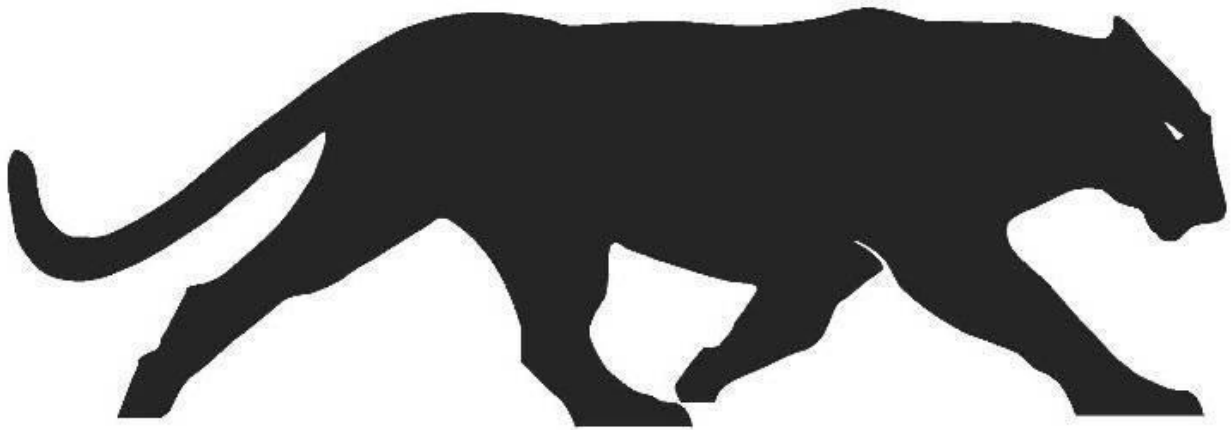


**DEER PARK SCHOOL
DISTRICT #2
STUDENT
HANDBOOK
2023-2024**



**2105 Middle Rd
Columbia Falls, MT 59912
406-892-5388**

Deer Park School Staff and Contact Information

Flathead County Superintendent of Schools:	Phone	Email
Cal Ketchum.....	758-5720.....	cketchum@flathead.mt.gov

Administrator:	Phone Extension	Email
Sheri Modderman.....	222.....	moddermans@deerparkedu.org

Teachers:	Phone Extension	Email
Pam Clark—Title 1	231.....	clarkp@deerparedu.org
Lee Ann Degele—1 st grade.....	226.....	ldegele@deerparkedu.org
Kathy De Marco—Math.....	239.....	demarco@deerparkedu.org
Rob Hall—3 rd grade.....	236.....	hall@deerparkedu.org
Laurie Lapan--Kindergarten.....	225.....	lapan@deerparkedu.org
Amanda Lunde—5 th grade.....	234.....	lunde@deerparkedu.org
Christy Olson—Title I/PE.....	230.....	olsonc@deerparkedu.org
Ryan Rague—English.....	232.....	rague@deerparkedu.org
Danielle Rovig—2 nd grade.....	224.....	rovigd@deerparkedu.org
Jennie Taylor—4 th grade.....	229.....	taylor.jennie@deerparkedu.org
Heidi Weathers—History/Science.....	233.....	weathersh@deerparkedu.org

Counselor:

Roy McDaniel.....	227.....	mcdaniel@deerparkedu.org
-------------------	----------	--------------------------

Library:

Caitlin Amy.....235.....caitlinamy.teacher@deerparkedu.org

Music/Athletic Director:

Paul Bruce.....228.....brucep@deerparkedu.org

Special Education:

Sherry Bradstreet.....230.....bradstreets@deerparkedu.org

Office:

District Clerk	Phone Extension	Email
Peggy Martin.....	221.....	martinp@deerparkedu.org
Gina Smith.....	221.....	

Lunch Coordinator:	Phone Extension	Email
Tana Anderson.....	223.....	anderson@deerparkedu.org

Crash Zone Program:

Director:	Phone Extension	Email
Sally Torres (a.m.).....	231.....	torress@deerparkedu.org
Jennie Taylor (p.m.).....	231.....	taylor.jennie@deerparkedu.org

General Crash Zone Aide:	Phone Extension	Email
--------------------------	-----------------	-------

Diana Moyer (M,W p.m).....	231	
----------------------------	-----	--

Carly Brown (F, p.m.).....	231	
----------------------------	-----	--

Support Staff:

Para-Educators:	Email
-----------------	-------

Casie Fleming.....	casie.fleming@deerparkedu.org
--------------------	-------------------------------

Brittney Iverson.....	brittney.iverson@deerparkedu.org
-----------------------	----------------------------------

Samantha Marcus.....	marcus@deerparkedu.org
----------------------	------------------------

Samantha Olson (Th, Fri).....	olsons@deerparkedu.org
-------------------------------	------------------------

Amy Renshaw.....	amy.renshaw@deerparkedu.org
------------------	-----------------------------

Custodian/Maintenance:	Phone Extension	Email
------------------------	-----------------	-------

Jake Horn.....		jakehorn58@gmail.com
----------------	--	----------------------

Linda Toren.....	(leave message on extension 221)	
------------------	----------------------------------	--

Amanda Hellwig.....	(leave message on extension 221)	
---------------------	----------------------------------	--

Philosophy of Education

Deer Park School's philosophy is based on the idea that the purpose of education is to provide a continuation of essential learning. It is our ultimate goal to supply each student with the basic facts and experiences. These will aid our youth in becoming self-sufficient individuals – mentally, physically, socially, and morally – so that they can meet the demands of a rapidly changing society. It is essential to instill in each student the importance of individual worth and to create positive self-image through the personal development of initiative, resourcefulness, and responsibility.

It is the intent of the faculty to lead students toward being disciplined, productive, informed and fulfilled individuals. To achieve these ideals, mutual respect and understanding must be present in the learning process on the part of all participants – the faculty, students, and community.

Parents are encouraged to contact their child's teachers throughout the year. The best time to speak with a teacher is after school. Parents are asked to leave messages during the school day with the office or via voice-mail, so the teacher can return the call as soon as possible.

Deer Park's Vision Statement:

“Conquering High Expectations Together”

Deer Park School's Mission:

in partnership with home and community, is to provide a safe and positive learning environment where learning is personalized for all students in order to prepare them to succeed in a global society.

PREFACE

The material covered within this handbook is intended as a method of communication to parents and students regarding general district information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, or administrative regulation. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, or changes in state or federal law.

Any information contained in this handbook is subject to unilateral revision or elimination, from time to time, without notice.

ALLERGIES

With the increase of severe food allergies, an allergen-free zone may be designated in a classroom or school wide, to protect the health of all students. For further information, contact the administration.

ARRIVAL AND DEPARTURE

The morning whistle blows at 8:15 a.m. Classes begin at 8:20 a.m. To ensure student safety, there will be adult supervision for students beginning at 8:00 a.m. on the playground. The Deer Park before and after school program (Crash Zone) will be available in the morning beginning at 7:00 a.m. **Students arriving before 8:00 must report to the Crash Zone.** Crash Zone will be available after school from 3:30 p.m. until 6:00 p.m. Please speak with the Crash Zone director or the office staff for more details and registration paperwork.

On regular school days (Monday, Tuesday, Thursday, Friday), students are dismissed at 3:20 p.m. Student supervision on school grounds will be available only until 3:30 p.m. on regular school days. **After 3:30 students must start walking home, be supervised for practice, or report to the Crash Zone.**

Early Release Days

Each Wednesday, the students will be dismissed at 2:35 p.m. in order for staff development to take place. Student supervision on school grounds on Wednesdays will be available only until 2:45 p.m. **After 2:45 students must start walking home, be supervised in the gym for practice, or report to the Crash Zone.**

Parents must provide either written permission or verbal notification to the office if a student is to go home with friends or adults different from the usual family. If your student is going to a friend's house after school, please make the arrangements for this before school.

Students Checking In/Out

Students arriving late to school during the school day for any reason must report to the office before going to class. The student will receive a tardy slip to be given to his/her teacher for admittance to class.

Parents who pick students up early must check in at the office. The office personnel will call the classroom for the student to be dismissed from class.

ALL PARENTS AND VISITORS MUST CHECK-INTO THE OFFICE DURING SCHOOL HOURS.

ATTENDANCE POLICY

If a student must be absent, a parent or legal guardian should notify the school as soon as possible, preferably before 8:30 a.m. A student is considered tardy if he/she is not at school when classes begin at 8:20 a.m.

Research has demonstrated that students who are in school regularly are more successful than students with frequent absences. It is the goal of Deer Park School to have our students in class every day. Students who are consistently absent may be retained, depending on the circumstances. Should extenuating circumstances arise, please visit with the Administrator.

ATHLETICS

Students are encouraged to participate in extracurricular activities and athletic programs. Interschool athletic programs currently available include cross-country (Grades K-8), girls' and boys' basketball (Grades 5-8), girls' volleyball (5-8), and co-ed cheerleading (6-8). Younger students may be allowed to participate if it is necessary to field a team. Football for 7th and 8th grade boys is available as part of a cooperative agreement with Evergreen Junior High.

Students who wish to participate must sign and submit the District Athletic Contract and parents must sign the Parent Athletic Contract (see form included at the end of the handbook).

Students participating in extracurricular activities are required to **meet all requirements of the athletic eligibility policy**. The Athletic Director will notify students, coaches, and the administrator when a player is deemed ineligible.

District policy requires an annual physical after June 1st for the upcoming year for all 5th-8th graders participating in Deer Park sports.

During the year, sign-up forms for athletic activities outside the school setting such as football (in cooperation with Evergreen Jr. High School - physical required annually), gymnastics, hockey, softball, baseball, bowling, wrestling, etc. are sent home. These forms will also be posted on the bulletin board in the foyer leading to the gym and on the district's website.

Athletic Eligibility Policy

For any student in grades 5-8 to be eligible for participating in extracurricular activities and sports (including Evergreen Jr. High Football), including practices and games, the following conditions must be met:

1. Getting a C or above in all core classes (Math, English, History, Science)
2. Attending a minimum of a half day of classes (unless excused for funeral, dental work, etc.) on the event day.
3. Grade checks will be completed by the Athletic Director every Wednesday during the season by 12:00 p.m. If a student has a grade that is below a C in any core subject, that student will receive a Grade Check Form. It is the student's responsibility to follow up with their classroom teachers to do what is necessary to improve the grade. The students have until the following Monday, by the end of the school day (3:20) to return the Grade Check Form to the Athletic Director with teacher's signatures signifying the grade has been improved and the student is eligible. If the student gets the grades up, they will be able to participate fully in practices and games. If they have a grade that is still below a C, they will be ineligible for the week and will not be able to participate in practices and games. This process will repeat every week for all athletes.

* 4th quarter grades will not carry over to the next school year

BICYCLES

Students who ride their bikes to school must park them in the area designated for bicycles which is located on the north end of the parking area. **Bicycles are not to be ridden on the blacktop.**

A safe bike rider will:

- Always wear a helmet,
- Have only one rider per bike,
- Ride his/her bike on the right side of the road,
- Obey traffic signs,
- Use hand signals to stop and turn,

- Get off and walk the bike across busy intersections,
- Leave the bike at home when the roads are icy and snow is on the ground, and
- Park the bike in the bike rack immediately after arriving at school.

BOOSTER CLUB

The Deer Park Booster Club is active and provides a multitude of services to our staff and students. The goal of this organization is to promote parent and community interest in the needs of our school. During the year various fundraising activities are sponsored for the benefit of the school. All parents are encouraged to attend meetings and each family's input is needed and valued!

BULLYING/HARASSMENT

According to Policy 3226, "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:

- a. Physically harming a student or damaging a student's property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
- c. Creating a hostile educational environment, or
- d. Substantially and materially disrupts the orderly operation of a school.

CELL PHONE/ELECTRONIC DEVICE USE

Students may use school telephones only in the event of an emergency. Parents who need to contact their children in an emergency should call the district office.

Personal electronic devices are not to be used on the school campus during the school day unless authorized use is granted by the classroom teacher or administrator. Unauthorized use of devices is grounds for confiscation and they will be returned to the parent or student after school if they are visible or if they are heard within the building. Any violation may result in further discipline. Cell phones may be kept in the student's locker, backpack or in a designated place in the

classroom. **Cellular phones are not allowed at any time in the restrooms.** Students are advised to secure all valuables. Deer Park School is not liable for lost or stolen property.

On field trips, use of cell phones and all other electronic devices will be at the discretion of the supervising district employee.

Students may use these devices before and after school. However, the devices may be confiscated if used inappropriately or if they are causing a distraction.

COMPLAINT PROCEDURES

Should questions or problems arise, the parents and the child's teacher should try to resolve the difficulty. In the event the difference cannot be resolved at this level, a written complaint may be filed within 30 days to the Administrator in accordance with board policy 1700. If different views still exist, they will be directed to appeal to the board of trustees. These regulations are necessary to maintain smooth operation of the school. A copy of this policy can be found at the end of this handbook.

DISCRIMINATION

The district adheres to all Montana Discrimination Laws and the Governmental Code of Fair Practices - (nondiscrimination - based on race, creed, color, sex, disability, age, marital status, familial status, national origin, or political beliefs or ideals).

DRESS CODE

The District's dress code is established to teach grooming and hygiene, to prevent disruptions, and minimize safety hazards. Student clothing is a responsibility of the parent, who is urged to exercise good judgment in seeing that students are dressed appropriately for school. No clothing should be worn that may interfere with the educational process or classroom discipline. Please follow these additional guidelines:

- During cold weather, appropriate outdoor clothing must be worn for outside activities.
- Shorts, skirts, and skorts need to be long enough to appropriately cover a student and their undergarments when moving around, bending, and sitting. When clothing is in question, the student will be asked to see the administrator or designee to determine if the dress code has been met.
- Holey/ripped jeans cannot have holes above mid-thigh, unless leggings are worn underneath.
- Undergarments must not be visible.
- Clothing should not depict alcohol, tobacco, drug references, or violent acts.
- Clothing should be free of pictures or words that are disruptive and/or vulgar.

- Hats and hoods are to be removed when entering the buildings during the school day, except on Fridays when **hats may be worn** (see Hat Policy).
- Shoes must be worn at all times.
- Coats and outerwear may be worn in class with the permission of the teacher.
- Shirts and dresses must fully cover the back, chest, and stomach area when standing, sitting or raising arms above the head, and have adequate shoulder straps. No low-cut shirts or dresses are allowed. Single strap or spaghetti strap shirts and dresses are not allowed.
- Students who do not meet the dress code will be asked to cover or modify their clothing if possible and/or call their parents for more appropriate clothes. If they are unable to find an alternative, one will be provided for them to wear until the end of the school day.

Hat Policy

On Fridays only, hats (**not hoods**) are allowed to be worn in the buildings as long as they do not interfere with the educational process or classroom discipline. Students are to adhere to the following rules and guidelines if they are wearing a hat at school:

- Hats should not depict alcohol, tobacco, drug references, or violent acts.
- Hats should be free of offensive pictures or words
- Students will not hit, grab, play with, or otherwise touch or mess with the hats of other students.
- Hats will not be worn so low as to cover the student's face.
- If the hat becomes a distraction or problem the teacher may confiscate the hat until the end of the school day.
- Three strikes policy—if a student violates the hat rules 3 times they will lose their hat-wearing privilege through the end of the school year. Each violation needs to be documented by the teacher and turned into the administrator.

EMERGENCY DRILLS

The Board of Trustees have identified the following local hazards that exist within the boundaries of the school district: (Policy 8301)

- Fire
- Natural Disaster
- Intruders
- Firearms
- Wildlife
- Man made disasters

There will be at least eight (8) disaster drills a year. All teachers will discuss safety drill procedures with their class at the beginning of each year and will have them posted in a conspicuous place next to the exit door. Students are instructed in advance of the route they are

to take when leaving the building during fire drills. Alternate routes of escape are also established in case the primary route is blocked. Once the students clear the building, they are to remain there until the clear signal is given. Students will also be shown the best location they are to be in during earthquake and lockdown drills. Once again, the students are to remain in place until the all clear signal is given.

EMERGENCY INFORMATION

It is important that the school have accurate contact information in the student information system where parents or legal guardians can be located. **In the event this information changes, please notify the school office as soon as possible.**

*In the case of an emergency, Campus Messenger will also be utilized and we will try to reach every family with a brief message. The district will also post important information on the Deer Park website and the Deer Park app.

FAMILY ENGAGEMENT

FIELD TRIPS

Deer Park School provides students with the opportunity to participate in field trips. **For each trip, students must have a permission slip signed and returned in order to participate.** Students without signed permission slips must remain at school. In emergency or special situations, a saved email may take the place of a signed slip if okayed by the teacher and administrator. All school rules apply when on field trips. **Field trips are earned privileges and may be forfeited as a behavior consequence. Students may not be allowed to participate in field trips the final week of school if all assignments are not completed or if they are not passing all classes.**

Due to financial constraints, the school district is not always capable of providing transportation to and from field trips. At times parents are asked to volunteer to drive. Use of tobacco, drugs and alcohol are not allowed when driving students. Any parent who volunteers to drive must have a current driver's license with no major offenses and car insurance on their vehicle. All information will be kept on file each year within the office so volunteers will only need to provide this information yearly, unless information changes. **They must also have submitted a one-time fingerprint background check at the volunteer's expense.**

FINES

Any student who willfully damages or misplaces school property will be fined an amount sufficient to replace or repair the item.

GENERAL SAFETY TIPS

The following safety information may be helpful when discussing travel routes to and from school.

To be safe:

- Go only with *people you know*.
- Accept gifts or food from only *people you know*.
- If you have a problem coming to school or going home, tell your parents or a teacher.
- *Always* let your parents know where you are going and where you will be.
- THINK SAFETY at *all* times!

GRADE REPORTS

Grade reports (report cards) will be given four times a year (every nine weeks). Progress reports are issued at the midway point of all grading periods, indicating academic and citizenship progress to date. Reports will be sent home with each student. Parent/Teacher conferences are scheduled twice per year.

Grading System

For students in grades K-2 the following grade scale will be used:

A – Advanced - demonstrates superior knowledge and the ability to transform subject matter knowledge.

P – Proficient - demonstrates mastery of subject matter knowledge and the ability to apply it to real world situations.

NP - Nearing Proficient - demonstrates some subject matter knowledge and application.

N - Novice - Student has been introduced to subject matter knowledge.

For students in grade 3-8, the following grade scale will be used:

97 – 100	A+
94-96	A
90-93	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+

<i>64-66</i>	<i>D</i>
<i>60-63</i>	<i>D-</i>
<i>59 and Below</i>	<i>F</i>

Work must be turned in within 10 days after the end of the grading period after which time the grade will be issued.

HEAD LICE

All students will be screened for head lice if necessary. If live nits are discovered, the child will be sent home to be treated. The student may not return to school until they are nit free. If your child is sent home to be treated for head lice, an informational sheet of the steps you should take will be given to you. To help prevent the spread of head lice, please remind your child not to share hats, coats, headbands, combs, brushes, etc. with others (refer to policy 3420).

HEALTH SCREENING

The county health department will come to the school during the year to check students' vision and to perform scoliosis screening. The audiologist will conduct hearing screening for kindergarten, 1st grade, resource students, and referred students.

If it is deemed necessary that extra testing is needed for your child in any area, we will ask for written permission before proceeding.

ILLNESS

No child with a contagious illness or fever of 100 degrees or above shall be permitted in school, nor allowed to remain in the classroom if he/she becomes ill at school. Students may return to school following a contagious illness only after all danger of transmitting the disease to others has passed.

IMMUNIZATIONS

Montana law requires that all students enrolled in Montana public schools be up to date on their immunizations. Current records must be on file prior to the first day of school unless the student is exempt based on religious or medical grounds. If you believe your child is exempt under this provision, please contact the district office to obtain the appropriate form so that it can be certified prior to the first day of school.

Students entering school for the first time, or transfer students, **MUST** have immunization records in hand before entering school.

For more information on immunization requirements, contact the office, or the Flathead City-County Health Department.

INCLEMENT WEATHER

Students will go out for recess daily and should be dressed appropriately for the current weather conditions. If there are extreme weather conditions (including hazardous smoke) or the outside temperature/wind chill is 10 degrees or below students will remain inside. We recognize the necessity of remaining inside when a child is recuperating from an injury and will honor such a request under this condition.

If school is closed because of severe weather conditions, you can refer to the county superintendent's web site: <https://flathead.mt.gov/schools/closures.php> for up-to-date information. Announcements will also be made over the following radio stations: KOFI (1180 AM), Monster (103.5 FM), KGEZ (600 AM), KJJR (880 AM), BEAR (106.3 FM), KBBZ (98.5 FM), and KKMT (95.9 FM).

* In the case of an emergency, Campus Messenger will be utilized and we will try to reach every family with a brief message. The district will also post important information on the Deer Park website and the Deer Park app.

LOST AND FOUND

The lost and found box is located in the foyer of the gymnasium. Small items such as keys, jewelry, etc. are taken to the office. Please check the lost and found regularly.

LOCKERS

Lockers are issued as a storage space for books, supplies, and personal items. No locks are allowed without permission, and lockers are subject to search if deemed necessary.

LUNCH AND MILK

Deer Park School offers lunch for purchase in partnership with the Columbia Falls Lunch Program. A menu and general information will be sent home with each student when school begins. Lunches can now be ordered through the Deer Park School app. In addition, order forms can be sent home for those without access to the app. Order forms need to be returned by the specified date since no late orders can be accepted.

Milk is served at Deer Park School every day for \$0.50 per ½ pint. Milk money can be given to the lunchroom or office personnel. Milk can be paid for daily, or in advance. If you choose to pay in advance, the amount will be recorded and deducted from whenever your student has milk.

When the amount on your account is running low or depleted, a note will be sent home with the student.

Daily lunch price for students is \$3.25. Deer Park School offers free or reduced milk/lunch for children who qualify. Families are encouraged to apply, even if they think they may not qualify. A reduced lunch price is \$0.40. An application will be sent home to all families the first week of school. If you have questions, please contact the Administrator or the office.

MEDICATION POLICY – MEDICATIONS GIVEN AT SCHOOL

Medications, both prescription and non-prescription, will be administered only when accompanied by a completed “Montana Authorization to Carry and Self-Administer Medication” form (3416F). You may obtain this from the district office. This form specifies:

- Demographic information on the student
- Diagnosis
- Type of medication, dosage, and time of administration
- Purpose of medication
- Possible side effects
- Anticipated number of days to be given at school
- Signature of health care provider
- Signature of parent/guardian

Medicine should be in its original container with the patient’s name, pharmacy name, physician’s name, and the dosage of the drug to be given.

The administration of glucagons by an employee of the school district requires form 3416F1 Designation and Acceptance to Administer Glucagon be filed with the district. The form must be signed by the parent/guardian and the designated staff member who has volunteered to administer glucagons to the student in an emergency situation. You may obtain this form from the district office.

PHOTO CONSENT

Occasional photos of students are taken by the newspaper or teachers to display work that may also appear on the school website. If you wish for your students’ photos not to be displayed, please notify the office.

PHYSICAL EDUCATION

All students are required to participate in physical education classes. It is important that the school be notified as soon as possible if there is any medical or other reason why students should

not participate in physical education activities. A clean pair of shoes to use inside the gym is necessary to maintain the gym flooring. Shoes do not need to be new, just fit and clean. These shoes can also be utilized for students whose feet get wet during the regular school day.

PUBLIC DISPLAYS OF AFFECTION

Express affection for friends and staff in an appropriate manner. Public displays of affection are not considered appropriate.

SCHOOL PICTURES

Individual student pictures will be taken on **September 25**. Class and sports pictures will be taken later in the school year. Ordering information will be sent home with students near the date pictures are to be taken.

SCHOOL RECORDS

Deer Park School keeps a confidential cumulative record for every student attending school. Only information deemed necessary for the welfare of the student and orderly operation of the school is included in these records as outlined by the Family Educational Rights and Privacy Act (FERPA).

The Family and Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their minor children's educational records. They are:

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Deer Park School District #2 to comply with the requirements of FERPA.

SPECIAL SERVICES

Deer Park School is a member of the Flathead Special Education Cooperative Program with personnel to screen our students and visit our school on a regular basis to deliver services to students who qualify.

Child Find

In cooperation with the state's effort to locate children who need special help (Child Find), we encourage you to contact the Administrator or the special education teacher if you know of a child of any age who would benefit from any of the types of screening we offer, or who you feel needs special services. All information will be kept confidential.

Section 504

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational accommodations. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The 504 Coordinator is Pam Clark. (For more information refer to District Board Policy #2162 & #2162P)

Title I

Title I services are available for extra support in math and reading. Please see the Title I coordinator or the school administrator for more information on qualifications of instructors and to provide input on the design of the program.

Gifted and Talented

It is also the intent of the District, to the extent possible and with available resources, that all gifted and talented students will have the opportunity to participate in appropriate educational programs. "Gifted and talented students" are students of outstanding abilities, who are capable of high performance and who require differentiated educational programs beyond those normally offered." Refer to board policy #2166 and the Administrator for established procedures, selection criteria, and guidelines.

STUDENT AND FAMILY PRIVACY RIGHTS

A student's parents/guardians may request to see or opt out of any survey requesting personal information. They may also request to inspect any instructional material or examine any assessment materials. For more information, refer to board policies 2130 (Program Evaluation and Diagnostic Tests) & 2132 (Student and Family Privacy Rights)

STUDENT CONDUCT-DISCIPLINE POLICY

Deer Park School expects students to be courteous, honest, and respectful of property and other people. Good citizens help to build a positive environment in school and in school-related activities. Students need to be aware that they are responsible for their own actions and must accept the consequences of those actions.

The school staff, parents or guardians, and all involved are expected to maintain a high level of student discipline. The discipline in the classroom, halls, bathrooms, and school property during the school day and at school-sponsored events is the responsibility of all staff and/or responsible persons for school-sponsored events.

Any student whose behavior compromises the learning environment will be subject to action that is appropriate to the misbehavior. Consistent and fair discipline is necessary so that teachers can teach and students can learn without disruption. We consider misbehavior to be an opportunity to learn and practice appropriate behavior. If a student is referred to the office for misbehavior, the administration will determine whether the discipline problem is major or minor in nature.

Consequences may include, but are not limited to:

- Lunch or after school detention
- Loss of privileges
- Parent notification—verbal or written
- Conference with the administration
- Work/chores around the campus and grounds
- In-school suspension
- Behavior contract
- Out-of-school suspension

Any behavior demonstrated by a student will be dealt with on an individual basis. According to the severity of the behavior, the Administrator may immediately initiate appropriate consequences, up to and including expulsion.

****** A student may be held out of graduation ceremonies if suspended, expelled, or if not achieving the academic requirements of 8th grade (passing all classes).

Parent Resources/PAX

Deer Park is a PAX school. “The PAX Good Behavior Game (PAX GBG) is an evidence-based universal preventive intervention applied by teachers in the classroom.” It consists of research-based strategies to improve children’s self-regulation. “Teachers implement these strategies as part of their daily routines in carrying out tasks such as getting students’ attention, selecting students for tasks, transitioning from one task to the next, working as part of a team, limiting problematic behavior, and reinforcing pro-social behavior.”

For more information visit: <https://www.paxis.org/school-based-programming/>

TESTING/ASSESSMENTS

Deer Park School District uses a variety of assessments to evaluate student progress. Testing is also a valuable tool for lesson design and implementation. In addition to state-mandated testing, MAP testing, DIBELS 8, and other assessment testing will be used to assess reading (dyslexia), language, and mathematics.

TITLE IX REGULATIONS

Deer Park School District #2 is in compliance with the Title IX policy of non-discrimination on the basis of gender. If a student or employee feels that he has been discriminated against (solely on the basis of gender), the board of trustees has adopted a complaint procedure for use by that individual. Please contact the district administrator Sheri Modderman for further information.

TITLE IX -PART A - MCKINNEY-VENTO HOMELESS ACT

According to McKinney-Vento definition homeless children are:

- Temporarily living in a public or private shelter
- Living with another family due to loss of housing or economic hardship
- Sleeping in cars, public spaces or buildings not intended for habitation
- Staying in hotel or motels due to lack of fixed or adequate housing

*The McKinney-Vento Education of Homeless Children and Youth Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth.

TOBACCO/DRUG FREE LEARNING ZONE

Deer Park School is a Drug-Free zone. This includes tobacco, tobacco innovations (including e-cigarettes), drugs, and **all marijuana products including** medical marijuana. These substances are not to be used on district property.

USE OF SCHOOL FACILITIES AND EQUIPMENT

Permission to use the Deer Park School building and equipment for meetings and events other than regular school activities must be obtained from the school administrator. Facility Use Request Forms must be submitted and approved in advance of the event. If the event is for minors, an adult (21 years of age or older) must agree to take responsibility. If a key is necessary, it will be checked out prior to the event. Keys are to be returned the next work day following the use of the building.

VALUABLES AT SCHOOL

Students are encouraged to leave valuable personal property at home. The district is not responsible for, nor is it able to replace, lost, or stolen goods.

VOLUNTEERS

All volunteers must have submitted a one-time fingerprint background check at the volunteer's expense if the volunteers are working with students unsupervised.

WEAPONS/GUN-FREE SCHOOLS

Deer Park School is a weapons/gun-free zone and no weapons and/or guns, real or facsimile, are to be brought onto the school property by any individual without approval by the board. Check with the office or on the district website for the latest board meeting schedule.

In accordance with Montana Code Annotated 20-4-402, 20-4-203, and 20-5-202 (1), the administrator may, with good cause, immediately suspend a student who is determined to have brought a weapon onto school property or to a school-sponsored event.

ASBESTOS NOTICE

Deer Park School has been inspected for the presence of asbestos as required by the Asbestos Hazard Emergency Response Act of 1986. A further requirement of these regulations is the establishment of a management plan which defines the actions necessary to comply with all of the provisions of the act. This task has also been completed. There were 35 samples taken and submitted for testing for asbestos. The results of the testing determine certain response actions.

It was originally determined that Deer Park School had six occurrences of Asbestos Containing Building Material (ACBM). A remodel in the oldest school building during the summer of 2020 - in which asbestos abatement was completed - reduced the occurrence areas to four. These four areas have no change in condition from the last inspection, and generally speaking, the ACBM in these areas consisted of floor tiles. The areas that contained asbestos have been re-tiled or carpeted over.

The inspection documents can be reviewed and contain specific response actions required by the district. The district is required to have periodic surveillance of the asbestos containing material and a re-inspection of the building every three years. The last inspection was conducted on July 19, 2023. If you have any questions, please contact the school.

Deer Park School District

Chaperone Responsibilities on Field Trips

The following list identifies your responsibilities as a chaperone when accompanying students on Deer Park School field trips. Please review the list, sign and return to your child's teacher by _____ if you are interested in being a chaperone.

All Chaperones must meet the following conditions:

- Must be 18 years old & have a fingerprinted background check on file.
- No children except for those in the participating class or group may attend this field trip.
- Accompany students on the bus and assist as needed.
- If you are driving you must have a current license and proof of insurance on file in the office.
- Provide close supervision of small groups.
- A list of names in your group will be provided to you.
- Medications will only be administered to students by school personnel.
- Follow assigned agenda of activities.
- No tobacco or alcoholic beverages are permitted on field trips.
- **IMMEDIATELY** report **ANY PROBLEMS** directly to the teacher.
- Arrive 15 minutes prior to departure time of the trip.

Student's Name (Please Print)

Student's Teacher

Chaperone Signature

Date

VOLUNTEER AGREEMENT FORM
COACH/HELPER/AIDE/CHAPERONE

I, _____ (the Volunteer) hereby agree to serve Deer Park Public Schools (the District) on a volunteer basis as a _____. Please initial next to each statement: (coach/helper/aide/chaperone)

_____ The Volunteer understands any volunteer services will not be compensated now or in future.

_____ The Volunteer has been informed and understands that volunteer services rendered do not create an employee employer relationship between the Volunteer and the District for the position stated above.

_____ The Volunteer understands that the District may not carry worker's compensation insurance and does not carry medical insurance for a person serving as a volunteer in the position stated above.

_____ The Volunteer understands that the mutually established schedule of services for the position stated above carries no obligation for either party and may be adjusted at any time.

_____ The Volunteer understands that services as a volunteer may be terminated at any time.

_____ The Volunteer understands that they are under the direction of the school district at all times during their service as a volunteer and must follow directives given by district employees.

_____ The Volunteer understands that they are to follow all laws, policies, and rules regarding student and employee confidentiality during their service as a volunteer.

_____ The Volunteer understands that they are to follow district policy as well as local, state, federal and other applicable law during their service as a volunteer.

_____ The Volunteer understands that they are not to use alcohol, tobacco, marijuana or other drugs around students at any time whether on school property or not.

_____ The Volunteer understands that they are not to encourage students to violate district policy. The Volunteer further understands that if they observe a student violating district policy, they are to report the behavior to the supervising district employee immediately.

_____ The Volunteer understands that any violation of this agreement, district policy or any local, state, federal or other applicable law can result in permanent termination of volunteer privileges and possible legal action.

_____ The Volunteer is 18 years of age or older.

_____ The Volunteer understands that the authorization only applies to the ____/____ school year.

_____ The Volunteer understands that if the position stated above involves regular unsupervised access to students in schools they shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of this agreement.

I understand that should I have been found to have violated these rules, I will not be used again as a chaperone for any District-sponsored field trips or excursions and may be excluded from using District-sponsored transportation for the remainder of the field trip or excursion and that I will be responsible for my own transportation back home.

DISTRICT REPRESENTATIVE

DATE

VOLUNTEER SIGNATURE

DATE

Right to Request Teacher Qualifications

School: Deer Park

Date:

1-1-2018

Our school receives federal funds for programs that are part of the Elementary and Secondary Education Act (ESEA), as amended (2015).

Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high- quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- b. if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- c. if the teacher is teaching in the field of discipline for which they are certified or licensed;
- d. if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements.

These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and

- e. if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all

of our teachers and paraprofessionals are highly skilled. If you would like to request information about your child's teacher(s) or paraprofessional(s), or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the following person at your child's school.

Name: Sheri Modderman, Administrator

Phone: 406-892-5388

Thank you for your interest and involvement in your child's education.

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services. It provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding non-discrimination policies and to coordinate compliance efforts:

Name: Sheri Modderman, Administrator

Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

STUDENT INTERNET ACCESS AND EQUIPMENT USE CONDUCT AGREEMENT

Every student, regardless of age, must read, or have read to them, and sign below:

I have read, understand, and agree to abide by the terms of the Deer Park School District's policy regarding District-Provided Access to Electronic Information, Services, Equipment, and Networks (Policy No. 3612). Should I commit any violation or in any way misuse my access to the District's equipment, computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me including payment of costs associated with damaged equipment.

User's Name (Print): _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

Parent or Legal Guardian. (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services, Equipment, and Networks for the student's access to the District's equipment, computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am signing this Agreement and agree to accept full responsibility for supervision of my child's use of his/her equipment and access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet. I understand any negligence arising out of my student's use of equipment or networks shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA. I further accept that any costs to repair or replace damages to equipment or networks in accordance with Section 20-5-202, MCA.

Parent/Legal Guardian (Print): _____

Signature: _____

Home Phone: _____ Address: _____

Date: _____

This Agreement is valid for the **2023-2024** school year only.

Bus Safety Rules

Go over these safety rules with your child before riding in the vehicles of volunteer drivers for field trips:

Getting on the Bus:

- When you see the bus coming, line up away from the curb.
- Wait until the bus comes to a complete stop and the driver opens the door before moving to get on the bus.
- Be extra careful when crossing the street to get on the bus.

On the Bus:

- Always obey the bus driver
- Stay in your seat facing forward
- Talk quietly
- Never stick your hands, arms, or head out the window
- Report any bullying or dangerous behavior

Getting off the Bus:

- If you have to walk in front of the bus, walk at least 10 feet (5 giant steps) in front of the bus. Make sure you can see the driver (and he/she sees you)
- If you have to cross the street, wait for the driver to signal it's safe. Then look left, right, and left again before crossing.

Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a specific process in state or federal law that supersedes this process or collective bargaining agreement. Matters covered by a collective bargaining agreement will be reviewed in accordance with the terms of the applicable agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual's rights under state or federal law or Board policy. Complaints against an administrator shall be filed with the Board Chair and Vice Chair.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursue other remedies, and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

Deadlines requiring District action in this procedure may be extended for reasons related but not limited to the District's retention of legal counsel and District investigatory procedures.

Level 1: Informal

An individual with a complaint is first encouraged to discuss it with the appropriate employee or administrator, with the objective of resolving the matter promptly and informally. An exception is that a complaint of sexual harassment should be discussed directly with the Administrator. If the Administrator is involved with the alleged harassment, it should be discussed with the counselor.

Level 2: Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating:

1. the nature of the complaint;
2. a description of the event or incident giving rise to the complaint, including any school personnel involved; and

3. the remedy or resolution requested.

The written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident. The applicability of the deadline is subject to review by the Administrator to ensure the intent of this uniform complaint procedure is honored.

When a complaint alleges violation of Board policy or procedure, the Administrator will investigate and attempt to resolve the complaint. The Administrator will respond in writing to the complaint, within thirty (30) calendar days of the administrator's receipt of the complaint. In responding to the appeal, the Administrator may:

1. meet with the parties involved in the complaint;
2. conduct a separate or supplementary investigation;
3. engage an outside investigator or other District employees to assist with the 18 appeal; and/or
4. take other steps appropriate or helpful in resolving the complaint.

If the complainant has reason to believe the administrator's decision was made in error, the complainant may request, in writing, that the Board consider an appeal of the administrator's decision. (See Level 3.) This request must be submitted in writing to the Administrator within fifteen (15) calendar days of the administrator's written response to the complaint, for transmission to the Board.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the administrator shall ensure an investigation is completed in accordance with the applicable procedure. In the case of a sexual harassment or Title IX complaint the applicable investigation and appeal procedure is Policy 3225P or 5012P. In the case of a disability complaint the administrator shall complete an investigation. Appeal of a decision in a disability complaint will be handled in accordance with this policy.

Level 3: The Board

Upon written appeal, of a complaint alleging a violation of the individual's rights under state or federal law or Board policy upon which the Board of Trustees has authority to remedy the Board

may consider the Administrator's decision. Upon receipt of written request for appeal, the Chairperson will either: (1) place the appeal on the agenda of a regular, or special Board meeting; or (2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board, or (4) respond to the complaint with an explanation of why the appeal will not be heard by the Board of Trustees in accordance with this policy. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make a written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

Receipt of Handbook

I acknowledge having received a copy and read through the 2023-2024 Student Handbook.

Student Name: _____ Date: _____ Grade: _____

(Signature): _____

Parent Name: _____ Date: _____

(Signature): _____

****For Student Siblings using same form****

Student Name: _____ Date: _____ Grade: _____

(Signature): _____

Student Name: _____ Date: _____ Grade: _____

(Signature): _____

Student Name: _____ Date: _____ Grade: _____

(Signature): _____

Student Name: _____ Date: _____ Grade: _____

(Signature): _____

Student Name: _____ Date: _____ Grade: _____

(Signature): _____