

Montezuma Community Schools

Elementary Staff 2019-20

Administration:

Superintendent	Mr. Dave Hoeger
PK-5 Principal	Mr. Kurt Hanna

Regular Education Teachers:

Early Childhood Center/Preschool	Mrs. Shannon Arment
Pre-School / Pre-Kindergarten	Mrs. Lisa Huff
Kindergarten	Mrs. Kris Ferguson
	Mrs. Marcy James
First Grade	Mrs. LeAnn James
	Mrs. Heather Schmidt
Second Grade	Mrs. Liesl Roorda
	Mrs. VerMeer
	Mrs. Cheri Van Der Hart
Third Grade	Mrs. Wendy Geiger
	Mr. Josh Anderson
Fourth Grade	Mrs. Tracy Pope
	Mrs. Aimee Nikkel
Fifth Grade	Mrs. Alicia Minner
	Mrs. Mandy Robison

Special Teachers/Personnel:

Guidance Counselor/At Risk	Mrs. Karie Foster
Media Specialist	Mrs. Ashley Reif
Title I Reading	Mrs. Marie Boulton
Special Education	Mrs. Mandy Dye
Special Education	Mr. Pat O'Brien
Extended Learning Program / Classroom Reduction	Mrs. Cheryl Semprini
Elementary Interventionist	Mrs. Molly Swenson
Art	Mr. Brian Nolton
Vocal Music	Ms. Kaela DeJong
Instrumental Music	Mrs. Carri Burnett
Physical Education	Mrs. Megan Carlson
Director of Student Health	Mrs. Hannah Dengler
Secretary	Mrs. Becky Bryan
Secretary	Mrs. Mary Jo Sheets

Special Education Paraprofessionals:

Mrs. Holly DeJong, Mrs. Debbie Iverson, Mrs. Mary Tompkins, Mrs. Susan Ross, , Mrs. Jennifer Larmore, Ms. Jennifer Stowell, Ms. Katie Worrall, Ms. Macy Taylor, Mrs. Peggy Morse and Mrs. Jane Hoeger

Student Handbook 2018 - 2019

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Welcome to Montezuma Elementary!

School Mission

All students will master the skills and concepts of the Montezuma core curriculum through challenging and relevant classroom instruction guided by ongoing formative assessment with the support of the district and community.

Essential Learnings

A graduate of Montezuma Community Schools is expected to be:

A responsible citizen
Wellfounded in the basic skills
An effective communicator
A proficient problem solver
A self-directed learner
Prepared to live a healthy life style
Become a productive worker

Beliefs of Montezuma Elementary:

- Each individual has unique needs and abilities that can be met and developed when given fair and equal access and opportunity.
- Various methods and instructional tools assist learning.
- Learning is a lifelong process.
- Structure, discipline, and well-defined expectations help create a
- positive and safe learning environment.
- Learning is enhanced by a team effort that includes students,
- teachers, parents, and the community.
- Everyone is responsible and accountable for his/her actions.
- Everyone deserves to be treated with dignity and respect.
- High expectations promote high results.
- Student can apply their education and skills to become productive members of society.

Montezuma Guidelines for Success

To Be Successful At Montezuma Schools,

We are . . .

Respectful

Responsible

Cooperative

Positive, Honest & Kind

Do your Best.

Learning is our Purpose!

Welcome to Montezuma Community Schools! We are excited to have you as a member of our school district. Montezuma Community Schools has many opportunities for your student(s) and we believe we can maximize those opportunities through collaboration. In fact, parent involvement is a great predictor to the success of our young children and future leaders. So, as the year progresses please take time to become involved in your child's education.

If any additional questions arise, please feel free to contact me. I will assist you in any possible way.

PK-5 Principal
Mr. Kurt Hanna

Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, substitutes, other employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules, and regulations are in effect while students are on: school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/school-operated buses/vehicles or vehicles chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district or involves students or staff. School district policies, rules, and regulations are in effect twelve months a year. A violation of a school district policy, rule, or regulation may result in disciplinary action while school is in session or while school is not in session.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. The discipline imposed is based upon facts and circumstances surrounding the incident and the student's records.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, and regulations as circumstances warrant, including those contained in the handbook. Students/parents are expected to know the contents of the handbook and comply with it. Any situations that are not covered in the elementary handbook will follow the secondary handbook policy.

School Office Hours

The school office is open from 7:30 AM-4:00 PM Monday through Friday. On vacation days the office follows the same schedule as the students.

Fees Waiver

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI) transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parent or students who believe they may qualify for temporary financial hardship should contact the superintendent's office. This waiver does not carry over from year to year and must be completed annually.

Concern Procedures

If parents have a concern regarding a classroom and/or teacher situation in school, they are urged to first contact the teacher involved to discuss the problem and possible solutions. If the concern cannot be resolved at this level, the parents should then request a conference with the principal.

If parents have a concern regarding a bus situation, they are urged to first contact the bus driver involved. If the concern cannot be solved at this level, the parent should then contact the transportation director, Paul Hawkins. If the concern is still not resolved, the building principal should be contacted.

If the parent still feels a concern has not received proper consideration, further recourse is available through the office of the superintendent. Concerns still not resolved may then be taken through the Montezuma Board of Education.

Open Enrollment

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates:

September 1, 2019 -- Last date for open enrollment request for students entering kindergarten and those students falling under the "good cause" definition for the 2019-20 school year.

- Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

March 1, 2020--Last date for regular open enrollment requests for the 2020-2021 school year.

Daily Schedule

- **Students should not arrive before 7:45 AM** as there is no supervision on the playground or in the building prior to that time. Students will remain outside the building until released by the person on duty.
- **Our school day begins at 8:15 AM.**
- In case of inclement weather, students will wait in the entrances of the building.
- Students eating breakfast may enter earlier as directed by the person supervising.
- K-3 students should enter and leave through the southwest doors. Grades 4-5 students and preschool/early childhood students should enter and exit through the southeast doors of the elementary.
- After the first few weeks of school students should go to their lockers and classrooms alone to help develop responsibility.
- **Students will be dismissed at 3:15.**
- Parents should wait right outside the building or in their cars for their children when they pick them up after school to also help develop responsibility. The halls get very congested and we want to make sure that parents who need to see teachers after school are given the opportunity.
- After school students are expected to go to their designated home/care giver. There is no supervision on the playground after school (3:35PM).

Attendance

Regular attendance is essential to succeed in school. Research proves that regular attendance in school leads to a more successful life later.

Sickness of the pupil or a death in the family are the only real excuses for absence or tardiness. We ask parents to call school when students are sick or will miss school for some reason. The secretary or other school personnel will call parents of absentees at home or at work that are not heard from. Students who have been absent more than ten days in a semester will receive a letter from the principal. A copy of that letter will be sent to the county attorney alerting them of attendance concerns. A meeting will then be scheduled by the attorney and a contract will be written to ensure better attendance.

Upon return to school after an absence, students must bring a written excuse from their parents clearly stating the reason for an absence to the teacher. Promptness in making up work is expected. Students will be permitted time for make-up work equal to double the number of days absent. For instance, a student absent for two days is expected to have all make-up work plus regular assignments completed four days later.

Students who leave school early or come in late must check in at the office.

No student shall be excused or taken from school during school hours unless excused by the principal, teacher, or superintendent. It is the policy of the school to permit students to meet

appointments with dentists and physicians during school hours providing a cooperative agreement as to promptness in reporting back to school is observed. The student will, however, be counted absent. Students leaving early should wait in the office until the person transporting them arrives.

Perfect attendance recognition is given only to students who have been present all day, every day.

Remember, a little late is too late! Pupils are tardy to school if they arrive at school after normal starting times for morning or afternoon classes and should check in at the office upon arrival. Pupils arriving on late buses are not considered tardy providing they reach their classrooms as quickly as possible. The late bus students must check in at the office so that attendance sheets can be corrected.

Health Information

Montezuma Community School employs a nurse. The nurse will distribute medications during that time. The school nurse will also be responsible for keeping records and conducting screenings on certain aspects of our students' health. When the nurse is not available health referrals will be routed through the offices.

Students should be kept home when not feeling well and the school should be notified by 8:30 AM. Parents may be called at home or at work if the school is not notified. A note should accompany the student on return to school when that student has been absent.

If medication is to be administered at school, it must be in the original container with the name of the student, type of medication, time to be given, and the teacher's name. This must be given to the nurse. Over-the-counter medication requires a release form. The school personnel may determine an over-the-counter medication, ordered by a parent, could be detrimental to the child. In this case, the school personnel may refuse to administer the medication and state the reason, in writing, to the parent. Medications will not be left in the classroom for the classroom teacher or the student to self-administer.

An updated emergency form and Tylenol release form must be signed and on file EACH year. The school should also be advised of any changes that occur on the emergency form during the school year. The school personnel are not allowed to treat any student without parent consent.

In order for any student to be excused from school during the day for illness, he/she must go through the office. Office personnel will notify the parents or their designated person on the emergency form. The student may be waiting in the health office or in the elementary office. They will be supervised by school personnel until they leave.

When the child returns to school and indoor recess is required, a note must accompany the student. This will be allowed only for a three day period. After this, the child must have a doctor's excuse for indoor recess.

If your child has required the school's personnel's attention during the school day for health concerns, a health referral note will be sent home.

Each student is weighed, measured, and given preliminary scoliosis, hearing, and eye checks periodically. If an area of concern is detected, the home will be contacted so professional help may be consulted.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, and chicken pox.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the school officials. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions about immunizations should contact their doctor.

Speech Screening

Students may be screened for speech. Classes are established as needed. If you have any questions, please contact the building principal.

Hearing Screening

Hearing is very important to a student's ability to listen, learn, and progress satisfactorily in school. Parents will be notified of the student who do not pass this screening. If parents do not want their child to participate in the screening by the school audiologist, please contact the school. If there are any questions about the hearing testing, please contact the school.

Visitors

The teachers and students of the elementary grades invite parents / grandparents / guardians to visit classrooms during the school year. There are certain times when visits are disruptive and therefore, the elementary requests all visitors adhere to the following guidelines.

- Plan the visit with the teacher two days in advance. This will help monitor disruptions to tests or other activities that would be interrupted by the visit.
- The last weeks of school are NOT a good time to visit the classroom.
- Please limit your visit to less than half a day.
- Please do not bring smaller children along. Their attention span is rather short and they may create a distraction to the class.

To increase student safety we require all visitors enter the building through the office to check in with the secretary. Our entrance is on the east side of the building near the circle drive. All visitors will receive a visitor's badge to wear during their visit. Items needing to be delivered to school for whatever reason should be given to the school secretary for delivery at a convenient time. Common courtesy is appreciated when school visits are made.

Students from other schools will not be allowed to visit our school unless arrangements have been made with the principal's office the previous day. Guests will be allowed to visit classes for around the lunch and noon hour.

Special Instructions for Parents

Please keep the school informed of any changes in after school routine for students. A note should be sent to the office whenever a change in schedule for your child occurs. The office will then share this information with the teacher and bus driver to ensure the safety of all children. We will not change the regular routine without a note. We are happy to follow instructions as long as notification is provided by phone or in writing.

Behavior

The Board of Directors of the Montezuma Community School District hereby confirms its intent to support the school discipline policy and to support school staff who enforce the discipline policy.

In a teaching/learning situation it is necessary that self-discipline and a positive approach towards organization work hand in hand. These not only are desired in the classroom, but must also be evident in all areas of the school setting and at school functions. It is necessary, therefore, that a cooperative plan between students, teachers, parents, administrators, other

staff members, and school board members be present. This plan should be one of support, communication and respect. Cooperative discipline will bring out the qualities of scholarship, leadership, citizenship, and responsibility found in each of the students.

Any student whose actions result in injury to another person may experience the consequence of in-school suspension, out-of school suspension, or detention during recess or after school.

The school is responsible for developing and maintaining an atmosphere conducive for learning. To create this atmosphere it is necessary to establish certain expectations.

Students are expected individually and as a group to conduct themselves appropriately during the school hours, while on school property, and while taking part in or attending any school activity. Please remember that students represent the school, your family, and themselves. A student may be disciplined for improper conduct such as truancy, excessive tardiness, insubordination, disturbing a class, showing disrespect to teachers, fighting, or other activities determined to be detrimental to our school environment.

Staff members at all times should be addressed as Mr., Miss, Ms., or Mrs., whichever title may apply.

There are certain standards of behavior which every student should want to achieve. If every student strives to achieve these standards, our school will become a better place in which to learn.

Student Responsibility of Common Areas

Student Expectations

The following expectations were developed to increase staff consistency while supervising our classrooms and to provide assistance when teaching and reteaching responsible behavior. Given the complexity of these expectations, students should not be asked to memorize them verbatim, but rather have a general understanding which they can share, if asked, in their own words.

Responsibility in the Classrooms

Goal

The classrooms at Montezuma Elementary School will be a safe, pleasant place where students are respectful of their classmates learning and are courteous to others.

Montezuma Students ...

- give proper respect to classroom speaker by observing and listening.
- respect others property
- respect others learning opportunities
- follow the expectations of the classroom teacher's management system

Responsibility in our Hallways:

Goal

The hallways of Montezuma Elementary School are a safe and pleasant place to walk with courtesy and respect.

Montezuma Students...

- Move safely through the halls by...
 - walking through the hallways using line basics, which include:
 - single file line
 - facing forward
 - hands to side
 - walking
 - using level 0 voice level expectations
 - greeting staff, visitors, and friends with a smile and silent wave.
 - always using the right side of the hallway to walk from one area to another.
 - You should have one tile between you and the wall.

Voice Level Expectations:

The goal of our voice level expectations is to create an environment that is respectful of the learning occurring in our classrooms. Our voice level expectations are described in the following manner:

- Level 0: No talking
 - Anytime we are passing in the halls and classes are in session
 - During testing and appropriate times during classroom instruction

- Level 1: Spy Talk: Whisper
 - Waiting in the lunch line or waiting after lunch to return to our classrooms.
- Level 2: Partner Talk:
 - When involved in classroom rotations and it is necessary to talk with a partner. [Pair-Share Reading]
 - Appropriate in the hallway when classes are not in session
 - Eating Lunch
- Level 3: Classroom Participation
 - Normal voices are used when participating in large group discussions in the classroom. This voice is necessary for all classmates to hear your discussion topics.
- Level 4: Outside Voices
 - Recess

Responsibility in the Restrooms

Goal

The restrooms of Montezuma Elementary School will be a safe and clean environment .

Montezuma Students...

...enter, use and leave the restrooms quietly.

...use the restroom facilities correctly (i.e., stand/sit close and use and flush toilet or urinal, place toilet paper in stool, wash hands in sink before exiting the bathroom, place paper towels in waste basket).

...keep the bathrooms clean and free of graffiti.

...report any restroom problems (graffiti, plumbing) to the office.

Responsibility in the Cafeteria

Goal

The lunch line and lunchroom of Montezuma Elementary School will be a safe environment where people interact and work with courtesy and respect.

Montezuma Students ...

- use good manners by:

- saying please and thank you
- using appropriate table manners
- walk to, from, and in the lunchroom using hallway expectations.
- use two hands to carry their trays to and from the lunchroom.
- use quiet voices and keep hands, feet, and objects to self in the lunch line and lunchroom.
- stay in seat and raise hand to get help.
- eat lunches they have brought into the lunchroom.
- wait patiently to be dismissed by staff members
 - Students are dismissed by side of table into 2 lines in front of garbage cans.
- walk to designated area, and wait quietly using voice level expectations [Level 1 – Spy Talk] or return to room as directed by staff.

Lunch Accounts...

- deposits for lunch and breakfast can be made before school by giving your payment to the classroom teacher or by delivering it to our main office.

Responsibility in the Bus Zone

Goal

The bus loading and unloading zone of Montezuma Elementary School will be a safe environment where people interact with courtesy and respect.

Montezuma Students...

- ...walk to and from the drop off area (between gravel and yellow line) to the school.
- ...play on designated playgrounds before school (west playground)
- ...enter and exit designated door (K-3 southwest door and 4-5 southeast door).
- ...eat breakfast or stay in designated areas (inside on benches or outside on playground) until directed by staff.
- ...walk to classrooms.
- ...cross at the gate before and after riding bikes.
- ...wait inside the school door for the buses to line up.
- ... immediately get on their bus as they are dismissed from the building.
- ...go straight to their destination if they are non-bus students.

Responsibility on the Playground

Goal

The playground at Montezuma Elementary School will be a place to play safely and respectfully in all games and on all equipment while interacting with others and having fun.

Montezuma Students...

- ...treat other students kindly both in words and actions,
- ...share the playing fields
- ...play so everyone is safe
- ...leave the playground only with permission from or accompanied by staff member
- ...use playground equipment as it is designed to be used
- ...take turns on school equipment
- ... follow game rules:
 - ... Ultimate football rules apply
 - ...using soft balls when playing baseball / softball activities

Area Expectations:

Hard Surface

1. Boundaries off limits at all times are the driveway on the east side of the tennis court, south side of blue gate, beneath the windows of the south side of the building, and the porches and ramp.

Seasonal

1. Students must be dressed appropriately for the weather conditions.
2. Boots must be worn from the start of bad weather until students are notified differently.
3. Hats and mittens/gloves should be worn.
4. Snow pants must be worn, as conditions dictate.
5. Students without snow boots will stay on dry surfaces.
 - a. Notes may be sent home for students without boots. Additional consequences may result for students not bringing their boots.
6. No playing on snow piles bordering windows.
7. In cold weather the principal will decide to go outside or be inside for recess.

Temperature Guidelines:

Montezuma Elementary will use the following guidelines to determine when activities will be inside due to temperature and inclement weather. Please dress appropriately for the conditions and guidelines provided below.

The determination will be made using the 'Feels Like' temperature on the Weather Channel App.

- The following information details our decision-making process.

- 0 and below: We are inside before school and all recesses.
- 1 to 9 degrees: We are inside before school, outside during the short recesses, inside for the noon recess
- 10+: We will be outside for all recesses.

Locations and Procedures:

- Inside Recess Locations:
 - Recesses will be in the classroom for the shorter 15-minute recesses.
 - Students will be in the central gym for the extended 30-minute recess. The elementary library will be used when necessary.
- Morning Routine:
 - We will open the elementary gym for students before school beginning with the first day the temperature falls below 10 Fahrenheit. The gym will then be an option until further notice and the temperatures consistently begin to warm in February or March.
 - Students will not be allowed in the hallways or classrooms on inside days and will be required to go to the south gym and be seated in the seats their class would sit in during an all school assembly.
 - Students will have an option of being outside or inside in the morning when the temperature is above 10 degrees until the February/March end date has been announced.
- Rain Days
 - We will also utilize the south gym in the morning on rain days all year long.
 - Recesses will be in the classroom or gym depending on the length.

Responsibility in the Media Center

Goal

The Media Center of Montezuma Elementary School will be a safe environment where people interact and work with courtesy and respect.

Montezuma Students...

...walk in, through, and out quietly.

- ...use quiet voices.
- ...use shelf markers while browsing for books.
- ...use line basics while checking out books.
- ...sit quietly, reading books, while others are checking books out.
- ...use the media center materials and equipment correctly:
- ...use a library pass when you are in the media center to do work.
- ...treat the computers with respect and only use them when given permission by staff.

Library books may be checked out for two weeks and renewed if they are needed for a longer period of time. A fine of \$.03 per day per item will be assessed for overdue items. Students will be given a three day grace period after the due date to return a book without having to pay a fine. After three days students will be charged for the overdue item from the original due date. If an item is not returned, students are responsible to pay the replacement cost of the book. They may only be allowed to check out paperback books in the future, if book fines are not paid and/ or books are not returned.

Responsibility at Athletic Events

Goal

The gym/athletic fields at Montezuma Elementary School will be a safe, pleasant place where students will listen, observe, and/or participate with courtesy and respect.

Montezuma Students...

- display good sportsmanship toward Montezuma's and opposing team's players, coaches, fans, and referees
- sit in designated seats and watch the contest and/or scrimmages until half-time or between games.
- leave playground equipment and toys at home (ie. footballs, frisbees, etc.).
- walk to and from seats to restrooms/concessions.
- use the drinking fountain only for getting a drink (do not play in the water).
- place trash in the garbage cans.

Responsibility in Assemblies/Concerts

Goal

The gym/auditorium at Montezuma Elementary School will be a safe, pleasant place where students will listen, observe, and/or participate with courtesy and respect.

Montezuma Students...

- ...sit in designated seats.
- ...file in and out of the auditorium using line basics.
- ...keep feet on the floor.
- ...be polite during the presentations by listening and sitting quietly.
- ...stay seated until dismissed.
- ...use positive language and appropriate behavior.

Bicycle Safety

Bicycle safety needs to be followed whenever a bike is ridden, Bicycles should be ridden up to the gate where the rider stops and gets off his/her bicycle. Remember riding a bicycle to and from school is a privilege--not a right.

- Bicycles will be parked in the racks provided or if they are full, parked on the grass in an orderly manner.
- Students who fail to follow the rules set by the administration will have the privilege of bike riding removed and may also be subject to additional discipline.
- Students are to park their bicycles immediately upon arriving on the school grounds.
- The school district is not responsible for students riding to or from school and assumes no responsibility for bicycles on the school grounds.
- After school, bicycles will be walked up to the gate where students will wait for directions to cross the road. Bikes will then be mounted for riding down the street in single file. Only one student is allowed on a bike. Students are to obey all traffic signs and rules such as:
 1. Keep to the right of the street or on the sidewalk. Remember that people walking on the sidewalk have the right-of-way.
 2. Never ride out into a street without stopping first to look. Stop at all stop signs. Look both ways before going on.
 3. When several people are riding in the same direction, ride in single file, one behind the other, not side by side.
 4. Pay attention to controlling your bicycle. Do not swerve, turn, or change lanes without looking behind you.
 5. Watch out for cars on the street, cars backing out of driveways, cars turning corners, people opening doors of parked cars, and always watch where you are going.

Rewards

Students who follow the behavior expectations will receive positive feedback in the following manner:

1. They will receive verbal praise.
2. Students will receive written praise in the form of certificates on occasion.
3. They will be allowed to participate in special school/classroom activities.

Parent's Responsibility

It should be the responsibility of the parents to know and see that their child is aware of the behavior expectations in policies as set by the Montezuma School District. Lines of communication should be maintained in a healthy, cooperative attitude while working to attain a positive result in all instances.

Teachers' Responsibility

All teachers are responsible for maintaining building and classroom standards determined individually by building policy and by school policy. Teachers are to be responsible for discipline for all students in hallways and playground areas and at all activities in which Montezuma students and teachers are involved in the teacher learning process. Teachers are requested to sit with their students at assemblies and large group meetings for the purpose of supervision and participation. Teachers will further be charged with the responsibility of reporting to the administrations what may be considered more serious infractions of the school rules.

When inappropriate behavior is demonstrated by a student the following procedures will be followed by the teachers:

- The first time the student violates a rule, she/he will receive a verbal reminder regarding the rule violated.
- If a student repeats the same violation or violates another rule within a given period of time, she/he will receive an appropriate consequence determined by the teacher or staff member involved. The teacher or staff member may also want to contact the parent if the situation warrants it.
- In some case the violations may continue or be too severe for the above process. At this point the student will be sent to the principal. Teachers and paraprofessionals will contact the office and may complete a discipline referral slip. Office referrals will be used for the following violations: 1) non compliance with the weapons policy, 2) illegal acts such as stealing, smoking, or drinking, 3) physically dangerous behavior such as fighting and intimidation or bullying, 4) insubordinate behavior. Office referrals are to be reserved for severe or chronic misbehavior. Depending upon the nature and severity of the violation, the parents maybe contacted by the teacher or the principal to inform them of the situation. The principal and/or the teacher will determine an appropriate consequence. If a student is sent to the principal for consistent violations or misbehavior of a severe nature, a conference will be arranged with the student, parent, teacher, and principal. At this meeting steps will be taken to insure compliance with the discipline policy. It is of vital importance that communication and understanding be established among the teacher, the student, the parents, and the administrator when discipline problems arise.

Principal's Responsibility

It will be the principal's responsibility to assist the parents, teachers, and Board of Education in

seeing that students meet the conduct expectations within Montezuma Elementary.

1. Students who are referred to the principal will be given an explanation of the allegations against them. Students will be given an opportunity to present an account of this concern. Students will receive an explanation of why their conduct is inappropriate. The teacher making the referral may be present.

- The type of consequence to be administered shall be reasonable considering the nature of the student's misconduct and the age of the student.

- Parents will be notified of misbehavior when the incident is of a serious nature or is repetitive in nature.

2. In cases where students consistently violate school rules or demonstrate misbehavior of a severe nature, including that which endangers other students' well-being, consideration of removal from the classroom will be within the discretion of the person in charge of the classroom and/or the principal. A consideration for detention or an in-school or out-of-school suspension of an appropriate length (not longer than ten days), may result from this conference. Parents will be notified of such action.

- Detention means the student's presence is required during non school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on non school days.

- Suspension means either an in-school suspension, an out-of-school suspension, or a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school, but will be temporarily isolated from one or more classes while under supervision. The student may not attend school activities or may not participate in contest or extracurricular activities. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practices, but will not attend or participate in school activities.

3. A severe infraction or continual infraction of school rules or behavior problems will be referred to the superintendent and the Montezuma Board of Education. This referral will be accompanied by a recommendation for extended suspension and/or expulsion for their consideration. Expulsion means the removal of a student from the school enforcement which includes, but is not limited to, classes and activities for a period for time set by the Board of Education.

4. Students who have been identified as special education students may be referred for a

review of the student's Individualized Educational Plan. The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.

Student Promotion and Retention

The promotion/retention policy of the Montezuma District has as its first consideration the best interests of each student. In most situations promotion will be achieved through the completion of all required work for the class or grade level. Retention, although usually undesirable, needs to be considered when a student does not work up to his/her ability or is simply not developmentally ready to continue to the next grade. Retention will be determined after all possible alternatives have been explored. A meeting will be scheduled at the end of the third quarter, if possible, that may include the parent, the principal, the teachers, and any other staff member who have direct contact with the student.

Student Classroom Assignments

The overall goal in creating class lists is for the current year teacher to use his/her educational expertise and knowledge of the individual students to provide the appropriate future classroom grouping for each child to perform at his/her highest ability. If there are medical or legal circumstances of which the school needs to be informed or parents have concerns with the placement of relatives in the same grade, this specific information may be brought to the attention of the principal and/or the current classroom teacher before April 15th in writing. Class lists will then be developed in May by using the following characteristics: student academic ability, leadership ability, boys, girls, resource students, and behavior concerns. Parental requests will be considered for classroom placement, but the principal will have the final decision on classroom assignments.

Learning Compact

All staff, students, and parents or guardians will be asked to sign the Learning Compact at the beginning of each school year. This is required for the school to receive Title I funds.

As a Student, I will

- Read daily at home
- Respect classmates & property
- Attend school daily ready to learn;
- To complete grade level "I Can" statements;
- Come to school prepared with my homework and supplies;
- Help keep my school a safe place;
- Follow the Guidelines for Success; (see Elem. handbook)

Student signature _____

As a Parent/Guardian, I will

- See that my child attends school regularly and on time;
- Be engaged with my child’s learning activities by questioning him/her about the school day;
- Review, understand and support my child in meeting the grade level reading “I Can” statements.
- Provide a quiet place/time to do schoolwork and encourage my child to complete schoolwork;
- Read to or listen to my child read at home and monitor his/her TV viewing and computer activities;
- Make sure my child has adequate sleep and a healthy diet;
- Show respect and support for my child, teacher, and school.
- Support the school’s Guidelines for Success; (see Elem. handbook)

Parent/Guardian signature _____

As a Teacher, I will

- Provide an environment conducive to learning and promote student achievement;
- Provide meaningful and appropriate activities designed ensure students achieve the grade level “I Can” statements;
- Establish school and classroom expectations while implementing them fairly and consistently;
- Maintain open lines of communication with student and parents/guardians;
- Encourage conversations based on student progress by providing information to parents;
- Involve parents and community in the school programs;
- Demonstrate professional behavior and a positive attitude;
- Believe that each student can learn and help each child grow to his/her fullest potential.

Teacher signature (s) _____

As a Principal, I will

- Promote student achievement and all students continued improvement;
- Protect the valuable instruction time during the course of the school day.
- Provide a safe environment allowing for positive communication for all stakeholders;
- Encourage students to understand and achieve the grade level “I Can” statements in all subjects;
- Encourage students and staff in following the Guidelines for Success;
- Encourage professional development of staff that will support quality instructional practices.

Principal signature _____

Special Education

Special education students integrated into the regular classroom are expected to learn the major concepts in the courses with the appropriate assistance and be graded against the usual criteria. Appropriate assistance such as alternative tests, guided study, and assistance with assignments can be used to aid the student in reaching the criterion. These and other modifications should be addressed in the Individualized Educational Plan. Thus, a special education student integrated into a general education class will have the grade assigned by the general education teacher with input from the special education teacher. The grade may be addressed by use of pass/fail, skill checklist, or some other criterion-reference instrument.

Special education students receiving alternative instruction in a special education setting must

demonstrate knowledge of the same major concepts and competencies as students in the general education classroom but at a lower level or slower pace. The grades assigned to these students will be by the special education teacher based on the student's performance in the special education class. Again, the IEP or progress monitoring should clearly indicate what the criteria for grading should be.

Guidance

The guidance program at Montezuma offers individual, small group, and whole class opportunities. Individual and small group counseling is centered on student need. Whole class topics include, but are not limited to: developing a positive self image; handling peer pressure; good habits of organization and study; drugs, alcohol, and tobacco; & making positive choices.

Physical Education

Physical education is required by state law for every student. Everyone will participate except those with special written medical excuses from their doctor. No street shoes are to be worn on the gym floor. Students should have a separate pair of shoes for gym that will not be worn outside. The school prefers that the soles be white on tennis shoes.

Homework

Homework, or individual independent study, holds a very important position in the education program of the Montezuma Schools. The importance of this aspect of our curriculum increases in nature as students progress from kindergarten on up. The school makes an attempt to train students to be organized and responsible for their assignments. The school feels these are very important skills that students need in order to succeed in this business of learning. The cooperation of parents is needed by parents concerning homework. Some homework will be expected, especially in grades 3-6. Planners will be given to all students in grades 3-6 to help them develop responsibility in getting assignments completed. These planners are expected to be signed by parents each night. Detentions may be assigned for late work or unsigned planners.

Cheating

Students are expected to do their own school work. Cheating by students on their school work is considered to be unacceptable behavior. Work submitted by the student who cheated will not be accepted. The work may be resubmitted by the student involved if the teacher desires. The teacher will take the responsibility for appropriate disciplinary procedures against the student.

Parent/Teacher Conferences

Conferences will be held twice a year. Scheduled conference times will be set for all students. At times there will be a need for individual conferences during the school year. These requests may be initiated by the teacher or by the parents. The primary objective at all conferences will be to promote understanding and ensure that the students are performing commensurate with

their abilities.

Report Cards

Report cards will be given out every nine weeks. The achievement marks recorded on the cards become a part of the permanent records of the school and represent the teacher's best judgment based on the identified standards. These skill ratings in the content areas are based upon from the pupil's academic performance {assignments, quizzes, reports, and conversations with the teacher} . Each student is also observed on the social-emotional aspect, as well. The behavioral marks do not enter into the standards-based assessment, but are recorded and placed in the students permanent record.

Recess

Recesses are provided for students during the school day. A productive learning environment also includes periodic exercise and fresh air. All students are expected to go outside during the recess period unless they have a medical excuse. A note must be sent by the parent or doctor. After three consecutive days of indoor recess, a doctor's request is needed to have a student remain indoors for extended periods of time. Students who need an indoor recess will be required to sit in their desks or the office and rest. Students will not be taken outdoors in times of extreme weather. The staff will modify the time outdoors if the wind chill is severe.

Telephones

Students must have permission from the staff to use the phones. The phones should not be used to make arrangements to play after school.

During the school day, parents can have messages delivered to students by contacting the Elementary office.

****If cell phones are brought to school they are to be turned off and left in lockers or book bags during the day.** If a cell phone disturbs the day it will be taken by the classroom teacher. If a cell phone interrupts class for a second time, parents may be required to pick up the phone.

Cancellation of School/Early Outs

Anytime that it is necessary to cancel school because of the weather or some other reason, an announcement will be made on the following radio stations as soon as possible:
WHO 1040 Des Moines; KGRN 1410 Grinnell; KBOE 740 Oskaloosa.

We also notify parents via email through our Student Information System. So, if you have an email please provide it to the school for any necessary updates.

The school requests that parents establish a standing plan for their children on those occasions when there is no supervision at home and an emergency or scheduled school closing occurs during the school day. That information should be recorded on your child's emergency card at

registration.

Breakfast

Because the district feels that breakfast is an important part of a child's nutrition, Montezuma offers a breakfast program on days school is in session. All money should be deposited before school. Breakfast is served from 7:50 -8:15 AM for elementary students. After eating, students will go to their classrooms or go outside.

Lunch

A warm noon meal makes a positive contribution to the physical and emotional health of children. This is one reason the school district provides a hot lunch program. The program tries to provide nutritional and sufficient food at the lowest possible cost. All students are expected to eat lunch. Students may bring a lunch from home. Lunches brought from other places for individual students will be eaten in the office. Extra milk is available for purchase if the students wish additional milk. Soda pop and gum are not allowed in lunches eaten in the lunchroom. Lunch and breakfast money should be deposited in the morning before school. Payment of the electronic lunch ticket fund is required by 8:15 a .m. When each students' lunch account balance reaches \$8.00 or less students will receive notification of the account balance. Monthly and/or semester deposits are encouraged.

Special treats including gum allowed by the staff should be eaten only in the classroom.

Classes will come and go as a group. Students may not leave the lunchroom during their time to eat. Restroom trips are to be made before going to the lunchroom and after the class is dismissed from the lunchroom except in emergency situations.

Afternoon Milk

Afternoon milk is available in the lower grades. Semester milk tickets must be purchased for afternoon milk. The prices will be set for the school year by the superintendent and school board. This is an optional service and students will be provided water, if you choose not to purchase the afternoon milk.

Balloons/Flowers

Balloons and flowers will be kept at the office until the end of the day. Students will be given a note or told by their teacher or the school secretary that there is something for them at the office. Elementary students are easily distracted and the education process should not be disrupted by these items. The school does not want to cause a problem for the teacher and create hurt feelings by having balloons/flowers in the room during the day.

Damage to School Property

Loss or deliberate damage to school property, desks, equipment, and books shall be paid for by the pupil responsible for the damage in such an amount as shall be reasonable and fair. Every effort will be made by all concerned--teachers, the administration, secretaries, custodians, cooks, etc. to see that property is not abused.

Room Parties

Parties are held at various times throughout the year. Parents who do not want their child to participate in these parties should notify their child's teacher or the principal's office. Arrangements should be made by the parents for students to go home during the party time if the student is not allowed to participate. A written request is preferred. There may be a collection to defray the cost of refreshments or a list may be sent home with refreshments assigned to students.

Gift exchanges should be minimal. Teachers are prohibited from receiving gifts of value from students. The acceptance of a token of appreciation from students or parents is not to be considered a violation of this policy.

Students Selling Items at School

Students are not permitted to solicit or sell merchandise to other students or staff members at school during school hours. "Trading" of items is not permitted at school.

Party Invitations

Invitations to after school or overnight parties that are passed out at school to only some members of the class can cause a problem of hurt personal feelings. We ask that participants be contacted by phone or mail and not at school. When only a few classmates are invited it can hurt the feelings of those who are not invited and distract the learning process. Conversations at school about the party can hurt the feelings of those who have not been invited. Sometimes this talk leads to taunting certain students and may lead to exclusive groups or cliques being formed. Birthdays and overnight parties are fun activities and our concern is that they don't become sources of hurt feelings for those who are not invited. Hopefully, everyone will have the opportunity to participate in this type of activity sometime during the year.

Public Display of Affection

It is the belief of faculty, administration, and the members of the Board of Education that the school is not the place for the display of affection between students. The following types of actions are considered as improper in school: embracing, close body contact, holding hands, kissing, and similar types of actions.

Students who are observed in displaying affection in school will be dealt with in the following manner:

1. Conference with principal and/or counselor.
2. Parent notified.
3. Appropriate disciplinary measures will be taking if action continues.

Lost and Found

Articles which are found on the school grounds should be taken to the office and given to the secretary or principal. If students have lost an article, check for it in the office. Please follow the rule of bringing to school only the materials necessary for class work and there will be far less chance of loss. Place names on all personal property. The school cannot be responsible for lost articles.

Planners

Students in grades three through six will be given a planner at the beginning of the year. This will be used to aid students in organizing their assignments and activities. If the student loses it, a replacement must be purchased for \$5.00.

Supplies/Notes

Parents should check with students periodically to see what school supplies need to be replaced. Please frequently check school bags with students for notes.

School Dress

Students are to dress and groom in good taste and should reflect personal pride in themselves and the Montezuma Schools. The school relies on the parent's good judgment to help students dress appropriately for school. The school feels that clothing and personal appearance should not interfere with education. Students are expected to come to school clean and well-groomed. Makeup in the elementary should be minimal if at all. Students should be dressed appropriate for the season. Shoes are to be worn at all times. Shoestrings are to be tied at all times. No "revealing, distracting, or gang related" clothing will be permitted nor clothing that includes: advertising or promotion of alcohol, tobacco, illegal drugs, or inappropriate words or graphics. Clothing must not reveal undergarments. The following apparel is considered distracting: short shorts, halter tops, tops exposing the midsections, sports bras, tank tops that expose the chest area, sexually suggestive clothing, pants with excessive holes, and hats, bandannas, or head wear. Body or hair paint, body decals, or other "embellishments" which could be perceived to be a distraction from learning are not allowed at Montezuma Elementary. Shoes with wheels may not be worn to or at school for safety's sake. The principal makes the final determination of the student's appearance. Students may be asked to change clothes. We recognize that an appropriately groomed student has the potential for a more positive experience at school.

During the winter season when there is any amount of snow on the ground, students are expected to wear boots, coats, caps, and mittens or gloves. If students wish to take advantage of the playground areas, they must wear snow pants. If boots other than overshoes are worn,

students should have another pair of shoes to wear inside the building. Boots are necessary for the snow and mud.

Each student should have a pair of tennis shoes to wear while involved in physical education activities in the gym. The school prefers the soles to be white.

Money/Valuables/Personal Property

Never leave money or valuables in coats, other clothing, in desks, or in lockers. Money should be given to the classroom teacher or the principal. If it is necessary to bring additional money to school, it should be placed in a sealed envelope and labeled with the name and amount. Students' property should not be exchanged with other students. All personal property should be clearly labeled. The school cannot be responsible for missing articles or their condition so valuable items should not be brought to school.

Toys/Cards/ Valuable Possessions

Please leave toys and valuable possessions including disruptive and dangerous playthings at home. These include laser pointers, pagers, cell phones, and other computerized toys. Radios and video games are not to be brought outside. Trading cards should **NOT** be brought to school or on the bus. Any of these items that are brought to school will be taken away and not returned unless certain conditions are met. Parents can request a conference with the teacher/principal and a decision will then be made as to the advisability of returning the items that were taken. The school cannot be responsible for the return or condition of toys or valuable possessions that are brought to school.

Internet – Acceptable Use Policy

Technology is a vital part of the school district curriculum. It is a goal to allow students access to internet opportunities, but still protect the rights of students and parents who choose not to risk exposure to questionable material. In accordance with this goal and the Children's Internet Protection Act of 2001, all district internet usage is monitored and filtered.

Each student who agrees to the handbook regulations will be granted internet access. Parents or guardians who do not want their student to have internet access must notify the school in writing.

The use of the internet is a privilege that can be taken away for violation of board policy or regulations. Instruction in the proper use of the internet is available to employees who will then provide similar instruction and supervision to their students. Employees must have an

acceptable use policy on file in the technology office and are expected to practice appropriate use of the internet. Violations may result in disciplinary action up to and including termination.

Users shall respect all copyright and license agreements, cite all quotes, references, and sources. All data processed and printed must be for research or a class assignment. Casual use of the internet is discouraged. Non-educational use of district owned equipment is not allowed. Users will not access or download any website, text file, or picture that include obscene libelous, indecent, vulgar, profane, or lewd material; advertise any product or service not permitted to minors by law. Users will not access pornographic, sexually explicit, or other objectionable material. Movies and music may be downloaded to district owned equipment. Users are not to install software or download games onto any district owned equipment. Users are not allowed to use chat rooms or e-mail. Users will maintain individual accounts and passwords and will not allow others to use their account as you will be responsible for the contents of the account.

1st violation-

- The student will lose Internet access for a period of three weeks.
- A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.

2nd violation-

- The student will lose Internet access for a period of six weeks.
- A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.

3rd Violation-

- The student will lose Internet access for the balance of the school year.
- A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.

**Transportation Policy and Procedures
Montezuma School Bus Rules and Regulations**

1. School bus riders shall conduct themselves in a respectful manner. Talking in a reasonable tone is allowed. Yelling or loud voices will not be allowed.
2. The driver is responsible for the safety of his/her passengers. The bus driver is in complete charge of the students who ride his/her bus.
3. Students shall enter and leave the bus promptly and without pushing or crowding.
4. Students shall remain as quiet as the bus driver wants it to be.

5. Students shall refrain from shouting or other boisterous activity. Don't distract the bus drivers attention through your actions or voice.
6. Show due consideration for the bus driver and his/her duties.
7. Students shall remain in a normal seated position while on the bus.
8. Students must go directly to his/her seat when entering the bus before and after school and remain seated until the bus stops and the driver indicates it is time to get up and leave.
9. No feet on the seats.
10. Bus drivers will assign seats when deemed necessary.
11. Bus aisle will be kept clear.
12. Eating, drinking, gum, tobacco products, knives, firearms, or other explosive products are prohibited on buses.
13. At no time will students be allowed to put their hands, heads, or anything else outside the bus windows. No objects are to protrude from bus windows nor be thrown out of the bus windows,
14. Students who damage seats or equipment will be expected to pay the cost of repair and replacement.
15. The bus driver will be the only one allowed to play a radio or tape player.

Students are expected to:

1. Follow the bus drivers instruction promptly and cheerfully.
2. Notify the bus driver in advance when he/she will not be riding.
3. Be ready and waiting at the designated loading point before the bus arrives. Bus drivers are not required to wait.
4. Be on time at the school loading location. Buses leave the school at 3:35 p.m.
5. Avoid loitering or playing on the roadway when waiting for the bus.
6. We will allow students who don't normally ride a bus to ride if:

- a. A signed parental request is given to the principal/secretary.
- b. The principal/secretary must approve and sign the request.
- c. The student must present this signed request to the driver who keeps it.
- d. The request may be denied if the bus is already loaded to capacity.
- e. The above mentioned request will only be honored if it involves a designated stop.

7. Should parents want a child to leave his/her bus before he/she arrives at home, a written request must be submitted to the pupil's principal. This must be signed by the principal and given to the bus driver who must keep it. Once again this will only take place if it involves a designated stop.

8. Entering and leaving the bus: Section 321.354 Code of Iowa, gives the school bus driver the legal right to stop his/her bus on the public highway to receive and discharge pupils. In order to receive or discharge pupils on the public highway with safety, it is necessary that all persons involved (pupils included) understand clearly and follow strictly the procedures outlined by the law and regulations:

- a. Pupils who must cross the road after leaving the bus will be required to pass in front of the bus, pause in line with the left side of the bus, check the traffic situation to the left and the right for themselves, and proceed to cross the road only on the signal from the bus driver that it is safe for the pupil to do so. Pupils shall remain 10 feet in front of the bus.

- b. The emergency door is for emergency use only.

- c. Pupils who must cross the road to board the bus in the morning, may cross the road only after the bus has arrived and the stop arm is extended. The bus driver will motion for the student to cross the road and enter the bus. All students must check for themselves any oncoming traffic before crossing the road.

- d. In accordance with the recommendation of the Division of Transportation of the Dept. of Education, our bus drivers are not to load or unload pupils on the highway during night and Saturday Activities. The reasoning is that motorists are not accustomed to having buses operate at these times and are not prepared to stop.

9. Montezuma Schools does provide town pick-up. Students will need to be at designated stops. Those stops can be found by calling the elementary office or the transportation director.

Students riding on the bus to any school activity must return on that bus. The ONLY EXCEPTION will be if the parent notifies the principal or sponsor in person that the student is going home with the parent or guardian.

Policy in Regards to Weapons

The board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-alikes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

The board may specifically authorize individuals to be armed with, carry, or transport a firearm on school grounds under limited circumstances outlined in law. Reasons for this authorization may include, conducting instructional programs regarding firearms or for conducting an Iowa Department of Natural Resources approved hunter education course or shooting sports activities course on school property.

Illegal Items/Lockers--Search and Seizure

All school property is held in public trust by the Montezuma Board of Directors. School authorities, may, without a search warrant, search a student, student's lockers, desks, work areas, under reasonable suspicion and scope. If circumstances arise that a search needs to take place, it will be done to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. Students are prohibited from distributing, dispensing, manufacturing, possessing,

using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes, and approved by the principal. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials. Appropriate discipline will be determined by the principal.

Montezuma Community Schools Annual Official Notices

The following statements are to provide special information to patrons of the school district. Some are required by law, some by state education standards, and some are district efforts to inform students, parents, and patrons.

Civil Rights

Montezuma Community Schools and its governing body assures the public and all agencies that said school will comply with the requirements of the Civil Rights Act and that no person, on the basis of race, sex, age, national origin, or disability will be denied the benefits of, or be otherwise subjected to discrimination in the conduct of its programs and the operation of its facilities. (Inquiries and/or grievances may be directed to the Supt. of Schools, 504 N. Fourth St., Box 580, Montezuma, Iowa 50171 or to the Director of the Regional VII Office of Civil Rights, Dept. of Education, Kansas City, Mo.)

Disability Accessibility

The Montezuma Community School has been modified so that those with disabilities will have access to the school building at the south elementary entrance, the breezeway entrance from the west, the northeast entrance of the high school, and the east entrance to the high school. Internal access to the second story of the junior high building is an elevator constructed in the summer of 1995, allowing accessibility to this area. Curbs were modified and ramps have been installed, and special parking areas are in place for access.

Access to Student Records

The Family Education Rights and Privacy Act of 1974 states that parents/guardians have the right to review student cumulative records maintained by the school unless prohibited by court order. Interested persons are encouraged to contact the building principal to set an appointment.

Asbestos

The Montezuma Community School has small amounts of asbestos containing materials in the tunnels and in the floor tile. The district follows the rules and regulations of the Asbestos Hazard Emergency Response Act (AHERA) related to encapsulation and maintenance of the

materials. Personnel have been trained and appointed. District management plan is located in the Central Office, 504 N. 4th St. Inspections are in Jan. and July. Persons interested in reviewing the plan can contact the superintendent's office at 623-5185.

Child Abuse Reporting

Policy 402.2 outlines the procedures to follow in the event there is a report of alleged physical or sexual abuse of a child. This policy includes provisions of Chapter 102.2 of the Iowa Administrative Code 281. The following names and telephone numbers identify the district's designated persons who should be contacted in the event of suspected child abuse.

Level One Investigator: Guidance Counselor, 641-623-5121 or 623-5129

Level Two Investigator: Sheriff's Office Tom Kriegel 641-623-5679

Human Growth and Development

The Montezuma Community School District has a K-12 Health Curriculum which follows the School Law of Iowa and Board Policy. A student shall not be required to take instruction in human growth and development. Persons who wish to pursue a discussion of the courses or any materials should contact the building principals.

Student Conduct

The Montezuma Community School Board of Education affirms its intent to support the school's discipline policies. Its intent is to support staff who enforce the discipline policies and to hold school staff accountable for implementing the discipline policies.

Special Education Services

A renewed service delivery system within special education allows special education for all students who need these programs for their assistance and is available either through the district special education teachers or through the A.E.A. 267 personnel. Parents with questions are asked to contact the school. Supt. 623-5185.

Affirmative Action and Equal Employment

Montezuma Community Schools and its governing body assures the public and all agencies that said school will comply with the requirement of the Civil Rights Act and that no person, on the basis of race, gender, religion, age, marital status, national origin, or disability will be denied the benefits or, or be otherwise subjected to discrimination in the conduct of its programs and the operation of its facilities. (Inquiries and or grievances may be directed to the Supt. of Schools, 504 N. Fourth St., Box 580, Montezuma, Iowa 50171, Director Iowa Dept. of Education, Grimes State Office Building, Des Moines, Iowa, or to the Director of the Regional VII Office of Civil Rights, Dept. of Education, Kansas City, Mo.)

Multicultural, Nonsexist Approach to Education

The Montezuma Community School and all its employees will strive to provide educational programs which are multicultural and nonsexist in manner and free from discrimination practices. Questions in regard to these policies shall be directed to Kurt Hanna at 623-5121 or 623-5129.

Equal Employment Opportunities

The Montezuma Community School shall provide equal opportunities to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity and Affirmative Action Laws. Inquiries should be directed to the superintendent's office at 623-5185.

Harassment

Any type of harassment, over which it has jurisdiction, will not be tolerated in the Montezuma School District: Reference Board Policy 403.7

Section 504 Disabilities and Nondiscrimination

It is the policy of the Board of Education of the Montezuma Community School District that all students and employees will not be subjected to discrimination under any phase of its educational program sponsored by this school district.

Employment:

No employee or candidate for employment shall be discriminated against in recruitment, employment, promotion, training, or transfer solely because of a handicapped condition.

Facilities:

The education program of this District shall be equally accessible to all students and employees. Barrier-free access to school facilities shall be provided to the extent that no person with a disability is denied an opportunity to participate in a District program available to a non-handicapped person.

Program:

The Board of Education directs that all reasonable efforts be made to identify unserved students of this District in accordance with the District guidelines. A free and appropriate education shall be provided for each child. Due process rights will be enforced.

Enforcement:

The elementary guidance counselor is the designated compliance officer in the elementary. Complaints regarding a violation of this nature are to be directed to her attention. Those complaints will be subject to a grievance procedure that provides for prompt and equitable resolution.

A. The grievant will file a written complaint stating the facts of the grievance and alleged

discrimination.

B. The compliance officer will make every effort to resolve the matter informally at the administrative level.

C. In the event the complaint cannot be resolved informally, the compliance office will convene an informal hearing not later than ten (10) working days after the complaint is filed. Witnesses may be called and cross-examined. Documentation will be kept.

D. The grievant may appeal the determination of the compliance officer to the Board of Education within ten (10) working days of the receipt of the compliance officers determination. The appeal shall be in writing and attached to copies of the original complaint. The Board may, in its discretion, convene a hearing at which the parties may present additional testimony.

E. Within ten (10) working days of the filing of appeal, the Board shall provide both parties with a decision.

Employees shall have the same grievant process and procedures afforded them as stated herein. it is essential that no discrimination occur in employment, promotion, assignment, or transfer because of any kind of disability or handicap.

Definition of Homelessness – Montezuma Community Schools will be alert and sensitive to the issue of homelessness. School personnel should make a determination of the student’s homelessness based on the following criteria:

1. Lacks a fixed regular, and adequate residence; or
2. Sleeps in a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings (abandoned cars and buildings, parks and streets); or
3. Has a primary nighttime residence that is supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, emergency shelters, and transitional housing); or
4. Is living in “doubled-up” accommodations, which is sharing housing with other families or individuals. Students are considered homeless if they are doubled-up because of loss of housing or other similar situations. (Families living in doubled-up accommodations voluntarily to save money should not be considered homeless.)

Children who are awaiting foster care placement are considered homeless and eligible for McKinney-Vento services. Children who fall victim to natural disasters should be served as homeless on a case-by-case basis.

Complaint Process

The Montezuma Community School District's goal is to provide a quality K-12 curriculum, environment, and programs for the students of this district. Part of this effort is to respond to the individual concerns, questions, or complaints of parents and students. Any parent, student, or district patron who wish to file a complaint alleging discrimination, noncompliance, or any improper action on the part of this school district is encouraged to contact the building principal and complete a district complaint form. These forms are available at the Central District office in the high school. Mr. Hanna should be seen for grievance procedures.
Approved Dec. 1994

Montezuma Community School Coordinators 2018-2019

Comprehensive School Improvement Plan

Kurt Hanna [Elementary Principal]
Tim Hoffman JH/HS Principal

Equity

Guidance Counselor Karie Foster

Grievance Procedure

Kurt Hanna [Elementary Principal]
Tim Hoffman [JH/HS Principal]

Staff Development

Administrative Team

Title IX	Dave Hoeger [Superintendent]
Title I	Kurt Hanna [Elementary Principal]
Equal Employment: Affirmative Action	Dave Hoeger [Superintendent]
Section 504 (ADA) (Disabilities)	Karie Foster Earlene Taylor
Special Education	Building Principals
At Risk	Karie Foster Earlene Taylor
Homeless	Mary Jo Sheets
Limited English Proficiency	Carrie Stockman
Competent Private Instruction	Kurt Hanna [Elementary Principal]
School to Work	Earlene Taylor
Abuse Investigators	
Level I	Building Guidance Counselors
Level II	Tom Kriegel (623-5679)

