, most recent previous school or program attended.

Please visit the Dallas School District website for expanded versions of FERPA regulations at [www.dallas.k12.or.us](http://www.dallas.k12.or.us).

## INTERNET, EMAIL, GOOGLE APPS USE

Google Apps for Education (GAfE) is available via the Internet. Known inappropriate sites are blocked at school, but there is always a chance students will be exposed to inappropriate content. School staff monitor the student use of GAfE when students are at school. Parents give a one-time permission for students to use GAfE, Internet, and email at school. Parents are responsible for monitoring their child's use of GAfE at home. **Students are responsible for their own behavior at all times.** Inappropriate system use will result in discipline up to and including suspension or revocation of your student's access to the District's system, expulsion from school, and/or referral to law enforcement officials.

**Child Internet Protection Act (CIPA)** - <http://fcc.gov/cgb/consumerfacts/cipa.html>

Schools are required to have measures protecting students from harmful images.

**Children's Online Privacy Protection Act (COPPA)** - <http://www.ftc.gov/privacy/coppafaqs.shtm>

COPPA limits the ability of companies to collect personal information from children under 13. No personal information is collected for commercial purposes in our GAfE domain. **This permission form allows the school to act as an agent for parents in the collection of information within the school context.**

**Family Educational Rights and Privacy Act (FERPA)** - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa> FERPA protects the privacy of student records and gives parents rights to review records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Make this request to your school in writing.

- The School will not publish confidential records publicly
- The School may publish student work and photos for public viewing but will not publish other personally identifiable information.
- Parents have the right at any time to investigate the contents of their student's email account and GAfE files.

**Privacy** - School staff, administrators, and parents all have access to student email for monitoring purposes. **Students have no expectation of privacy with GAfE or on District systems.**

Students may use GAfE for personal projects but may not use them for:

- Unlawful activities
- Commercial purposes or personal financial gain
- Inappropriate sexual or other offensive content
- Threatening another person
- Misrepresentation of Oregon Public Schools, staff, or students

Safety

- Students may not post personal contact information about themselves or other people.
- Students will never agree to meet with someone they have met online without their parent's approval and participation.
- Students will tell their teacher or other school employee about messages that make them feel uncomfortable.
- Under no conditions should a user provide his or her password to another person.

Consumer Safety

- Don't trust emailed links or web pages. Open a new browser window and search for the website yourself.
- Don't get spammed. Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Don't forward spam.

Digital Citizenship

- Be careful with what you say about others and yourself.
- Respect the rights of copyright owners. Works often contain language specifying acceptable use.
- Your First Amendment rights to free speech can be limited in school.

**Access to and use of GAfE is a privilege.** The District maintains the right to withdraw access and when there is reason to believe violations of law or District policies have occurred. The alleged violation will be referred to the principal for further investigation. Pending review, a user account may be terminated as part of such action.



## **SPECIAL EDUCATION/TALENTED AND GIFTED**

### **SPECIAL EDUCATION**

A parent/guardian who feels their child may benefit from the special education services and programs offered by the Dallas School District, or wish to inquire about what is available, may contact the program director at the District Office: 503-623-5594. Inquiries will be treated with all due respect and confidentiality.

### **RESTRAINT AND SECLUSION**

HB2939 Revised Current Restraint/Seclusion regulations and procedures that went into effect on July 1, 2012. Dallas School District was well equipped to absorb these new regulations. Changes were made throughout the District in the areas of practice and reporting requirements regarding restraint and seclusion. These reports can be found on the Dallas School District Website under the category of Special Education.

### **TALENTED AND GIFTED**

In accordance with OAR 581-022-1310 and OAR 581-022-1330, Dallas School District identifies and provides services for students with exceptional academic talents, leadership, artistic, or intellectual gifts. Universal identification screenings occur in the 6th grade and individually upon request. Please direct any questions to Isaac Acosta at LMS for further information.



Updates for 2023/24 School year

- Cell Phone Expectations - pg. 13
- Student Body Cards - pg. 14
- Dragon Day early release schedule - pg. 3
- Deliveries - pg. 11
- LMS Code of Conduct - pg. 16

-----

I have read and agree to abide by the above information (including the Code of Conduct) in the 2023-2024 LaCreole Middle School Student Handbook.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

*Students please return this signed form to your advisory teacher or the front office.*

*If you have any questions or concerns regarding information in the Student Handbook please contact the LaCreole Office at (503)623-6662.*