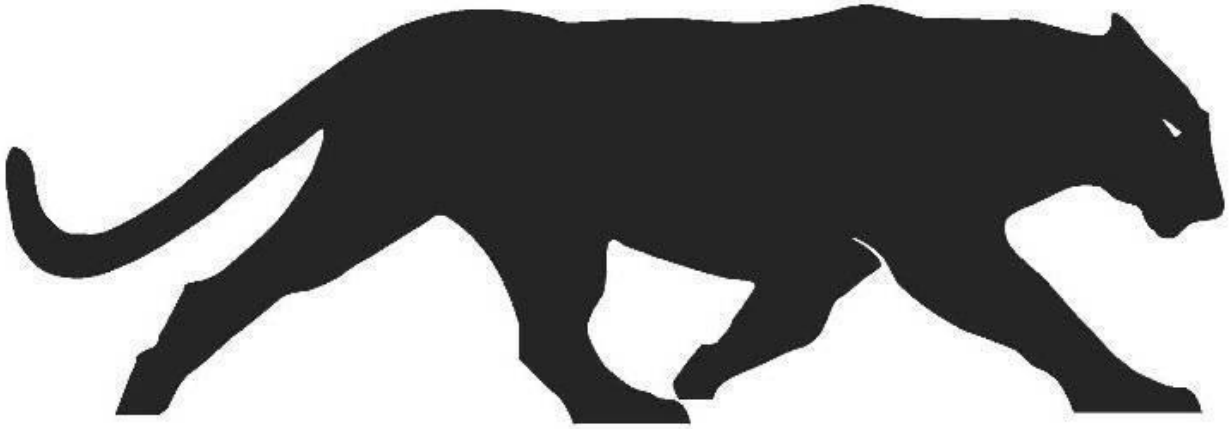


STUDENT HANDBOOK
DEER PARK SCHOOL DISTRICT #2
2026-2027



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

To Students and Parents:

The Deer Park Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and Thrillshare announcements. **These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.**

Please note that references to policy codes are included to help parents confirm current policy.

In case of conflict between Board Policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed.

The Deer Park School District’s policies can be found on the district website at:
<https://www.deerpark.k12.mt.us/page/deer-park-policy-manual>

Parental Rights

Deer Park School collaborates with parents and guardians to promote the mutual goal of student achievement. To ensure parents are aware of their rights and the opportunity to engage with the School District, specific policies and procedures are available on the School District’s website and are available to be printed upon request. Please consult the following policies to learn more about methods to be an active part of your student’s education:

Website Policy Parental Right Tab

Student and Family Privacy Rights – Policy 2132

Parent/Family Engagement and Involvement in Education – Policy 2158

Student Health Instruction – Policy 2335

School Activities and Clubs – Policy 3233 and Policy 3510

Student Records and Confidentiality – Policy 3600

Student Health – Policy 3410

Student Immunization – Policy 3413

Fix - Fees - Facilities, Participation - update Complaint Policies section, Volunteer Contact

EQUAL EDUCATION, NONDISCRIMINATION

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status. No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Release of “Directory Information”

“Regarding student records, federal law requires that ‘directory information’ on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed [within ten school days] of the time this handbook was given to my child. Directory information ordinarily includes the student’s [name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended]. This information needs to be consistent with Policy 3600P, 3600F1, and 3600F2. In exercising my right to limit release of this information, I have completed the Student Directory Information Notification and returned it to the school.

Rights concerning a Student’s School Records

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- 1. The right to inspect and copy the student’s education records, within a reasonable time from the day the District receives a request for access.
- 2. The right to request amendment of the student’s education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
- 3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA or state law authorizes disclosure without consent.
- 4. The right to a copy of any school student record proposed to be destroyed or deleted.
- 5. The right to prohibit the release of directory information concerning the parent’s/guardian’s child.
- 6. The right to request that information not be released to military recruiters and/or institutions of higher education.
- 7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers **FERPA** is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Deer Park School Staff Directory

Flathead County Superintendent

Marcia Stolfus	406-758-5720		mstolfus@flatheadcounty.gov
Office Staff	Position	Ext	Email
Charles Wiest	Administrator	222	charles.wiest@deerparkedu.org
Gina Smith	Business Manager	221	gina.smith@deerparkedu.org
Tana Anderson	Lunch Coordinator	223	anderson@deerparkedu.org
Elementary Teachers	Position	Ext	Email
Kelly Sellers	Kindergarten	225	sellersk@deerparkedu.org
Sherry Bradstreet	1st grade	226	bradstreets@deerparkedu.org
Danielle Rovig	2nd grade	224	rovigd@deerparkedu.org
Rob Hall	3rd grade	236	hall@deerparkedu.org
Emily Parker	4th grade	229	parker.emily@deerparkedu.org
Amanda Lunde	5th grade	234	lundea@deerparkedu.org

MS Teachers		Position	Ext	Email
Kathy DeMarco		Math	239	demarco@deerparkedu.org
Heidi Weathers		Science/ History	233	weathersh@deerparkedu.org
Ryan Rague		Language Arts	232	rague@deerparkedu.org
Specialist Teachers		Position	Ext	Email
Kathryn Beagley		PE/Title I/SPED	230	beagleyk@deerparkedu.org
Paul Bruce		Music/Band	228	brucep@deerparkedu.org
Pam Clark		Title I/SPED		clarkp@deerparkedu.org
Melissa Howe		Library	235	howm@deerparkedu.org
Roy McDaniel		Counselor	227	mcdaniel@deerparkedu.org
Jordan Sweeney		Counselor	227	sweeneyj@deerparkedu.org
Support Staff		Position		Email
Brittney Iverson		Paraeducator		brittney.iverson@deerparkedu.org
Samantha Marcus		Art/Paraeducator		marcus@deerparkedu.org
Diana Moyer		Paraeducator		diana.moyer@deerparkedu.org
James Mandeville		Maintenance		
Linda Toren		Custodian		
Amanda Hellwig		Custodian		

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 a 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 School's Vision Statement:

Rising Above Together

Deer Park School's Mission:

Our Mission is to partner with our families and community to provide a safe and positive learning environment where education is personalized for all students in order to prepare them to be productive, contributing members of 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.

New or Focus Items for the 2026-27 School Year (also highlighted in Yellow)

- Attendance
- No Crash Zone
- Athletics

Please take time to review all items in the Parent/Student Handbook with your student.

Click on a topic below to be linked directly to the page it is on.		
Accident Insurance Allergies Arrival and Departure From School Asbestos Notice Athletics Attendance (Absences, Tardies) Student Conduct/Discipline Bicycles Booster Club Bullying/Harrassment Cell Phones/Electronic Devices Communicable Diseases/Conditions Complaints Procedures Computer Resources Corporal Punishment Counseling Distribution of Material Dress Code Tobacco/Drug Free Learning Zone Early Release Days	Inclement Weather/Emergency Closure Emergency Drills Emergency Information Extracurricular Activities and Organizations Fees and Fines Field Trips General Safety Tips Grading Reports Head Lice Health Screening Illness Immunization Late Arrival/Early Checkout Law Enforcement Lockers Lost and Found Lunch/Milk Sales Medication Policy Montana Digital Academy Parent Involvement Responsibilities & Rights	Photo Consent Physical Education Protection of Student Rights Prayer Public Displays of Affection Release of Students from School School Pictures School Use Searches Sexual Harassment/Sexual Discrimination Special Services Student Records Testing/Assessments Textbooks Title IX Regulations Transportation Valuables at School Videotaping of Students Volunteers Weapon Free Policy

ACCIDENT INSURANCE

The school district does not provide accident or medical insurance coverage for students. Insurance coverage may be purchased by parents through a private company for a minimum fee. Insurance information is distributed at the beginning of the school year and available throughout the year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions. Please contact the office for additional information. This insurance covers while your child is at school or participating in activities. A parent seeking coverage must make sure the insurance coverage is in place prior to the first day of practice and/or school.

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 FROM SCHOOL

****There is no before or after school Crash Zone****

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. There is no supervision before 8 am.

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 go to the office to call a parent/guardian.

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 go to the office to call a parent/guardian.**

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.

Late Arrival/Early Checkout

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 and provide a valid form of identification. 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

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

State law requires:

A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. See Policy 3122, and 3123.

Definitions

Excused Absence - Generally, absences will be considered excused in cases of 1) illness, 2) medical/dental, 3) Life Events (Bereavement, Emergencies, Wedding...), and 4) situations resulting from acts of God and other emergency conditions approved by the administration. All excused absences must be reported and approved no later than three (3) days of return to school.

Unexcused Absence - Absences that are considered avoidable by the school even though it may be approved by a parent/guardian, or absences that have not been properly cleared through the office. Examples may include: sleeping in, missing the bus, vacations etc.

Truancy/Skipping - Absences from class or school which take place without the approval of the parent or guardian and/or principal.

Suspension - Absences when the student is suspended from school off school grounds.

Excessive Absences - Students who miss 4 days of school per quarter, or 16 days of school per year are considered **excessively absent**. If a student is excessively absent the parents will be notified and it may result in the student making up time and losing out on extracurricular activities and field trips.

Chronic Absenteeism - Students who miss more than 10% (18 days) of the school year for any reason (excused, unexcused, and

suspensions) are considered federally chronically absent.

Tardies - All tardies which extend beyond 10:00 a.m. will be considered a .5 day absence, unless they are excused due to a medical appointment. *Checkouts prior to 1:45 p.m. will be considered a minimum of a .5 day absence, unless they are excused due to a medical appointment. Medical appointments will not affect attendance if the student is checked out for two hours or less.

Tardies affect not only the student who is late, but can delay and disrupt the entire class. When a student arrives late, or must leave during the school day, the student must check in at the office before going to class, or leaving the building. **A student is tardy when they are not in the classroom by 8:20 a.m or in class at the beginning of the class period.** Five tardies, not pre-approved by the school administrator the day before or **not necessitated by doctor or dental appointments**, may result in making up time.

Reporting Student Absences

When a student must be absent for illness or other unforeseen emergencies, parents must inform the school of the reasons for the student's absence by 8:45 a.m. on the day of the absence. If the student is not present, and the parent has not notified the school of the absence, the school's *automated attendance system* will call the parent by 9:15 a.m. the same day. The fact that the school will attempt to call the parent does not relieve the parent of the responsibility to call the school to *excuse* their child's absence. You may leave a message on the automated voicemail or send an email to attendance@deerparkedu.org.

Communication

For each absence from school a written note, email, or call to the school will be made to verify the absence. We will make it a priority to verify every absence as soon as possible but not later than three (3) days of return to school. **The school principal or designee has the authority to determine if a verified absence meets the criteria for an excused absence.**

Unexcused

After nine (9) or more days or 54 or more parts of a day of unexcused absences in one school year, an intervention meeting and/or community truancy board meeting may take place along with possible referral of the child to juvenile court and/or a petition being filed with the prosecuting attorney in the Flathead County court system for a determination regarding whether to prosecute the parent, guardian, or other person responsible for the care of the child which could result in a fine, community service, and/or jail time.

ATTENDANCE SUMMARY OF RESPONSIBILITIES

Students

1. to attend class regularly, only missing a class when a parent is aware that the absence is due to illness or other emergency;
2. to be in class at the start time;
3. to be knowledgeable of the make-up policy in each of his/her classes;
4. to obtain the make-up work and needed instructional help upon returning after an absence;
5. to schedule all medical and other appointments outside of school time whenever possible;
6. to avoid missing one class to complete work for another class.

Parents or Legal Guardian

1. to instill in their students the importance of attendance *and punctuality*;
2. to insure to the best of their ability that their student is in attendance regularly;
3. to avoid taking the student out of school for appointments, trips, and vacations;
4. to call the school before 8:30a.m. of the day when their student is absent;
5. to work with teachers and administrators to promote good attendance patterns for their students.

Teachers

1. to keep daily records of absences and tardies;
2. to make parental contacts regarding excessive absences or tardies;
3. to refer the student to the administrator if the parental contact does not solve the problem;
4. to communicate in writing to the student, parent or legal guardian, and administration
 - (a) the make-up procedure for the class
 - (b) the manner in which the grade for the class will be earned
5. to provide the opportunities for make-up work when the student is absent unless the

absence is due to suspension or truancy.

Administration

1. to take intervention measures when a student with excessive absences or tardies has been reported by the teacher;
2. to monitor attendance reports identifying students whose attendance patterns are cause for concern and to conference with those students and/or parents;
3. to work closely with teachers and parents to help the students to develop positive attendance patterns.

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 must **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 students 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) with **no more than 2 missing assignments.**
2. Attending a minimum of a half day of classes (unless excused for funeral, dental work, etc.) on the event day.
3. **Are not excessively absent or tardy**
4. **Have maintained Deer Park Behavior standards**

The administrator will determine eligibility after taking into consideration all the relevant factors and will communicate eligibility determination with parents and the coaching staff.

Grade checks will be completed weekly by the Athletic Director during the season. If a student has a grade that is below a C in any core subject or has more than 2 missing assignments, that student will have until the following **Monday to complete the assignments and/or raise their grade**. It is the student's responsibility to follow up with their classroom teachers to do what is necessary to improve the grade. If the student gets the grades up and has completed the missing work, 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 or 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 **behind the library building**. **Bicycles are not to be ridden on the blacktop.**

A safe bike rider will:

Always wear a helmet,
Have only one rider per bike,

Use hand signals to stop and turn,
Get off and walk the bike across busy intersections,

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 are prohibited from using cell phones in school. Parents who need to contact their children in an emergency should call the office. **Cell phones and smart watches will be turned in to the classroom teacher at the start of the day.** Any violation may result in further discipline.

Cell 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.

COMMUNICABLE DISEASES / CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the front office so that other students who may have been exposed to the disease can be alerted.

These diseases include, but are not limited to:

Amebiasis	Malaria	Mumps
Hepatitis	Syphilis	Streptococcal disease, invasive
Rubella (German Measles),including congenital	Colorado Tick Fever	Giardiasis
Campylobacteriosis	Measles (Rubeola)	Pinkeye
Influenza	Scabies	Tuberculosis
Chickenpox	Diphtheria	Hansen’s disease

Lyme disease
Salmonellosis
Chlamydia

Meningitis
Shigellosis
Gastroenteritis

Ringworm of the scalp
Whooping Cough (Pertussis)

The District shall manage common communicable diseases in accordance with DPHHS guidelines and communicable diseases control rules. If a student develops symptoms of any reportable communicable or infectious illness as defined while at school, the responsible school officials shall do the following:

- (a) isolate the student immediately from other students or staff; and
- (b) inform the parent or guardian as soon as possible about the illness and request him or her to pick up the student.; and
- (c) consult with a physician, other qualified medical professional, or the local county health authority to determine if the case should be reported to the local health officer.

Students who express feelings of illness at school may be referred to a school nurse or other responsible person designated by the Board and may be sent home as soon as a parent or person designated on a student's emergency medical authorization form has been notified. The District may temporarily exclude from onsite school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting. Offsite instruction will be provided during the period of absence in accordance with Policy 2050. The District reserves the right to require a statement from a student's primary care provider authorizing a student's return to onsite instruction. When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A school nurse or other responsible person designated by the Board, after consultation with and on advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition.

All students, staff, and others present in the any school building shall engage in hand hygiene at the following times, which include but are not limited to:

- (a) Arrival to the facility and after breaks
- (b) Before and after preparing, eating, or handling food or drinks
- (c) Before and after administering medication or screening temperature
- (d) After coming in contact with bodily fluid
- (e) After recess
- (f) After handling garbage
- (g) After assisting students with handwashing
- (h) After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Staff members shall supervise children when they use hand sanitizer and soap to prevent ingestion. Staff members shall place grade level appropriate posters describing handwashing steps near sinks. Further information may be found at policy 3417 in the District's Policy Manual.

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.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and parents should be aware that electronic communications — e-mail — using District computers are not private and may be monitored by District staff. [For additional information, see policy 3612, 3612P]

CORPORAL PUNISHMENT

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

COUNSELING

Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in 8th grade will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should contact Ms. Sweeney. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

DISTRIBUTION OF MATERIAL

School Materials

All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-School Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

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.

MONTANA DIGITAL ACADEMY

The District recognizes that the District and students may have a need for greater flexibility in the educational program due to funding, teacher availability, individual learning styles, health conditions, employment responsibilities, lack of success in traditional school environments or a desire for students to accelerate their learning and work at the college level before leaving high school. The District acknowledges that online learning solutions offered by the Montana Digital Academy (MTDA) and other remote delivery systems may fulfill these needs.

MTDA is authorized by Montana law to charge fees for students to access offered courses. The District shall pay fees for students enrolled in an MTDA class that is required for graduation as specified in District policy or the student handbook or as determined by the Superintendent or designee. The District may charge students a reasonable fee for an MTDA course or activity not required for graduation. The Board of Trustees authorizes the Superintendent to waive the fee in cases of financial hardship.

The Superintendent, and/or designees, shall be responsible for developing procedures for the online learning program that address related topics that may include but are not limited to specification and determination of graduation requirements and fee collection for classes that are not required.

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.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Please note: Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization. All students participating in extracurricular activities must have the following prior to the first practice:

- A required physical documented on the official Montana High School Association (MHSA) Physical Form (at least for all MHSA sanctioned activities).
- An Assumption of Risk statement signed by the parent.
- A Permission to Participate form (sign-off).
- An updated Medical information form.
- A Concussion Education and Compliance form signed by the student athlete and parent.

The District recognizes that student clubs are a helpful resource for schools and supports their formation. Student clubs must complete an application process. The Superintendent or designee is delegated the authority to approve or deny club applications. The Administration shall approve and recognize curricular student clubs or organizations in a manner consistent with this Policy 3550 and any administrative procedure. Student-led and initiated groups of similar interests that do not meet the requirements to be an approved curricular student club shall be designated as noncurricular student groups. Students are permitted to informally gather at the school in accordance with Policy 3233.

Currently Deer Park offers the following extracurricular opportunities:

- Student Council
- 5-8 Girls Volleyball
- 7-8 Boys Football (Evergreen JH)
- 5-8 Girls Basketball
- 5-8 Boys Basketball
- 5-8 Cheerleading

- K-8 Cross Country

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 submit a fingerprint background check, good for 2 years, at the volunteer's expense.**

FEES and FINES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own classroom supplies, such as, pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep
- Admission fees for extracurricular/sports activities and field trips
- Overnight trip expenses (4th-8th grades)
- Fees pertaining to extracurricular clubs
- Personal physical education and athletic equipment and apparel, i.e. P.E. shoes
- Musical instrument rental and purchase of method books
- Costs for athletic uniforms lost or damaged
- Personal apparel used in extracurricular activities that becomes the property of the student
- Fees for lost, damaged, or overdue library books
- Elective class fees for materials
- Meal expenses for lunch, breakfast, and milk purchases
- Replacement cost for lost or damaged school materials (textbooks, Chromebooks...)
- Yearbook (optional)

Scholarships may be available for the above fees. If a family is in need they should contact the school counselor, the coach, or the classroom teacher.

Fundraisers: All class, club, or adult-sponsored fundraisers at the school must be approved by the superintendent/principal.

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+
64-66	D
60-63	D-
59 and Below	F

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 (Policy 3420).

HEALTH SCREENING

The district may arrange each year for health services to be provided to students, typically, this consists of vision and hearing screening. Families will be given advance notice of the dates of the screenings and will be given the opportunity to opt out of the screenings if desired (Policy 3410).

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

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenza type B is required for students under age five (5). A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed or certified health care provider stating the immunization required would not be considered safe. This certificate must be renewed yearly unless the physician specifies a life-long condition. The statement for an exemption shall be maintained as part of the student's immunization record in accordance with FERPA as specified in Policy 3600P. [For further information, see policy 3413]

INCLEMENT WEATHER/EMERGENCY CLOSURE

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 below 10 degrees 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 and the District app will be utilized and we will try to reach every family with a brief message.

LAW ENFORCEMENT

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and

Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety. Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact. [refer to Policies 4410-4411]

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 \$3.50. 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.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact Charles Wiest.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 892-5388 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
- Become a school volunteer.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.
- Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement.

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.

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PROTECTION OF STUDENT RIGHTS [Policies 3200, and 2132]

The District recognizes fully that all students are entitled to enjoy the rights protected under federal and state constitutions and law for persons of their age and maturity in a school setting. The District expects students to exercise these rights reasonably and to avoid violating the rights of others. The District may impose disciplinary measures whenever students violate the rights of others or violate District policies or rules.

Surveys

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

Instructional Materials

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

Collection of Personal Information from Students for Marketing

The district will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the district will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the district) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

PUBLIC DISPLAYS OF AFFECTION

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

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The administrator or office staff will decide whether or not the student should be sent home and will notify the student's parent.

SCHOOL PICTURES

Individual student pictures will be taken on **September 28**. 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.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. See policy 3231. The parent will be notified if any prohibited items are found in the student's desk or locker.

Drug Detection Dogs

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

SEXUAL HARASSMENT / SEXUAL DISCRIMINATION

The District encourages staff, parental, and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents will discuss their questions or concerns about the expectations in this area with Charles Wiest who serves as the District Title IX coordinator.

For purposes of this section and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or;
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student or staff member will result in appropriate disciplinary action, according to the nature of the offense. Supportive measures are available to parties involved in Title IX investigations.

The District will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The conference will be scheduled and held as soon as possible. The principal coordinator District will conduct an appropriate investigation in accordance with Policy 3225 and 3225P. The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint is not satisfactory to the decision may appeal in accordance with Policy 3225P.

For more information about the District's complaint procedure, see Policy 3225, 3225P, 3225F.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights. The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records. Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the

District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records. Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to

exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information may include: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

Special Education Records

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if they expired, the material will be deleted from the records but the records will be maintained until the time has expired.

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 services. 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 safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure. Parents who feel their child may qualify for 504 should contact the building principal to initiate an evaluation. Refer to 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 CONDUCT-DISCIPLINE POLICY

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.

- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in a school building, on property owned or leased by a school district, on a school bus, on the way to or from school, or during intermission or recess.

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.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, marijuana, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a firearm or other weapon in violation of Policy 3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in Policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.
- Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.
- Engaging in academic misconduct which may include but is not limited to: cheating, unauthorized sharing of exam responses or graded assignment work; plagiarism, accessing websites or electronic resources without authorization to complete assigned coursework, and any other act designed to give unfair academic advantage to the student.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

- On school grounds before, during, or after school hours or at any other time when school is being used by a school group.
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of bullying of a staff member or student, or an interference with school purposes or an educational function.

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:

- Expulsion
- Suspension; In-school and out-of-school
- Loss of privileges
- Conference with the administration
- Detention, including Saturday school
- Clean-up duty/Chores around campus
- Notification to juvenile authorities and/or police
- Restitution for damages to school property
- Parent notification—verbal or written
- Behavior contract

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.

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.

Non-Disciplinary Measures

The Superintendent or designee is authorized to assign a student to non-disciplinary offsite instruction pending the results of an investigation or for reasons related to the safety or well-being of students and staff. During the period of non-disciplinary offsite instruction, the student will be permitted to complete all assigned schoolwork for full credit. The assignment of non-disciplinary offsite instruction does not preclude the Superintendent or designee from disciplining a student who has, after investigation, been found to have violated a School District policy, rule, or handbook provision.

Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

**** 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 prosocial 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.

TEXTBOOKS

Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

TITLE IX REGULATIONS

Deer Park School District #2 is in compliance with the Title IX policy (prior to federal 2024 revision) 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 Charles Wiest 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.

Homeless Liaison - Melissa Howe

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.

TRANSPORTATION

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.

Buses and Other School Vehicles

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook. Students must:

- Follow the driver's directions at all times.

- Enter and leave the bus in an orderly manner.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- Remain seated while bus is moving.

When students ride in a District van or passenger car, seat belts must be fastened at all times. Misconduct will be punished and bus-riding privileges may be suspended.

Transporting Students with District/Personal Vehicle

Any person transporting students in a personal vehicle must be approved by the district and provide the District with proof of current car insurance.

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. A key card or code will be provided prior to the event. Key cards are to be returned the next work day following the use of the building and codes will be automatically disabled.

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.

VIDEOTAPING OF STUDENTS

The District uses video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

VOLUNTEERS

All volunteers must have submitted a fingerprint background check at the volunteer's expense. The background check is good for 2 years. Volunteers will receive a card indicating when they will need to perform another background check.

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.

FIREARMS AND WEAPONS

It is the policy of the Deer Park School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher,

superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year unless modified in accordance with District policy. Any disciplinary hearing conducted under this section will honor due process rights outlined in state law and Policy 3311.

For the purposes of the firearms, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4).

Possession of Weapons other than Firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District’s discipline policy. For purposes of this section, “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon

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 the 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 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

Deer Park School District 2

Deer Park School
08-26-2025

Annual Parent Notice Right to Request Teacher Qualifications

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:

- if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- 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;
- if the teacher is teaching in the field of discipline for which they are certified or licensed;
- 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
- 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: Charles Wiest Title: Superintendent/Principal
Email: charles.wiest@deerparkedu.org Phone: 406-892-5388

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

Charles Wiest

Superintendent/Principal

Name

Title

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: Charles Wiest Title: Superintendent/Principal
Address: 2105 Middle Rd Columbia Falls, MT 59912

Telephone: 406-892-5388 Email: charles.wiest@deerparkedu.org

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).

OFFICE USE ONLY			
Student ID #:	Date Distributed:		

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 **2026-2027** 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 (digital or printed) and read through the 2026-2027 Student Handbook.

Student Name: _____ Date: _____ Grade: _____

(Signature): _____

Parent Name: _____ Date: _____

(Signature): _____

****Siblings****

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): _____