

***LACREOLE
MIDDLE SCHOOL***



***2025-26
STUDENT HANDBOOK***



LaCreole Middle School

701 SE LaCreole Dr, Dallas, OR 97338

Main Office Hours
Monday-Friday, 8am – 4pm

Main Office:..... 503.623.6662
Attendance Office:..... 503.623.3100
Fax:..... 503.623.8477

District Mission Statement

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

The material covered within this Student Handbook is intended as a method of communicating general District information, rules, and procedures to parents and students, 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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, or negotiated agreement.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/>



Principal..... Tyler Lalack
Dean of Students..... Samantha Arrant
Office Manager..... Teresa Colangelo
Counselor..... Hillary Combs
Counselor..... Tom Fox
Polk County Mental Health..... Chloe Tompkins
Registrar..... Christiana Howey
Receptionist/Admin Assistant..... Janice Crowe
Attendance Secretary..... Annette Anderson



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BELL SCHEDULES

Regular Schedule

Mon, Wed, Thurs, Fri

8:30 - 9:30	Period 1
9:34 - 10:30	Period 2
10:34 - 11:30	Period 3
11:30 - 12:00	A Lunch
11:34 - 12:30	Period 4A
12:30 - 1:00	B Lunch
12:04 - 1:00	Period 4B
1:04 - 2:00	Period 5
2:04 - 3:00	Period 6

Late Start Schedule

Tuesday

9:30 - 10:16	Period 1
10:20 - 11:06	Period 2
11:10 - 11:56	Period 3
11:56 - 12:30	A Lunch
12:00 - 12:46	Period 4A
12:46 - 1:20	B Lunch
12:34 - 1:20	Period 4B
1:24 - 2:10	Period 5
2:14 - 3:00	Period 6

Assembly Schedule

8:30 - 9:15	Period 1
9:20 - 10:05	Period 2
10:10 - 10:55	Period 3
10:55 - 11:25	A Lunch
11:00 - 11:45	Period 4A
11:45 - 12:15	B Lunch
11:30 - 12:15	Period 4B
12:20 - 1:05	Period 5
1:10 - 1:55	Period 6
1:55 - 3:00	Assembly

- Students will be dismissed from their 6th-period class

2-Hour Delay Schedule

10:30 - 11:06	Period 1
11:11 - 11:47	Period 2
11:52 - 12:28	Period 3
12:28 - 12:58	A Lunch
12:33 - 1:09	Period 4A
1:09 - 1:39	B Lunch
1:03 - 1:39	Period 4B
1:44 - 2:20	Period 5
2:25 - 3:00	Period 6

ACADEMIC INFORMATION & COURSE OFFERINGS

COURSE OFFERINGS

The LMS curriculum is composed of the following courses:

- English/Language Arts
- Math
- Physical Education/Health
- Science
- Social Studies
- Electives

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 (i.e. Band, Math, some electives) that may have mixed grades.

GRADES

LMS uses a standard grading system that aligns with Dallas 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 the report card 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.

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.

PowerSchool is a parent resource to view student information including: grades, attendance, contact with teachers and report cards. PowerSchool also allows Parents/Guardians to update contact information and complete forms from the school. Please note: Report Cards cannot be accessed through the app on a phone – it requires a computer. If you need assistance in setting up your account, please contact the Registrar.

PROGRESS REPORTS / REPORT CARDS

Progress reports will be posted at the end of quarters 1 and 3. Report cards are posted in PowerSchool at the end of each semester. Both progress reports and report cards can be accessed through the PowerSchool app. If you do not have access to the digital reports, please contact the Registrar for a paper copy.

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 8th 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 J.O.E.

HOMEWORK

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

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

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 their 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 more than three (3) 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 Pre-Arranged Absence Form can be accessed here](#) (to print out), or the student may pick up a paper copy from the Attendance 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/guardians and eligible students or as otherwise provided by School Board policy and law.

TECHNOLOGY STUDENT RESPONSIBILITIES

Electronic devices are a powerful tool to engage students and promote authentic learning experiences. With this technology in hand, students will be better prepared to participate and compete in the 21st century world. We are excited to be able to make these powerful tools available to our students to support their academic growth.

Along with this opportunity comes the responsibility to care for and use devices appropriately. Just like textbooks or other school property, students are expected to treat iPads or Chromebooks as well as accessories with respect and care.

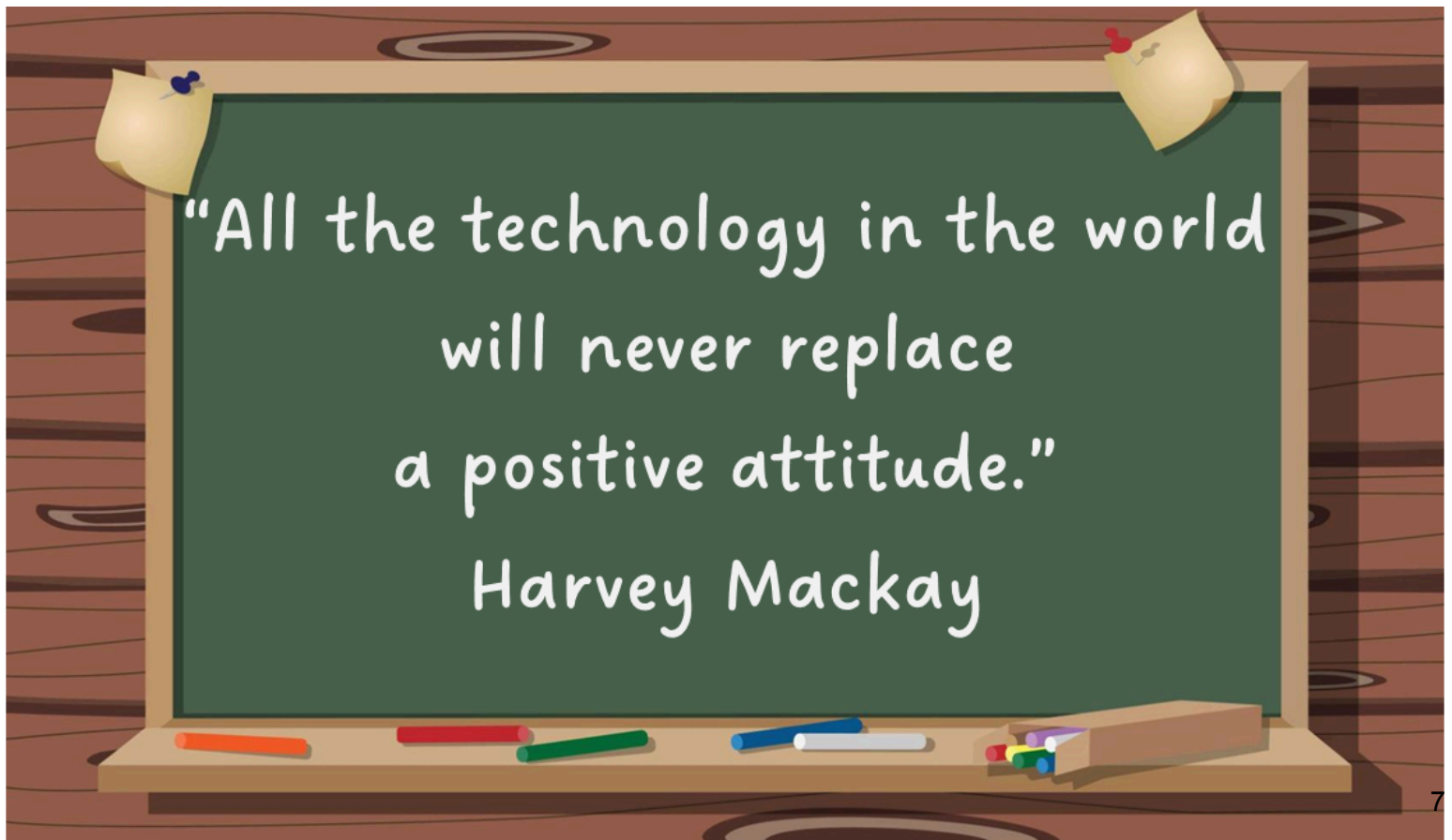
To ensure all students continue to have access to working devices, the following guidelines and expectations apply:

- *Care and Responsibility:* Students are responsible for keeping their iPad clean, safe, and in good condition.
- *Protective Cases:* If a case is provided, it must remain on the device at all times.
- *Charging:* Devices should be charged in their designated space and ready for use.
- *Loss or Damage:* Students are financially responsible for damage or loss. Replacement Fees for lost or damaged items include, but are not limited to:
 - o iPad: \$150
 - o iPen: \$25
 - o iPad Case: \$60
 - o iPad Charger: \$35
 - o Chromebook: \$75

Families are encouraged to discuss the importance of digital responsibility and device care at home. If damage or loss occurs, please report it to the school immediately.

TECHNOLOGY SAFETY AND SECURITY

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. 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 the student is intentionally trying to access it. Therefore, it is important for parents to monitor their child’s use of technology and reinforce responsible 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).



ATTENDANCE

The Dallas School District places great importance on student attendance. In order to make the middle school years the best they can be, students need to be in every class, every day.

ATTENDANCE POLICY

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 (3) 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 a member 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 or Tardies:

- Skipping school/class
- Babysitting siblings
- Alarm didn't go off
- Student overslept
- Missed the bus
- Had to walk to school
- Failure to notify the school as outlined above
- Any absence not falling into the "Excused Absence" categories

These are not valid excuses and the absence or tardy will not be excused even with a Parent/Guardian phone call.

Unexcused absences may result in:

- Parent contact
- School discipline

For more information on student attendance, please see Dallas School Board Policy JEA Compulsory School Attendance

Pre-Arranged Absences: Pre-arranged absences must be coordinated through the Attendance Office.

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 date. [The Pre-Arranged Absence Form can be accessed here](#) (to print out), or the student may pick up a paper copy from the Attendance Office. The student is responsible for making sure the form is filled out and taking it to each of their teachers to make arrangements for completing missed assignments. The teacher will provide necessary instructions and homework.

According to ORS 339.063, Excused Absences are not to exceed 5 days in a term of three (3) months or not to exceed 10 days in any term of at least six (6) months.

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. An authorized adult listed in the District Student Information

System must be present to sign out a student. 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 a Parent/Guardian.

Illness While at School: When it appears a student is too ill to attend further classes in a 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 Staff or District Nursing Team in these circumstances.

TARDY POLICY

It is the student's responsibility to be on time and prepared to work in all classes during the day. The tardy policy starts over at the beginning of each nine weeks, documented by the classroom teacher and tracked in the office. Appropriate actions, which may include disciplinary action, will be assigned and communicated to the student and Parent/Guardian.

Tardies are tracked and are cumulative from all classes for each 9-week term. Tardies will be given for late arrival as well as for arriving to class unprepared (without the required materials). The following interventions will be applied:

1st – 9th Tardy:	Teacher documentation; Warning by teacher; Classroom related consequence
10th Tardy:	Lunch Detention, Parent/Guardian contact via email
15th Tardy:	2 Lunch Detentions; Parent/Guardian contact via email; Student Conference
20th Tardy:	½ day In-School Suspension; Parent/Guardian Contact
25th Tardy:	1 day In-School Suspension; Meeting with Parent/Guardian
Above 25 Tardies:	In-School Suspension until Student Behavior Contract is revised with a Parent/Guardian

Administration may assign additional/alternate consequences as appropriate on an individual basis. A student who is more than five (5) minutes late to class will be considered to be avoiding class or skipping, and may result in further disciplinary action.

AUTOMATED ATTENDANCE CALLING

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

ARRIVAL

Students should not arrive on campus before 8:00 a.m. due to the lack of adult supervision at that time. Upon arrival, students must stay on the main entrance side of the building and may not leave the school grounds.

Please note: Restrooms are off limits until 8:00 a.m. Doors will open for student entry at 8:00 a.m. Students who are having breakfast may enter the Cafeteria, and students who are not eating breakfast may enter the Library or remain outside. Students are not permitted to enter the Hallways, Commons, Locker Rooms or Classrooms until 8:20 a.m.

DEPARTURE

After school dismissal, students are expected to follow safety guidelines while on campus. This includes using crosswalks when crossing the parking lot and staying behind the bus loading line. Students should wait in their designated areas without crossing back and forth. No horseplaying or throwing/kicking balls while in the pick-up areas.

- All students should clear the halls and exit the building by 3:05 p.m. unless prior arrangements have been made with a Teacher or Administrator.
- Bus Riders: All bus riders will board in front of the school.
- Parent/Guardian Pick-Up: Students awaiting pick-up from Parent/Guardian should not loiter in the bus zone. Students must use crosswalks to wait in the center island of the parking lot.
- Walkers/Riders: All students who are walking or riding home must head directly off campus and will not be permitted to loiter or remain on campus. All non-bus riding students must be off school grounds by 3:10 p.m. Only students who ride a bus should be in the bus loading zone after school. Only students waiting for Parent/Guardian pick-up should be on the center island. Students should use the sidewalks and crosswalks when leaving the school campus.

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 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 ahead of time through the Office. An authorized adult listed in the District Student Information System must be present to check out a student.

Students will not be allowed to leave the building to pick up lunches or drinks.

ACTIVITIES & ACTIVITY NIGHT ATTENDANCE

LaCreole Middle School is proud to offer a variety of activities to promote student engagement and school spirit, including Activity Nights, Dances, and Wildcat Pride Days. Activity Nights and Dances cost \$7 for entrance, unless the student has ASB. Activity Nights and Dances are for current LaCreole students only. Homeschool, charter school, or private school students will not be admitted.

Participation in these events is a privilege and is tied to student behavior, academic progress, and attendance. A list of ineligible students will be maintained, and families will be notified if a student is added to or removed from that list.

General Eligibility Requirements

- Students must be in attendance for at least half of the school day to participate in any after-school activity or event.
- Students must follow school guidelines on the day of the event. Violations of the Code of Conduct may result in exclusion from events.
- Exceptions may be made at the discretion of an Administrator for students receiving special services.

Activity Night Eligibility

Students must show their I.D. card in order to attend Activity Nights and School Dances. In addition, students must meet the following expectations:

- 80% or higher attendance rate during the current 9-week grading period
- No In-School or Out-of-School Suspensions during the current 9-week grading period
- Fewer than 15 tardies during the current 9-week grading period

Wildcat Pride Day Eligibility

To attend Wildcat Pride Days, students must be passing all classes with a C or better.

We encourage all students to work toward meeting these expectations and to take pride in their behavior and academic performance. These guidelines are designed to support a safe, inclusive, and high-performing school environment where all students can thrive.

FEES

ASSOCIATED STUDENT BODY (ASB)

The ASB (Associated Student Body) supports student-led activities, clubs, events, and school spirit initiatives at LaCreole Middle School. Purchasing an ASB Membership helps fund these opportunities and gives students access to exclusive benefits throughout the school year. An ASB sticker may be purchased at the beginning of the school year or at any time through the Main Office.

ASB Membership Cost: \$20

ASB Membership Includes:

- Free entrance to all Activity Nights and School Dances
- Free Entry to Dragon Sporting Events (when attending with an adult)
- \$5 Cat's Cash (school store credit)
- \$5 Discount on yearbook

For questions about ASB, Student Leadership, or school events, please contact the Main Office.

GENERAL FEES

To support student activities and classroom resources, LaCreole Middle School collects a few standard fees each year. These fees help maintain programs, provide materials, and ensure all students have access to enriching school experiences. Common costs include:

- Standard PE Uniform (shorts and shirt): \$20
- ASB Membership: \$20 (Optional, but encouraged)
- Yearbook: \$25 (Optional)
\$20 (with ASB Discount)
- Field Trip: \$20 (Suggested Donation)
- Band Fees: \$20 (Band students only)
- PE Sweatshirt: \$20 (Optional)
- PE Sweatpants: \$20 (Optional)

DAMAGE / REPAIR / REPLACEMENT FINES

Examples of fees for damages or misuse of equipment or spaces include:

- Common Custodial Fees for repairing or replacing damaged items
 - o Paper Towel Roll: \$8
 - o Paper Towel Dispenser: \$95 - \$120
 - o Toilet Paper Roll: \$5
 - o Toilet Paper Dispenser: \$35 - \$60
 - o Soap Dispenser: \$40
 - o Bathroom Stall Door: \$275 - \$325
 - o General Repair: \$50 and up (depending on damage)
- Replacement Fees for lost or damaged items:
 - o iPad: \$150
 - o iPen: \$25
 - o iPad Case: \$60
 - o iPad Charger: \$35
 - o Chromebook: \$75
 - o Valcom Clock: \$1,500

CAFETERIA

LaCreole Middle School participates in a federal program that allows all students to receive breakfast and lunch at no cost, regardless of household income. A full breakfast and lunch are available daily in the Cafeteria. No application is required. We encourage every student to take advantage of these healthy, balanced meals to stay focused and ready to learn throughout the day. Families are still encouraged to complete the annual household income survey, as it helps our school qualify for important funding and support programs.

For more information regarding the Free and Reduced Lunch Program, contact the Dallas School District Office at (503) 623-5594.

BREAKFAST / LUNCH

Free breakfast and lunch are served daily in the Cafeteria. Students will be required to enter their six-digit Student ID number.

BEHAVIOR

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

Guidelines include:

- No crowding, cutting, or shoving in line
- No throwing food
- Do not handle, share, or take other students' food.
- Students may be asked to help pick up when appropriate
- Students are to 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 are not permitted to ask, beg, or borrow food from other students
- When finished eating, students clean their table and recycle in the appropriate containers and remain seated until recess dismissal
- Students are not to leave the building to retrieve a food delivery
- Food and drinks are to be consumed in the Cafeteria and are not to be stored in lockers or taken through the halls. This includes coffee drinks, sodas, juices, etc.
- Students arriving on campus with drinks (other than water) will be asked to finish them in the Cafeteria before the bell rings. Unfinished drinks will need to be placed in the garbage before going to class.

FOOD DELIVERY SERVICES

School policy is to limit disruption to the classroom, so deliveries to students are discouraged. Deliveries will only be accepted from a Parent/Guardian – and not from a delivery service. Parents/Guardians are required to bring any delivery items to the Main Office. Students will not be allowed to exit the building in order to obtain items from a vehicle. **All food deliveries will be given to students at their designated lunchtime or after school. Please be mindful of the bell schedule so your student's delivery does not become inedible. Food and drink will not be able to be kept refrigerated or reheated and cannot be stored in lockers.**

Food delivered for 2 or more students must have prior Administrator approval.

LIBRARY

The Library is a resource to students in providing material for study and enjoyment. Students have access to books, audio books, and computers.

HOURS

Monday through Friday: During lunch time

RULES

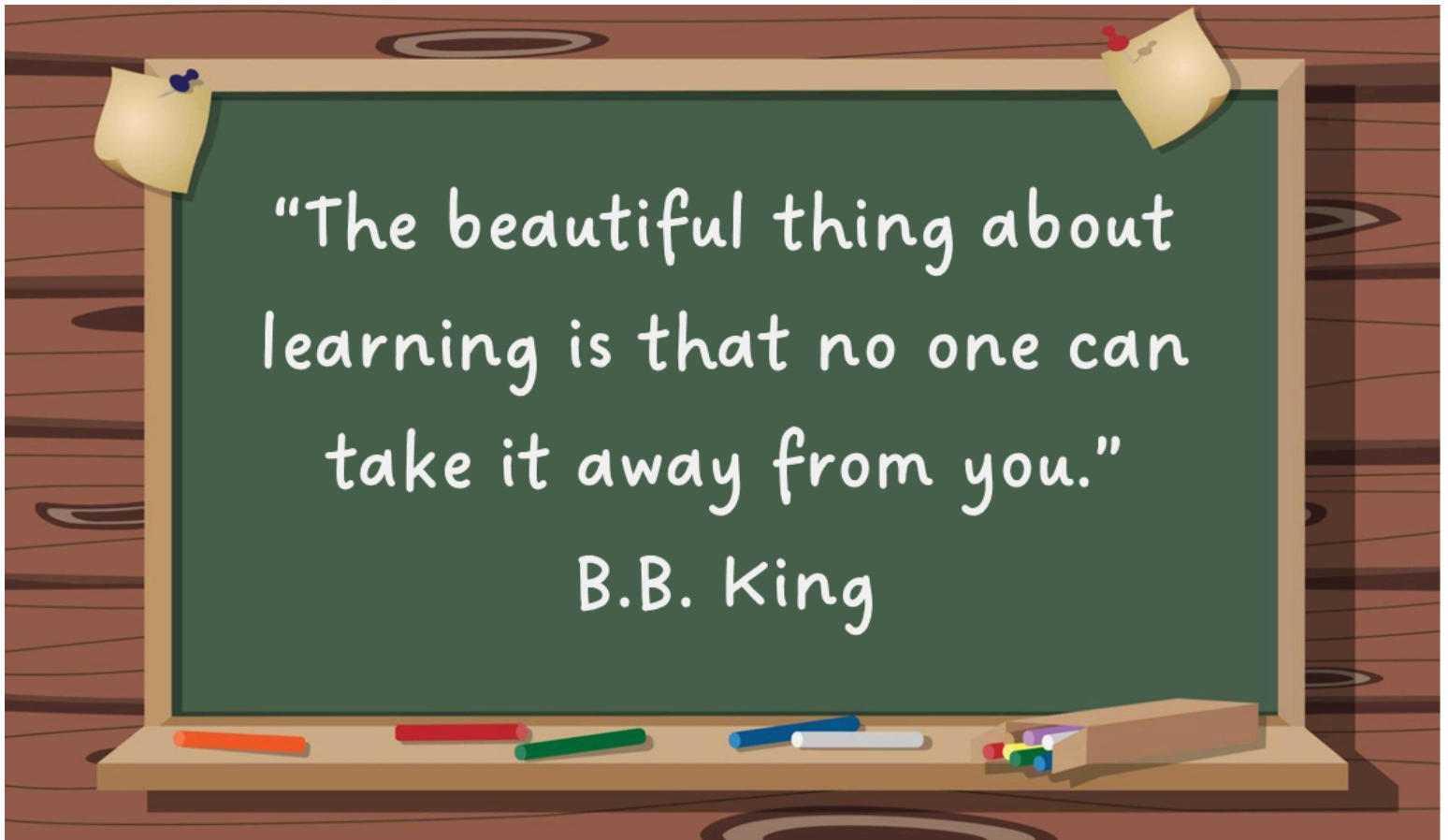
- Students are allowed no more than five (5) items checked out at a time
- Students who continually have overdue items may be restricted as to the number of items checked out
- Student body card with a barcode will be required for check out
- No food or drinks in the Library
- No loud noises in the Library
- No rearranging Library furniture
- A note will be required for any student in the Library during class time

Consequences for Violating Rules

- Loss of Library privileges

PROCEDURES

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



SCHOOL POLICIES

COUNSELING SERVICES

The School Counselors serve as a resource for Students, Parents/Guardians, 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 students. 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 a Counselor. In order to connect with the Counseling Department, students should utilize the counseling request icon located on their device.
- Dallas School District is partnered with Polk County Mental Health Services, which provides onsite mental health counseling, resources and additional available services. Meeting with the School Based Mental Health Therapist requires a referral and a signed permission slip after three (3) sessions.

DELIVERIES TO STUDENTS

School policy is to limit disruption to the classroom. Therefore, deliveries to students are discouraged. Students will not be permitted to carry balloons, flowers, etc. through the halls or into classrooms. Deliveries will only be accepted from a Parent/Guardian, and are required to be dropped off in the Main Office. Students will not be called out of class to receive items, nor will they 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. **All food deliveries will be given to students at their designated lunch times or after school. Please be mindful of the bell schedule so your student's delivery does not become inedible. Food and drink will not be able to be kept refrigerated or reheated and cannot be stored in lockers.**

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. The District makes every effort to make decisions by 5:30 a.m. to enable radio/TV 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. Click on the Emergency Information link at the bottom of the left column. If the District website 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. *Two-Hour Delay*: Morning bus runs will be delayed by two (2) hours, as will the start of school. Morning Kindergarten classes will be canceled.
3. *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.
4. *Two (2)-Hour Delay/Snow Routes*: Morning bus runs will be delayed two (2) 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 sent home. In an emergency, the Superintendent or designee will decide whether students should be sent home or not. 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/Guardians 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. Within the first two (2) weeks of each semester, a Lockout Drill will occur. 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, body 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 Main Office.

HALLWAY ACCESS

Students are expected to follow the 10/10 Protocol. This means they are asked to stay in the classroom for the first and last ten (10) minutes of class. This standard ensures that students are present in the classroom for the first ten (10) minutes when attendance is taken and instructions are given and also aids in the last ten (10) minutes of class by providing a summary of the day's activities or a discussion of what was learned.

Students needing to access the hall during class time should utilize the digital hall pass system with their teacher's approval. Students should go directly to the destination indicated on the pass and directly back to class. Students in the hall without hall pass privilege may be assigned disciplinary action.

HOMEWORK CLUB

Students who may benefit from additional time for assignment completion 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 your student's Teacher and/or Counselor for additional information.

INJURIES

All injuries must be reported immediately to the supervising Teacher or the Office Staff. 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. Contact the Main Office for more information.

LOCKERS

Lockers are for student convenience, but are school property. 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 the student's 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 Main Office.
- Backpacks are to be left in lockers throughout the school day.
- Students may be assigned disciplinary consequences for locker violations.
- Items remaining in lockers at the end of the school year will be donated.

LOST & FOUND

Report all lost items to a Teacher immediately; this will greatly improve chances for recovery. Lost and found items should be turned in to the Main Office. Found items are placed on a table in the Cafeteria for students to access before or after school and during lunch times. Unclaimed items will be donated to charity at the end of each month.

MEDICATIONS

Office Staff will administer prescribed medication and non-prescription medication only when a consent form (available in the Main 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, District Nurse, and Administrator.

- Before any medication may be administered, the Parent/Guardian must complete the consent form.
 - o 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 (i.e. by mouth). If these instructions are not met, State Law prohibits the school from administering the medication.
 - o 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 the Main 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 Parent/Guardian ahead of time. Please make every attempt to limit non-essential or non-emergency calls to the Main Office. If an emergency or unforeseeable change of transportation plan takes place, we will promptly send a message to the student.

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.

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 Main Office are for school business, emergency calls, and necessary Parent/Guardian contact.

Cell Phones: The purpose of this policy is to support a learning-focused environment free from distractions, to encourage responsible digital citizenship, and to maintain student safety and privacy. Cell phones should be turned off and stored in the student's locker from the first bell of the school day until the last bell of the school day. This includes during lunch/recess time and passing periods. Except as otherwise stated, "personal electronic device" means any portable, electrically powered device that is capable of making and receiving calls, text messages, and/or accessing the internet independently from the school's network infrastructure. This includes headphones and earbuds connected to personal electronic devices. This does not include a laptop computer or other device required to support academic activities.

Students needing to contact a Parent/Guardian during the day must go to the Main Office to use the school phone. Parents/Guardians who need to contact their student during school hours should call the Main Office. Health accommodations will be made to allow electronic access to students in need, per the requirements of their Health Management Plan, IEP, or 504.

LaCreole will not be liable for theft or damage to personal electronic devices brought to district property and district-sponsored activities off of district property.

Failure to comply with the cell phone expectations will result in the following consequences:

1st Offense	Cell phone will be confiscated and sent to the office. The student will be able to pick up the phone at the end of the school day.
2nd Offense	Cell phone will be confiscated and sent to the office. The student will be able to pick up the phone at the end of the day and guardians will be notified via ParentSquare.
3rd Offense	Cell phone will be confiscated and sent to the office. The student will be able to pick up the phone at the end of the day and guardians will be notified via phone call.
4th Offense	Cell phone will be confiscated and sent to the office. Parent/Guardians will be contacted via telephone and guardian/parent will pick up the phone at the end of the school day.
5th Offense	Cell phone will be confiscated and sent to the office. Parent/Guardians will be contacted and a parent/guardian will be required to pick up the phone from the office. A plan will be implemented for phone storage.

These expectations also apply to airpods, smart watches and other Bluetooth devices which should remain off and stored away during school hours. These devices should not be in classrooms or used in the hallways during passing time. This policy is in compliance with E.O 25-09 and district policy JFCEB.

RECOGNITION ELIGIBILITY (8th Grade)

Eighth (8th) Grade Recognition is an opportunity to honor students who have demonstrated commitment to both academic and behavioral expectations throughout the school year.

To be eligible for participation, students must meet the following criteria:

- **Behavioral Responsibility:** Students are expected to consistently demonstrate positive behavior and follow school rules.
 - o Students who have received suspensions or have been expelled during the current school year may be ineligible to participate in 8th Grade Recognition.
 - o Final decisions regarding participation will be made at the discretion of Administration, taking into account the nature of the incident and the student's overall conduct.

Our goal is to celebrate students who reflect the values and expectations of our school community.

REGISTRATION

New Students: Registration for new students is through our Registrar's office. 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 up to three (3) school days.

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

STUDENT COUNCIL

Annual elections are held for students to vote for Council positions. The six (6) elected positions on the Student Council are: President, Vice President, Secretary, Treasurer, 7th Grade Spirit Coordinator, and 8th Grade Spirit Coordinator.

STUDENTS NAVIGATING HOMELESSNESS

Students and families navigating homelessness and needing services, please contact a school Counselor or our Polk County Mental Health support person.

Students experiencing homelessness in the District will have access to 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/Guardian 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.

VISITORS

Parents and volunteers are always welcome. For security reasons, all visitors must check in at the Main Office to pick up a Visitor Pass. All visitors must wait in the Main Vestibule until they have received approval to enter the school. The Principal will approve requests to visit as appropriate.

- All parents and volunteers working in the school, attending a school event, or visiting a student inside the school must pass a background check prior to volunteering. This process can take 1 - 3 weeks to complete. Background check information can be found at: <https://www.dallas.k12.or.us/student-families/volunteer>
- 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 the Registrar.

VOLUNTEERS

We welcome and encourage volunteers at LaCreole. There are several ways to volunteer, including:

- Join the PTC (Parent Teacher Club) If you would like information about joining the PTC, please email LaCreolePTC@gmail.com.
- Classroom teachers will reach out periodically for volunteers. If you would like to see if there are specific classroom needs for volunteers, please contact a teacher directly.
- All volunteers will be required to check in at the Main Office and wear an identification badge.
- All volunteers working in the school or attending a school event must pass a background check prior to volunteering. Background check information can be found at: <https://www.dallas.k12.or.us/student-families/volunteer>

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 at (503) 623-7245.

STUDENTS RIDING SCHOOL BUSES

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

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. Students must stay seated and refrain from moving seats while the bus is in motion
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 the 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 the bus
12. Remain respectful in language 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 both the District and Bus Company’s behavior expectations and discipline procedures.

Loading and Unloading at School:

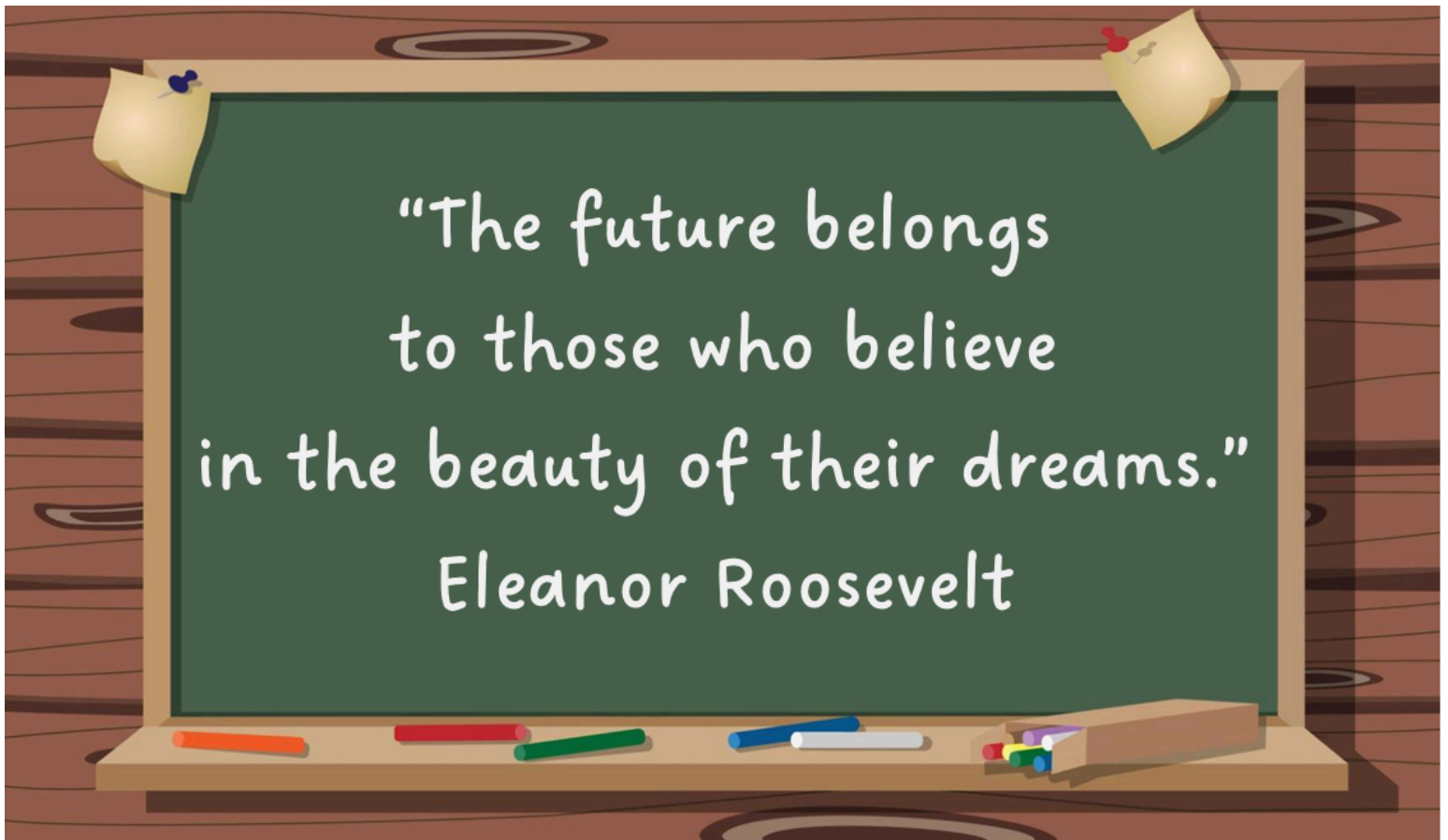
- Loading areas are signed and marked to exclude other vehicles from entering during time of use.
- Supervision of students shall be provided for 30 minutes prior to the start of school and until the last bus leaves.
- Students must observe the Code of Conduct when waiting for their buses. Absolutely 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 school dismissal. This request must be submitted to the Main Office by lunch time on the day of transportation for verification.

Notification to Parent/Guardian: Students 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 records are kept with the District for two (2) years. All Mid-Co SPAB drivers are required to hold School Bus Certificates.

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

OTHER TRANSPORTATION (Bikes, Skateboards, Scooters, Roller Blades, Helmets, Motorized Scooters)

All students riding bikes to school are to park and lock their equipment in the designated area. Students are to store their skateboards, scooters, rollerblades, etc. in their lockers or in the designated area. Helmets may be stored in lockers. **Any transportation vehicle or device not fitting in a locker will need to be locked outside in the designated area.** 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 Middle School will not assume financial responsibility for lost, stolen, or damaged bikes, skateboards, scooters, rollerblades, helmets, etc. Motorized scooters should not be ridden by LaCreole students on school or district property, as it is in violation of ORS 814.512.



CODE OF CONDUCT

EXPECTATIONS FOR STUDENT BEHAVIOR

Students are expected to demonstrate respectful and inclusive behavior in the classroom, on school property, and at all District-sponsored events, including those off campus. In alignment with Oregon's Every Student Belongs policy, all students have the right to learn in a safe, supportive, and welcoming environment – free from discrimination, harassment, and bias.

Students contribute to a positive school culture by doing the following:

1. Cooperating with others in both academic and social settings
2. Striving for academic excellence while supporting the success of their peers
3. Treating themselves, others, and the environment with dignity and respect
4. Conducting themselves in a safe, responsible, and inclusive 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 Behavior Safety 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.
- To report concerns, contact SafeOregon or reach out to a building Administrator.
- Store phones in lockers during class and passing 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
- 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.

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

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 disciplinary action in compliance with District Policy JFC.

LAW ENFORCEMENT

Any student who engages in potentially criminal behavior may be subject to a referral to Law Enforcement. 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
- 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.

DEFINITIONS

Academic Integrity: We expect students to express academic integrity by doing their own work and properly documenting information gathered from other sources. This also includes giving credit when using someone else's ideas or words. Avoid helping others to cheat or copying someone else's work. This includes all work turned in for a grade. 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 who 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 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, class activities, etc.

Gang: A gang is defined as a group of two (2) 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 within 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.

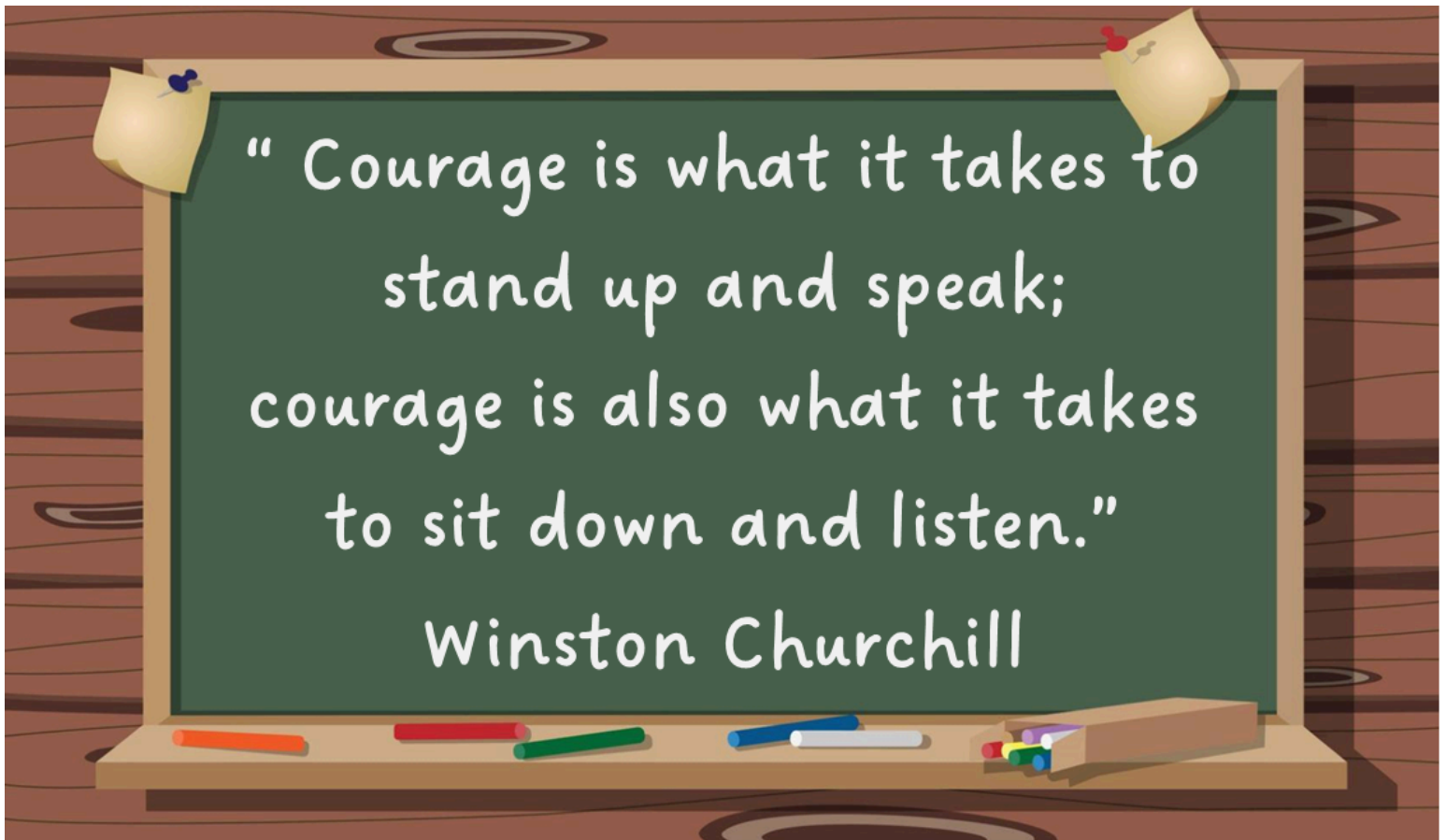
Restitution: Reimbursement to the owner for actual loss or damage.

Suspension: Temporary removal of a student from school property and from participation in all school activities 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 (with all necessary materials at hand) prior to scheduled start time.

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.



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.

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

OFFENSES DISRUPTING THE LEARNING ENVIRONMENT

Violation	Definition	Severity	Discipline Level					
			1	2	3	4	5	6
Attendance	Student arrives to class more than 5 minutes late (but less than 10 minutes late), or fails to attend class (first offense). The behavior has occurred fewer than 10 times.	Minor/ First	X	X	X			
	Student has been tardy to class more than 10 times and/or repeatedly leaves class without permission, fails to attend class as scheduled, or does not return to class in a timely manner. This behavior demonstrates a pattern of avoiding instructional time.	Major/ Repeat			X	X	X	
Insubordination	This includes, but is not limited to, cell phone or electronic device misuse, transportation violations, false accusations, failure to comply, and the creation of malicious statements.	Minor/ First	X	X	X			
	Repeated infractions of any school policy, persistent failure to comply, distribution of a malicious statement	Major/ Repeat			X	X	X	X
Disorderly Conduct	Disruptive behaviors that impact the learning environment in the classroom or general school setting or unsafe hallway behavior (i.e. horseplay, chasing, etc.)	Minor/ First	X	X	X			
	Repeated disruptions to the learning environment, creating an unsafe learning environment, unsafe or disruptive hallway behavior which is repeated or results in injury of person or damages property. Also includes pulling the fire alarm.	Major/ Repeat			X	X	X	X
Offensive Material	Student views or attempts to access offensive materials	Minor/ First	X	X	X	X		
	Student possesses, displays, or attempts to create material that is sexually explicit, blatantly explicit or discriminatory, promotes possession of illegal substances or alcohol	Major/ Repeat				X	X	X
Tobacco, Nicotine, and Inhalant Devices	Possessing or using tobacco products, nicotine products, inhalant devices or look alike products or knowingly aiding in the concealment of these products	Minor/ First			X	X		

	Possessing, using or distributing tobacco products, nicotine products, inhalant devices or look alike products	Major/Repeat			X	X	X	X
Alcohol and Drugs	Student misuses over the counter, non-prescription drugs (i.e. Tylenol, cough syrup, etc.) in violation of District policy	Minor/First	X	X	X			
	Possessing, selling, buying, distributing, being under the influence of, or otherwise using alcohol, illegal or any unauthorized drugs as defined by but not 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 drug paraphernalia of any kind.	Major/Repeat			X	X	X	X
Weapons	Possessing an object which could be used as a weapon or categorized as a weapon but also serves purpose outside of the school setting, which is accidentally brought to school and is self-reported to Staff	Minor/First		X	X	X		
	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	Major/Repeat				X	X	X
Threats	Student makes a threatening statement which results in no distress and was intended as a joke	Minor/First		X	X	X		
	Behavior, whether written (including text messages, email, or internet posting), verbal or physical that is threatening against persons, groups, events, or property related to school or school activities	Major/Repeat			X	X	X	X
False Reporting or Alarm	Any false reporting of District Employee or Agent	Minor/First	X	X	X			
	False reporting with malicious intent or on a repeated basis. 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	Major/Repeat				X	X	X
Gang Related	Student is suspected to be using signs, symbols, clothing, sounds, and/or words that indicate potential gang affiliation	Minor/First	X	X	X			
	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.	Major/Repeat			X	X	X	X

OFFENSES AGAINST PERSONS

Violation	Definition	Severity	Discipline Level					
			1	2	3	4	5	6
Aggressive Behavior / Fighting	A student physically interacts with another student in an unsafe manner without intent to do harm or intimidate	Minor/ First	X	X	X			
	Aggressive physical behavior directed toward another person which may include kicking, hitting, pushing, tripping, wrestling, hair pulling, intent to injure/intimidate or mutual fighting	Major/ Repeat			X	X	X	X
Assault	Aggressive behavior that results in physical injury to another	ALL					X	X
Harassment / Bullying	Student makes mean, rude, and/or unkind comments to another student. The comments are reactive in nature and do not serve to intentionally demean, intimidate, or torment the other student	Minor/ First	X	X	X			
	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	Major/ Repeat			X	X	X	X
Bias Incident	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 a person's identification with a protected class. This may also include the use of racial slurs	ALL			X	X	X	X

"In a world where
you can be anything,
be kind."

Jennifer Dukes Lee



PROPERTY OFFENSES
All Property Offenses Are Subject To Mandatory Restitution

Violation	Definition	Severity	Discipline Level					
			1	2	3	4	5	6
Technology Misuse	Student uses a cellphone, iPad, Chromebook, or other electronic device without permission during class time.	Minor/First	X	X				
	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	Major/Repeat			X	X	X	X
Fire / Chemicals	Accidental or unknowing mishandling of chemicals or incendiary devices	Minor/First			X	X		
	Any act or attempted act of fire starting. Knowingly or recklessly misusing chemicals or incendiary devices, including being in possession of incendiary devices with malicious intent	Major/Repeat				X	X	X
Property Damage	To accidentally damage property belonging to a student, staff, agent, or Dallas School District, or damages are less than \$50 in value	Minor/First		X	X			
	To damage property belonging to a student, staff, agent, or Dallas School District recklessly or intentionally or damages are more than \$50 in value	Major/Repeat			X	X	X	X
Theft	Theft of property belonging to a student, staff, agent, or Dallas School District with an intention to return or property is valued at less than \$25	Minor/First		X	X			
	Theft of property belonging to a student, staff, agent, or Dallas School District or to be knowingly in possession or control of stolen property	Major/Repeat			X	X	X	X
Vandalism	To cause damage or deface property belonging to a student, staff, agent, or Dallas School District. Damages are less than \$25	Minor/First		X	X			
	To cause damage or deface property belonging to a student, staff, agent, or Dallas School District. Damages are valued at more than \$25 or this is repeat behavior	Major/Repeat			X	X	X	X

SUSPENSION APPEAL PROCEDURE

A Parent/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 (2) 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 (3) 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 such a way that the 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 or 504 plan. All concerns regarding student dress issues should be brought to the attention of 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, etc.

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 or head coverings
- Hats (Hats must allow staff to see the face of the student and not interfere with the line of sight of 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 or halter tops
- Hoodie sweatshirts – However, hoods may not cover the head while 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)
- Shirts or tops that rise above the belly button.
- 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, including images of guns or other weapons
- Clothing or 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 are to be worn indoors
- No face paint worn while at school

Makeup vs. Face Paint

Students sometimes use makeup or face paint as forms of expression. While they may look similar, they are not the same:

- **Makeup** is typically used to enhance natural features. It is designed for long wear, often includes skin-care benefits, and is usually blended for a natural look. Makeup may be worn at school as long as it does not cause a distraction to the learning environment.
- **Face Paint** is used for costumes, performances, or artistic purposes. It is brighter and more opaque, meant for short-term wear, and is easily removed. **Face paint is not permitted at school, except for approved performances or school-sponsored events.**

GANGS AND GANG-RELATED ACTIVITY

The School Board has determined that the presence and activities of gangs in schools, both in Oregon and elsewhere, pose a serious threat to the safety, well-being, and educational environment of students and staff. Gang involvement has caused substantial disruption and interference with school operations. As such, it is the policy of the District that gangs and gang-related activity are strictly prohibited on school property and at all school-sponsored events, regardless of location.

Failure to comply with this policy may result in disciplinary action, up to and including expulsion.

For the purposes of this policy, a “gang” refers to a group or association of two (2) or more individuals whose purposes or activities include the commission of criminal acts or the disruption of the school environment. This does not include groups that engage in lawful protest or civil disobedience in pursuit of recognized social or political objectives.

LaCreole Middle School is committed to maintaining a safe, inclusive, and disruption-free learning environment and will respond promptly and appropriately to any gang-related concerns.

“Gang-related activity” includes, but is not limited to:

- Wearing, possessing, distributing, displaying, or selling clothing, jewelry, emblems, symbols, badges, or other items that signify gang affiliation.
- Conduct intended to show or suggest gang membership or loyalty
- Speech or behavior that furthers the interests or activities of a gang, especially if intended to provoke a violent or disruptive response
- Recruiting or soliciting others to join a gang or participate in gang activities
- Threatening, intimidating, or requiring others to give money or items of value for protection or gang-related purposes
- Encouraging or inciting others to commit acts of violence
- Committing any criminal act, offense, or violation of school rules related to gang involvement

HARASSMENT, INTIMIDATION, AND BULLYING

LaCreole Middle School is committed to providing a safe, positive, and respectful learning environment for every student. Dallas School District, in its commitment to providing a productive learning environment, has developed policy regarding harassment, intimidation or bullying and acts of cyberbullying by students, staff, and third parties toward students. Behavior such as hazing, harassment, intimidation, bullying, menacing, cyberbullying, teen dating violence, or domestic violence is strictly prohibited on campus, during school events, and through digital communication.

Harassment is defined as “actions that hurt or threaten someone physically, emotionally, or socially.” This includes physical harm, property damage, or creating an unsafe or hostile learning environment.

Retaliation against any person who reports, or 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, and 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>.

REPORTING

No student should ever feel unsafe or excluded. If you or someone you know is being targeted by any of these behaviors, report it right away to a trusted adult, Teacher, Counselor, or Administrator. Reports can be made anonymously.

Students are encouraged to report harassment and/or other behavior incidents to either an Administration, Counselor, Behavior Specialist, or Teacher. 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 referral to Law Enforcement.

Some examples of behaviors which constitute harassment are:

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

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, weapons include: "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/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 (1) 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/Guardian 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/Guardian’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 Parent/Guardians 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 1st 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. 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/Guardians 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 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):

<https://www.ftc.gov/business-guidance/privacy-security/childrens-privacy>

COPPA limits the ability of companies to collect personal information from children under age 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://studentprivacy.ed.gov/ferpa>

FERPA protects the privacy of student records and gives Parents/Guardians the right to review records. Under FERPA, schools may disclose directory information but Parents/Guardians 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/Guardians 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/Guardians 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/Guardian's approval and participation.
- Students will tell their Teacher or other Staff Member about messages that make them feel uncomfortable.
- Under no conditions should a user provide his or her password to another person.

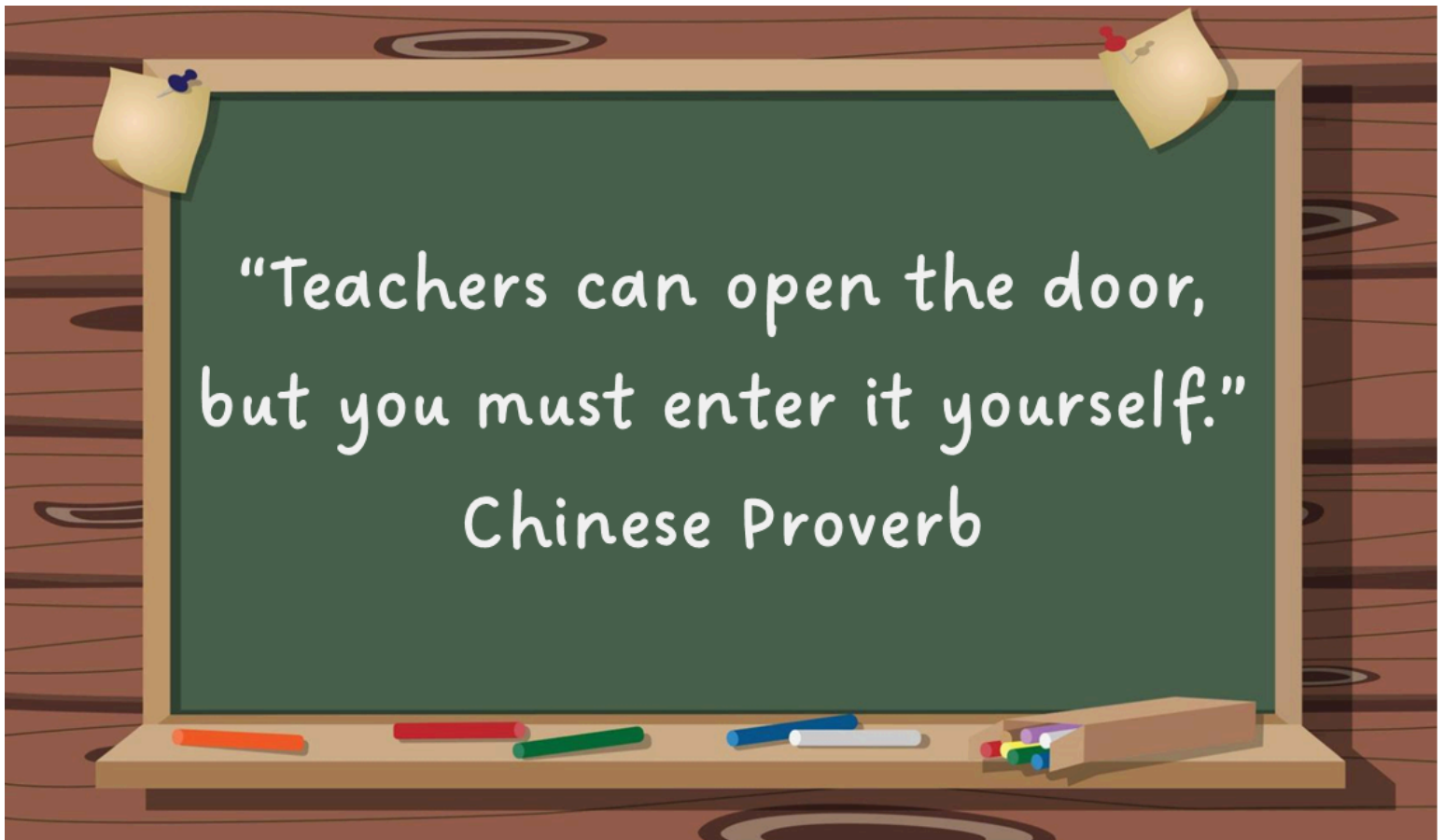
CONSUMER SAFETY

- 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 GfE is a privilege. The District maintains the right to withdraw access 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

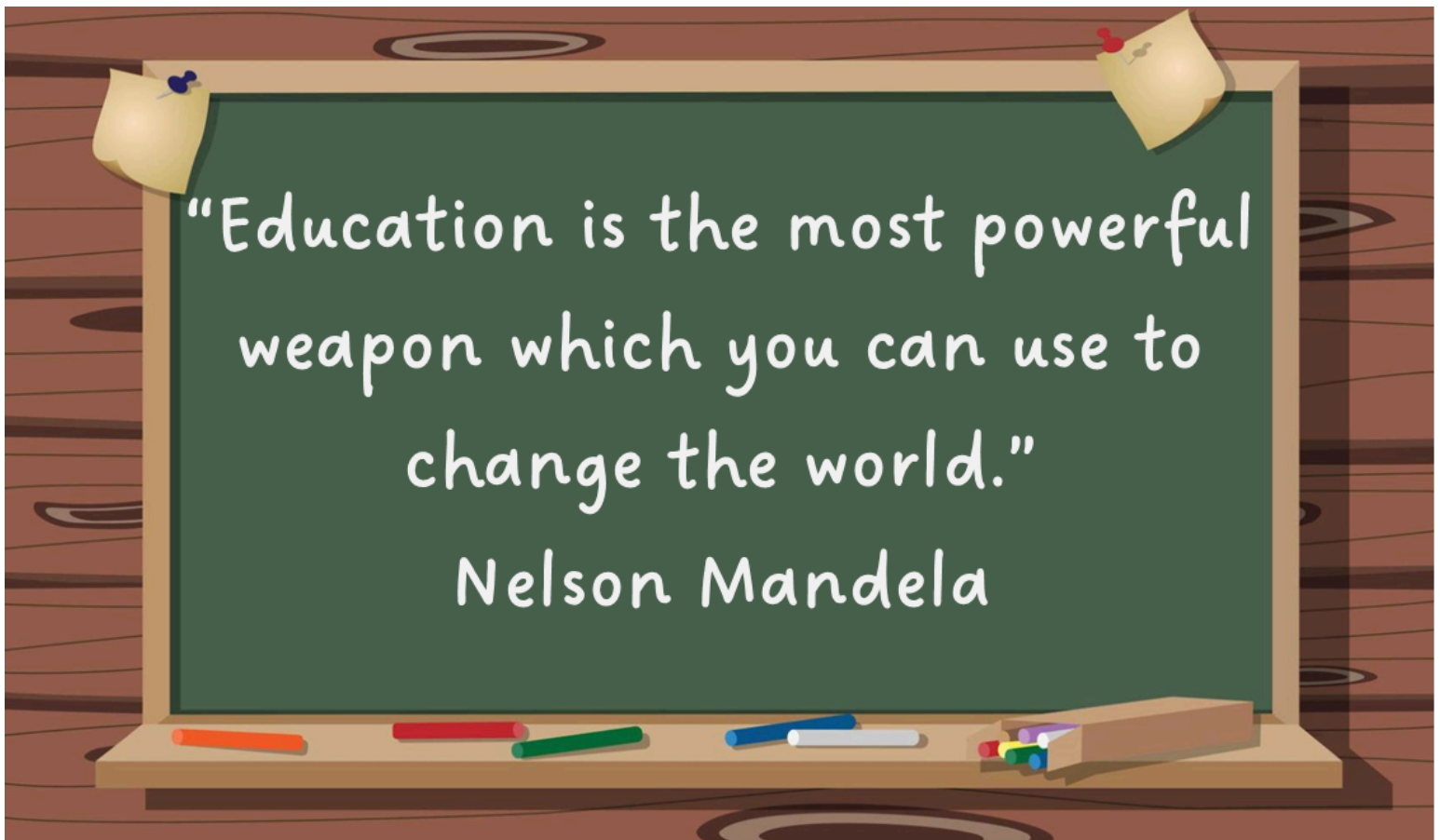
A Parent/Guardian who feels their child may benefit from the Special Education services and programs offered by the Dallas School District or wish to inquire about what is available may contact the Program Director at the District Office. Inquiries will be treated with all due respect and confidentiality.

RESTRAINT AND SECLUSION

Revised Current Restraint/Seclusion Regulations and Procedures (HB2939) went into effect on July 1, 2012. The 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 contact the Main Office with any questions.



ACKNOWLEDGEMENT FORM

2025-26 School Year

I have read, understood, and agree to abide by the Code of Conduct and other information and guidelines contained in the 2025-26 LaCreole Middle School Student Handbook.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

Student ID#: _____

Student Signature: _____

Date: _____

(Please print this page, sign and date, and return it to the Main Office.)

If you have any questions or concerns regarding information in the Student Handbook, please contact the LaCreole Middle School Main Office at (503) 623.6662.

