

Montezuma Secondary Handbook 2024-2025



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This agenda belongs to:

NAME _____
ADDRESS _____
CITY/TOWN _____ ZIP CODE _____
PHONE _____
STUDENT NO. _____



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Montezuma Community Schools

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Mr. Rich Schulte, Superintendent

Mr. Kelly O'Rourke, Principal

Dear Montezuma Students, Parents, & Guardians,

On behalf of the Montezuma School District, we welcome everyone to the 2024-2025 school year. Our staff is excited about the opportunity that lies ahead in the coming school year. Montezuma Schools prides itself in preparing students for life beyond the classroom. We believe that through innovative course offerings, exceptional activity programs, and engaging instructional practices all students can succeed. Our staff's goal is to provide a safe and collaborative learning environment for all students to reach their full potential.

We would like to welcome all students, new and returning, to Montezuma Jr. / Sr. High School. We hope you find Montezuma to be a place that supports, inspires, and facilitates life changing experiences in the areas of academics, athletics, fine arts, and leadership. At Montezuma, we strive to produce lifelong learners through critical thinking, problem solving, and collaboration skills. Our staff, students, and community believe in the "Monte Way," which is defined by all stakeholders going above and beyond to provide the best educational experience possible.

Please take time to review the Montezuma Student Handbook, as it serves as a guide for all Montezuma School students and parents. It is important that you review this document if you are a student or parent in the Montezuma High School, as it includes descriptions of the policies and procedures under which the high school operates. Revisions and updates to the policies in this handbook will continue through the school year and we will send updates about the changes that apply to students and families. To review district policies and procedures, please visit our website at <https://www.montezuma-schools.org/>

We, the Montezuma High School Staff, look forward to a successful 2024-2025 school year.

Kelly O'Rourke, Principal

Communication Connection

Reporting Student Absence:

Please report your students absence by calling (641) 623-5121 or email Becky Bryan, bbryan@montezuma.k12.ia.us, by 9:00 a.m. All appointments and excuses for early releases should be communicated through this phone number or email. If we do not have the information we need regarding your child's attendance, you will be contacted at the number(s) provided to us.

School's Website & Social Media

Please visit the school district's website at www.montezuma-schools.org. Important district and building information can be found on the website or social media links.

Twitter: @MonteSchoolsIA

Facebook: @MontezumaCommunitySchoolDistrict

Daily Announcements

Daily announcements are posted to the school website and are emailed to students every day. It is the student's responsibility to check the announcements each day. Importance information regarding school and activities is shared through the announcements and could be the only place that information is posted.

Online Parent Information

Parents will be able to access students' current academic progress, lunch balance and daily attendance through the parent access JMC. Please contact Becky Bryan, bbyran@montezuma.k12.ia.us if you need help accessing the information.

School Closure

Notification regarding school closures and/or late starts will be communicated on our school social media sites, emails/texts sent via JMC, and shared with local tv/radio stations.

Parents/Visitors/Guests:

Montezuma CSD welcomes parents to be a part of our school community. Visitor parking is available in the circle drive. All visitors must report to the high school office upon entering the building and sign in with the secretary. Students who may wish to host a guest during school hours must request permission from the principal at least one day in advance. The principal reserves the right to withhold permission for the guest visit to MHS.

Schedules

Monday		Tuesday		Wednesday		Thursday		Friday	
1st	8:10-8:55	1st	8:10-8:55	1st	8:10-8:55	1st	8:10-8:55	1st	8:10-8:55
2nd	9:00-9:45	2nd	9:00-9:45	2nd	9:00-9:45	2nd	9:00-9:45	2nd	9:00-9:45
3rd	9:50-10:35	3rd	9:50-10:35	3rd	9:50-11:25	4th	9:50-11:25	3rd	9:50-10:35
4th	10:40-11:25	4th	10:40-11:25	5th	11:30-1:45 *Lunch	6th	11:30-1:45 *Lunch	4th	10:40-11:25
5th	11:30-12:55 *Lunch	5th	11:30-12:55 *Lunch	7th	1:50-3:25	8th	1:50-3:25	5th	11:30-12:55 *Lunch
6th	1:00-1:45	6th	1:00-1:45					6th	1:00-1:45
7th	1:50-2:35	7th	1:50-2:35					7th	1:50-2:35
8th	2:40-3:25	8th	2:40-3:25					8th	2:40-3:25
Lunch Middle School 11:55-12:30 High School: 12:15-12:55									

2 Hour Late Start				2 Hour Early Out			
Monday-Tuesday-Friday		Wednesday-Thursday		Monday-Tuesday-Friday		Wednesday-Thursday	
3rd	10:10-10:35	3rd/4th	10:10-11:25	1st	8:10-8:55	1st	8:10-8:55
4th	10:40-11:25	5th/6th	11:30-1:45 *Lunch	2nd	9:00-9:45	2nd	9:00-9:45
5th	11:30-12:55 *Lunch	7th/8th	1:50-3:25	3rd	9:50-10:35	3rd/4th	9:50-11:25
6th	1:00-1:45			4th	10:40-11:25	5th/6th	11:30-1:25 *Lunch
7th	1:50-2:35			5th	11:30-12:55 *Lunch		
8th	2:40-3:25			6th	1:00-1:25		
Lunch Middle School 11:55-12:30 High School: 12:15-12:55							

BELIEFS AND EXPECTATIONS

Message to Parents and Students

A new school year presents opportunities for new beginnings. However, newness alone cannot produce transformation. As active stakeholders, the staff, parents and students need to continue movement forward in support of the educational focus and maintenance of a kind and humanistic environment here at school.

Once again this year, we ask our parents to continue to support our educational goals:

- Encouraging your students to make school one of their top priorities.
- Working with your son/daughter's teachers to promote their education.
- Seeing that a proper amount of time is spent each day studying.
- Helping your son/daughter understand that handicaps and other individual differences do not impair a person's humanity or ability to achieve.
- Encouraging your son/daughter that the school is an important resource.
- Giving your son/daughter a respect for lifelong learning.
- Helping friends and neighbors understand the school program.
- Getting involved as a community member to make our school one of the "outstanding" educational institutions in the state.
- Familiarizing yourself with policies set forth in this handbook.
- Learning is a lifelong process; the staff and administrative team welcome your participation at our school.

Mission Statement

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.

Belief Statements

We believe:

- 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 deserves to be treated with dignity and respect.
- High expectations promote high results.
- Students can apply their education and skills to become productive members of society.

- Everyone is responsible and accountable for his/her own actions.

Jurisdictional Statement

The school reserves the right to modify, eliminate, or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students and parents are expected to know the contents of the handbook and comply with them.

Student Expectations

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it is fundamental to the whole educational structure. It is this training that develops self-control, character, organization, and efficiency. Discipline is the key to good conduct and proper consideration for other people.

Good conduct originates in the home. The parent/guardian is the first and most important teacher. It is the parent's obligation to teach by example, and to develop the child's good habits and behavior as well as a proper attitude toward school. The home and school must work together toward the ultimate goal of educating a child to reach their full potential. By working together (school and home), we can achieve more.

At Montezuma High School, we have established a list of general Student Expectations that should cover most, if not all, situations at school. They are the following:

1. Be prepared for class - enter the classroom before the bell and bring the necessary materials. Have and show respect to all school personnel, including substitute teachers, and classmates. Respect is a two-way street between everyone involved.
2. Give 100% in the classroom. If you try your hardest, only good things will result.
3. Dress Right - Montezuma staff reserves the right to determine the appropriateness of any item worn to school. Guidelines have been set that will help any misunderstanding in the manner of dress and appearance. These include:
 - a. Shoes shall be worn at all times. (This is also an OSHA requirement.)
 - b. Hats, bandanas, hoods, and headbands will need to be removed if a teacher asks a student to do so. Offensive or obscene lettering or pictures on clothing will not be permitted as determined by the building administration and staff.
 - c. The advertising of alcohol, drugs, tobacco, and sexual images on clothing will not be permitted as determined by Montezuma staff.
 - d. Clothing worn or torn in such a manner as to reveal undergarments will not be permitted as determined by Montezuma staff.
 - e. Bare "midriff" styles, halters, tube, undershirts, or see-through and extremely low-cut blouses are prohibited. Low rider pants will not be permitted.
 - f. Shorts and skirts are permissible (mid thigh area), but they must not be educationally disruptive as determined by staff and administration.

- i. Students who are in violation of this policy will be required to change the offending piece of clothing or remedy the situation to the satisfaction of the Montezuma staff and building administration. If they refuse to remedy the problem, they may face other consequences deemed appropriate by building administration
4. Respect school property - lockers, desks, classrooms, books, etc. Keep your school clean. Building principal will conduct a review of individual lockers as needed.
5. Use pass time between classes efficiently - refrain from running. (5 minutes between bells.)
6. Payment and replenishment of the electronic lunch ticket fund is to be completed by 8:30 AM. Any student whose lunch balance reaches \$8.00 or less will be given a notification. Monthly and/or semester deposits are encouraged.
7. During extra curricular activities students will demonstrate proper sportsmanship during activities. Cheer and support your team. No booing or taunting the opposing team or you will be removed for an indefinite period of time.
8. Teachers, sponsors, coaches and administrators will make every effort to see that the students of the Montezuma Community Schools can experience the many opportunities we have to offer. Every effort will be made to have exact dates, sites and times of the events placed on the r-school calendar. There are hundreds of activities scheduled each year at MHS. The vast majority of conflicts, when they do occur, can be eliminated with the communication and cooperation between coaches, sponsors, activity director, and/or the principal. If a student is interested in participating in two-sports within a season, he/she will need to meet with the Activities Director. Practice expectations and requirements need to be mutually agreed upon by the impacted parties. Some sports and activities can blend together better than others. Each situation/decision will be analyzed independently by the administration. It is also important to remember that students are here to learn first and foremost. Montezuma will monitor school success, mental health, as well as school and practice attendance and can intervene if the staff, and/or administration feel a student has become overwhelmed with too many extracurriculars or is not meeting program expectations. Please take special note that student activities will need to end by 7pm on Wednesdays. It is also highly recommended that practices be completed by 8pm during the remainder of the week. Sunday practices are voluntary and must begin after 1pm. Anything outside of those time constraints will require communication and special permission by the administration.
9. Cell phones and other electronic devices are not to be used during academic time and should remain in lockers or backpacks. Students caught using them during academic time will have their electronic device taken from them until after class or after school. If a student refuses, they will be referred to the principal and device will stay in office until the end of the day. Teachers may ask to hold a student's cell phone while a student uses the restroom. Staff may also have students turn in their cell phone during academic time. (Middle School Students: Cell Phones should only be used before school and after the final class period)

The following consequences can be issued to the student if the administration receives the device:

- a. Parent contact
- b. Lunch or after school detention
- c. Turning the phone into the office each morning for a set amount of days.
- d. Parents picking up the phone from the office.

Entry to school

Students should enter the school through the north doors from 7:30 – 8:10. At 8:15, the north doors will be locked during school hours, to gain entrance to the school students will have to be buzzed in from the office.

Before School

- 6th grade students
 - 6th Grade Locker area will be in the link hallway. 6th grade students may gather in this area until 1st period class.
- 7th and 8th grade students –
 - 7th and 8th grade students will have their lockers across from the Art Room. 7th and 8th grade students may gather in this area or at the counter area by the concession stand.
- 9th – 12th grade students
 - High School Area – The students are expected to be in the High School end of the K-12 building. This end will be a safe and orderly place to congregate before school.

School Board Resolution Regarding Cars

The Board recognizes the convenience to families of having a student drive to and park at their school attendance center. Driving a motor vehicle to and parking it at the student's attendance center is a privilege. Students who wish to drive to and park at their school attendance center shall comply with the rules and regulations established by the building principal. Failure to comply with this policy or the school district rules shall be reason for revocation of school driving and parking privileges as well as other disciplinary action which may include towing the car at the owner's expense, suspension, and expulsion of the student driver.

- School Permits – 8th grade students will not be granted a permit until the school year is over.
- Parking Lot - The parking lot at MHS shall be a safe, law-abiding parking lot.
 1. All vehicles will be parked within the designated lines.
 2. Parking lot will not have reserved parking for students. Students will park in spots that are open when they come to school unless purchased through a fundraiser within the school.
 3. Drivers will abide by traffic laws.

4. Enter and leave safely at an appropriate speed.
5. All students must park in the north lot during school hours. Students will not be permitted to park in the south teacher's lot during school hours. School hours are 8:10AM – 3:25PM.

Montezuma School Bus Rules and Regulations

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.

1. 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.
2. Students shall enter and leave the bus promptly and without pushing or crowding.
3. Students shall remain as quiet as the bus driver wants it to be.
4. Students shall refrain from shouting or other boisterous activity. **DON'T DISTRACT THE BUS DRIVER'S ATTENTION THROUGH YOUR ACTIONS OR VOICE.**
5. **SHOW DUE CONSIDERATION FOR THE BUS DRIVER AND HIS/HER DUTIES.**
6. Students shall remain in a normal seated position while on the bus.
7. Students must go directly to their seat when entering the bus and remain seated until the bus stops and the driver indicates it is time to get up and leave.
8. No feet on the seats!!!
9. Bus drivers will assign seats when they deem this necessary.
10. Bus aisle will be kept clear.
11. Eating, drinking, gum, tobacco products, knives, firearms, or other explosive products are prohibited on buses.
12. 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 bus windows.
13. Students who damage seats or equipment will be expected to pay the cost of repair and replacement.
14. The District will require that all students riding a school bus equipped with seat belts, wear the seat belts while the bus is in motion.

Grades 6-12 Student Technology Device Policy/Guidelines

Montezuma is a 1:1 Jr/Sr. High School. This means each student grades 6-12 will be issued a school-owned device to be used for education purposes. Students will be responsible for the care of the computer. Students should bring the computer to school each day, fully charged.

Guidelines

- ★ Students will be issued a computer only after the parent/student forms are signed and returned. Forms must be completed before students may take their computer home.
- ★ All signed forms will be kept on file.
- ★ Students will be issued the same computer each year until he/she graduates from high school.

- ★ Devices may be kept at school if students do not take care of them responsibly. This will be a case by case scenario determined by the school administration.

Device Repair Protocol

Students shall protect the district device from damage. Each student will be responsible for and/or assessed a fee for damages of any component of the device and equipment.

Student Repair Fees: If a student needs repairs to their device from personal damage they will be required to pay a portion of the cost.

- 1st Offense: 50%
- 2nd Offense and beyond: 100%

Replacement Prices

- Apple iPad: up to the full replacement cost of \$299
- iPad Charger: \$20
- iPad case: \$99.95

INTERNET - APPROPRIATE USE

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

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 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 handbook regulations.

If a user is in violation of this policy, the following disciplinary action may be taken:

1st Violation:

- Loss of Internet usage for a period of up to 3 weeks
- Written notice issued to student and parent/guardian

2nd Violation:

- Loss of Internet usage for a period of up to 6 weeks
- Written notice issued to student and parent/guardian

3rd Violation:

- Loss of Internet usage for up to the remainder of the school year
- Written notice issued to student and parent/guardian

AI Policy

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid.

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Lockers- Search and Seizure

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles 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.

Types of Searches

1. Personal Searches: A student’s person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal or contraband items. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - a. Pat-Down Search: If a pat-down search or a search of a student’s garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private

by a school official of the same sex and with another adult witness present, when feasible.

- b. A more intrusive search of the student's person is permissible in emergency situations when the health and safety of the students, employees, or visitors on the school premises are threatened. Such a search may only be conducted in private by a school official of the same sex, with an adult of the same sex present, unless the health or safety of students will be endangered by the delay which may be caused by the following procedures.

2. Locker Searches

- a. Maintenance Searches: Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring that the lockers are properly maintained. For this reason, a periodic inspection of lockers is permissible to check for cleanliness and vandalism. School authorities may conduct general maintenance inspections at any time without notice, without the student's consent, and without a search warrant. Any contraband discovered during such searches shall be confiscated by the administration. The administration may try to correct the problem through counseling, parental involvement, medical referrals, or other such referrals depending on the severity of the situation.
- b. Non-Maintenance Searches:
 - i. The student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness, when feasible.
 - ii. Automobile Searches. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.
 - iii. The use of a drug sniffing animal to search a student's body is not permissible. However, drug sniffing animals may be used to search common areas such as rooms, lockers, parking lots, etc. as deemed necessary by the administration.

Administration of Medication

No medication shall be dispensed to any student unless the following rules are observed:

- A licensed medical or osteopathic physician, dentist or parent must prescribe the medication.

- A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed at the school, in the building where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reactions of the pupil to the aforementioned medication.
- The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
- The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed
- The medicine shall be maintained in the original prescription container which shall be labeled with; (a) name of pupil, (b) medication name, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
- The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided. Access to the medication shall be under the authority of an accredited staff member.
- A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which the medication is to be given during school hours, on the appropriate "Medication List" form.
- At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action, if medication is destroyed, should be noted on the health record.

Transfer vs. Open Enrollment

It is important to note the differences between these two when new students enroll in your school. Guidelines for each as they pertain to eligibility for varsity athletics can be found in the IHSAA Handbook. Please remember:

- *Open Enrollment* can only take place between two public school districts. All other cases involving students leaving one school and enrolling in another (public school to non-public school, non-public school to public school, non-public school to non-public school) are considered transfers.
- Only when *Open Enrollment* occurs can superintendents and/or the Boards of Education of the sending and receiving districts agree to waive the 90 school day period of ineligibility for varsity sports. There is no similar option when a *transfer* occurs.
- When a student leaves a school in which he/she has open enrolled and returns to his/her district of residence, it is considered a *transfer*.

- *Good Cause applies only to Open Enrollment*

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.

Please contact administration with additional questions with transfer vs. open enrollment.

II. FEES

Activity Tickets

K-12 students may purchase an activity ticket for \$50 that will enable them to be admitted free to regular season athletic events. The use of activity tickets at post-season playoffs or tournament games will not work for admission. Students must present their activity ticket to the ticket seller in order to be admitted free. Montezuma Schools will no longer supply the ticket seller with a list of students who have purchased an activity ticket. A student who has purchased an activity ticket, but does not present it, must pay the regular student admission price. If a student loses his/her activity ticket, he/she may purchase a replacement ticket (no picture i.d.), from the office during regular office hours for \$2.00.

Parents of a K-12 student may also purchase an activity pass for \$100. Please contact the office with questions.

Textbooks and Fees

The Montezuma Community High School has a rental system. Any loss or damage must be paid when the book is returned in the spring. In addition to textbooks and workbooks, certain courses require special fees.

Insurance

All athletes are required to have accident insurance. If the athlete is not insured by his/her parents' policy, athletic insurance is available. Insurance for non-athletes is available through this same policy at a reasonable price.

III. COURSES AND REQUIREMENTS

Numbers of Subjects Each Semester

Students in junior high will be required to take 8 out of 9 classes during the modified block schedule. Students in the high school will be required to take 9 out of 9 classes during the

modified block schedule. Students as juniors and seniors may take 7 out of 8 classes as long as students follow the expectations set forth in this handbook.

Requirements for Graduation

52 Total credits over a four-year period are required for graduation.

- **English (8 credits)**

- English 1 (2 credits, 9th grade)
- English 2 (2 credits, 10th grade)
- English 3 (2 credits, 11th grade)
- English Electives (2 credits)
 - Communications
 - Nonfiction
 - Film & Literature Analysis
 - Creative Writing
 - Humanities I
 - Humanities II
 - Contemporary Novel
 - Comp. I* and Comp. II*

- **Math (6 credits)**

- Your math teachers help to determine the math path you will go on. The courses below are the ones we offer to help fulfill the minimum 6 credit requirement:
 - Math Foundations I (2 credits)
 - Math Foundations II (2 credits)
 - Integrated Math (2 credits)
 - Algebra I (2 credits)
 - Geometry (2 credits)
 - Algebra II (2 credits)
 - College Calc I* (1 HS credit)
 - College Calc II* (1 HS credit)
 - Statistics* (1 HS credit)

- **Science (6 credits)**

- Earth Science (2 credits, 9th grade)
- Biology (2 credits, 10th grade)

- Chemistry (2 credits, 11th grade)
- Environmental Science (2 credits, can be substituted for a course if student doesn't feel ready to take the next sequential course)
- Physics (2 credits, 12th grade)
- **Social Studies (6 credits)**
 - US History (2 credits, 9th or 10th grade)
 - World History (2 credits, 10th or 11th grade)
 - Government (1 credit, 12th grade)
 - Social Study Electives (1 credit)
 - Military History
 - American West History
 - US Issues
 - Introduction to Psychology* (1 HS credit)
 - Abnormal Psychology* (1 HS credit)
 - Social Psychology* (1 HS credit)
- **Other Non-Core Requirements:**
 - Health (1 credit)
 - PE (1 credit per year)
 - Personal Finance (1 credit starting with the Class of 2020)

* = Dual Credit Courses (receive HS and College Credit)

The remaining credits for your diploma can be satisfied by electives or additional core courses.

What you must keep in mind is "what do I plan on doing post high school graduation?"

Parallel Program-Alternative Diploma

42 credits will be required to graduate with a Parallel diploma. Students will be considered for the program in grades 10th, 11th, and 12th grades. The program is designed for students who are at-risk of dropping out of high school. For more information please contact the high school at 641 623-5121.

Community Service

Community service is a vital part of the Montezuma community. Students are expected to give back to the community for all the support the community provides to the school. Community

service opportunities will be made available through extra-curricular activities, classroom activities, and promoted by the school.

Student Release During School Hours

Students in grades 9th-12th will be allowed to leave the school district facilities during school hours only with prior authorization from their parent, unless the parent appears personally at the student's attendance center to arrange for the release of the student during school hours, and with the permission of administration.

Students will be allowed to leave the school facility during open lunch and designated open periods with the signed permission from their parents. Students must communicate with the school secretary or building administration.

Approved reasons for release of a student during the school day shall include, but not be limited to illness, family emergencies, medical appointments, religious instruction, classes outside the student's attendance center, employment for which the student has been issued a work permit and other reasons determined appropriate by the principal.

Open Period Guidelines

This notice is to explain the policies for juniors and seniors release time at Montezuma High School for the 2024-2025 school year.

Juniors and seniors may be dismissed from classes if they meet the following criteria:

- Has passed all classes taken during the previous term
- Maintains a C- or above in all courses during the term(s) of release
- Has maintained good attendance

The following guidelines must be adhered by all seniors and juniors on release:

- If the principal is notified at any time during the term that a senior release student is below a C- grade, he/she may immediately lose release for a minimum of two weeks and be placed in an area to work. Students must communicate this to their employers immediately.
- Students must serve any unexcused, tardy and/or detention time during release until the time is completed.
- Any student with excessive absences or attendance problems can lose release for the remainder of the school year.

The principal will meet with all of the released students during the first week of school to explain this criteria. We will send a note home during this time for a signature of confirmation from the parent to allow this release time for their student.

Work Release

Early work release for students can be provided for those students. A parent's signature must be on the release form. The parent assumes the responsibility of transporting the student to their place of employment. Students must sign out in the office before leaving for work.

Work release may be anytime that works best in the students schedule and is approved by the principal

Transfers to Montezuma

Students transferred to Montezuma must meet the requirements of the school for graduation to obtain a Montezuma Community High School diploma.

Report Cards

- Grade reports are completed at the close of each nine-week grading period, and they will be available at parent-teacher conferences at the end of the first and third nine-week grading period.
- In addition to the grade reports, grades may be checked on a regular basis by using the JMC feature available on the Montezuma website. You may access this feature by getting a password from the high school office.
- Grade Reports for the second and fourth nine weeks will be available in the high school office approximately one week after the conclusion of the nine-week grading period.
- If a student has missed class and it is an excused absence, he/she will be allowed two days for every day missed to make up the work. Students should get their assignments right away from their teachers to ensure they get the work done on time.

Grading/Honor Roll

A	4.0-3.76	C+	2.75-2.51	D-	1.5-1.26
A-	3.75-3.51	C	2.5-2.26	F	1.25-0
B+	3.5-3.26	C-	2.25-2.00		
B	3.25-3.01	D+	1.99-1.76		
B-	3.0-2.76	D	1.75-1.51		

- Grades will be reflective of what the student knows based off of the student's performance in a class. The performance will be based off of standards from the Common Core in Math, Science, English. The other disciplines will base their standards off National Standards and essential questions that are deemed necessary by the individual teacher. These standards will be overseen by the building principal.

- Honor rolls are prepared and published at the end of each reporting period. The average of the academic marks is figured on a percentage basis. The “A” Honor Roll is Grade Point Average (GPA) of 4.00 to 3.50. The “B” Honor Roll is a GPA of 3.49 to 3.00. Refer to the scale to figure the GPA.

Academic Requirements for students in School Activities

1. Grade checks will take place at the end of each quarter. If the student is failing a course, they will be ineligible until they achieve a passing grade.
2. Montezuma Community Schools and the administration will follow the State of Iowa regulations on No Pass, No Play for the grading periods of 1st semester and 2nd semester.

Concurrent and PSEO Courses

1. Concurrent Credit courses are offered here at Montezuma High School in three different ways for our students. The high school student earns high school credit plus college credit for passing grades in the course. Please see our course catalog for more information on these courses.
 1. On campus courses that are taught by Montezuma staff.
 2. On-line courses through Iowa Central CC and Iowa Valley CC.
 3. At Iowa Valley CC campus
2. Post Secondary Education Option courses are offered by Montezuma High School. This option still gives the high school student the opportunity to earn high school credit and college credit with a passing grade. Although, if the students’ fails the PSEO course, the student will pay Montezuma High School a set amount established by the community college for failing the course. Please see course catalog for more information on PSEO courses.
3. POSSIBLE CONSEQUENCES OF CONCURRENT AND PSEO COURSES
 1. If your student fails these types of courses, they will be ruled ineligible based on the Academic Requirements for students in School Activities. This includes state sanctioned activities and school sponsored activities.
 2. If your student fails these types of courses, they will not be permitted to take another course for college credit.

National Honor Society

1. Juniors and Seniors are considered for the NHS by achieving a cumulative GPA of 3.3 or above in all academic classes attempted, and a written application based on character, leadership, service, and scholarship of the applicant. Sophomores fall under the same criteria but need at least a 3.5 GPA.
2. A faculty committee, Torch Club sponsor, and principal then review the credentials of the applications and review GPA standing during the current semester. Students who meet

the GPA and have completed the application professionally and thoroughly based on the committee review may be tapped into membership at an assembly in April. Juniors and Seniors are given full membership and Sophomores are probationary. All students selected must uphold the standards upon which their selection was based. Failure to do so could result in membership being revoked.

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 graded against the usual criteria. 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. Appropriate assistance and other modifications should be addressed in the Individualized Educational Plan. The grade may be addressed by use of pass/fail, skill checklist, or some other criterion referenced instrument.

The Montezuma Community School District will follow the Special Education Instructional Services Delivery Plan as updated in June of 2023. This plan is available on the district website. www.montezuma.k12.ia.us

Retention/Promotion

The Board of Education has established the following procedure for determining retention or promotion criterion for junior high students.

- A meeting will be held after the first nine-week grading period if the student has failed two or more academic courses.
- A second meeting will be held with the student, parents, teachers, principal, counselor and special education representative at the end of the third quarter grading period if the student has failed two or more academic courses.
- A letter will be sent home at the beginning of the fourth quarter to address possible retention.
- A final meeting will be held at the conclusion of the academic year to determine student academic status.

Counseling

The counseling program provides a comprehensive guidance program for students at Montezuma High School. The counselor provides activities to meet the needs of students,

such as: consulting with teachers, staff, and parents to enhance their effectiveness in helping students and provides support to other High School Programs.

Post-High School

The counselor can help with information about post high school preparation and also available in the counselors' offices and in the library are college catalogs with entrance requirements. College representatives visit Montezuma often and are interviewed by interested students concerning college. Entrance examinations, grades, scholarships, loans, extra curricular activities, and other topics are discussed. There are several scholarships, and placements tests offered during the junior and senior years. A student should remember that a high school grade average helps him/her to receive scholarships.

Grades 6-12 Attendance Policy

At Montezuma Community Schools attendance is taken very seriously. We know there is a direct relationship between attendance and student learning. We believe this relationship is a vital part of your student's success at Montezuma Community Schools. Regular attendance is an indication of the maturity level of the student and how well that student and his/her parents value education and accept responsibility. Attendance records become a part of a student's permanent school record and are frequently requested by prospective employers and post-secondary schools.

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 administration. A copy of that letter will be sent to the county attorney alerting them of attendance concerns. A meeting may then be scheduled by the attorney and a contract may be written to ensure better attendance.

Upon return to school after an absence, parents must communicate with the office the reason for the absence. Promptness in making upwork 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.

Notification Sequence

After the 10th absence: HS administration and/or school staff will discuss with the student and student's parent/guardian the reasons for absences, course performance, intervention plan in place (if applicable) and potential consequences for future absences. This includes potential referral to the Poweshiek County Attorney if the student is of compulsory attendance age.

After the 15th absence: The student, on or after the 15th absence period, will be in jeopardy of earning credit in the class and placed in a study center. Administration will discuss the academic standing of the student. Administration will communicate with the parent/guardian, as well as set up a meeting as deemed necessary. The student and his/her parent/guardian may be referred to the Poweshiek County Attorney for failure to comply with Compulsory Attendance Law, if the student is of compulsory attendance age.

EXCUSED STUDENT ABSENCES

a) Absences should be communicated by the parent/guardian, or the legal custodian no later than 9:00 a.m. the day the student will be gone. If no communication takes place then the absence will be UNEXCUSED.

b) The administration has final approval on whether the absences in EXCUSED or UNEXCUSED. Excused absences include, but are not limited to, illness, family emergencies, recognized religious observances, medical appointments that cannot be scheduled outside the school day, school-sponsored activities, suspensions imposed by the school, funerals, legal appointments, family member being deployed or returning from military deployment or other approved activities.

UNEXCUSED STUDENT ABSENCES

a) Unexcused absences are absences that are not approved by the building principal. The principal has the authority to give unexcused absences even if parents have called the school.

b) Unexcused absences include, but are not limited to hair appointments, shopping, and other activities that can be done outside of school time from 8:00AM – 3:30PM.

CONSEQUENCES FOR UNEXCUSED ABSENCE

a) Students may make up the academic time missed from the unexcused day, if the student is found to be skipping

The building administration will assign advisor detentions, lunch detentions, or building release times for students to make up the time.

b) Notification of Parent's

The high school office will notify parents/guardians when their child is UNEXCUSED for the day.

ADVANCE STUDENT ABSENCES

a)The office must have the approval of the parent/guardian or legal custodian by written form or phone call prior to the student receiving an Advanced Assignment Sheet.

b)The student must obtain an Advanced Assignment Sheet from the office and have it completed in compliance with the excused absence policy.

c)The advanced Assignment Sheet will be for family vacations or other events that are approved by the principal's office.

d)If students are gone for an extended period of time because of illness, a doctor's note will be required to go on file in the district office.

TARDINESS

A tardy is defined as being up to 10 minutes late to class. A student who is more than 10 minutes late to class will be counted absent for that day. Students are counted tardy if they do not report to their assigned class.

The school administration and staff value being on time to class. Students miss valuable information and learning opportunities when they are not here on time. Students who enter school or class late will be marked tardy. Students are allowed eight (8) unexcused tardies per semester. On the ninth unexcused tardy and each successive tardy following, students may be assigned a consequence. Recurring tardiness may result in the loss of student privileges as determined by HS administration such as:

- Advisor detention
- Lunch detention
- Loss of junior/senior release
- Loss of participation in extracurricular activities
- In school suspension.

EXCUSED TARDIES

- a) Being late from a previous class. (Slip needs to be obtained from the teacher you were with).
- b) Returning from a medical appointment.
- c) Emergency situations

UNEXCUSED TARDIES

- a) Oversleeping
- b) Loitering in the halls.
- c) Arriving at school late for any other reason not approved as an emergency situation by the principal.

ATTENDANCE REQUIREMENT FOR STUDENTS IN SCHOOL ACTIVITIES

a) A student must be in attendance at least half of the day in order to take part in an activity practice or performance that afternoon or evening. Students must also attend school half day on Fridays to participate in Saturday. This requirement may be waived by the administration for medical, dental, funeral or other extenuating circumstances.

Truancy

State Compulsory Attendance Law – (Iowa Code Chapter 299) Parents within the school district who have children over age six (6) and under sixteen (16) by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar.

Truancy is defined as a student's absence from school without parent/guardian approval. A student who skips or leaves a class without permission after reporting to school is truant.

IV. DISCIPLINE

Discipline Policy-Statement of Philosophy

It is the position of the Montezuma Community School District that a fair and equitable district wide discipline policy will contribute to the quality of a student's educational experience. Without discipline in the school, learning cannot occur. Therefore, a district wide discipline procedure has been developed. It is the responsibility of the school board, administration and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statutes, state board of education regulations and this policy.

The faculty and administration are assured of the cooperation of the School Board, with the goal that proper discipline be maintained. Areas where disciplinary control is to be exercised are the following:

1. While on school property
2. While on, or in, school owned and operated vehicles/chartered buses
3. While engaged in a school related activity
4. While at a school sponsored activity

Student Conduct Guidelines

Disciplinary action will be taken against students for any behavior which:

1. Materially and substantially disrupts the rights of other students to an education,
2. Endangers school district employees, the pupil/pupils or the property of the school,
3. Willfully violates any rule of conduct specified in this disciplinary policy,

Constitutes an act punishable by local, state, or federal law, even if criminal charges have not been filed. Simple misdemeanors under the motor vehicle code shall be exempt.

Video Surveillance

Security cameras are placed around the building and on buses. Images captured by these cameras may be used to punish students or visitors for violations of school rules.

Violations

Violations of the student code of conduct may include but are not limited to the following examples:

- Vandalism - Damage to or destruction of school property by students
- Theft - An act of intentionally and without claim of right taking, using, transfiguring, concealing or retaining possession of movable property of another without his/her consent and with intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.
- Physical Assault - An act that intentionally inflicts or attempts to inflict bodily harm on another individual.
- Verbal Assault - Assault which is abusive, threatening, profane, or obscene language either oral or written by a student toward another student including content which degrades people because of race, religion, ethnic background, or physical or mental handicaps.
- Disruptive Behavior/ Disorderly Conduct - Any student who disrupts or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.
- Drugs, Alcohol and Tobacco - Students are prohibited from using, possessing, distributing, or being under the influence of drugs, alcohol and tobacco products on school grounds or at school sponsored activities.
- Cheating, Plagiarism and Theft of Academic Materials - Students shall not be involved in copying someone else's work, allowing someone to copy their work, the use of crib sheets, the theft of any instructor materials or the use of stolen documents.
- Insubordination - Insubordination includes but is not limited to the refusal to follow directions or requests of a school employee, rude or inconsiderate behavior toward a school employee and class disturbances.
- Leaving School Grounds - Anyone leaving the school building, "skipping school" or returning to school without a pass from the principal's office, a teacher, or an excuse from the parents or guardian.
- Inappropriate Language - Students shall not use profanity or other inappropriate language while in school or at a school sponsored activity.
- Weapons - Students shall not possess any weapon (or facsimile) or dangerous object while on school grounds, in school or at a school sponsored activity.

- Harassment – students shall not harass other students or staff through conduct of a sexual nature or CONDUCT DESIGNED TO REDUCE THE DIGNITY OF THAT INDIVIDUAL with respect to race, creed, religion, national origin, gender, age, disability, marital status, or all other forms of harassment.

Consequences

Violations of the student code of conduct may include but are not limited to the following administrative actions.

- Restitution - making amends for behavior that may require restoration, replacement, or repair of property or making right of a situation by word or deed.
- Parental phone call/conference - a call, note, or one-on-one conference with the principal and parents to discuss the individual discipline situation concerning their child.
- Revoking Privileges - some of the courtesies that might be revoked include the following: hall passes, senior early release, computer use, parking privileges (not intended to be a complete list).
- Detention - the student's presence is required during non-school hours for disciplinary purposes and also for that student to reflect on how they can improve their behavior. Detention may be served beginning 5 minutes after the conclusion of the school day. Detentions will not be held on Fridays or on in-service days. When a teacher issues a detention to a student, they must inform the student of the amount of time and the specific day he/she has to make up the time. When a detention is assigned, serving this detention is primary to work or participation in extracurricular activities.
- In-School Suspension - the student will attend school but will be temporarily isolated from one or more classes while under supervision. The student will be given assignments to work on, but they will not attend regular classes.
- Out-of-School Suspension - the student is removed from the school environment, which includes school classes and activities for the entire time they are suspended.
- Expulsion - Students may be removed from the school environment for an offense that requires disciplinary action. The removal of a student from the school environment that includes, but is not limited to classes and activities and expulsion from school. It shall be within the discretion of the Superintendent to recommend to the School Board the expulsion of a student for disciplinary reasons. It is the discretion of the Board to discipline a student by using an expulsion for a single offense, or for a series of offenses depending on the nature of the offense and circumstances surrounding the student. He/she will also be provided due process in discipline situations that involve expulsion. Chronic offenders, (students that have been suspended for more than a total of ten school days during a school year), can be referred by the principal for expulsion.

Students Rights and Due Process

Each student is guaranteed the preservation of his/her private rights in any disciplinary matter. This process includes administrators ensuring that the student will be informed of the charges

against him/her and will have the opportunity to controvert the evidence and witnesses against him/her. Respect, fairness, and recognition of responsibilities for both parties must prevail in all relations. Penalties will be assigned according to the disciplinary code. The school will make available to each student a copy of these students' rights and will periodically use reasonable means to assure that they are understood.

Grievance Procedure

1) The student may contest the application of discipline. An appeal must be submitted in writing to the principal in three calendar days after the discipline was assigned. The principal will meet with the student and provide an explanation of charges within two school days after the appeal is received. The student will be given the opportunity to rebut the charges and evidence. The meeting will be informal, but the decision of the principal will be put in writing and shall summarize the evidence upon which the principal relies. The principal's final decision shall be given to the student within two school days after the informal meeting between the two parties.

2) The decision of the principal may be appealed to the superintendent. The appeal to the superintendent shall be in writing and delivered to the superintendent or his secretary within five school days of the receipt of the principal's decision. The appeal to the superintendent shall specify the reasons for the appeal and shall set out supporting information and facts. The superintendent's decision shall be in writing and given to the student within three school days after the student's written appeal is received.

3) The decision of the superintendent may be appealed to the Board of education. This appeal shall be in writing and filed with the board secretary within five school days of receipt of the decision from the superintendent. Unless the parties otherwise agree, the board shall hold its hearing within ten school days after receiving the appeal. The board's decision shall be final.

V. ANNUAL OFFICIAL NOTICES

The following statements are to provide special information to patrons of the school district. Law, some by state education standards, requires some 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, color, age, religion, national origin, sex, marital status, sexual orientation, gender identity 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 Schools have been modified so that those with disabilities will have access to the school building at the south elementary entrance, the northeast elementary entrance, and the breezeway entrance from the west. The northeast entrance to the junior high building had 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 principals 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., Box 580. Persons interested in reviewing the plan can contact the Supt.'s office 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 – Earlene Taylor (641) 623-5121.
- Level Two Sheriff's Office - (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.

- 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. 641-623-5185.

- 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 requirements of the Civil Rights Act and that no person, on the basis of race, color, age, religion, national origin, sex, marital status, sexual orientation, gender identity 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; 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.)

- Equity - 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 Supt. Office 641-623-5185.

- 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.

- Harassment Sexual or Other - Any type of harassment, over which it has jurisdiction, will not be tolerated in the Montezuma School District, Reference Board Policy 403.7.

- 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 wishes 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 in the high school office.

- Visitors - Visitors to the school should report immediately to the appropriate office upon entering the building. If a student wishes to bring a visitor to school, he or she needs to make preparations with the principal in advance. Parents are welcome at all times, but please report to the office upon arrival. Visitors will be provided a badge while in the building.

- School Parties and Picnics - No parties or other entertainment should be arranged without permission of the sponsor and principal. Dates should be checked in the principal's office to avoid conflicts. As far as possible arrange evening entertainment for weekends. All school parties and picnics must be chaperoned by faculty members. Wednesday evening is reserved for our churches.

· Inclement Weather – During inclement weather the following television and radio stations will be notified with closing information: KGRN (1410 AM), KBOE (104.9FM), WHO TV (13), KCCI TV (8), KGAN TV (2), and WOI TV (5).

· 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, that 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.)
5. 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.

BULLYING/HARASSMENT

1. To access our district policy: www.montezuma.k12.ia.us website then go to district tab. This tab will be a drop down menu and find Board Policies. The Policy number is CODE #104
2. Individuals who feel that they have been harassed should:
 - a) Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
 - b) If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
tell a teacher, counselor or principal;
and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

c) If the harasser continues then use the following procedures from Board Policy 104.R1.

- Complaint Procedure
- Investigation procedure
- Resolution of Complaint

Montezuma Community School District Coordinators

EQUITY/MULTICULTURAL/NONSEXIST (MCNS).....	Building Principal
GRIEVANCE PROCEDURES	Building Principal
SCHOOL IMPROVEMENT (280.12/.18)	Superintendent
CURRICULUM DIRECTOR	Building Principal
STAFF DEVELOPMENT	Building Principal
TITLE IX	Superintendent
EQUAL EMPLOYMENT; AFFIRMATIVE ACTION.....	Superintendent
SECTION 504 (ADA) (DISABILITIES)	Earlene Taylor
AT RISK	Earlene Taylor
E.L.P.....	Cheri Semprini
HOMELESS.....	Mary Jo Sheets
LIMITED ENGLISH PROFICIENCY	Carrie Stockman
SCHOOL TO WORK (STW).....	Earlene Taylor
ABUSE and HARASSMENT INVESTIGATORS	
LEVEL 1.....	Earlene Taylor
LEVEL 2.....	Poweshiek Co. Sheriff (641-623-5679)

GOOD CONDUCT RULE

A. STUDENT ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES:

The Board of Directors of Montezuma Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, or unhealthy. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal shall keep records of violations of the good conduct rule.

B. APPLICABLE SPORTS AND ACTIVITIES:

The following sports and activities are covered by the board's policy and these rules: Students in grades 7th through 12th grade whom participate in athletics, drama productions, speech contests, FFA, Shooting Sports, National Honor Society, all co-curricular clubs/organizations, all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), local, regional and state contests and performances for cheerleading, dance or any other sport and activity where the student represents the school outside the classroom are covered by this policy.

C. ENFORCEABLE PERIOD

This policy is in effect year round, 365 days per year and applies to a student's behavior in and outside of school. Violations are cumulative from 7th to 8th grade and again cumulative from 9th grade through the end of a student's 12th grade eligibility.

D. PUNISHABLE BEHAVIORS:

To retain eligibility for participation in Montezuma Junior High and High School co-curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

A student may lose eligibility under the Good Conduct Rules (GCR) for any of the following behaviors:

- Possession, use, or purchase of tobacco products, regardless of the student's age;

- Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
- Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites). Examples of such harassment includes, but is not limited to: threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission. NOTE: This could include group conduct! This rule is not intended to prevent a student from expressing his/her religious or political beliefs.

Please note: Any reports of misconduct must be from a credible and reliable source. They need to be shared with administration with a timestamp from when the incident occurred. (Reports must be made within 14 days of the event)

E. GOOD CONDUCT COMMITTEE:

Whenever a student is alleged or suspected to have violated the Good Conduct Rules (GCR), the principal and or athletic director shall investigate the facts concerning such allegations. If there is clear and credible evidence that there has been a violation of the GCR (student self-reports, parent of the student reports or notification provided by law enforcement), the student will be informed of the violation and the principal will impose the appropriate consequence. If a student is alleged or suspected to have violated the GCR and through an investigation the principal finds just cause to pursue the matter, the principal will meet with the student to inform him/her of the allegation or suspicion, inform the parent(s)/guardian(s) of

such meeting and take the matter to the Good Conduct Committee for a determination. The purpose of the Good Conduct Committee is to review the evidence found during the investigation and determine if there has been a violation of the GCR.

The Good Conduct Committee will be appointed by the AD and consist of:

1. Three (3) out-of-season coaches/sponsors
2. Two (2) non-coaching teachers

The principal is a non-voting member of the committee and will act as mediator and presenter of information to the committee.

The student has the option to meet with the committee to present his/her side of the story. The principal will present the evidence gathered during the investigation. By majority vote the committee will determine if the student violated the GCR and apply the consequences as expressed below.

At the conclusion of the committee's meeting, the principal will inform the student and student's parent(s) or guardian(s) of the committee's decision.

The Good Conduct Committee reserves the right to make adjustments in the application of the rules and penalties based on the unique and unforeseen circumstances of a student on a case-by-case basis.

F. PENALTIES:

Any student who, after a hearing before the Good Conduct Committee, is found to have violated the GCR is subject to a loss of eligibility as follows, these penalties are cumulative beginning in 7th grade and will start over again beginning in 9th grade:

- 1st offense: 3 event days of competitive ineligibility. (For "mere presence" violations, see "Reduction in Penalty")
- 2nd offense: 9 event days of competitive ineligibility. (For "mere presence" violations, see "Reduction in Penalty")
- 3rd offense: 12 months of competitive ineligibility, (For "mere presence" violations, see "Reduction in Penalty")
- 4th offense: Lifetime ban of extracurricular activities.
- ***Event is defined as one whole day of competition**
 1. For a First and Second Offense penalty, the ineligibility period BEGINS immediately if the student is in the competitive portion of a sport or activity OR with the 1st competitive date for the sport and or activity the student is a participant in and ENDS with the last competitive date of a sport and or activity the student participates in as set by the school. The ineligibility will occur during

the competitive portion of a student's sport and or activity participation. See section "G" for a list of the competitive start and end dates for all applicable sports and activities.

2. An ineligible student shall attend all practices or rehearsals but may neither "suit up" nor perform/participate.
3. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for a sport or activity.

G. BEGINNING AND ENDING DATES OF SEASONS:

The athletic director will compile the beginning and ending competition dates of all sports and activities to use when enforcing the penalties for the GCR.

H. VIOLATIONS OCCURRING DURING INELIGIBILITY:

If a student is ineligible at the time of a violation of the GCR, the penalty for the new violation will not begin until the student regains eligibility from the previous violation. Example: A student academically ineligible for a quarter [or "semester"] is found to have been in possession of tobacco, a GCR violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the GCR and is ruled ineligible for 3 event days. While ineligible, the student again violates the GCR. The second penalty (9 events) attaches when the first penalty (3 events) is completed.

I. REDUCTION IN PENALTY:

Honesty Provision- If a student comes forward to a coach, administrator, or activity sponsor to self-report a violation of the GCR immediately upon the next school day after the violation occurred, the student's penalty might be reduced by $\frac{1}{3}$ of events. (For example, the first offense would be reduced by 1 event, the second offense would be reduced by 3 events, and the third offense would be reduced by 3 months.) A student who violated the "mere presence" provision of this policy shall serve no more than two-thirds ($\frac{2}{3}$) of the established penalties for the first, second, or third/subsequent violations.

J. ELIGIBILITY DURING IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSION:

Students suspended from school (both in-school and out-of-school) are not eligible to participate (practice or otherwise) or compete during the days they are suspended. A violation that warrants a suspension could be categorized as a GCR violation if it meets the criteria listed above.

K. TRANSFER RULE:

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a GCR in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.

L. FORFEIT OF LETTER AND AWARDS:

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

M. DUE PROCESS:

Any student who is found by the administration or the Good Conduct Committee to have violated the GCR may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the GCR; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board. If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

N. EDUCATION AND AWARENESS:

No junior or senior high student shall participate in any extra-curricular activity until such student has reviewed the Good Conduct Policy. All coaches and sponsors of co-curricular activities will hold an annual event for participants and their parent(s)/guardian(s) to review the Good Conduct Rules and other team/activity rules and expectations. Parents may ask for a copy of the handbook at any time or review it only online via the school website.

O. STUDENTS NOT OUT FOR CO-CURRICULARS:

Students who violate the GCR are not in any co-curricular activities may be subject to forfeiture of any additional school activities during the school year as determined by the school principal. Some examples may include, exclusion from homecoming/prom court, dances, etc.

P. ACADEMIC CONSEQUENCES:

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the GCR occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

Q. EJECTION FROM A GAME/ACTIVITY:

As per Iowa High School Athletic Association and Iowa Girls High School Athletic Association guidelines - Any student at any level grades 7-12 who is ejected from a school-sanctioned sport will be required to:

- Miss the next regularly next scheduled, rescheduled, or contracted date
- Take the NFHS Coach Education/Certification Program elective course "Sportsmanship - It's Up to You." The course must be viewed prior to being able to return and participate in an interscholastic contest and the certificate of course completion must be sent to the IHSAA/IGHSAA office. There is no cost to this course.