WELCOME
TO
LACREOLE MIDDLE SCHOOL

District Mission Statement

"Our mission is to provide the highest quality education, ensuring every student develops the academic, functional, professional-technical, and social-emotional skills necessary to succeed in life."

Be Ready – Be Responsible – Be Respectful

Principal…… Jamie Richardson
Assistant Principal…… Tyler Lalack
Office Manager …… Heather Irwin
Counselor…… Kayce Lilley
Registrar……..Rhonda Hays
Receptionist/Activities Secretary…… Joelle Cornthwaite
Attendance Secretary……..Linda Shryer

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

Main Office Hours
8 a.m. – 3:30 p.m. Monday
8 a.m. – 4 p.m. Tuesday - 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 Agenda 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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, or negotiated agreement.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 Agenda 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/

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BELL SCHEDULES

Building opens at 8am.
Students may wait in the cafeteria until the bell rings to enter hallways.
Hallways open at 8:15am.
School begins at 8:30am.

Regular Bell		**Advisory**	**Period 1**	**Period 2**	**Period 3**	**Period 4**	**Period 5**	
		8:30 – 8:40	8:40 – 9:50	9:55 – 11:05	11:10 – 12:55 w/lunch	1:00 – 2:10	2:15 – 3:25	
Lunch A	11:05 – 11:40				11:45 – 12:55			
Lunch B	11:45 – 12:15				11:10 – 11:45 & 12:20 – 12:55			
Lunch C	12:20 – 12:55				11:10 – 12:20			

Early Release/PM Assembly		**Advisory**	**Period 1**	**Period 2**	**Period 3**	**Period 4**	**Period 5**	**Assembly**
		8:30 – 8:40	8:40 – 9:40	9:45 – 10:45	10:50 – 12:25 w/lunch	12:30 – 1:30	1:35 – 2:35	**2:40 – 3:25**
Lunch A	10:45 – 11:20				11:25 – 12:25			
Lunch B	11:20 – 11:50				10:50 – 11:20 & 11:55 – 12:25			
Lunch C	11:50 – 12:25				10:50 – 11:50			

Late Start		**Advisory**	**Period 1**	**Period 2**	**Period 3**	**Period 4**	**Period 5**	
		10:30 – 10:33	10:33 – 11:20	11:25 – 12:12	12:17 – 1:39 w/lunch	1:44 – 2:31	2:36 – 3:25	
Lunch A	12:12 – 12:47				12:52 – 1:39			
Lunch B	12:41 – 1:11				12:17 – 12:41 & 1:16 – 1:39			
Lunch C	1:04 – 1:39				12:17 – 1:04			

First Day/AM Assembly		**Advisory**	**Assembly**	**Period 1**	**Period 2**	**Period 3**	**Period 4**	**Period 5**
		8:30 – 8:40	**8:40 – 9:25**	9:30 –10:30	10:35 – 11:35	11:40 - 1:15	1:20 – 2:20	2:25 – 3:25
Lunch A	11:35 – 12:10					12:15 - 1:15		
Lunch B	12:10 – 12:40					11:40 – 12:10 & 12:45– 1:15		
Lunch C	12:40 – 1:15					11:40 – 12:40		

ACADEMIC INFORMATION & COURSE OFFERINGS

COURSE OFFERINGS

The 6th grade curriculum is composed of the following courses: Social Studies, Science/Health, English/Language Arts, Math, Physical Education, and Elective. 6th grade students will remain separate from 7th and 8th grade students and all of their classes will be kept in the 6th grade house.

The 7th/8th grade curriculum is composed of the following courses: Social Studies, Science, English/Language Arts, Math, Physical Education, and Elective.

GRADES

Report Cards: Report cards are issued at the end of each quarter and will be mailed home.

Grading Procedure: Each teacher/faculty member will post in writing his/her grading procedure. This will let the student's parent/guardian know the expectations of academic achievement for each semester.

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.

Home Access: Parents are encouraged to monitor their students' academic progress using Home Access. Grades are updated weekly. Attendance records are updated daily. To sign up for Home Access, visit the Dallas School District website online at www.dallas.k12.or.us, click the "parent" tab, then the "Home Access" tab.

FEES

Students who have not paid fees may have their grade reports withheld. Students who have not paid their fees 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.

LMS Fees (Required)	Amount	LMS Fees (Other/Optional)	Amount
PE Uniform (both pieces)*	$14.00	Yearbook**	$20.00
PE Shirt*	6.00	PE Lock (if lost)	$ 6.00
PE Shorts*	$ 8.00	*Residual used for related expenses	
		**Fee increases to $25 February 1	

FUNDRAISERS

School provides opportunities for students to raise funds for various events/endeavors. Students are not required to participate. Fundraisers are held throughout the year and include: Activity Nights, Cats Den, and Washington D.C events. Funds raised may be used for any number of school-wide, student, classroom, club, or staff needs.

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 help establish independent study skills and habits
- To help teachers monitor progress
- 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.

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 books. Homework requests will be available for pick-up by 3:15 p.m. the following school day. Make-up work needs to be turned in promptly.

STUDY SKILLS

Notebooks help students:

- Learn organizational skills
- Avoid loss of assignments by securing papers in one place
- Share progress and class work with parent/guardian

Student notebooks: All students will be required to use the notebook organization method required by the teacher.

TEXTBOOKS

Some books are for classroom use only. These books are not to be removed from class without teacher approval. Textbooks are purchased by the school District and are loaned to the student free of charge. The student will be charged for the book if it becomes lost or damaged. Students should keep track of the book number issued to them and take reasonable steps to protect all books so they will stay in good shape until the end of the year. Replacement costs range from $18.00 to $60.00. If a book is stolen, report it immediately to the office. Failure to do so will result in the student to whom the book was originally issued being responsible for replacement fees.

ATTENDANCE

Dear Parent/Guardian:

School attendance is very important if students are to make good progress with their learning. Students are required by Oregon law to regularly attend school. The Dallas School District expects regular attendance of all students. Dallas School District's expectation for regular attendance is no more than: eight (8) unexcused half-day absences in a four-week period, five (5) unexcused absences in a three-month period, or ten (10) unexcused absences in a six-month period.

Please call the school with an acceptable written or verbal explanation as soon as possible the day your student is absent. Please prearrange the absence if you know your student will need to miss school. Oregon law requires the school to review any absence and determine whether it is an unexcused or excused absence.

Excused Absences (Written or verbal notification of one of the specific reasons below is required.)

- Student illness
- Serious family illness
- Medical appointment which cannot be scheduled outside school time
- Authorized religious holidays
- Approved prearranged absences
- Other absences as approved by the District

Unexcused Absences

- Any absence not falling into the excused category (as defined above)
- Skipping school
- Failure to bring proper excuse or notify school as required
- Baby-sitting siblings

We appreciate your cooperation in assuring regular attendance for your student. Please note, absences both excused and unexcused have a negative impact on student learning. If you have any questions, or if we may be of assistance, please call the school.

Thank you,
LaCreole Middle School Administration

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 be here 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. Upon arrival, stay on the school side of the white bus line, and do not leave school grounds. Students are not permitted to enter hallways or classrooms until 8:15 a.m.

DEPARTURE

- Bus Riders: All bus riders will proceed to the front of the building and wait patiently for their bus. 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.

DAILY ATTENDANCE

Approved Excuses: School will determine what absence/tardy is excusable. Reasons such as 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.

Absences: If a student is absent, a parent/guardian must call the Attendance Office on the day of the absence. If no phone call is made, the student will need to turn in a note at the Attendance Office upon returning to school. Doctors notes may be required for school to determine if an absence will be excused.

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 to take the note to each of his/her teachers and arrange for work. The teacher will provide necessary instructions and homework.

Late Arrival and Sign-in/Sign-Out (Appointments): If for any reason a student must leave school during the school day, the student must have a written excuse from a parent/guardian to show to the teacher whose class the student will be leaving. This note must then be brought to the Attendance Office where the student will sign out. 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 he/she enters class. If a student arrives late to school, he/she must check in at the Attendance Office with a parent/guardian, or with a note signed by parent/guardian.

Unexcused Late Arrival: Unexcused late arrivals will be dealt with as a disciplinary matter. Students arriving past 8:45 a.m. without a valid excuse will be assigned the following detention:

Arrival Time	**Consequence**
15 to 30 minutes late	Conference with Behavioral Specialist
30 to 60 minutes late	Administrative decision on a case by case basis

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.

AUTOMATED ATTENDANCE CALLING

School 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. We use 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.

ACTIVITIES & ACTIVITY NIGHT ATTENDANCE

Students are not allowed to leave school before or during an activity unless prearranged. Doctor's appointments and family emergencies are examples of acceptable reasons to leave. Many Activity Nights are scheduled, so students should be on their best "Wildcat" behavior. Students must be in attendance at least half day to participate in any activity. Students may be excluded from Activity Nights based upon violations of the Code of Contact. 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.

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, and are assigned a four-digit pin number to use each time they purchase a lunch. 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.

A La Carte in the cafeteria area will include items that can be purchased with cash. Additional milk may be purchased in the cafeteria from 8:00 – 8:30 a.m. 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. Guidelines include:

- Waiting patiently in designated areas, and being respectful of other's space. Students are to avoid cutting, shoving, or crowding in line.
- Handling their own food. Sharing, or taking other students' food is prohibited. This will help keep down the spread of communicable diseases, and avoid potential conflict.
- Students will not ask, beg, or borrow money or food from other students. Students should come prepared to buy what they need for the school day.
- 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.
- When finished eating, students are to clean their table and surrounding areas, and recycle in the appropriate containers. Students are to raise their hand and must wait until dismissed.

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 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 / MAKER-SPACE

The library is a resource to students in providing material for study and enjoyment. Students have access to books, audio books, computers, Internet, and databases. Students also have access to a copy machine in the library; copies are 10¢ per page. The library website may be accessed at any time: www.dallas.k12.or.us/lacreole_library/index.htm

EXPECTATIONS

- 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 will be required for check out.
- No food or drinks in the library.
- Book bags are not allowed in the library.
- Respect the environment of others by using appropriate volume
- Students need staff 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: Student body cards will also become student's library card. Student's school I.D. number will also be their library number, which will appear on the student body card in bar code 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. If the card is lost, a replacement card will be issued for a price of $3.00. *Students will need their student body card for library check out.*
Overdue Policy: Overdue materials are charged 10¢ per item per day. Once a student reaches $2.00 in fines, he/she will not be able to check out items until overdue item is returned and fine paid. Overdue notices are periodically provided to students. Students will be notified and billed when they reach the $2.00 limit. All fines must be paid before the end of school and before the 8th Grade Recognition Ceremony.

SCHOOL POLICIES & CODE OF CONDUCT

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.

DELIVERIES TO STUDENTS

School policy is to limit disruption to the classroom, so deliveries to students are discouraged. Deliveries will only be accepted from *parent/guardian*, and items will not be delivered to classrooms. Students may be notified if they receive flowers, balloons, or similar deliveries, which they may pick up after school. Parents and/or visitors must report to the main office upon arrival. As a reminder, certain items such as glass and balloons are prohibited on buses. School does not accept Valentine's Day deliveries for students.

DETENTIONS

A teacher or administrator may assign after-school detention for some behavior infractions. Detention will be held for up to an hour after school. If students are late to detention, they will receive additional consequences. Talking is not allowed during detention time. Students will remain seated and work on school assignments. Students must have enough school work or reading material to last their entire assigned detention time. If rules are not followed, students will serve the remainder of the detention plus one additional hour. It is the parent's responsibility to arrange transportation home by working with the school.

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. 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

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 the 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. School Messenger email, phone calls, or text messages may be utilized to contact families.

EMERGENCY DRILLS

Earthquake and fire safety drills will be conducted each month to practice appropriate response to such emergencies. All students and staff will line up on the field on the west side of the building by the play equipment. We will also conduct an occasional lock-down drill to allow an opportunity to practice responding to different safety issues. *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.

HOME ACCESS - ONLINE GRADES

Home Access is a valuable tool which helps parents monitor students' academic progress. To set up your password, visit the Dallas School District website online at www.dallas.k12.or.us, click the "parent" tab, then the "Home Access" tab, or at the LaCreole Middle School website at www.lacreolemiddleschool.org. The school office will also be happy to assist in establishing access. It is important to keep your password confidential. Grades are updated weekly. Attendance records are updated daily. It is our hope that this system will give parents a way to stay informed about their students' progress and attendance.

HOMELESS STUDENTS

Homeless students 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. A homeless student 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 homeless students. The superintendent will develop administrative regulations to implement this policy.

HOMEWORK CLUB
Students who may benefit from additional time can sign up for 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 nurse who travels from school to school. Questions or concerns may be directed to the Public Health Department at (503) 623-8175.*

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. Locker checks will 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.
- Students should not "penny lock" their locker.
- Students may not change lockers. Problems with lockers should be reported to the Attendance 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. Unclaimed items will be donated to charity.

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, or in their possession.

- 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 parent/guardian. 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.

PDA

Excessive displays of affection such as kissing, body touching, hand holding, and hugging are inappropriate on campus or at school-related activities. Students engaged in excessive displays of affection will be referred to the Assistant Principal for appropriate action. Violators will be disciplined under the insubordination guidelines.
No Touch Policy - hands and feet are to be kept to oneself.

PHONES (School phones)

School Phones: Phones are for school business and emergency calls.

RECOGNITION ELIGIBILITY, 8TH GRADE

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

- Accumulative middle school GPA of 2.0 or higher for all three years.
- Students with outstanding fees may be excluded from recognition pending fee payment arrangements through the office.
- 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.

REGISTRATION

New Students: Welcome to LaCreole Middle School!
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 if applicable. The registration process may take 24 hours.

Withdrawal: If a student must withdraw from school, the parent/guardian should contact the Counseling Center in advance either by phone or signed note. The student will be asked to turn in books, clean out locker, and pay any remaining fees. We will miss you!

SPECIAL EDUCATION

A parent/guardian who feels their child may receive 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.

STUDENT BODY CARDS

Each student is issued a student body card the first few weeks of school. If a student loses the card, a replacement may be reissued through the Counseling Center.

STUDENT COUNCIL

Students are selected from their Advisory class to represent their class on Student Council. These meetings are designed to develop leadership skills and provide a "student voice" in matters such as expenditure of student body funds, planning activities, student surveys and coordinating projects.

STUDENT SAFETY

We ask that students help prevent acts of violence by doing the following.

- Report threatening speech or behavior to a responsible adult. Do not try to determine if the threat is real or not; that is the adult's responsibility. (A Threat Assessment will be determined 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.
- Have a personal anger management plan, a set of mental steps to go through when problems cause anger. The steps should include:
  - Pausing to calm down, which helps you think rationally;
  - Identifying the problem;
  - Identifying the consequences of taking violent action;
  - Thinking of nonviolent alternative actions that will resolve the problem.
- Remember there are multiple solutions to virtually every problem and that problems can be solved in a positive manner.
- Help other students by becoming a peer mentor or mediator.

VISITORS

Parents/Guardians are always welcome at school. As a rule, student visitors are not allowed. Prospective new students may arrange a tour with our Counseling Center by calling 503-623-6663. *All visitors must have office approval*. 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.

CODE OF CONDUCT

PBIS

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at LaCreole Middle School. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Behavior Philosophy

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.

LaCreole Middle School's Wildcat Code of Conduct is:

Be Ready • Be Responsible • Be Respectful

Behavioral Expectations are Taught:

The behavioral expectations are taught to all students in the building in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Specific behavioral examples are:

- Being ready means being on time.
- Being ready means being prepared with assignments and materials.
- Being responsible means accepting positive and negative consequences.
- Being responsible means knowing and following classroom and school rules on a daily basis.
- Being respectful means following and responding appropriately to adult direction.
- Being respectful means respecting others' personal space and property.

Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed, positive examples ("right way") are described and rehearsed, and negative examples ("wrong way") are described and examples given. Students are given an opportunity to practice the "right way" until they demonstrate fluent performance.

Appropriate Behaviors are Acknowledged:

Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. LaCreole has designed a formal system that rewards positive behaviors. "I Noticed" are immediate verbal acknowledgements used by individual teachers, at their discretion, as a tool of encouragement and student motivator. "PAW Prints" are awarded to encourage and reinforce positive behaviors demonstrated on a consistent basis. Teachers may award "PAW Prints" to students, whether or not they teach those students.

Behavioral Errors are Corrected Proactively:

When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable, and preventing that unacceptable behavior from resulting in inadvertent rewards. Students, teachers, and administrators all should be able to predict what will occur when behavioral errors are identified.

CLASSROOM:

Behavior: Follow the code – Be Ready, Be Responsible, Be Respectful

- Follow all of the classroom rules in each classroom.
- Accept responsibility for your own behavior and learning.
- Act in a manner permitting teachers to teach and students to learn.
- Come to class prepared with all materials required by the teacher.
- Fulfill all assignments given by the teachers and ask clarifying questions if assignments are not understood.

WILDCAT CODE OF CONDUCT	Learning Environments (Classrooms, Gym, Labs, Library)	Common Areas (Hallways, Cafeteria, Commons, Bathrooms, Bus Area, Office Areas)	Other Areas (Assemblies, Dances, Sporting Events)
Readiness	● Arrive on time and be ready to work. ● Be prepared with assignments and materials. ● Take an active, positive role in classroom activities. ● Dress appropriately.	● Be in appropriate places at appropriate times. ● Have pass or Student Agenda. ● Dress appropriately.	● Arrive on time. ● Take an active, positive role in the activity. ● Dress appropriately.
Responsibility	● Know and follow school rules. ● Accept positive and negative consequences. ● Keep areas neat and clean. ● Practice academic honesty. ● Be safe, hands and feet to yourself.	● Know and follow school rules. ● Accept positive and negative consequences. ● Keep areas neat and clean. ● Be safe, hands and feet to yourself.	● Know and follow school rules ● Accept positive and negative consequences. ● Keep areas neat and clean. ● Be safe, hands and feet to yourself.
Respect	● Follow and respond appropriately to adult directions. ● Use appropriate language and volume. ● Respect others' personal space and property. ● Avoid being a distraction to others.	● Follow and respond appropriately to adult directions. ● Use appropriate language and volume. ● Respect others' personal space and property. ● Avoid being a distraction to others.	● Follow and respond appropriately to adult directions. ● Use appropriate language and volume. ● Respect others' personal space and property. ● Avoid being a distraction to others.

TARDY/UNPREPARED POLICY

It is the student's responsibility to be prepared to work in all classes during the day. Students should go to assigned classes even if late. Tardiness to any class is unfair to the students and the teacher because it disrupts instruction. 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 unprepared are tracked separately, and each are cumulative for each 9-week term.
The following consequences will be issued to students with excessive tardies or unprepared.
Tardies and unprepared's are **cumulative** from all classes.

First and Second Tardy/Unprepared: Teacher documentation and warning by teacher; teacher/classroom related consequence
Third Tardy/Unprepared: Lunch detention with reflection assignment.
Sixth Tardy/Unprepared: Two lunch detentions
Ninth Tardy/Unprepared: One week of lunch detention.
Twelfth Tardy/Unprepared: Parent contact: One after-school detention
Fifteenth Tardy/Unprepared: Parent contact: Two after- school detentions
Eighteenth Tardy/Unprepared: Parent contact: Conference with an administrator. Loss of Activity Night.
Administration may assign additional/alternate consequences as appropriate on an individual basis.

TRANSPORTATION

BUSES:

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.
- 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 busses.
- Students who wish to get off busses 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. Not throw objects;
3. Not have possession of any weapon;
4. Not fight, wrestle or scuffle;
5. Not stand up and/or move from seats while the bus is in motion;
6. Not extend hands, head, feet or objects from windows or doors;
7. Not possess matches or other incendiaries and concussion devices;
8. Use emergency exits only as directed by the driver;
9. Not damage school property or the personal property of others;
10. Not threaten or physically harm the driver or other riders;
11. Not engage in disruptive activity which might cause the driver to stop;
12. Not make disrespectful or obscene statements;
13. Not possess and/or use tobacco, alcohol, or illegal drugs;
14. Not eat or chew gum;
15. Not carry glass containers or other glass objects;
16. Not take onto the bus large objects which might pose safety risks;
17. Accept assigned seats;
18. Stay away from the bus when it is moving;
19. Be at the bus stop five minutes before the scheduled pick up time;
20. 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 school will make every effort to safeguard student property, school will not assume financial responsibility for lost, stolen, or damaged bikes, skateboards, scooters, rollerblades, helmets, etc.

DALLAS SCHOOL DISTRICT #2 K-12 DISCIPLINE PLAN & POLICIES

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.

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, including but not limited to:

- Attendance
- Disruptive conduct
- Dress code
- Harassment
- Music device
- Phone use

Because the main activities of learning occur in the classroom, each teacher will determine what routines, rules, and expectations are appropriate for their room. Teachers are responsible for communicating expectations, and school & classroom rules. Consequences for noncompliant students are: parent/guardian contact by teacher, assigned detention by teacher and/or referral to school administration 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
- Harassment
- Tobacco, alcohol, or drug possession
- Trespassing
- Weapon possession
- 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, after school, or on Saturdays 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 student from normal school activities and assignment 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 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 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.

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

I. OFFENSES DISRUPTING THE LEARNING ENVIRONMENT			
Violation	**Definition**	**Severity**	**Discipline Level**
ATTENDANCE	Unauthorized absence from class. May include, but is not limited to, unauthorized: ▪ Absence ▪ Tardy ▪ Departure	Minor/First Serious/Repeat	Level 1 - 3 Level 4 - 6
INSUBORDINATION	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: ▪ Cheating, forgery, and/or dishonesty ▪ Cell phone or electronic device misuse ▪ Safety violation ▪ District transportation violation ▪ Accomplice or conspirator ▪ Malicious statement, image, or website about staff ▪ Trespassing ▪ Persistent failure to comply	Minor/First Serious/Repeat	Level 1 - 4 Level 4 - 6
DISRUPTIVE CONDUCT	Any disruption of classroom, school, or District-sponsored activity. May include, but is not limited to any disruption from the following conduct: ▪ Violation of classroom rules ▪ Profane/vulgar words or actions ▪ Dress code violation ▪ Blatantly loud, disruptive, or offensive behavior ▪ Inappropriate displays of affection towards another student ▪ Any behavior that disrupts the routine of school activities or work of District employee or agent	Minor/First Serious/Repeat	Level 1 - 3 Level 4 - 6
OFFENSIVE MATERIAL	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: ▪ Pornographic ▪ Racist ▪ Sexually explicit ▪ Drug, alcohol, or tobacco related	Minor/First Serious/Repeat	Level 1 - 4 Level 4 - 6
TOBACCO	Possessing, distributing, or otherwise using tobacco products or look-alike products.	Minor/First Serious/Repeat	Level 1 - 4 Level 4 - 6

ALCOHOL AND DRUGS	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: ▪ Alcohol ▪ Illegal drugs ▪ Prescription or over-the-counter drug ▪ Pipes/smoking devices/inhalant devices	Minor/First Serious/Repeat	Level 1 - 4 Level 4 - 6
WEAPONS	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: ▪ Knife, sharp or pointed object ▪ Firearm, gun, or explosive ▪ Bat, club, or stick ▪ Look-alike objects	Minor/First Serious/Repeat	Level 1-4 Level 5-6
THREATS	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: ▪ Bomb threat ▪ Threat of violence ▪ Threatening prank	Minor/First Serious/Repeat	Level 1 - 4 Level 5 - 6
FALSE REPORTING OR ALARM	Any false reporting to District employee or agent. Setting off fire alarm or reporting a fire to officials without a reasonable belief that a fire exists.	Minor/First Serious/Repeat	Level 3 - 5 Level 5 - 6
GANG RELATED	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.	Minor/First Serious/Repeat	Level 1 - 4 Level 5 - 6

II. OFFENSES AGAINST PERSONS			
Violation	**Definition**	**Severity**	**Discipline Level**
AGGRESSIVE BEHAVIOR/FIGHTING	Aggressive physical behavior directed toward another person. May include, but is not limited to: ▪ Hitting, punching, or slapping ▪ Kicking, tripping ▪ Shoving ▪ Grabbing ▪ Wrestling ▪ Attempting to injure ▪ Mutual combat	Minor/First Serious/Repeat	Level 1 - 5 Level 5 - 6
ASSAULT	Aggressive behavior that results in physical injury to another.	All	Level 5 - 6

HARASSMENT & BULLYING	Behavior, whether written (including text message, email, or Internet posting), verbal or physical, which serves to distress, threaten, demean, annoy, bully, cyberbully, intimidate, or torment another person.	Minor/First Serious/Repeat	Level 1 - 4 Level 5 - 6
SEXUAL HARASSMENT	Behavior, whether written (including text message, email, or Internet posting), verbal or physical against another person that creates an intimidating, hostile or offensive school-related environment, where the conduct is based upon the sex of the other person. This includes unwanted sexual behavior towards another.	Minor/First Serious/Repeat	Level 1 - 4 Level 5 - 6
RACIAL HARASSMENT	Behavior, whether written (including text message, email, or Internet posting), verbal, or physical that creates an intimidating, hostile or offensive school-related environment, where the conduct is based upon the race of another.	Minor/First Serious/Repeat	Level 1 - 4 Level 5 - 6

III. PROPERTY OFFENSES		**All Property Offenses Are Subject To Mandatory Restitution**	
Violation	**Definition**	**Severity**	**Discipline Level**
COMPUTER MISUSE	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
FIRE/CHEMICALS	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
NON-PAYMENT OF FEES & FINES	Failure to pay fees and/or fines. May include, but is not limited to: ▪ Course fees ▪ Athletic fees ▪ Lost book fees ▪ Parking fine	Any	Hold records, and account submitted for collection
PROPERTY DAMAGE	To damage property belonging to student, staff, agent, or Dallas School District.	Minor/First Serious/Repeat	Level 2 - 4 Level 5 - 6
THEFT	Theft of property belonging to 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
VANDALISM	To cause damage or deface property belonging to student, staff, agent, or Dallas School District.	Minor/First Serious/Repeat	Level 2 - 4 Level 5 - 6
VEHICLE MISUSE	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 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

Students are expected to wear clothing that is appropriate for school. Clothing should be clean, modest, and in appropriate condition. If a student is determined to be dressed inappropriately he/she will be asked to change clothes. Subsequent offenses will be considered disruptive conduct and subject to discipline as outlined.

The following types of clothing and accessories are forbidden at school or at school sponsored activities.

- Clothing, hats, or backpacks that advertise or depict alcohol, drugs, tobacco products, violence, hate themes, racial/gender degradation, sexually explicit or suggestive wording or pictures, gang affiliation, gang monikers, or clothing likely to cause a disruption within the school environment.
- Pants, shorts, or skirts with holes above the mid-thigh that expose undergarments or skin.
- Sagging pants worn low on the hip so as to reveal underclothing or skin.
- Long belts, wallet chains, spiked accessories, sunglasses, stocking caps or bandannas.
- Tube tops, mesh tops, sheer tops, halter tops, spaghetti straps, or any top that exposes any portion of the midriff, revealing neckline, bra or cleavage.
- Skirts or shorts that are shorter than mid-thigh.
- Sleep wear including pajamas and slippers.
- Hoods worn on the head within the school building.

Wearing of hats may be permitted in the classroom at the discretion of the classroom teacher.
Clothing must cover undergarments at all times.

At LMS, on the first offense, the student will be given the opportunity to correct the infraction. A student needing to change clothing may be provided clothing. The clothing item may be confiscated. Additionally, writing on body or clothing is prohibited. Students will be asked to remove markings on body. Chronic offenders are subject to disciplinary consequences.

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 (GBNAJFCF) 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. Remember, anger is a feeling; violence is a choice! Every person can make a difference in stopping violence by taking this pledge:

- Not to use violence (verbal or physical) to control others
- Not to tolerate any form of abuse from others
- To develop healthy relationships based on respect and equality

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.

Harassment behaviors include:

Verbal Aggression	***Physical Aggression***	***Sexual***
• *Name calling* • *Making fun of others* • *Spreading rumors* • *Mocking* • *Teasing* • *Sarcasm* • *Intimidating phone calls* • *Making noises at someone* • *Obscene language or gestures* •*Talking about someone's mother, girlfriend, brother, sister, or family member, etc.* • *Unwanted flirting*	• *Slapping* • *Biting* • *Spitting or gleeking* • *Bumping into or pushing* • *Hitting* • *Tripping* • *Kicking* • *Pinching* • *Punching*	• *Touching* • *Dirty Jokes* • *Sexual language* • *Inviting out on dates* • *Asking someone out when it is clear they are not interested* • *Nicknames*
Racial	***Intimidation***	***Emotional***
•*Negative acts toward cultural differences* • *Nicknames*	• *Publicly challenging others to do things they don't want to do* • *Playing a dirty trick* • *Threats or implied threats of harm* • *Extortion: demanding money or other things*	• *Excluding* • *Tormenting* • *Hiding or taking things* • *Threatening gestures* • *Ridicule*

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

MOBILE PHONES AND ELECTRONIC DEVICES

Mobile phones and electronic devices may be used in classrooms for instructional purposes as expressly permitted by school administration. Misuse of mobile phone or electronic device may 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 gases, 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 Fun-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 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 at 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 makes 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.

RESTRAINT/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.