

MOC-FLOYD VALLEY COMMUNITY SCHOOLS

Orange City Elementary Handbook 2021-2022

Mission Statement

Fostering learning, excellence and civic responsibility.

MOC-FLOYD VALLEY SCHOOL DISTRICT EDUCATIONAL PHILOSOPHY

The MOC-Floyd Valley Community School District provides a learning environment which prepares all students for their highest level of lifetime achievement.

BELIEF STATEMENTS

Individuals in the MOC-Floyd Valley School District will reflect these core values:

CARING

We will show a genuine interest in and sensitivity towards others.

COOPERATION

We will work together in partnership- school, families, and communities.

WORK ETHIC

We will demonstrate diligence and perseverance to achieve our personal best.

RESPONSIBILITY

We will be accountable for our actions and choices both individually and collectively.

RESPECT

We will recognize and honor the intrinsic worth of others as well as ourselves while valuing property and belongings.

EXCELLENCE

We will expect, strive for and encourage the highest level of achievement.

INTEGRITY

We will consistently reflect honesty and high moral character.

CREATIVITY

We will foster a safe learning environment where creative thinking and positive risk-taking are valued and nurtured.

Dear Orange City Elementary Parents:

We are very glad to have your children at our school. Please read and discuss the information presented in this handbook with your child. If you have any questions, comments, or concerns, please contact the school so we can explain or clarify any school procedure. We encourage you to play an active role in your child's education during the coming school year.

This handbook provides information on how parents, staff, and administration can work together. The education of a child is a partnership between the home and school, and communication is the basis for this partnership. By working together, we can ensure today's learners are tomorrow's leaders.

We are all teachers of children. Parents are a child's very first teacher, and throughout life the parent is the most influential. The lessons learned from the parent remain with a person for life. Therefore, parents are not only a child's first teacher but his/her best teacher. With your cooperation we are excited to have the opportunity to continue making a positive impact on your children's education. Please stay in close contact with our entire staff. We are here for your children.

The Orange City Elementary Staff

ORANGE CITY ELEMENTARY SCHOOL FACULTY

Mr. Mike Landhuis – Principal

Ms. Jackie Olson – Counselor

Mrs. Leah Pennings – Transitional Kindergarten

Mrs. Kari Wieking – Transitional Kindergarten

Mrs. Brittany Aalbers - Kindergarten

Mrs. Emily De Jong – Kindergarten

Mrs. Becky Riskedahl- Kindergarten

Mrs. Lori Scholtens – Kindergarten

Ms. Erin Peters- First Grade

Mrs. Danielle Kleinhesselink-First Grade

Mrs. Tracey Nothem – First Grade

Mrs. Sheri Sikkema – First Grade

Mrs. Renee Guthmiller – Second Grade

Mrs. Marissa Maassen- Second Grade

Mrs. Reba Marra- Second Grade

Mrs. Jennifer Van Wyk – Second Grade

Mr. Nate Fischer – Third Grade

Mrs. Jill Van Wyk – Third Grade

Ms. Elaine Vander Broek – Third Grade

Mrs. Heather Hofmeyer-Third Grade

Mrs. Rachel Honken – Fourth grade

Mr. Chris Lang – Fourth Grade

Mr. Shannon Puttmann- Fourth Grade

Mr. Peter De Jong – Fifth Grade

Mr. Brent Sampson – Fifth Grade

Mr. Todd TeGrotenhuis – Fifth grade

Mrs. Tonya Huss – Special Ed.

Mrs. Mariah Bilby-Special Ed.

Mrs. Angie Boersma – Special Ed.

Mrs. Sandy Woudstra – Special Ed.

Mrs. Jenn Lambert – Title 1

Mrs. Kristen Puttmann-Literacy Coach

Mr. Murray Andersen – Media Specialist

Mrs. Kate Boersma – P.E.

Mrs. Sharon Foughty- Music

Mrs. Sheryl Grotenhuis – Instrumental Music

Mrs. Laura Haverdink – Strings

Mrs. Amy Sharar – Art

SUPPORT STAFF

Mrs. Cathy Van Es – Secretary

Mrs. Karina Nonnemacher – Nurse

Mrs. Cecelia Salazar – ELL

Mrs. Laurie Edwards– Office Associate

Mrs. Jane Kuiken – Computer Lab Coordinator

Mrs. Steph Pottebaum – Food Service Director

Mrs. Renee Rhamy- Educational Aide

Mrs. Karen Owens-Educational Aide

Mrs. Heidi Meerdink – Educational Aide

Mrs. Andrea Westra – Educational Aide

Mrs. Crystal Bowsby-Educational Aide

Mrs. Nicole Beltman-Educational Aide

Mrs. Mary Beth Reuvers-Educational Aide

Mr. Jeff Kleinhesselink – Custodian

Mrs. McKenzie Reuter – Speech/Language

Mrs. Vi De Jong – Head Cook

Mrs. Marcia Cleveringa – Cook

Mrs. Kelly Bomgaars-Office Associate

Mrs. Brenda Oolman – Cook

Mrs. Pam Schmit – Educational Aide

Mrs. Kristi Meyers-Educational Aide

Mrs. Barb Alsum-Educational Aide

Mrs. Becky Maasdam-Educational Aide

Mrs. Val Boggs-Educational Aide

Mrs. Margie Kamstra- Educational Aide

Mrs. Alex Boerhave- Educational Aide

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, other employees, other students, visitors and guests with respect and courtesy.

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/or school operated buses or vehicles or 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 12 months a year.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the 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 that 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 is based on the facts and circumstances surrounding the incident and the student's record.

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 this handbook. Students or parents with questions or concerns may contact the office for information about the current enforcement of the policies, rules, or regulations of the school district.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are in an event or an activity, or whether they are held on or off school grounds.

Emergency Forms

At the beginning of the school year or whenever new students enroll, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternative persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school permission to release the student to the alternate person in the event that the parents cannot be reached. Parents must notify the appropriate school offices if the information on the emergency form changes.

Elementary Attendance Policy

We cannot stress too greatly the importance of your child being in school every day, on time. Learning opportunities missed can never be completely made up. One of our major tasks as a school is to prepare students for life and to teach the skills necessary to be productive in society. Therefore, good attendance and prompt arrival to school is expected and necessary.

Please make every attempt to have your child at school on time. The school day starts at 8:10 am. The tardy bell rings at 8:10 am- this means your child should be in their classroom before that time- not just entering the building. Our school day is scheduled and when a child is late, something is missed.

If a student arrives after 8:10 am but before 10:00 it is considered a tardy. If they leave after 2:00 pm but before the end of the day, it is also considered a tardy.

Attendance is part of a student's permanent record. Each absence/tardy is recorded. After the 10th absence/tardy a letter of concern is sent to the parents. If attendance/tardiness does not improve, agencies including, but not limited to, the following will be contacted: Department of Human Services, County Attorney, Public Health, and Juvenile Court Services. Ultimately, retention may be considered if the student, due to poor attendance/tardiness, is unable to meet academic expectations.

To report a student absent:

- We ask that parents contact the school by 8:30 AM whenever their child will be absent from school for the day.
- Parents can contact the school office at 737-4606 and leave a voice message if it's before or after school office hours.
- If the school has not been contacted by 8:30 AM the school will attempt to contact the child's parents to verify the absence.
- Please send a note or email in advance of any scheduled appointments.

Entering and Leaving School

Students: After 8:10 am all entrances to the school will be locked. All entrances to school will remain locked until the end of the school day. Visitors will need to be buzzed in at the North door. Students arriving late due to an appointment or students who are tardy need to sign in at the office. If your child will be late to school please send a note with them, walk them to the office or call ahead as to why they are late. Students needing to leave during the school day must sign out in the office. If you are picking your child up during the school day you'll need to use the North entrance and sign them out in the office. This policy allows us to better monitor both attendance as well as the visitors to the building.

Adults: All adults visiting the building need to enter via the North door and sign in at the office to obtain a visitor pass. Visitors are asked to return the pass and sign out as they leave.

Inclement Weather

In the event that school must be delayed, cancelled, or released early, the easiest way to get the information is to sign up for emails in the parental portal on Infinite Campus. You can also tune in to any of the following radio stations: KSOU, 1090 AM/ 93.9 FM – Sioux Center or KIWA, 1550 AM/ 105.5 FM Sheldon. Please don't call the building to see if school will be let out early due to the weather as this ties up our phone lines – as soon as we know school will be released early we will get it on the radio, the school website and notifications will be sent via Infinite Campus. Thank you for your cooperation in this matter. Anytime school is released early or cancelled all activities for that evening are cancelled as well.

Please make sure you have a plan with your child in place for early dismissals due to inclement weather. Waiting until school is called off is not the time to make plans with your child as we are in the process of trying to dismiss over 400 students as quickly as possible.

The School Day

The first bell rings at 8:00 and the tardy bell rings at 8:10.

TK	8:00-11:20	
Town Students	8:00-3:15	(8:00-1:15 on in-service Fridays)
Bus Students	8:00-3:25	(8:00-1:25 on in-service Fridays)

The school doors are all locked until 3:15 pm when we dismiss the town students. If you need to enter the building prior to 3:15 pm you must use the North door and be buzzed in. Please wait for your child outside and then leave as quickly as possible as this clears the area around the school for the arrival of our buses. Town students are to be off school grounds by 3:25 pm.

To and From School

If your child is to go home in a way different than normal, we must receive word of that by a note or a phone call. If we do not, we must have them go home as they usually do.

Please do not call the school office to have us get a message to your child about where to go after school unless absolutely necessary. Please make after school plans with your child before they head off to school in the morning and only call us if those plans change. We will not allow students to use the phone to make after school arrangements for friends to come over etc., as this needs to occur at home.

Bus Safety Rules

- Pupils must be seated while the bus is in motion
- Hands, arms, or heads may not extend through the bus window
- When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the track
- Do not throw objects on the bus or out the bus windows
- Do not play or loiter on the road while waiting for the bus
- Cross the road in accordance to the bus drivers instructions
- Emergency exits are to only be used in cases of emergencies

Bus Behavior Rules

- Pupils are under the authority of the bus driver
- Loud vulgar language is prohibited
- Keep your feet off the seats
- Be on time. The bus cannot wait.
- Drinking pop or other liquid refreshments and eating sunflower seeds is prohibited on any school vehicle
- Please deposit trash in the receptacle provided.

For misconduct on the bus the drivers have been instructed to speak to the child twice. If it is necessary the third time, the driver is to contact the home and talk to the parents. If it continues after the driver talks to the parents, then the child will be referred to the building principal for further discipline, which may include not riding the bus for a period of time to be determined by the principal. The transportation of the child to school then becomes the responsibility of the parent. Please remember that riding the bus is a privilege not a right.

Recess

As a general rule, if a child is well enough to come to school, they are well enough to play outside during recess. However, we realize there are some exceptions. Please use discretion in asking to have your child stay in. A note from a doctor explaining the reason for remaining indoors must be sent.

Immunizations

Prior to starting school, or when transferring into the school district, students must present an approved Iowa Department of 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 principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Exemptions to the immunization requirements may be met with a valid Iowa Department of Public Health (DPH) certificate stating that receiving the immunizations is inconsistent with the parent's religious beliefs or a written statement from a health provider that the immunizations are detrimental to the student's health. Parents who have questions should contact the office.

Medications at School

If your doctor feels it is necessary for the students to receive prescription medication during school hours, the child's parent or legal guardian must complete the "Authorization and Permission for Administration of Medication Form (a copy is in the center of this booklet). No "over the counter" medication will be given unless there is a written order by your doctor.

Student Illness or Injury at School

Every accident in the school building, or on the school grounds, in school-owned buses or vehicles, or at school-sponsored activities must be immediately reported to the person in charge and an accident form placed on file in the principal's office. MOC-Floyd Valley Schools strive to maintain a safe learning environment, but accidents may still occur. In the case of serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

Should Your Child Stay Home From School?

Runny nose: This may be due to an allergy or cold. Unless there is a fever present, your child may come to school. For fever or colored discharge, you may want to talk to your doctor.

Cough or cold: These can lead to or indicate more serious infections such as bronchitis or pneumonia. If your child is not acting his/her normal self, has a fever, or has difficulty breathing, check with your doctor. If you feel it is just a common cold **without** a fever, they may come to school.

Diarrhea and vomiting: If your child has these symptoms, he/she should not come to school, as this is very contagious. You should monitor for signs of dehydration and if this should occur, your child should see a doctor. He/she may return to school when there hasn't been an episode of either for at least 24 hours. Please make sure your child is eating and drinking normally before returning to school. Encourage good frequent hand washing.

Fever: Anytime your child has a temperature over 100, he/she should stay home from school. When it occurs along with a sore throat, earache, nausea, sleepiness or rash, your child may have something very contagious. Remember that as the day passes, a person's temperature rises, so even though your child may not have a fever in the morning, he/she may develop one as the day goes on. Your child is still contagious as long as a fever is still present and should stay home until he/she is fever free for 24 hours without the use of Tylenol or Ibuprofen.

Sore throats: These can accompany a cold or indicate a more serious infection such as strep infection or mono. If your child has difficulty swallowing or a fever with a sore throat, he/she should stay home and also see a doctor. If a strep infection is found, please notify the school and keep your child home from school for at least 24 hours after starting antibiotics as this is very contagious. If your child is found to have mono, notify the school and follow your doctor's recommendations for returning to school and other activities.

Chicken Pox: This is a viral illness that is very contagious. The first symptoms can mimic a cold. If your child has not had the chicken pox or the vaccine and develops red spots on their back, chest or face a day or two after the fever or other cold symptoms have started, it may be the pox. The usual length of illness is approximately 5-7 days and your child should remain at home until all the pox are crusted over and no new ones are developing. Please notify the school in the event of this illness so we can alert your child's class.

Pink eye: This is a very contagious and can be viral or bacterial. Symptoms are red, itchy, watery and matterly eyes sometimes with redness or swelling of eyelids or around the eyes. Practice good handwashing frequently. People with acute stage conjunctivitis should consult their healthcare provider for treatment. Children should not attend school during the acute stage so should return only after being on antibiotic eye drops for at least 24 hours or with a note from their doctor saying they may return.

Lice and Scabies: **If your child is found to have live bugs they will be sent home for immediate treatment.** Your child will need the required treatment with pediculicide shampoo and removal of nits/eggs by fine tooth combing. Bedding, coats, hats must be washed and dried at high heat. You may check with the school nurse about appropriate treatment.

Abuse and Harassment of Students by Employees

The school district does not tolerate employee's physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Brittany Adams at (712) 737-4606 as its Level I investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property, or to protect a student from self-infliction of harm.

Student Dress Code

School attire must be appropriate for a learning environment. We ask that students do not wear the spandex volleyball shorts. Any staff member that feels a student's dress is inappropriate will contact the principal who will decide the issue and may notify the parent that a change of clothing is needed at school for the child to return to class.

Children should be dressed appropriately at school during cold weather. Unless the wind-chill is below zero the students have recess outside. It's a good idea to keep an extra pair of mittens in your child's book bag so they have a dry pair for the recesses that are later in the day. Boots need to be worn to keep socks dry. Please make sure all clothing has your child's name written on them.

Child Custody

In most cases, when parents are divorced, both mother and father continue to have equal rights where their children are concerned.

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the principal's office. Unless your court order is on file with us, we must provide equal rights to both parents.

Interrogations of Students by Outside Agencies

If police officers or other officials request an interview for any issue other than child abuse, an attempt shall be made to contact the student's parents or legal guardian and to have one of them present during the interview. If the topic of the interview is child abuse and the investigator determines that the child should be interviewed independently of his/her parent(s) and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parents. It shall be the responsibility of the investigator in abuse cases to determine who will be present during the interview.

No student may be taken from the school without the consent of the building principal and without a proper warrant. In all cases, the welfare of the child and the protection of his/her constitutional rights shall be the principal's first considerations.

Telephone Usage

The telephone is for business purposes. If it is necessary for a student to use the phone, permission should be given by the teacher. Children need to make arrangements for after school play with friends before leaving home. Cell phones are not to be used during the school day.

Student Lockers

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

A student's locker can be searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense or a district policy, rule, or regulation bearing on school order has been violated and the administrator or teacher has a reasonable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules, or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials. Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept.

School authorities may, without a search warrant, also search a student, desk, work area, or student gym or book bag based on reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students and school personnel. Schools may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisonous, and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to law enforcement authorities.

School Lunch and Breakfast

A complete nutritious meal is provided at noon in the cafeteria. Each student has a computerized lunch ticket.

Breakfast is served daily from 7:45-8:05 AM. There is no breakfast served on late start days.

Insurance

The school doesn't carry insurance on students. School insurance is available to parents for a nominal charge. The forms are available at registration each year.

Vision/Hearing Screenings

TK-5 students receive vision and hearing screenings early in the year. If there are any concerns you will be notified.

Birthdays

Due to changes in the school Wellness Policy and an increased number of allergy concerns please consult the list of preapproved snacks provided at the beginning of the year. In consideration of children's feelings, please do not send gifts or invitations for parties or other student get-togethers to school.

Weapons

Students are not to bring any weapons to school. A list of weapons would include, though is not limited to; guns (real or fake), knives, cigarette lighters, fireworks, etc. Federal law states students caught bringing guns or bombs to school face a one-year mandatory expulsion. This would run from the date of the incident to the same date in the next school year. Dangerous weapons will be taken from students and discipline can include, but is not limited to, detention, suspension, or expulsion. In the discretion of the administration, law enforcement may also be contacted.

Book Fees

A book fee is charged each year at registration time. This amount covers book rent and workbooks. Each child is responsible for the books issued to them. Books that are damaged or lost will have to be paid for. If a book is damaged beyond classroom use the student is charged three-fourths of the original cost and keeps the book. The loss of a book requires full payment for the replacement. This can be expensive as most textbooks cost in excess of \$70.00.

Visitors

As parents you are always welcome to visit your child's classroom. We ask that younger siblings not visit with you, as this can be distracting to the class. Also, children from other schools are not allowed to visit. Please make other arrangements if you have school-aged visitors in your home.

Report Cards

Report cards are sent home each quarter. These are to keep you informed as to the progress of your child. If you have any special concerns, feel free to contact us at any time. Please remember that the report card is an individual report and that no two children are exactly alike. For this reason, it is unwise and unfair to compare your child's report card with that of another child.

Report cards will be sent home according to the following schedule:

- October 19 – Report Cards home with students
- January 18 – Report Cards home with students
- March 8- Report Cards home with students
- Last day of school – Report Cards home with students

Personal Properties

Students are discouraged from bringing personal possessions to school. Toys, MP3 players, iPads, Kindles, etc., run the risk of being broken or stolen while at school so please leave them home.

Emergency Drills

Periodically the school holds emergency fire, tornado, and bomb threat drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. For students who are visually or hearing-impaired classroom teachers assign student helpers to assist with evacuation procedures.

Parent-Teacher Conferences

Parent-Teacher Conferences will be held this fall on Monday, October 22nd and Tuesday, October 31st. In the spring, conferences will be held on Monday and Tuesday, March 11th and 12th. Your child will bring home a slip of paper with your scheduled time on it prior to conference time.

Library Policies

Our school library is available to all students. Students may check out books during their regular class time, or any day before or after school. The library is used as a classroom and is not open for general checkouts during school hours. Parents who wish to help their children select books may do so between 8:00 and 8:10 a.m. and 3:20 and 3:30 p.m. daily.

Books are checked out for a period of two weeks and may be renewed one time, unless a book is on reserve for another student or teacher. Students with more than one overdue book must return those books before being allowed to check out more.

Students may have up to ten books checked out at one time.

Checking out a book makes a student responsible for that book. Books checked out of the library and must be returned to the library. Damaged or lost books must be replaced. Students will be charged a \$15.00 fee for each book.

Anti-Bullying-Harassment Policy

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student 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 or bully did;
- Witnesses to the harassment or bullying;
- What the student said or did, either at the time or later;
- How the student felt; and
- How the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications; and
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, job, etc; and
- Demeaning jokes, stories and activities.

MOC-Floyd Valley Community School District Non-discrimination Notices

Policy: Annual Notice of Non-Discrimination

CODE NO. 102.E1

The MOC-Floyd Valley Community School District offers career and technical programs in the following areas of study: Business, Industrial Technology, Vocational Agriculture & Family & Consumer Science.

It is the policy of the MOC-Floyd Valley Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Russ Adams, Superintendent & Equity Coordinator, MOC-Floyd Valley District Office, 709 8th St. S. E., Orange City, IA 51041, (712) 737-4873, Radams@moc-fv.k12.ia.us.

Policy: Continuous Notice of Non-Discrimination

CODE NO. 102.E2

It is the policy of the MOC-Floyd Valley Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Russ Adams, Superintendent & Equity Coordinator, MOC-Floyd Valley District Office, 709 8th St. S. E., Orange City, IA 51041, (712) 737-4873, Radams@moc-fv.k12.ia.us.

Federal Non-Discrimination Notice

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 1(866)632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact the USDA through the Federal Relay Service at 1(800)877-8339 or 1 (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Iowa Non-Discrimination Notice

It is the policy of the MOC-Floyd Valley Community School District not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7. If you have questions or grievances related to compliance with this policy by (Name of CNP Provider), please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515281-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index.html>.

Homeless Children or Youth of School Age

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is Mike Landhuis 712-737-4606.

McKinney-Vento: The definition of homelessness in the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, Title X, Part C of the No Child Left Behind Act-2001, is given below. Homeless child or youth is defined as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of another person due to loss of housing, economic hardship, or similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement.
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.